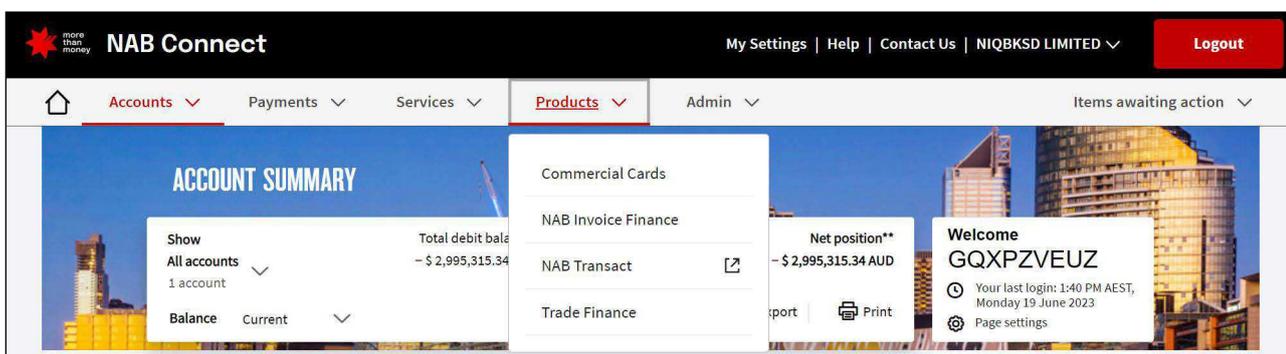


Trade Finance Online Quick Reference Guide

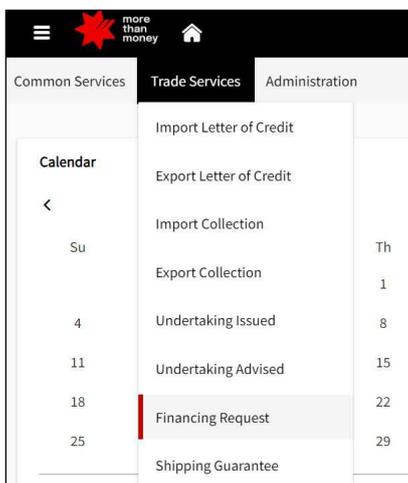
How to Extend a Trade Finance loan

This quick reference guide shows you how to extend a Trade Finance loan (herein – a “rollover”) via Trade Finance Online.

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



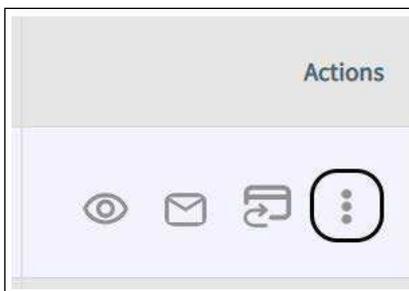
1. From the **Trade Services** menu, select **Financing Request**



2. From the **Financing Request** screen, all 'Live' transactions will be listed

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Eddy	Counterparty	Currency	Amount	Financing Type	Maturity Date	Interest Rate	Interest Paid	Interest Unpaid	Actions
TF2306002283	CSFREF1906	FL2023001427	19/08/2023	New	48755419	-	AUD	2,300.00	Trade Loan	26/10/2023	1.5	0.00	6.43	
TF2306002242		FB2023001414	04/09/2023	New	48755419	-	USD	2,000.00	Borrowing Base	22/08/2023	-2.37	0.00	2.27	
TF2306002231	ILC302001260	FL302300079	08/09/2023	New	48755419	-	AUD	30,927.00	Import LC Finance	04/10/2023	-	0.00	35.42	

3. Identify the Trade Loan that you wish to rollover and move your mouse to the Actions column, which will provide options available to you, being **View**, **Correspondence**, **Reply** or **Details**



4. To provide Rollover instructions to the Bank, click on the **Correspondence** link. You will be taken to the Correspondence screen where you need to enter your instructions within the **Customer Instructions** field, and select **Next**

Tips: please click on the  icon to open the Clauses function and select from your previously created frequently used clauses¹. Alternatively you can type your instructions in this field. Suggested wording for the Customer Instructions: - "Please rollover for additional 30 days (roll until dd/mm/yyyy)"

Correspondence

Sections Tasks

25%

1 General

Attachments

Preview

Financing Request: TF2306002283 [View](#) [Save](#)

General

Channel Reference: TF2306002283 Bank Reference: FL2023001427

Requested Finance Date: 19/08/2023 Maturity Date: 26/10/2023

Customer Instructions

Customer instructions*
Please rollover for additional 30 days (roll until 25/11/2023). 

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[Next](#)

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

5. Upload any **Attachments** if needed, and select **Next**

Note: Please ensure to include Attachments if needed . Up to 10 attachments of 10MB each file. Supported File Type – PDF, Excel file, Word file, Images file.

The screenshot shows the 'Attachments' step of a financing request process. The page title is 'Financing Request: TF2306002283'. On the left, a sidebar shows 'Sections' (General, Attachments, Preview) with 'Attachments' selected. The main area has a heading 'Attachments' and a sub-heading 'Maximum 10 Files of 10 MB each'. Below this, it lists valid extensions: PNG, JPEG, JPG, GIF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF, XML. A large dashed box contains a cloud icon with a plus sign and the text 'Drag and Drop File'. Below this is a 'Browse' button. At the bottom right, there are 'Previous' and 'Next' buttons. A 'Save' link is visible in the top right corner.

6. The **Preview** screen allows you to review you input, and then select **Submit** to forward to the Bank

The screenshot shows the 'Preview' step of a financing request process. The page title is 'Financing Request: TF2306002283'. On the left, a sidebar shows 'Sections' (General, Attachments, Preview) with 'Preview' selected. The main area has a heading 'Preview' and a sub-heading 'All dates are in dd/mm/yyyy'. Below this, there is a 'General' section with a dropdown arrow. The data is as follows:

Channel Reference	TF2306002283	Bank Reference	FL2023001427
Requested Finance Date	19/08/2023	Maturity Date	26/10/2023
Customer Instructions	Please rollover for additional 30 days (roll until 25/11/2023).		

At the bottom right, there are 'Previous' and 'Submit' buttons.

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

The screenshot shows a 'Success' confirmation screen. At the top, there is a green checkmark icon and the word 'Success'. Below this, it says 'Your transaction is successfully released to the bank.' A large dashed box contains a cloud icon with a plus sign and the text 'Drag and Drop File'. Below this is a 'Browse' button. At the bottom right, there are 'Previous' and 'Submit' buttons.

TF	Event Message Correspondence	Channel Reference TF2306002283	Bank Reference FL2023001427	Entity 487751419
	Type of Financing Trade Loan	Amount AUD 2,300.00	Status Pending Bank Approval	

At the bottom, there are two buttons: 'Financing Request Listing' and 'Initiate Financing Request'.

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