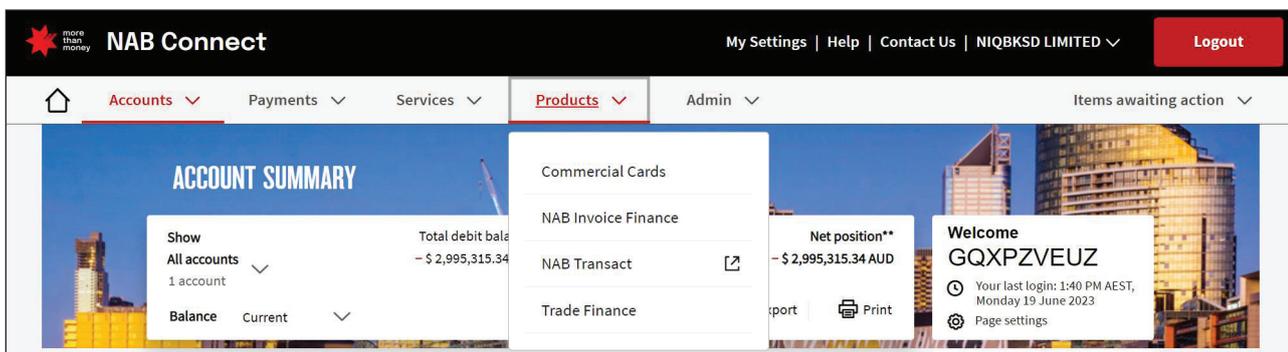


# Trade Finance Online Quick Reference Guide

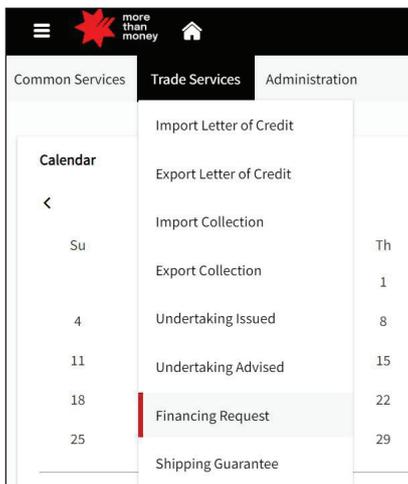
## How to create a new Trade Finance loan request

This quick reference guide shows you how to establish and submit a new Trade Finance loan request 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, select **Initiate Financing Request**



3. Complete the **General Details** section to select the **Type of Financing** and relevant loan tenor instructions, then select **Next**

*Note: Please select the below Type of Financing as per the nature of your transaction.*

<b>Trade Loan</b>	for your Domestic Trade Loan transactions
<b>Import Finance</b>	for your Cross Border transactions to purchase goods from overseas
<b>Export Finance</b>	for your Cross Border transactions in relation to Overseas Bills Purchased
<b>Borrowing Base</b>	for your Borrowing Base transactions under Borrowing Base Facility
<b>Receivables Purchased</b>	for your Receivables Purchased facility transactions
<b>Trade Finance Import Lease</b>	for your transactions in relation to Import Lease supported by Equipment Finance

**Tips:** If you input “Tenor (Days), then “Maturity Date” will be auto populated. Vice versa, if you input “Maturity Date”, then “Tenor (Days)” will be auto populated.

[Save](#)

## Financing Request

**General Details**

**Request Type**

✓ Standalone

**Financing Instructions**

**Customer Reference**

Customer Reference

**Type of Financing**

Type of Financing\*
 ▼

**Requested Financing Date**

Requested Financing Date\*
 📅

**Tenor (Days)**

Days\*

**Maturity Date**

Maturity date\*
 📅

**Loan Purpose/Description of Goods**

Description of Goods
 11

0/140

[Next](#)

4. Complete the **Applicant and Financing Bank Details**, then select **Next**

Financing Request Saved 4 minutes ago [Save](#)

Channel Reference: TF2306002289

### Applicant and Financing Bank Details

**Applicant**

Entity 487751419	Name* RCWLKSS LIMITED
Address 1* 10 Collins Street	Address 2 Melbourne VIC 3000
Address 3 Australia	

**Issuer's Reference**

Issuer's Reference\*  
487751419- Sydney

[Previous](#) [Next](#)

5. Complete the **Amount Details**, then select **Next**

Financing Request Saved just now [Save](#)

Channel Reference: TF2306002289

### Amount Details

**Financing Amount**

Currency* AUD	Amount*
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**Additional Details**

Additional Details 0/140

6. Complete the **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.*

Financing Request Saved just now [Save](#)

Channel Reference: TF2306002289

### Instructions to Bank

Principal Account	Fee Account
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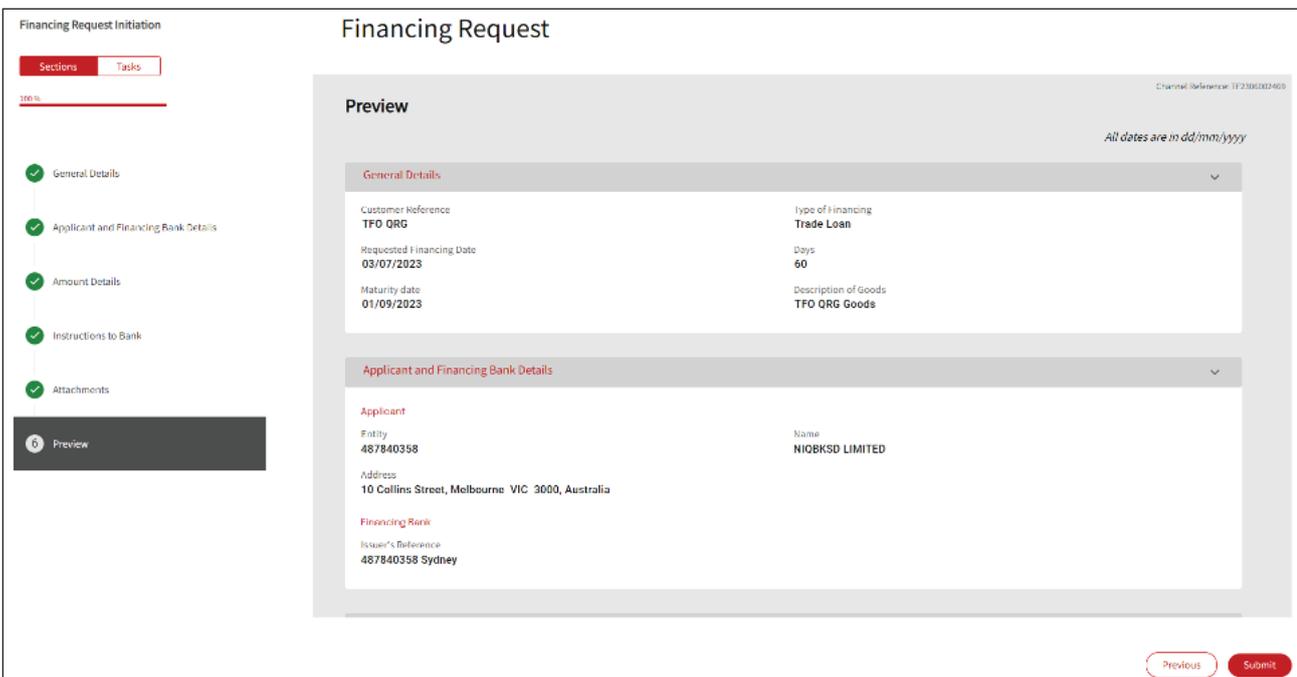
Other Instructions 0/31525

7. Attach relevant supporting documentation (e.g. supplier invoice/s, related shipping/transport documents) within **Attachments**, then select **Next**

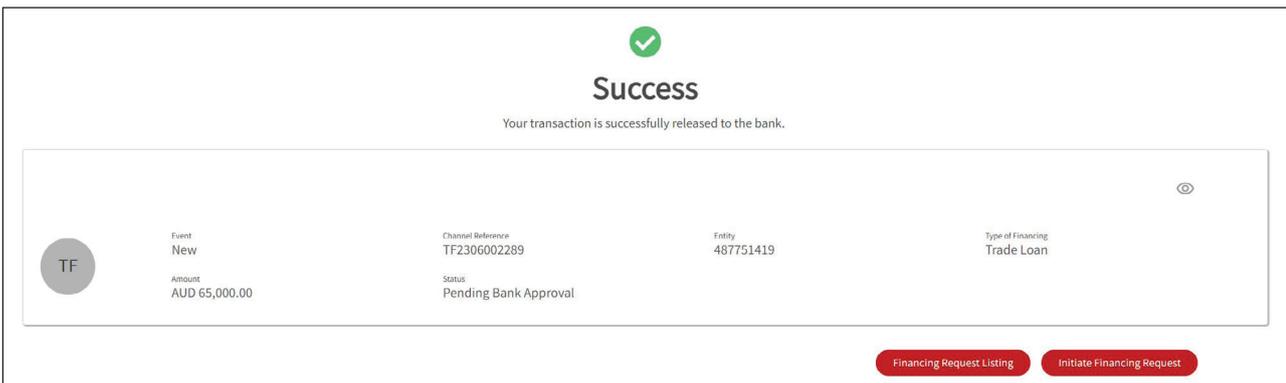
Note: Please ensure to include Attachments at the time of submission. Up to 10 attachments of 10MB each file. Supported File Type – PDF, Excel file, Word file, Images file.



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



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



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