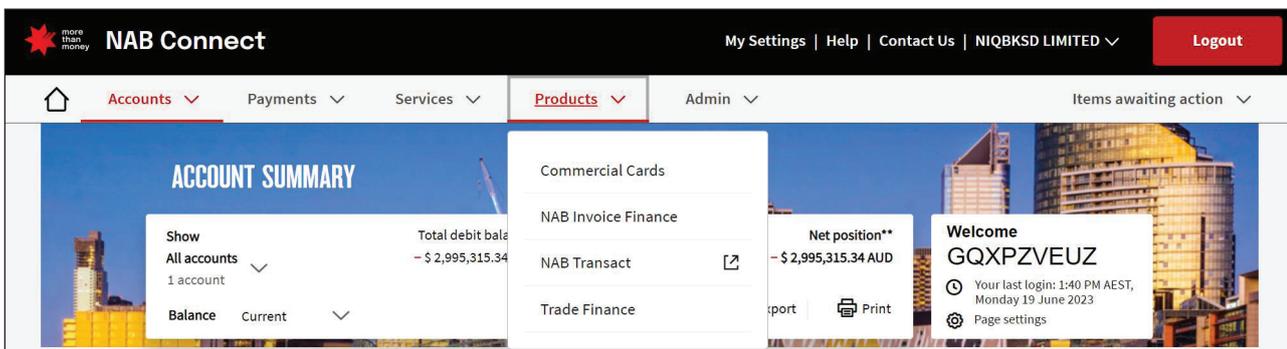


Trade Finance Online Quick Reference Guide

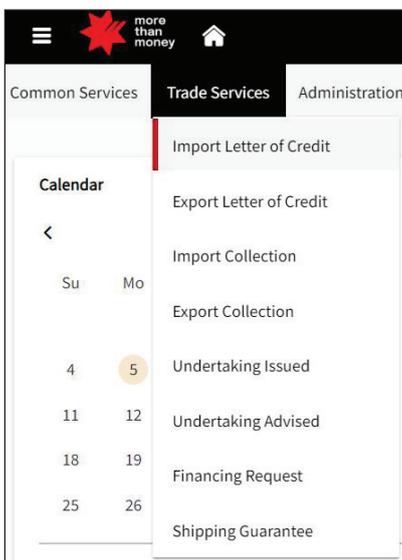
How to request a new Import Letter of Credit

This quick reference guide shows you how to request a new Import Letter of Credit via Trade Finance Online.

Log into Trade Finance Online via NAB Connect under the Products tab by selecting Trade Finance to get started.



1. From the **Trade Services** menu, select **Import Letter of Credit**.



2. From the **Import Letter of Credit** screen, select **Request Letter of Credit**.
You also can create or select a **Templates** from the list of a pre-prepared Letter of Credit.



3. Start by inputting **General Details** regarding the structure of the proposed **Import Letter of Credit**. Update the terms and conditions under each **Section** and select **Next** to move to the next section. Complete all 9 Sections and ensure to update all the mandatory fields (*).

Letter of Credit Initiation

Sections Tasks

0%

1 General Details

2 Applicant and Beneficiary Details

3 Bank Details

4 Amount and Charge Details

5 Payment Details

6 Shipment Details

7 Narrative Details

8 Instructions to Bank

9 Attachments

10 Preview

1) General Details

General Details

Mode of Transmission

SWIFT Courier/Mail Other

Create From

Expiry Date*

Place of Entry*
In country of Beneficiary

Feature of LC

Irrevocable Transferable

Revolving

Applicable Rules

Applicable Rule*
UCP LATEST VERSION

Confirmation Instructions

Confirm May Add

Without

References

Beneficiary Reference

Customer Reference

2) Applicant and Beneficiary Details

Note: please select "Save This Beneficiary" for the frequent used Beneficiary Details.

Applicant and Beneficiary Details

Applicant

Entity* 487840358

Name* NIQBKSD LIMITED

Address 1* 10 Collins Street

Address 2 Melbourne VIC 3000

Address 3 Australia

Beneficiary

Name* ABC Bene Co Ltd

Address 1* 1 Street

Address 2

Address 3

Beneficiary Country* CN-China

Save This Beneficiary

Abbreviated Name* ABC Bene - China

3) Bank Details

Note: please ensure to provide "Advising Bank" information (generally, this is your supplier's bank).

Note: please "Search" function on the side of SWIFT Code to create List of Banks for the frequent used Bank Details. Please ensure to include 'BIC Code (SWIFT)' details.

Bank Details

Issuing Bank **Advising Bank** Advice Through Bank

SWIFT Code

Bank Name

Address 1

Address 2

Address 3

List of Banks

SWIFT Address* Postal Address

SWIFT Address

Address 1*

Address 2

Address 3

Country*

Other Details

Contact Name

Contact Number

Fax

Telex

BIC Code (SWIFT)

E-mail*

Web Address

4) Amount and Charge Details

Amount and Charge Details Channel Reference: LC230602293

LC Amount

Currency* Amount*

Variation in Drawing

Percentage (+) Percentage (-)

Issuing Bank Charges

Applicant Beneficiary

Outside Country Charges

Applicant Beneficiary

Additional Amount Covered

Additional Amount Covered

0/140

5) Payment Details

Payment Details Channel Reference: LC230602293

Credit Available With

Bank* Any Bank Name Any Bank

Credit Available

By Payment Acceptance

Negotiation Deferred Payment

Mixed Payment

Payment Draft At *

Sight Fixed Maturity Date Calculated Maturity Date

Drawee Details

Drawee Details* Issuing Bank

6) Shipment Details

Shipment Details Channel Reference: LC2307002638

Shipment From Shipment To

Place of Loading Place of Discharge

Last Shipment Date Shipment Period

Partial Shipment

Allowed Conditional

Not Allowed

Transshipment

Allowed Conditional

Not Allowed

Purchase Terms

Incoterms Rules 2020 Purchase Terms*

Named Place

0/390

7) Narrative Details

Note: please ensure to provide Number of Days for “Period for Presentation” under Other Details tap.

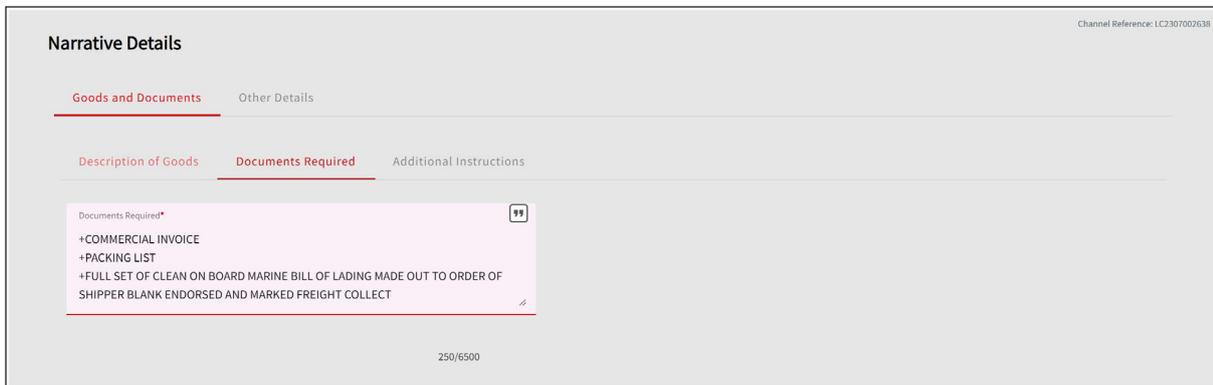
Tips: please click on the  icon to open the Clauses function and select from your previously created frequently used clauses¹. Alternatively you can type the details in this field.

Tips: please use “SHIFT+ENTER” to change the line and include plus sign + in front of each document required or additional condition.

a. Goods and Documents – Description of Goods / Documents Required / Additional Instructions



The screenshot shows the 'Narrative Details' screen for 'Goods and Documents'. The 'Description of Goods' tab is active, showing a text input field with the value 'TFO QRG TEST'. A document icon is visible in the top right of the input field. The channel reference is LC2306002393. The progress indicator shows 12/6500.



The screenshot shows the 'Narrative Details' screen for 'Goods and Documents'. The 'Documents Required' tab is active, showing a list of documents: '+COMMERCIAL INVOICE', '+PACKING LIST', and '+FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO ORDER OF SHIPPER BLANK ENDORSED AND MARKED FREIGHT COLLECT'. A document icon is visible in the top right of the input field. The channel reference is LC2307002638. The progress indicator shows 250/6500.

b. Other Details – Special Payment Conditions for Beneficiary / Period for Presentation



The screenshot shows the 'Narrative Details' screen for 'Other Details'. The 'Period for Presentation' tab is active, showing two input fields: 'Number of Days' and 'Period for Presentation Narrative'. The channel reference is LC2306002393. The progress indicator shows 0/35.

8) Instructions to Bank (if any), then select Next

Note: In case, Standard Settlement Instructions (SSI) has been executed with us, we will settle the transaction as per SSI. For the settlement between the different currencies, please ensure to include FX settlement instructions.



The screenshot shows the 'Instructions to Bank' screen. It features two dropdown menus for 'Principal Account' and 'Fee Account'. Below them is a large text input field for 'Other Instructions'. A document icon is visible in the top right of the input field. The channel reference is LC2306002393. The progress indicator shows 0/31525.

1. Refer separate Quick Reference Guide “How to Create Standard Clauses”.

9) **Attachments** (if any)

Channel Reference: LC2307002638

Attachments

Maximum 10 Files of 10 MB each

Valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF, XML



Drag and Drop File

Browse

10) The **Preview** screen allows you to review all the inputs. Once the inputs have been reviewed, select **Submit**.

Letter of Credit Initiation

Sections Tasks

- General Details
- Applicant and Beneficiary Details
- Bank Details
- Amount and Charge Details
- Payment Details
- Shipment Details
- Narrative Details
- Instructions to Bank
- Attachments
- Preview

Import Letter of Credit

Channel Reference: LC230600191

All dates are in dd/mm/yyyy

General Details

Mode of Transmission SWIFT	
Expiry Date 28/12/2023	Place of Expiry In country of Beneficiary
Feature of LC Irrevocable, Non Transferable	
Applicable Rules ISCP LATEST VERSION	
Confirmation Instructions Without	Beneficiary Reference TFO ORG
Customer Reference TFO ORG	

Applicant and Beneficiary Details

Applicant	
Entity 48781419	Name RCWELKSS LIMITED
Address 19 Collins Street, Melbourne VIC 3000, Australia	
Beneficiary	
Name ABC Bene Co Ltd	Address 1 Street, China
Abbreviated Name	

Preview **Submit**

4. The following screen will provide confirmation of your request to Pending at Approval or Pending Bank Approval.



Success

Your transaction is successfully released to the bank.

LC	<p>Event New</p> <p>Mode of Transmission SWIFT</p>	<p>Channel Reference LC2307002638</p> <p>Expiry Date 28/12/2023</p>	<p>Entity 487840358</p> <p>Amount AUD 3,500.00</p>	<p>Counterparty ABC Bene Co Ltd</p> <p>Status Pending Bank Approval</p>
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Letter of Credit Listing **New Letter of Credit**

For further assistance and the additional support, contact your Trade & Working Capital Specialist.