



# CitiDirect BE<sup>SM</sup> for Trade Services User Manual

Citi Global Trade Services Capabilities  
Release Version 1.1

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# Chapter 1 Introduction

CitiDirect BE<sup>SM</sup> is Citibank's best-in-class web-based banking platform, which consolidates all your corporate banking functions in a globally accessible and secure platform. Both Cash and Trade functions are supported on CitiDirect BE<sup>SM</sup>, however, this user guide only covers the Trade functionality.

Some Key Benefits of the Trade Services modules include

- Real-time visibility for improved working capital decision making
- Risk management and mitigation through consolidated global view for multi-national companies
- Increased efficiency in transaction execution
- Speed up dispute resolution with digital imaging
- Login methods tailored to local country regulations

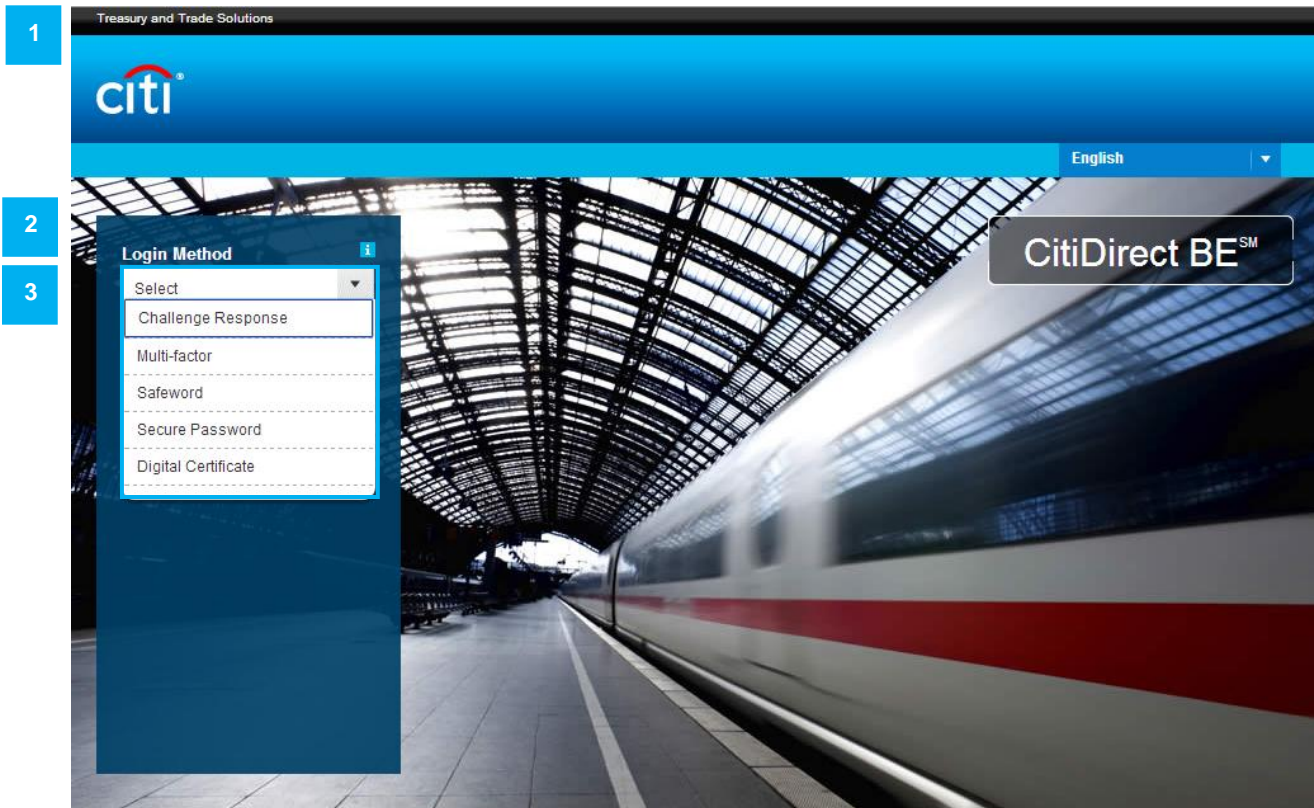
Key Trade Services features are

- Electronic execution of transactions
- Pre-format templates and "Copy transaction" functionality
- View Document Images electronically
- Intuitive inquiry of existing transactions
- Comprehensive Reports
- Automated File and Report Delivery (AFRD)
- Real-time Event Notifications
- File Import Capabilities

The following products are supported

- Import Letter of Credit
- Import Documentary Collections
- Open Account Matching and Processing
- Export LC Advising and Confirmation
- Transfer under an Export LC
- Direct Presentation (Electronic presentation of export documents) \*select offering
- Export Collections (Direct and Documentary)
- Guarantees/Standby LC Issuance
- Guarantees/Standby LC Advising

# Log In and Access



1. Log into CitiDirect BE SM through: <https://portal.citidirect.com>

2. Click on Login Method

3. Select the appropriate log in method

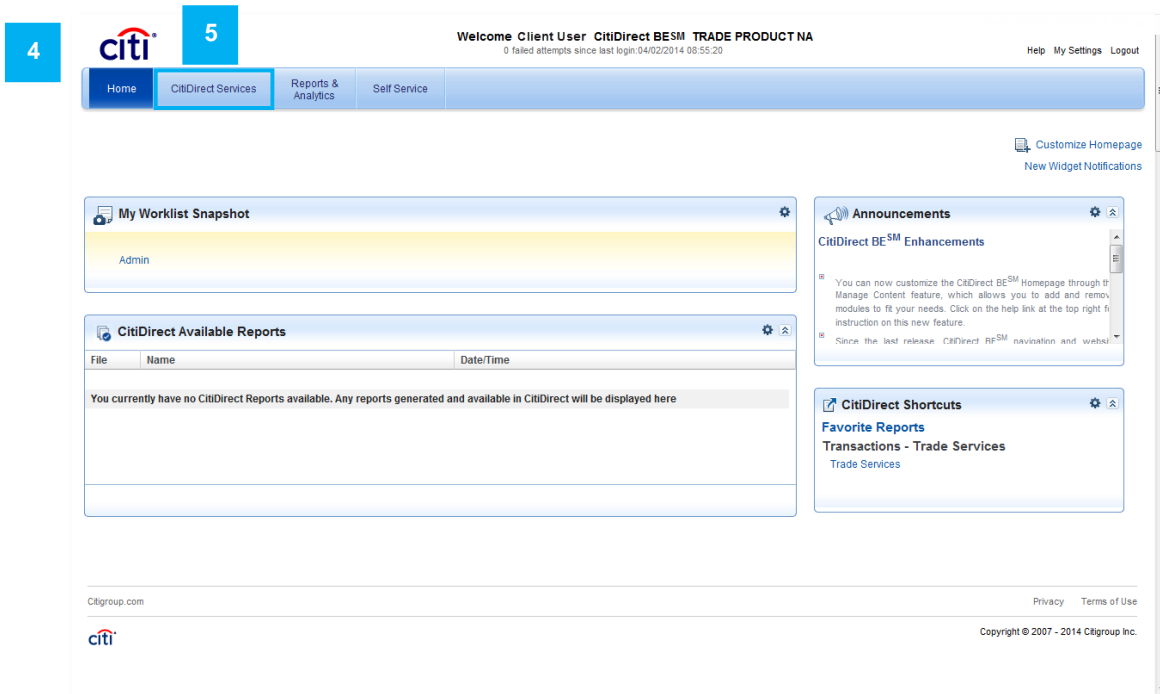
If a safeword card was issued, select “Challenge Response”

- Enter your log in ID and click Continue
- Hit “9” on your Safeword Card, followed by the set of numbers in the “Challenge” field
- A set of Alpha-numeric characters will appear on your safeword card. Enter this into the “Response” field and hit login

**Note:** If you are a Singapore or Hong Kong user, pick “Multi-Factor”

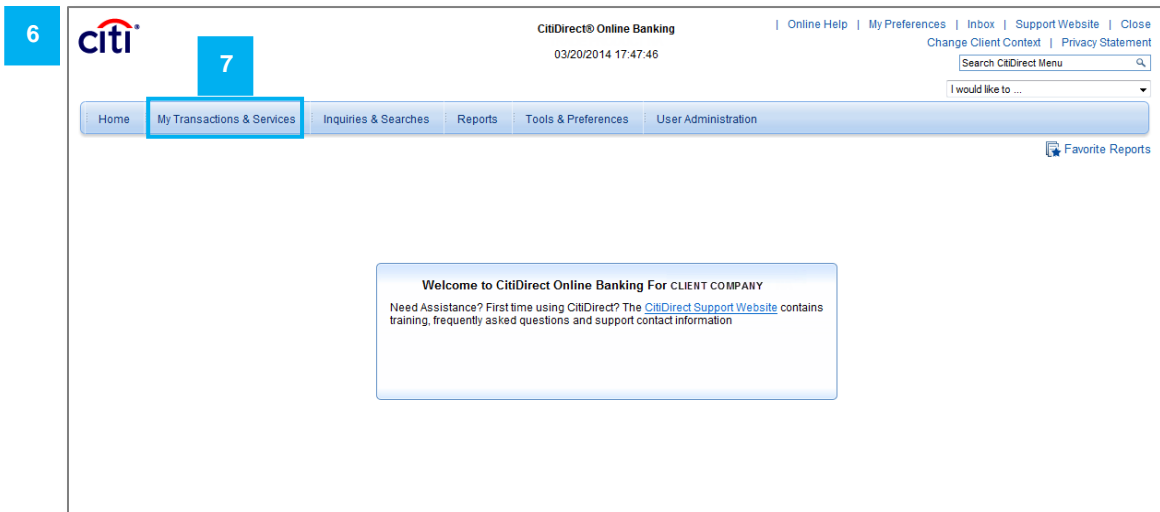
- You should have received a password. Follow the same steps as above, and enter the password you received when prompted

4. The CitiDirect BE<sup>SM</sup> homepage is shown below



5. Click on CitiDirect Services

6. The CitiDirect Services homepage is shown below



7. Click on My Transactions and Services

8. Click on Trade Services

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking' and navigation links for 'Online Help', 'My Preferences', 'Inbox', 'Support Website', and 'Close'. Below the header is a search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...'. A main navigation bar contains tabs for 'Home', 'My Transactions & Services', 'Inquiries & Searches', 'Reports', 'Tools & Preferences', and 'User Administration'. The 'My Transactions & Services' tab is active. Below this, a breadcrumb trail shows 'Home >> My Transactions & Services' and a 'Favorite Reports' link. The main content area is a large white box with a blue border, containing a list of service categories: 'Payment Initiation' (with sub-links 'View All' and 'Purchase FX for Payments'), 'Payment Services' (with sub-links 'Payments Services', 'US Disbursements Services', 'Image - Canada and US', 'Paid Check', 'Match Pay', and 'Administrative Messages'), 'File Services' (with sub-links 'Import Transactions', 'Export Data', and 'CitiConnect'), and 'Trade Services' (with sub-link 'Trade Services'). The 'Trade Services' category and its sub-link are highlighted with a blue rectangular box. To the left of the screenshot, a blue square contains the number '8'.

9. The Trade Services screen is shown below. Note that this screen will look different depending on individual user's entitlements

The [Input/Modify](#) tab is used to initiate transactions.

The [Repair Required](#) tab displays a queue of transactions that need to be repaired.

The [Verification Required](#) tab displays a queue of transactions that need to be verified

The [Authorization Required](#) tab displays a queue of transactions that need to be authorized.

The [Release Required](#) tab displays a queue of transactions that need to be released for processing.

The [Offline Authorization](#) tab displays a queue of transactions that can be authorized offline.

The [Incoming Messages](#) tab displays a queue of incoming messages initiated from Citi's back office.

The [View](#) tab displays a queue of all processed transactions and messages.

CitiDirect® Online Banking | Online Help | My Preferences | Inbox | Support Website | Close  
03/20/2014 17:47:46  
Search CitiDirect Menu  
I would like to ...

Home | My Transactions & Services | Inquiries & Searches | Reports | Tools & Preferences | User Administration

Home >> My Transactions & Services >> Trade Services >> Trade Services

Trade Services

9

Input/Modify | Repair Req'd | Verification Req'd | Auth Req'd | Release Req'd | Offline Authorization | Incoming Messages | View

Last Login Date 03/19/2014 09:24:38

Service Type	Customer ID	Customer Name	Customer Reference	Counter Party Name	CCY	Amount	Maker Name
--------------	-------------	---------------	--------------------	--------------------	-----	--------	------------

<< Row 1 of 400 >> Right Click on column titles to customize (1)(2) sorted columns More

Submit New Go To Details Delete Other Options

10. Click on Inquiries and Searches

The screenshot shows the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date '03/20/2014 17:47:46', and links for 'My Preferences', 'Inbox', 'Support Website', 'Privacy Statement', and 'Online Help'. A search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. The main navigation bar contains 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box labeled '10'), 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, a breadcrumb trail shows 'Home >> Inquiries & Searches' and a 'Favorite Reports' link. The main content area is divided into several sections: 'Access Management', 'Cash Statement', 'Liquidity Management', and 'Lockbox' on the left; 'Trade PO', 'Trade Services' (highlighted with a blue box labeled '11'), 'File Services', and 'Check Disbursements' on the right. A 'Close' button is located in the top right corner, highlighted with a blue box labeled '12'.

11. The Trade Services Inquiries Options are shown (More details on how to utilize the inquiry module can be found in each individual product section)

12. Click on Close to log out



# Chapter 2 Import Letter of Credit

## Letter of Credit—Overview

A Letter of Credit (LC) is an undertaking issued by a bank in favour of a beneficiary, which substitutes the bank's creditworthiness for that of an applicant. In a broad sense, a Letter of Credit is simply a letter of instruction issued to a beneficiary (seller) by a Bank at the request of its customer (buyer). In a narrower sense, it is a specialized, technical instrument used to pay for a shipment of goods or services from one party to another.

Trade involves buyers and sellers seeking to exchange goods or services despite their differences in language, national customs, credit procedures and accounting practices. Historically, merchants have sought ways of minimizing these differences and facilitating trade. The special protection and opportunities offered by Letters of Credit apply to both domestic and international trade.

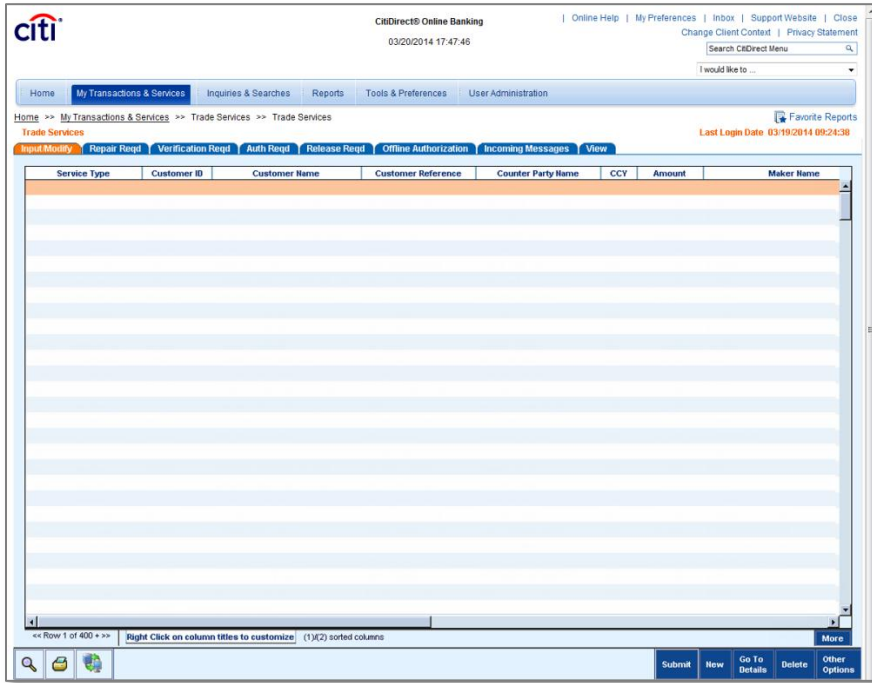
## About the Module

User initiates all tasks through the Import Letters of Credit module, replacing paper applications for his/her Import Letters of Credit. After he/she has created the Import Letter of Credit application in the Trade Portal, the application is routed through the bank for processing, and is then issued by the bank as a letter of credit.

In the Import Letters of Credit module, user can electronically

- Apply for new Import Letters of Credit
- Apply for amendments to issued Import Letters of Credit
- Authorize Import Letters of Credit
- Release Import Letters of Credit to the bank
- View outstanding Import Letters of Credit
- Review payments

# Accessing the Import Letter of Credit Initiation Module



From the Main Trade Services homepage, click on the Input/Modify tab [to access the Import Letter of Credit Initiation Module](#).

## Creating Import Letter of Credit—Issuance

Initiation of an Import Letter of Credit can be done three different ways

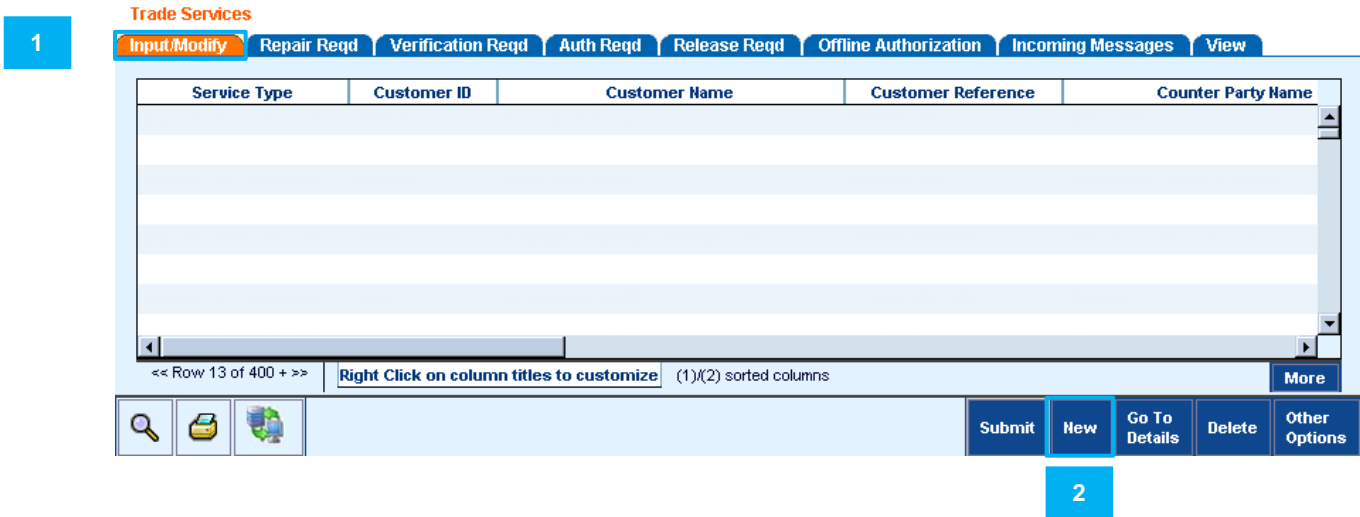
- [Create a new](#) Letter of Credit by entering all the details
- [Copy](#) a Letter of Credit from a similar LC that already exists in the system. This allows the user to quickly create an application, by entering or updating only the details that differ from the existing LC
- Create a Letter of Credit based on a [Pre-format](#). The information from the pre-format is entered automatically into the LC application, and user needs to enter the details that relate to the specific transaction. From the pre-format, the details of the application are saved for future use. The user only needs to enter related data specific to this application

# Creating New Letter of Credit

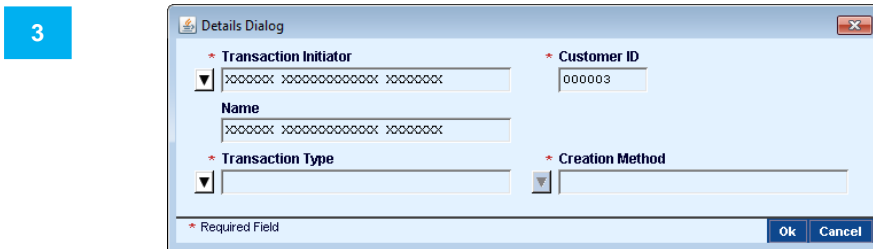
When creating a new Letter of Credit without pre-formats or copy from an existing LC, user can initiate an Import Letter of Credit (LC) application as follows

To create a new LC

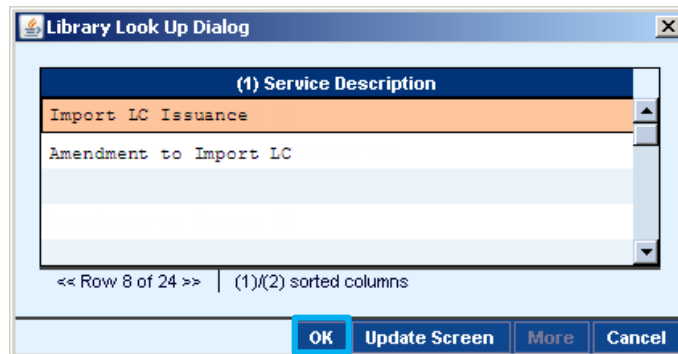
1. Choose [Trade Services](#) | [Choose Input/Modify](#)
2. Click on the [New](#) button



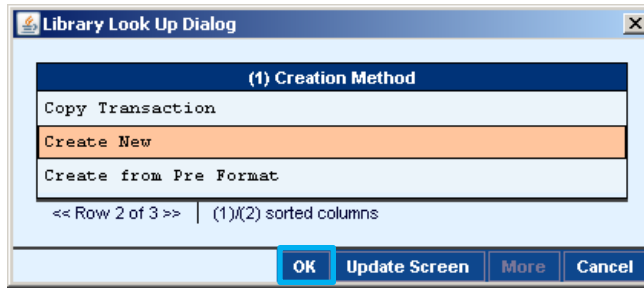
3. Details Dialog



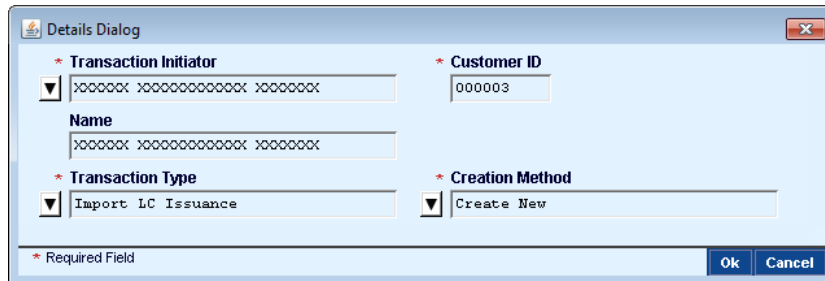
In the Details Dialog box, click the dropdown of the [Transaction Initiator](#) field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant [Transaction Initiator](#) from the [Transaction Initiator Library Look-Up](#) Dialog Box and click [OK](#). Select the dropdown of the Transaction Type and choose Import LC Issuance.



In the [Creation Method](#) field, select [Create New](#) and click [OK](#).



The Snapshot below displays the [Transaction Initiator dialog box](#) with fields populated through the selections made via [Library Look-ups](#). All the fields need to be filled. Click OK to open the Import LC Issuance screen.



4. The Import LC Issuance module contains the following tabs: [Main](#), [Conditions](#), [Documents](#), [Shipment](#), [Details](#), [Goods](#) and [Others](#)

The snapshots below illustrate the Import Letter of Credit (LC) module's features:

## MAIN TAB

The Main Tab of Import LC Issuance Screen is presented.

Any fields with the \* is a mandatory field and must be completed.

1. 0 Failed Login since Last Login Date 03/28/2014 21:42:41 CITIDIRECT TRADE

2. Import LC Issuance

3. Transaction Initiator: xxxxxx xxxxxxxxxxxxxxxx xxxxxxxx

4. Customer ID: 000003

5. \* Applicant LC Reference Number

6. Bank LC Reference Number

7. \* Form of Documentary Credit: IRREVOCABLE

\* Applicable Rules: UCP LATEST VERSION

1. This section displays the Login details of the user such as last login date and time stamp
2. The tabs are used to initiate the LC issuance and provide easy access to different areas of this module
3. [Transaction Initiator](#) and [Customer ID](#) fields are pre-populated as per the selection done in the Transaction Initiator Dialog box (refer to section 4.3, Accessing the Letter of Credit application)
4. [Transaction Status](#) is populated by system
5. In [Applicant LC Reference Number](#) field, a unique reference number should be entered by the user
6. The [Bank LC Reference Number](#) is a unique number pre-assigned by the Issuing bank, which will be displayed on the LC application once the application is processed and issued
7. Details such as the [Form of Documentary Credit](#) and [Applicable Rules](#) need to be inserted by the user

8. Applicant Name / Address: xxxxxx xxxxxxxxxxxxxxxx xxxxxxxx

9. Applicant Country: HK HONG KONG

\* Beneficiary Name / Address

\* Beneficiary Country

Contact Person

Contact's Email Address

Telephone Number

Fax Number

10. Advising Bank Name / Address

Advising Bank Country

8. User can select the [Applicant Name/Address](#) and [Applicant Country](#) from the Library
9. [Beneficiary Name/Address](#), [Beneficiary Country](#), [Contact Person](#), [Contact's Email Address](#), [Telephone Number](#) and [Fax Number](#) need to be either entered by the user or populated through Library Look Up
10. The [Advising Bank Name/Address](#) and [Advising Bank Country](#) fields can be selected from the Advising Bank defined for the counter party selected from the Trade Counter Party Library

Note: The parties mentioned must be pre-defined in the respective libraries in order to populate these fields.

11	* CCY / Amount	* Available By	12
	<input type="text"/>	BY NEGOTIATION	
13	* Available With	Bank Name / Address	14
	CITIBANK	<input type="text"/>	
		Bank Country	
		<input type="text"/>	
15	Up To	Tolerance +/-	16
	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	

11. The **CCY/Amount** field can be inserted using the Currency Library Dialog Box. User can select a currency from the list and click **OK**, then enter the LC amount in the next field
12. In the field **Available By**, user can choose the settlement (payment) type for the LC
13. In the field **Available With**, user can choose the appropriate party that will process the final settlement of LC. Users can choose from Any Bank, Any Bank In, Banamex, Citibank, Other
14. Depending on the option chosen in the previous field in item 13, the **Bank Name/Address** and **Bank Country** will need to be populated. For example, if "Any Bank In" is selected, the Bank Country field will need to be populated
15. The tolerance percentage difference that is acceptable between the amount that is drawn and the amount of LC can be activated by clicking the Up To check box
16. **Tolerance** is the percentage difference that is acceptable between the amount that is drawn and the amount of the LC. User can enter the tolerance percentage as +/- range

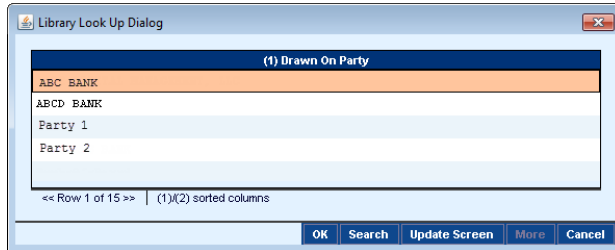
17	Expiry Place	* Expiry Date	18
	<input type="text"/>	/ /	
19	* Notify By	Drafts Required	20
	<input type="text"/>	<input checked="" type="checkbox"/>	
21	* Tenor	* Confirmation Instructions	
	Sight	WITHOUT	
23	Days	Tenor Terms	22
	<input type="text"/>	<input type="text"/>	
24	Drawn on	Charges	25
	<input type="text"/>	<input type="text"/>	
* Required Field ** At least one required field		26	
		Submit	Save
		Download	Next
		Return to Summary	Clear
		Print	Print Preview
		Other Options	

17. In **Expiry Place**, users can enter the city and country where the LC will expire
18. In **Expiry Date**, user can click the Calendar button to choose a date when the LC will expire. The date entered here is the final/latest date on which drafts and/or documents can be presented to a bank for negotiation or payment
19. **Notify By** allows the user to select the appropriate communication method (eg. Mail, Cable, Fax) for the bank to forward communication to
20. **Drafts Required** allows the user to select the check box if drafts are required
21. **Tenor** allows the user to select from "Sight" or "Usance" terms

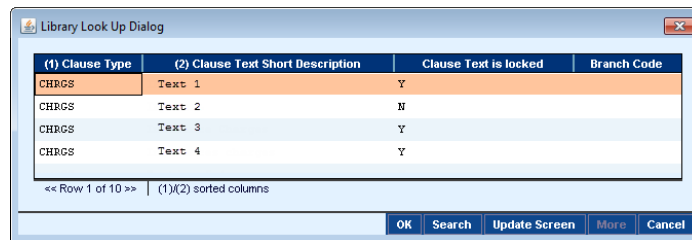
22. **Confirmation Instructions**—users can select from “Confirm”, “May Add” or “Without” of the LC. A selection of Confirm will add the following clause “Confirmation on Credit is required” to the LC

23. If “Usance” was selected in Item 21, **Tenor Terms** and **Days** will need to be filled out

24. For **Drawn On**, user can populate this field using the Library Look Up and select the relevant Party from the list and click **OK**



25. For **Charges**, user can click the Library Look Up to open a Library Look Up dialog box. User can select clause from the charges list and click **OK**



26. The Action buttons on the bottom right of the Import LC module allows users to perform a variety of actions. All the actions performed by action buttons are detailed below.

## CONDITIONS TAB

Click on the [Conditions](#) tab. The [Conditions](#) tab is presented.

**Import LC Issuance**

Main **Conditions** Documents Shipment Details Goods Others

1

**Conditions**

USER CAN INPUT FREE FORM TEXT OR SELECT THE DROPDOWN ARROW TO CHOOSE PRE-CREATED CONDITIONS

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the [Conditions](#) text box, the user enters terms and conditions of the LC. The user may click the Library Look Up icon to open a [Library Look Up Dialog box](#) and select the appropriate pre-created clause from the list, if available and Click on [OK](#).

The user can also input free form text or paste the data from an electronic copy of the text into this field.



## DOCUMENTS TAB

Click on the [Documents](#) tab. The [Documents](#) tab is presented and allows users to include documentary requirements

Import LC Issuance

1. Select the [Transport Document](#) from the dropdown
2. From the [Marked Freight](#) list, choose whether the goods will be shipped with freight charges prepaid or will be collected at destination

Select the [Consigned](#) To details from the Library Look Up

Enter the [And Notify](#) using the Library Look Up function. This is the party who will be notified when the shipment arrives at its destination. This is usually the Applicant, but can be a party acting on behalf of the Applicant, such as a freight forwarder

3. User can enter additional details regarding Transport in the [Text](#) box

Users can specify required documents: Signed Commercial Invoices, Packing Lists and Certificates of Origin, GSP Form 'A' Certificate of Origin

4		5	Original(s)	Copy(ies)
<input checked="" type="checkbox"/>	<b>Signed commercial invoice in</b>		<input type="text" value="2"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	<b>Packing list in</b>		<input type="text" value="2"/>	<input type="text" value="2"/>
<input type="checkbox"/>	<b>Certificate of Origin in</b>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<b>GSP Form 'A' Certificate of Origin in</b>		<input type="text"/>	<input type="text"/>

4. Click the checkbox for the type of document that the client wishes to require presentation from their beneficiary
5. Enter the number of [Originals](#) and [Copies](#) of the document required

Users can specify detailed requirements of Insurance Policy/Certificates:

8  Insurance Policy/Cert. (in duplicate) Endorsed in blank for the invoice value plus \* Percentage

9  Institute cargo clauses 'A'

Institute war clauses

Institute strike clauses

\* Other (please specify)

ANY ADDITIONAL INSURANCE COVERAGE CAN BE DEFINED IN THIS BOX

10 Additional Documents

\* Required Field \*\* At least one required field

8. Click the checkbox and update the percentage. Once [Insurance Policy/Cert. \(in duplicate\) Endorsed in blank for the invoice value plus](#) is selected, it is mandatory to enter the percentage in [Percentage](#) text box
9. Once the user has checked the [Insurance Policy/Cert. \(in duplicate\) Endorsed in blank for the invoice value plus](#), user can select the clauses from the sub-check boxes available. Any other insurance coverage can be defined in the [Other \(please specify\)](#) text box
10. Enter the details of any [Additional Documents](#) required for the LC. User can choose pre-defined clauses from the drop-down list, type the details into the text box using free form text, or copy the details from a word document

## SHIPMENT TAB

Click on the [Shipment](#) tab. The [Shipment](#) tab is presented and allows users to include shipment requirements.

**Import LC Issuance**

Main Conditions Documents **Shipment** Details Goods Others

1	* Partial Shipment Prohibited	* Transshipment Prohibited	2
3	Ship From	Country of Origin	4
5	Port of Loading		
6	Ship To		
7	Port of Discharge		
8	* Shipment Terms		
9	Presentation Period 21	Latest Shipment Date 03/31/2014	10

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. Choose whether [Partial Shipment](#) of the goods is Permitted or Prohibited
2. Choose whether [Transshipment](#) of the goods is Permitted or Prohibited
3. Enter the shipment's Departure Location in [Ship From](#) text box or choose from the drop-down list
4. Choose the [Country of Origin](#) from the list available
5. Enter the shipment's [Port of Loading](#) or choose from the drop-down list
6. Enter the shipment's Final Destination in the [Ship To](#) text box or choose from the drop-down list
7. Enter the shipment's [Port of Discharge](#) or choose from the drop-down list
8. From the [Shipment Terms](#) of delivery list, choose the INCOTERM that will be used for the Shipment
9. Enter the Number of days after shipment allowed for presentation of documents in [Presentation Period](#) text box
10. Choose the [Latest Shipment Date](#) allowed from the calendar

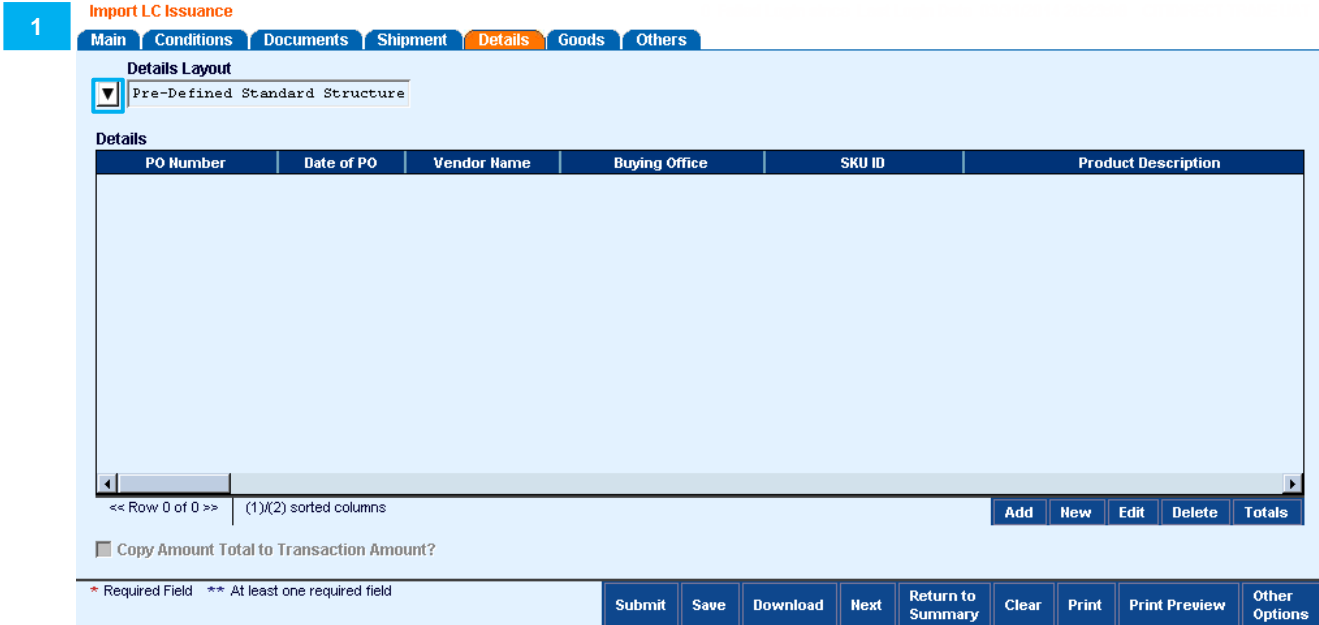
## DETAILS TAB

Click on the [Details](#) Tab. The [Details](#) tab is presented, and can be used to enter purchase order (PO) details with the transaction.

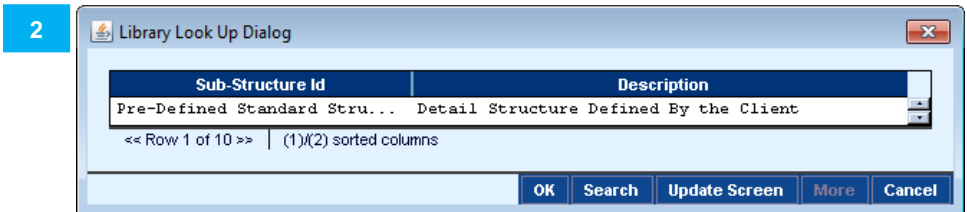
### Specifying Purchase Order Details

If user is setup to use purchase orders, user can:

- Add POs to the Letter of Credit
- Edit/Delete POs from the Letter of Credit
- Create new POs and attach them to the Letter of Credit



1. When the user clicks on the **Details Layout** Look Up button, the **Details Library Look Up Dialog** box will appear, allowing the user to select an appropriate PO detail layout.



2. In this dialog box, users have the option to choose from pre-set PO information or enter new information.

Main Conditions Documents Shipment **Details** Goods Others

Details Layout  
Pre-Defined Standard Structure

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description
123456789	03/01/2014	BENE 1	BUYING OFFICE NAME	111111111	PRODUCT DESCRIPTION

5

Copy Amount Total to Transaction Amount?

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

If [Copy Amount Total to Transaction Amount](#) is checked, it will override the LC amount on the main tab.

- If User wants to enter previously saved information, user will click on [Add](#). If new information is required, the user should click on [New](#). This will bring up a separate PO Detail Dialog box for the user to complete.
- The PO Detail Dialog box appears. Users fill out the PO information and should click on [Save](#) when completed.

Import LC Issuance

Main Conditions Documents Shipment **Details** Goods Others

Details Layout  
Pre-Defined Standard Structure

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description
123456789	03/01/2014	BENE 1	BUYING OFFICE NAME	111111111	PRODUCT DESCRIPTION

5

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- The screen shows the successful addition of the PO to the list.

## GOODS TAB

Click on the [Goods Tab](#), where users can enter the details of the goods and services associated with the LC

### Import LC Issuance

1

\*\* Goods text before Details

USERS CAN INPUT FREE FORM TEXT OR SELECT THE DROP DOWN ARROW TO CHOOSE PRE-CREATED TEXT

2

Show Details

\*\* Goods text after Details

USERS CAN INPUT FREE FORM TEXT OR SELECT THE DROP DOWN ARROW TO CHOOSE PRE-CREATED TEXT

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the text boxes [Goods text before Details](#) or [Goods text after Details](#), users can insert clauses related to Goods associated with Letter of Credit

Users can choose pre-defined [Clauses](#) from the Library Look Up. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary. User can input free form details or directly paste the data from an electronic copy of the text

2. The [Show Details](#) link takes the user back to [Detail](#) Tab

## OTHERS TAB

Click on the [Others](#) Tab. The [Others](#) tab allows for internal notes and any additional information

### Import LC Issuance

	<b>Main</b>	<b>Conditions</b>	<b>Documents</b>	<b>Shipment</b>	<b>Details</b>	<b>Goods</b>	<b>Others</b>	
--	-------------	-------------------	------------------	-----------------	----------------	--------------	---------------	--

1 **Pre Format Code**  
  
 For Auto LC

---

**Insurance covered by**

---

2 **User Data**  
**The following information is for your purposes only.  
This information will not be sent to Bank processing location.**  
**Additional Field 1**  **Additional Field 2**   
**Additional Field 3**

\* Required Field  
\*\* At least one required field

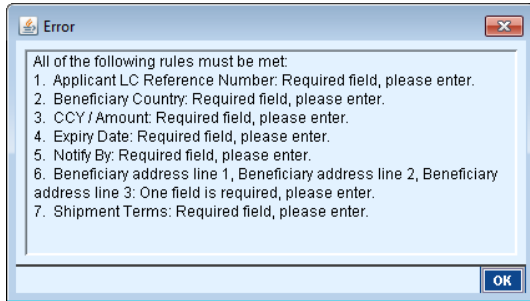
<b>Submit</b>	<b>Save</b>	<b>Download</b>	<b>Next</b>	<b>Return to Summary</b>	<b>Clear</b>	<b>Print</b>	<b>Print Preview</b>	<b>Other Options</b>
---------------	-------------	-----------------	-------------	--------------------------	--------------	--------------	----------------------	----------------------

1. If a pre-format was used, the pre format code would be displayed in the [Pre Format Code](#) text field
2. The [User Data](#) Section displays three [Additional Fields](#). These fields can be used to include additional information, but this information will not be sent to the bank, nor be included in any reports

## SUBMITTING THE TRANSACTION

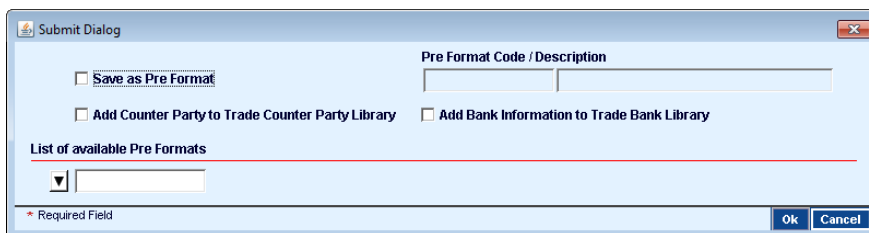


1. Once all the fields and tabs are completely filled out, the user can [Submit](#) the transaction. If any field was populated incorrectly, or if a mandatory field was left blank, an Error pop-up (below) appears on the screen



2. [Save](#)—The Letter of Credit is saved with the status of Incomplete. User can return to complete the application at a later time
3. [Download](#)—User can download the LC to his/her PC
4. [Next](#)—Takes the user to back to the summary screen to the next LC
5. [Return to Summary](#)—Returns the user to the [Trade Services Summary](#) screen
6. [Clear](#)—Clears all the content entered by the user
7. [Print](#)—Prints the LC
8. [Print Preview](#)—Provides print preview of LC
9. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). [View Error](#) provides users a view of the Error (if any) with the transaction. By clicking on [Transaction History](#), user can view the complete history of the transaction

After the user clicks on [Submit](#), a [Submit Dialog](#) pop-up will appear, allowing the user to save the completed application as a Pre Format for future LC applications or to add counter party/ bank information to the Trade Libraries





## 2.1.1 Reviewing and Authorizing the Transaction




After the transaction is submitted by the maker, this transaction will be routed to the “[Authorization Reqd](#)” queue. All transactions with the status "Authorization Required" will require an Authorizer to approve the transaction before it is released to the bank for processing. The snapshot below illustrates the Transaction Review screen.

Trade Services

Input/Modify Repair Reqd Verification Reqd **Auth Reqd** Release Reqd Offline Authorization Incoming Messages View

Service Type	Customer ID	Customer Name	Customer Reference	Attention / Cust. Rel. Ref.	Bank Reference
Import LC Issuance	000001	CUSTOMER NAME	ABC123		

<< Row 1 of 1 >> Right Click on column titles to customize (1)/(2) sorted columns More

2    3 Authorize Send To Repair Modify Delete Go To Details Other Options

1. The Authorizer can select and view the transaction before approving or sending the transaction to repair. This can be done by clicking on [Go To Details](#) action button
2. The [Magnifier image](#) icon allows users to perform a quick search for transactions. The [Printer image icon](#) allows users to print the summary page of transactions that require authorization. The [Desktop-Building image icon](#) allows users to export all or selected rows in the authorization required screen
3. Additionally, from the summary screen, the user can select any of the action buttons to perform various functions
  - [Authorize](#)—Authorizes the transaction and sends transaction for processing
  - [Send To Repair](#)—Sends the transaction back to the maker for repair
  - [Modify](#)—Opens the transaction for editing
  - [Delete](#)—Deletes the transaction
  - [Go to Details](#)—Takes the user to details of the selected transaction
  - [Other Options](#)—When user clicks on Other Options, he/she can choose from various options, including Search, Update Screen, Print, View Errors, Print Details, View Totals, View Transaction History

Import LC Issuance

**Main** | Conditions | Documents | Shipment | Details | Goods | Others

Transaction Initiator:   
Customer ID: 000001

Transaction Status: Auth Required Level 1

\* Applicant LC Reference Number: GBHJHJKJ | Bank LC Reference Number:

\* Form of Documentary Credit: IRREVOCABLE | \* Applicable Rules: UCP LATEST VERSION

Applicant:  2

\* Beneficiary Name:

Contact Person:

Telephone Number:

Advising Bank:

\* CCY / Amount: INR 5.656,00 | BY NEGOTIATION

\* Available With: CITIBANK | Bank Name / Address:

UpTo:

Bank Country:

Tolerance +/-:

Expiry Place:

\* Expiry Date: 03/29/2014

\* Notify By: MAIL

\* Drafts Required:  5 | 6 | 7 | 8 | 9 | 10 | 11

\* Tenor:

\* \* Required Field  
\* \* At least one required field

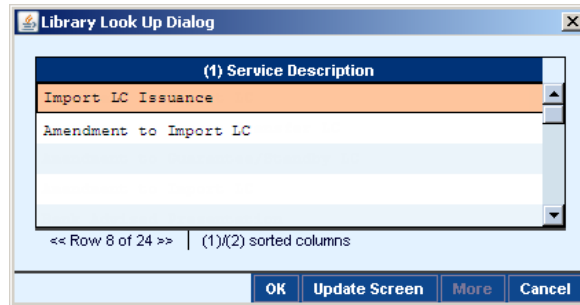
Authorize | Send to Repair | Download | Delete | Modify | Next | Return to Summary | Print | Print Preview | Other Options

The Checker will be able to view all the details related to the transaction, exactly as the Maker entered them, and can scroll through the tabs at the top



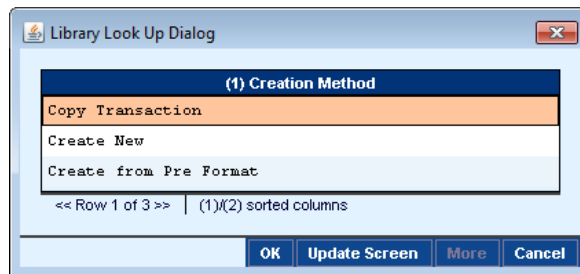
1. The user should click on the **Transaction Type** Library Look Up and the **Creation Method** Library Look Up to select the relevant Transaction Type and Creation Method (in this case, Import LC Issuance and Copy Transaction)

2



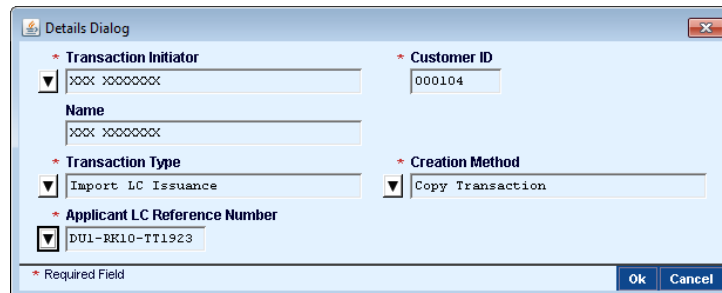
2. When the user clicks on the **Transaction Type** Library Look Up, the user is able to select from various service types (depending on user entitlements). User should select **Import LC Issuance** option from the list provided and click on **OK**

3



3. When the user clicks on **Creation Method** Library Look Up, the user should select the **Copy Transaction** Option from the list provided

4



4. The **Details Dialog** box is now populated with the selections made by the user

Import LC Issuance

5

Main	Conditions	Documents	Shipment	Details	Goods	Others
<b>Transaction Initiator</b>		<b>Customer ID</b>				
CUSTOMER NAME		123456				
<b>Transaction Status</b>		Auth Required Level 1				
<b>Applicant LC Reference Number</b>		<b>Bank LC Reference Number</b>				
ABC123						
<b>Form of Documentary Credit</b>		<b>Applicable Rules</b>				
IRREVOCABLE		UCP LATEST VERSION				
<b>Applicant Name / Address</b>		<b>Applicant Country</b>				
CUSTOMER NAME		US UNITED STATES				
<b>Beneficiary Name / Address</b>		<b>Beneficiary Country</b>				
BENE NAME		HK HONG KONG				
<b>Contact Person</b>		<b>Contact's Email Address</b>				
EXPORTER'S CONTACT		EXPORTER@GMAIL.COM				
<b>Telephone Number</b>		<b>Fax Number</b>				
123-456-7890		123-456-7891				
<b>Advising Bank Name / Address</b>		<b>Advising Bank Country</b>				
ADVISING BANK NAME		HK HONG KONG				
<b>CCY / Amount</b>		<b>Available By</b>				
USD 500000.00		BY NEGOTIATION				
<b>Available With</b>		<b>Bank Name / Address</b>				
ANY BANK						
<b>Up To</b>		<b>Bank Country</b>				
<b>Expiry Place</b>		<b>Tolerance +/-</b>				
HONG KONG		S S				
<b>Notify By</b>		<b>Expiry Date</b>				
Full Cable		08/01/2013				
<b>Tenor</b>		<b>Drafts Required</b>				
Usance		<input checked="" type="checkbox"/>				
<b>Days</b>		<b>Confirmation Instructions</b>				
90		MAY ADD				
<b>Drawn on</b>		<b>Tenor Terms</b>				
Citibank NA Hong Kong		AFTER B/L DATE				
		<b>Charges</b>				
		CHARGES OTHER THAN ISSUANCE ARE FOR THE ACCOUNT OF THE BENEFICIARY				

\* Required Field \*\* At least one required field

[Authorize](#)
[Send to Repair](#)
[Download](#)
[Delete](#)
[Modify](#)
[Next](#)
[Return to Summary](#)
[Print](#)
[Print Preview](#)
[Other Options](#)

- All the LC details are pre-populated based on the existing LC. Users can make changes wherever required and click on [Submit](#) once completed

# Create a Letter of Credit from a Pre Format Template

A new LC can be created from a Pre Format template. This allows user to fill in minimal details since most of the information is pre-populated. (Refer to Section 13.4 for more details on how to create a new Pre Format Template)

1

1. User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Import LC Issuance and Create from Pre Format)

2

2. When user clicks on the [Creation Method](#) Library look-up, the user should select [Create from Pre Format](#) Option from the list provided

3

Details Dialog

\* Transaction Initiator: XXXX XXXXXXXX

\* Customer ID: 000104

Name: XXXX XXXXXXXX

\* Transaction Type: Import LC Issuance

\* Creation Method: Create from Pre Format

\* Pre Format Code / Description: CGA

\* Required Field

Ok Cancel

3. The [Details Dialog](#) box is populated by the selections made by user. User should select the appropriate Pre Format Code/Description from the Library Look Up

4

Library Look Up Dialog

(2) Pre Format Code	Pre Format Description	(1) Customer ID	Customer Name	Counter party Name	Tenor Code
0000001	trade	000001	Customer 1	Counter Party Name 1	SGT

<< Row 1 of 10 >> | (1)(2) sorted columns

OK Search Update Screen More Cancel

4. The [Library Look Up Dialog](#) box displaying the saved Pre Formats appears

Main	Conditions	Documents	Shipment	Details	Goods	Others
ABC123						
* Form of Documentary Credit			* Applicable Rules			
IRREVOCABLE			UCP LATEST VERSION			
Applicant Name / Address			Applicant Country			
XXXXXXXXXXXXXXXXXXXXXXXXXXXX			HK HONG KONG			
* Beneficiary Name / Address			* Beneficiary Country			
BENE NAME			US			
Contact Person			Contact's Email Address			
EXPORTER'S CONTACT			EXPORTER@GMAIL.COM			
Telephone Number			Fax Number			
123-456-7890			123-456-7899			
Advising Bank Name / Address			Advising Bank Country			
ADVISING BANK NAME			HK			
* CCY / Amount			* Available By			
USD 500.000,00			BY NEGOTIATION			
* Available With			Bank Name / Address			
CITIBANK						
UpTo			Bank Country			
<input type="checkbox"/>						
Expiry Place			Tolerance +/-			
HONG KONG						
* Notify By			* Expiry Date			
Airmail			03/31/2016			
* Tenor			Drafts Required			
Sight			<input checked="" type="checkbox"/>			
Days			* Confirmation Instructions			
			WITHOUT			
Drawn on			Tenor Terms			
			Charges			
* Required Field ** At least one required field						
Submit Save Download Next Return to Summary Clear Print Print Preview Other Options						

5. All the LC details are pre-populated based on the pre format template. Users need to enter details that relate to the specific transaction (eg. Amount, currency, expiry date) wherever required and click on [Submit](#) once completed



# Creating an Import Letter of Credit Amendment

Clients can make amendments to existing Import Letters of Credit that have been issued by the bank.

To amend an Import Letter of Credit, access the Amendment to Import Letters of Credit from the Trade Services left navigation bar.

**Trade Services**

Input/Modify   Repair Req'd   Verification Req'd   Auth Req'd   Release Req'd   Offline Authorization   Incoming Messages   View

Service Type	Customer ID	Customer Name	Customer Reference	Counter Party Name
Import LC Issuance	123456	CUSTOMER NAME	00000	BENE NAME
Amendment to Import LC	123456	CUSTOMER NAME	11111	BENE NAME
Import LC Issuance	123456	CUSTOMER NAME	22222	BENE NAME

<< Row 1 of 400 + >>   Right Click on column titles to customize   (1)/(2) sorted columns   More

Submit   New   Go To Details   Delete   Other Options

The user should click on the [Input/Modify](#) Tab and [New](#). The user should select [Amendment to Import LC](#) from the [Transaction Type](#) Library Look Up Dialog Box.

**Details Dialog**

\* Transaction Initiator: CUSTOMER NAME  
 \* Customer ID: 12346  
 Name: CUSTOMER NAME  
 \* Transaction Type: Amendment to Import LC  
 \* Creation Method: Create New

\* Required Field   Ok   Cancel

**Library Look Up Dialog**

(1) Service Description

- Import LC Issuance
- Amendment to Import LC

<< Row 8 of 24 >>   (1)/(2) sorted columns

OK   Update Screen   More   Cancel

**Library Look Up Dialog**

(1) Creation Method

- Copy Transaction
- Create New

<< Row 2 of 2 >>   (1)/(2) sorted columns

OK   Update Screen   More   Cancel

For [Creation Method](#), select [Create New](#).

## MAIN TAB

This tab includes bank-populated data, which the user will not be able to edit. Fields which can be edited have a white background (text field), and fields with \* are mandatory.

Additionally, the original details of the LC can be viewed side-by-side with the required amendments.

### Amendment to Import LC

Transaction Initiator: XXXXXX XXXXXXXXXXXX XXXXX XXXXXXXXXXX XXX.

Customer ID: 006023

Transaction Status: [Empty]

\* Applicant Amendment Reference Number: ABC789

\* Bank LC Reference Number: ABC123 **1**

1. The user will pick the appropriate existing LC using the corresponding [Bank LC Reference Number](#) from a Library Look Up. The form is populated once the appropriate Bank LC Reference Number is selected.

\* Applicant Name / Address: XXXXXX XXXXXXXXXXXX XXXXX XXXXXXXXXXX XXX.

\* Applicant Country: IN INDIA

Beneficiary Name/Address: BENE NAME

Beneficiary Country: HK HONG KONG

Advising Bank Name/Address: ADVISING BANK NAME

Advising Bank Country: HK HONG KONG

Original CCY / Amount: USD 600,000.00 **2**

Amend Amount: Increase **2**

\* CCY \* Amount: USD 650,000.00 **3**

Issue Date: 22/03/2014

Expiry Date: 01/08/2015

New Expiry Date: [Empty] **4**

2. In the [Amend Amount](#) field, select [Increase](#), [Decrease](#) or [No Change](#) from the drop-down (if applicable)
3. In the [CCY/ Amount](#) field, enter the new currency and amount (if applicable)
4. [New Expiry Date](#): Enter the new expiry date for the LC (if applicable)

Tolerance (+ / -) %: 5 5

New Tolerance (+ / -) %: [Empty] **5**

Tenor: USANCE

New Tenor: [Empty] **6**

Tenor Terms: AFTER B/L DATE

Days: [Empty]

New Tenor Terms: [Empty]

5. In the [New Tolerance](#) field, enter the new tolerance percentage (if applicable)
6. [New Tenor](#): Choose a new tenor—Sight or Usance (If applicable)
  - 6.1 If “Sight” is selected, Days and New Tenor Terms are not editable
  - 6.2 If “Usance” is selected, enter the number of days and pick new tenor terms from the Library Look Up

The screenshot shows a form with the following elements:

- Available By**: Text input field.
- Available With**: Text input field with a menu icon.
- Country**: Dropdown menu.
- New Available By**: Dropdown menu with a blue button containing the number **7**.
- New Available With**: Dropdown menu with a blue button containing the number **8**.
- Bank Name / Address**: Text input field with a menu icon.
- Country**: Dropdown menu.
- Legend**: \* Required Field
- Navigation Bar**: Submit, Save, Download, Next, Return to Summary, Clear, Print, Print Preview, Other Options.

7. From the [New Available By](#) list, choose the settlement (payment) type for the LC.
8. From the [New Available With](#) list, choose the appropriate party that will process the final settlement of the LC.
  - If Any Bank or Citibank is selected; Bank Name Address and Country Fields will not be editable
  - If Any Bank In is selected, Country field will be editable
  - If Other is selected, both Bank Name/ Address and Country will be editable
9. After making the necessary changes, proceed to the [Narrative](#) tab.

## NARRATIVE TAB

The [Narrative tab](#) is used to enter additional text for the transaction.

### Amendment to Import LC

1

Main **Narrative** Shipment Details Instructions

**Narrative**

USER CAN INPUT FREE FORM TEXT OR SELECT THE DROP DOWN ARROW TO CHOOSE PRE-CREATED TEXT

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the [Narrative field](#), enter any additional free form text, or click the [Library Look Up](#) to open a Library Look Up Dialog box. Select clauses from the list and click [OK](#) to close the box

## SHIPMENT TAB

Shipment details can be amended in the Shipment Tab.

Amendment to Import LC

Main Narrative **Shipment** Details Instructions

Ship From	1	Change Shipment From
Port of Loading	2	Change Port of Loading
Shipment To	3	Change Shipment To
Port of Discharge	4	Change Port of Discharge
Shipment Terms	5	Change Shipment Terms
Presentation Period	6	Change Presentation Period
Latest Shipment Date	7	Change Latest Shipment Date

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

On the [Shipment](#) tab, users can amend the details of the shipment associated with the LC, if applicable.

1. [Change Shipment From](#): Input the shipment's new departure location or select from Library Look Up
2. [Change Port of Loading](#): Input Shipment's new port of loading or select from Library Look Up
3. [Change Shipment To](#): Input the shipment's new destination or select from Library Look Up
4. [Change Port of Discharge](#): Input Shipment's new port of discharge or select from Library Look Up
5. [Change Shipment Terms](#): Input the new INCOTERMS or select from Library Look Up
6. Enter the modified number of days after shipment allowed for presentation of documents in [Change Presentation Period](#) text box
7. Enter the latest shipment date of the amended LC in the [Change Latest Shipment Date](#) or select from the Calendar

## DETAILS TAB

The [Details](#) tab is used to present any additional PO information.

### Specifying Purchase Order Details

If user is setup to use purchase orders, user can

- Add POs to the Letter of Credit
- Edit/Delete POs from the Letter of Credit
- Create new POs and attach them to the Letter of Credit

#### Import LC Issuance

1

Details Layout  
Pre-Defined Standard Structure

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description
-----------	------------	-------------	---------------	--------	---------------------

<< Row 0 of 0 >> | (1)/(2) sorted columns

Copy Amount Total to Transaction Amount?

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. When the user clicks on the [Details Layout](#) Look Up button, the [Details Library Look Up Dialog](#) box will appear, allowing the user to select an appropriate PO detail layout

2

Library Look Up Dialog

Sub-Structure Id	Description
Pre-Defined Standard Stru...	Detail Structure Defined By the Client

<< Row 1 of 10 >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. In this dialog box, users have the option to choose from pre-set PO information or enter new information

The screenshot displays a software interface with a 'Details Dialog' window. The dialog is titled 'Details Dialog' and contains two columns of input fields. The left column includes fields for PO Number, Vendor Name, SKU ID, Quantity, Rate per Unit, Purchase Order Amt, Additional Field 1, Additional Field 3, Purpose Code, PO Quantity, Customer Name, File ID, and Vendor ID. The right column includes fields for Date of PO, Buying Office, Product Description, Quantity Units, Rate Currency, Reference Number, Additional Field 2, PO Version Number, PO Country Code, Master Contract No, Customer ID, Run ID, and Vendor Address. A blue box labeled '4' highlights the 'Save' button at the bottom right of the dialog. Below the dialog, a table header is visible with a blue box labeled '3' over the 'Add' button. At the bottom of the interface, there are navigation buttons: Submit, Save, Download, Next, Return to Summary, Clear, Print, Print Preview, and Other Options. A checkbox labeled 'Copy Amount Total to Transaction Amount?' is also present.

If [Copy Amount Total to Transaction Amount](#) is checked, it will override the LC amount on the main tab

- If User wants to enter previously saved information, user will click on [Add](#). If new information is required, the user should click on [New](#). This will bring up a separate PO Detail Dialog box for the user to complete
- The PO Detail Dialog box appears. Users fill out the PO information and should click on [Save](#) when completed
- The screen shows the successful addition of the PO to the list

Amendment to Import LC

Main Narrative Shipment **Details** Instructions

Details Layout

▼ Pre-Defined Standard Structure

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description
123456789	03/01/2014	BENE NAME	BUYING OFFICE NAME	111111	PRODUCT DESCRIPTION
123456789-A	03/01/2014	BENE NAME	BUYING OFFICE NAME	111111	PRODUCT DESCRIPTION

<< Row 0 of 2 >> (1)/(2) sorted columns

Add New Edit Delete Totals

Copy Amount Total to Transaction Amount?

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

5



## INSTRUCTIONS TAB

The [Instructions](#) tab is used to provide any additional Instruction information or changes in the existing one.

Amendment to Import LC

Main Narrative Shipment Details **Instructions**

**Instructions**

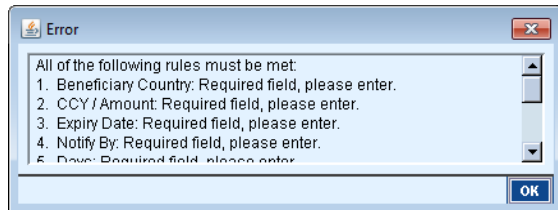
▼ USERS CAN ADD ADDITIONAL INSTRUCTIONS IN THIS BOX

Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the Instructions field, enter any additional text manually, or click the Library Look Up to open a Library Look Up Dialog box. Select clauses from the list and click OK to close the box.
2. If user wants to change the details of the party involved in the Letter of Credit or currency for the Letter of Credit, these must be entered here.

Once all the fields and tabs are completely filled out, the user can [Submit](#) the transaction. If any field was populated incorrectly, or if a mandatory field was left blank, an Error pop-up (below) appears on the screen.



1. **Save**—The Letter of Credit is saved with the status of Incomplete. User can return to complete the application at a later time.
2. **Download**—User can download the LC to his/her PC.
3. **Next**—Takes the user to back to the summary screen to the next LC.
4. **Return to Summary**—Returns the user to the **Trade Services Summary** screen.
5. **Clear**—Clears all the content entered by the user.
6. **Print**—Prints the LC.
7. **Print Preview**—Provides print preview of LC.
8. **Other Options**—When user clicks on Other Options, he/she can see two options: **View Error** and **Transaction History**. **View Error** provides users a view of the Error (if any) with the transaction. By clicking on **Transaction History**, user can view the complete history of the transaction

## Import Letter of Credit Bills

### 2.1.2 Clean Bills/ Discrepant Bills under Letter of Credit

User can communicate with Bank Trade Operations and Trade Customer Service Representatives by sending messages electronically through the Bank's Portal. These messages can either be structured or free format (unstructured).

After export documents are presented by the Exporter, they are examined by the bank against the original LC. Clean bills are generated when the documents are determined to be complete and correct with respect to the requirements of the LC. Discrepant Bills are generated when the documents do not meet the LC requirements and a bill discrepancy notification is sent to the Importer for review.

#### 2.1.2.1 Incoming Messages

The bill discrepancy notification can be found in the **Incoming Messages** tab within the **Trade Services** module.

From this screen, users will see a summary list of unread messages and messages with a pending response status.

**Trade Services**

Input/Modify | Repair Req'd | Verification Req'd | Auth Req'd | Release Req'd | Offline Authorization | **Incoming Messages**

Message Type	(1) Customer ID	Customer Name	Attention
Bill Discrepancy Notification	123456	CUSTOMER NAME	Mr. Smith

<< Row 83 of 400 + >> | Right Click on column titles to customize | (1)/(2) sorted columns | More

3 | Go To Details | Delete | Other Options

1. Bill discrepancy notifications appear in the [Incoming Messages](#) Tab
2. Select the Notification
3. Click on [Go To Details](#)

### 2.1.2.2 Viewing Incoming Messages Details

A bill discrepancy notification is a message sent by the Bank to inform the client that a bill transaction has discrepant document presentation. The Incoming Tab will display details of the discrepancy

#### Bill Discrepancy Notification

**Incoming** **Response**

<b>Name</b> XXXX XXXXX X.X.X. XXX. XX	<b>Customer ID</b> 951256
<b>Bank Entity</b> 712 HONG KONG CITIBANK	<b>Message Status</b> Unread
<b>Attention</b> GEORGE	<b>Message Received Date/Time</b> 03/26/2014 12:16:15
<b>Bank Bill Reference Number</b> 6860600027	<b>Message Reference Number</b> 0326141012130975
<b>Drawer Name &amp; Address</b> SUNTRUST OVERNIGHT	<b>CCY/Amount</b> USD 1.000,00
<b>Drawer Reference</b> HW123456	<b>Related LC Reference Number</b> 
<b>Drawee Reference</b> 	<a href="#">View Documents</a>

LC Text 1

1. Click on [View Documents](#) Link to view related documents
2. The [Related Documents](#) Dialog box opens
3. Click on [View](#) to view the documents

**4** Incoming Narrative

**5** Discrepancy Advise

\* Required Field

**6** [Mark As Read](#) [Download](#) [Next](#) [Return to Summary](#) [Print](#) [Other Options](#)

4. **Incoming Narrative:** Any instructions from the bank will appear in this section
5. **Discrepancy Advise:** Any discrepancies will be highlighted in this section
6. Click **Mark as Read** to move the status of the message to Response Pending

### 2.1.2.3 Discrepancy Response

After viewing the discrepancies in the “Incoming” tab, the user will need to navigate to the “Response” tab.

The **Response** Tab allows user to approve/reject the discrepancy

The user must provide a response to the bill discrepancy

**Bill Discrepancy Notification**

Incoming **Response** 1

<b>Transaction Initiator</b>	<input type="text"/>	<b>Customer ID</b>	<input type="text" value="951256"/>
<b>Bank Entity</b>	<input type="text" value="712 HONG KONG CITIBANK"/>	<b>Message Status</b>	<input type="text"/>
<b>Department Name</b>	<input type="text" value="HONG KONG CITIBANK"/>	<b>Message Sent Date/Time</b>	<input type="text" value="/ / : :"/>
<b>Attention</b>	<input type="text" value="TRADE OPERATIONS"/>	<b>Message Reference Number</b>	<input type="text"/>
<b>Bank Bill Reference Number</b>	<input type="text" value="6860600027"/>		

1. Click on the **Response** Tab to respond to the message
2. In the **Attention** field, provide an attention party as required (e.g., a named Customer/Trade Service Representative or Trade Processing Department)

<b>Drawer Name &amp; Address</b>	<input type="text"/>	<b>CCY/Amount</b>	USD <input type="text" value="1.000,00"/>
<b>Drawer Reference</b>	<input type="text"/>	<b>Related LC Reference Number</b>	<input type="text"/>
<b>Drawee Reference</b>	<input type="text"/>	<a href="#">LC Text</a>	
<b>* Response</b>	<input type="text" value="Approved"/>	<a href="#">View Documents</a>	

- In the [Response](#) drop-down, user can select the option “Approved” to process the transaction with the discrepancy or “Rejected” to reject the transaction or “Await Instruction” to indicate to the bank that further instructions will come at a later stage

4

**Narrative**

**Incoming Narrative**

**Discrepancy Advise**

L LC EXPIRED

5

\* Required Field

<a href="#">Mark As Read</a>	<a href="#">Submit</a>	<a href="#">Download</a>	<a href="#">Save</a>	<a href="#">Next</a>	<a href="#">Return to Summary</a>	<a href="#">Clear</a>	<a href="#">Print</a>	<a href="#">Other Options</a>
------------------------------	------------------------	--------------------------	----------------------	----------------------	-----------------------------------	-----------------------	-----------------------	-------------------------------

- In the [Narrative](#) text box, user can enter the reason for his/her choice of option. Message input is mandatory if user has selected [Await Instruction](#) option. User can input the text by clicking on [Library Look Up](#) button and selecting from the options provided by [Library Look up Dialog](#) box or he/she can input the text using free form text or by pasting the data from already existing electronic copy of the data
- Once the form is complete, user should click on action button [Submit](#)

User can select other action buttons:

- [Mark As Read](#) is disabled here
- [Download](#)—Download the response
- [Save](#)—The Response to Bill Discrepancy is saved with the status of Incomplete. User can return to the message later to finish entering the details
- [Next](#)—Takes the user to the next transaction
- [Return to Summary](#)—Returns the user to Summary Tab
- [Clear](#)—Clears all the content entered by the user
- [Print](#)—Prints the Response to Bill Discrepancy
- [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). [View Error](#) provides users a view of the Error (if any) with the transaction. By clicking on [Transaction History](#), user can view the complete history of the transaction

# Trade Letter of Credit Inquiry

The Letter of Credit Inquiry Module allows clients to search for and view specific LC transactions and their details.

The screenshot shows the CitiDirect Online Banking interface. At the top, the Citi logo is on the left, and the text 'CitiDirect® Online Banking' is in the center. To the right of the text are links for 'My Preferences', 'Inbox', 'Support Website', and 'Close'. Below this is the date and time '03/20/2014 17:47:46', a search box labeled 'Search CitiDirect Menu', and a dropdown menu labeled 'I would like to ...'. The main navigation bar contains several tabs: 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box and a '1' callout), 'Reports', 'Tools & Preferences', and 'User Administration'. Below the navigation bar, the breadcrumb 'Home >> Inquiries & Searches' is visible, along with a 'Favorite Reports' link. The main content area is a list of inquiry options organized into categories: 'Access Management', 'Cash Statement', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Services' category is expanded, and 'Trade Letter of Credit Details Inquiry' is highlighted with a blue box and a '2' callout.

1. User should select the [Inquiries](#) Link from the top navigation bar. The [Inquiries](#) Menu will expand
2. Select [Trade Services—Trade Letter of Credit Details Inquiry](#)

## 2.1.3 Trade Letter of Credit Details Inquiry

The **Criteria** Tab helps users to select a specific transaction

**1** Trade Letter of Credit Details Inquiry

Criteria LC Summary Transfer LC Summary LC Activity Summary LC Detail

\* Customer ID equals

\* Product Group equals All

1. **Customer ID** can be selected from the Library Look Up and Product Group can be selected from the drop-down, or include all

**2** To view a specific transaction, complete any one of the following Criteria fields.

LC Reference equals

Applicant Reference equals

Issuing Bank Reference equals

Bill Reference equals

2. To view a specific transaction, users can input reference number details into any one of the criteria fields

**3** To view a range of transactions, complete one or more of the following Criteria fields.

Counterparty Country equals

CCY equals



3. To narrow the search results of transactions, users can include additional filtering criteria detailed above

**4**

Outstanding LC Amount equals

Book Date from  / /  to  / /

Expiry Date from  / /  to  / /

  \* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

4. Additional Information such as **Outstanding LC Amount**, **Book Date** or **Expiry Date**, which help make the search more transaction specific, can be provided here

After all the criteria has been appropriately included, click on **Submit**. The user can choose not to include any search criteria, and simply click on **Submit**

User can select any of the other action buttons:

**Clear Criteria**—Clears the options selected or text input in the text boxes.



[Default Search Criteria Options](#)—All the default options are selected.

[Print](#)—Prints the Screen.

[Split View](#)—Enables user to view the LC Summary list at the bottom of the page.

## 2.1.4 LC Summary Tab

The [LC Summary](#) Tab displays the transaction(s) which have satisfied the search criteria details provided by user in the [Criteria](#) Tab.

[Trade Letter of Credit Details Inquiry](#)

Customer ID	Customer Name	(1) Product Type	LC Reference	Applicant Reference
000001	CUSTOMER NAME	Import Documentary LC	09064709	
000001	CUSTOMER NAME	Import Documentary LC	09064728	

<< Row 660 of 800 + >> | [Right Click on column titles to customize](#) (1)/(2) sorted columns [More](#)

\* Required Field Run Date/Time:04/01/2014 at 00:41:20 IST

[Update Screen](#) [Go to Details](#) [Print](#) [Split View](#)

User can select any of the action buttons:

[Update Screen](#)—Refreshes the screen.

[Go to Details](#)—View LC Details on the LC Detail Tab.

[Print](#)—Prints the Screen.

[Split View](#)—Enables user to view the LC Summary list at the bottom of the page.

The [Trade Services](#) Summary Screen displaying the list of all the LCs will appear.

## 2.1.5 LC Activity Summary Tab

The [LC Activity Summary](#) tab provides information on the complete life cycle of the transaction, including relevant statuses, corresponding dates, and details of the transaction.

The bottom of the screen shows the various statuses and corresponding dates of these statuses.

User can click on [Go To Details](#) to view additional details of the LC.

**Trade Letter of Credit Details Inquiry**

Criteria | **LC Summary** | Transfer LC Summary | **LC Activity Summary** | LC Detail

**Bank Entity** 940 NEW YORK CITIBANK - **LC Reference** 09064709 **Applicant Reference**

**Product Type** Import Documentary LC **LC Outstanding Amount** USD 47.000,00 **Maximum Available Amount** USD 47.000,00

Date	Activity	Bill Reference	Status	Amend
10/08/2013	Booking/Issuance		Approved	
10/10/2013	Presentation	TAM13090331261	Approved	

<< Row 1 of 2 >> Right Click on column titles to customize (1)/(2) sorted columns [More](#)

\* Required Field

[Return to LC Summary](#) [Criteria](#) [Go to Details](#) [Print](#) [Go To LC Charge Summary](#)

## 2.1.6 LC Detail Tab

The **LC Detail** Tab displays the details of the Letter of Credit. All fields are view only

Trade Letter of Credit Details Inquiry 0 Failed Login since Last Login Date 03/28/2014 21:42:41 CITIDIRECT TRADE

Criteria | LC Summary | Transfer LC Summary | LC Activity Summary | **LC Detail**

<b>Customer ID / Name</b> 922769   XXXX XXXXXXXXXX XXXX	<b>Bank Entity</b> 712   HONG KONG CITIBANK
<b>LC Reference</b> 5814850010	<b>Product Type</b> Import Documentary LC
<b>Applicant Reference</b> 	<b>Beneficiary Reference</b> 
<b>Applicant Name &amp; Address</b> XXXX XXXXXXXXXX XXXX	<b>Beneficiary Name &amp; Address</b> BENE NAME 1
<b>Applicant Country</b> UNITED STATES OF AMERICA	<b>Beneficiary Country</b> PEOPLE'S REPUBLIC OF CHINA
<b>Issuing Bank Reference</b> 5814850010	<b>Advising Bank Reference</b> 
<b>Issuing Bank Name &amp; Address</b> HONG KONG CITIBANK	<b>Advising Bank Name &amp; Address</b> CITI
<b>Issuing Bank Country</b> HONG KONG	<b>Advising Bank Country</b> PEOPLE'S REPUBLIC OF CHINA
<b>Original CCY / Amount</b> EUR 50.000,00	<b>Original Maximum Amount</b> EUR 50.000,00
<b>LC Outstanding Amount</b> EUR 50.000,00	<b>Available Amount</b> EUR 50.000,00
<b>Tolerance (+ / -) %</b> <input type="checkbox"/>	<b>Presentation Period</b> 
<b>Issue Date</b> 10/03/2014	<b>Advise Date</b> 10/03/2014
<b>Latest Shipment Date</b> 02/01/2015	<b>Expiry Date</b> 02/10/2015
<b>Expiry Place</b> FSFDA	<b>New Expiry Date</b> / /
<b>Transshipment</b> 	<b>Partial Shipment</b> 
<b>Place From</b> 	<b>Port of Loading</b> 
<b>Place of Final Destination</b> 	<b>Port of Discharge</b> 
<b>Tenor Terms</b> 	<b>Shipment Terms</b> 

[LC Text](#)  
[Related Purchase Orders](#)

Required Field

Return to LC Activity Summary | Criteria | Previous | Next | Print

User can select the following links:

**LC Text:** Users can view text associated with the LC.

**Related Purchase Orders:** View the related Purchase Orders associated with the transaction.

User can select any of the action buttons:

**Return to LC Activity Summary**—Takes the user to **LC Activity Summary** Tab.

**Criteria**—Takes the user to Criteria Tab.

**Previous**—Takes the user to previous Tab.

**Next**—Takes the user to next Tab.

**Print**—Prints the Screen.

# Trade Bill Inquiry

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date '03/20/2014 17:47:46', and links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. A search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. The main navigation bar contains 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box and a '1' callout), 'Reports', 'Tools & Preferences', and 'User Administration'. Below the navigation bar, the breadcrumb 'Home >> Inquiries & Searches' is shown. The main content area is divided into several sections: 'Access Management', 'Cash Statement', 'Liquidity Management', 'Lockbox', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Services' section is highlighted with a blue box and a '2' callout, and it contains the 'Trade Bill Details Inquiry' link, which is also highlighted with a blue box.

1. User should select the Inquiries Link from the top navigation bar
2. Select [Trade Services—Trade Bill Details Inquiry](#)

## 2.1.7 Trade Bill Details Inquiry

The **Criteria** Tab helps users to select a specific transaction.

Trade Bill Details Inquiry

**1**

Criteria | Bill Summary | Bill Detail

\* Customer ID equals

Product Type equals

1. **Customer ID** can be selected from the Library Look Up and Product Group can be selected from the drop-down, or include all

**2**

Library Look Up Dialog

(1) Branch Code	Branch Name	(2) Customer ID	Customer Name
712	HONG KONG CITIBANK	000003	>00000 >0000-00000 >00000 >X >0000
712	HONG KONG CITIBANK	000125	>0000000 >0000 >00000000 >X >X >000

<< Row 1 of 400 + >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. Select the relevant Customer information from the **Customer ID Library Look Up Dialog** Box and click **OK**

**3**

To view a specific transaction, complete one of the following five criteria fields.

Bill Reference equals

LC Reference equals

Drawer / Beneficiary Reference equals

Intermediary Bank Reference equals

Direct Collection Reference equals

3. To view a specific transaction, users can input reference number details into any one of the criteria fields

**4**

To view a range of transactions, complete one or more of the following criteria fields.

Intermediary Bank Name equals

Counterparty Country equals

CCY equals

4. To narrow the search results of transactions, users can include additional filtering criteria detailed above

Outstanding Bill Amount  
 equals

Book Date  
 from  to

Settlement Date  
 equals

Status  
 equals

Discount Indicator

Show Overridden Discrepancies

\* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

5. Additional Information such as [Outstanding Bill Amount](#), [Book Date](#), [Settlement Date](#), [Status](#) and checkboxes [Discount Indicator](#) (if discounts are applicable) and [Show Overridden Discrepancies](#) (if applicable) which help make the search more transaction specific, can be provided here

After all the criteria has been appropriately included, click on [Submit](#). The user can choose not to include any search criteria, and simply click on [Submit](#).

User can select any of the other action buttons:

[Clear Criteria](#)—Clears the options selected or text input in the text boxes.

[Default Search Criteria Options](#)—All the default options are selected.

[Print](#)—Prints the Screen.

[Split View](#)—Enables user to view the Import LC Payment Summary list at the bottom of the page.

## 2.1.8 Bill Summary Tab

The [Bill Summary](#) Tab displays the transactions which have satisfied the criteria details provided by user in the [Criteria](#) Tab.

Trade Bill Details Inquiry

Criteria [Bill Summary](#) Bill Detail

(1) Product Type	Bill Reference	Drawer / Beneficiary Reference	Direct Collection Reference	Counterparty Country	CCY	Outstanding Bill Amount
Import LC Payment	TT 10865 TC1			UNITED STATES OF AMERICA	USD	1.000,00
Import LC Payment	TAM09090711316			UNITED STATES OF AMERICA	USD	10.000,00
Import LC Payment	TAM09090411207			UNITED STATES OF AMERICA	USD	2.000,00
Import LC Payment	TAM09091511638			UNITED STATES OF AMERICA	USD	56.000,00
Import LC Payment	TAM09100512208			UNITED STATES OF AMERICA	JPY	20.000
Import LC Payment	123a			UNITED STATES OF AMERICA	USD	1.000,00
Import LC Payment	TAM09091511623			UNITED STATES OF AMERICA	USD	75.000,00
Import LC Payment	ISS-OFAC-NA			UNITED STATES OF AMERICA	USD	2.500,00

<< Row 0 of 800 + >> Right Click on column titles to customize (1)(2) sorted columns More

\* Required Field Run Date/Time: Update Screen Go to Details Print Split View

User can select any of the action buttons:

[Update Screen](#)—Refreshes the screen.

[Go to Details](#)—View LC Details on the [LC Detail](#) Tab.

[Print](#)—Prints the Screen.

[Split View](#)—Enables user to view the LC Summary list at the bottom of the page.

## 2.1.9 Bill Detail Tab

**Bill Detail** Tab displays the details of the Import LC Payment transaction. All fields are view only.

Trade Bill Details Inquiry

Criteria Bill Summary **Bill Detail**

<b>Customer ID / Name</b> 000001 CUSTOMER NAME	<b>Bank Entity</b> 940 NEW YORK CITIBANK -
<b>Product Type</b> Import LC	<b>Original Bill CCY/Amount</b> USD 1.000.000.000,00
<b>Bill Reference</b> TAM12102953260	<b>LC Reference</b> 09091985
<b>Direct Collection Reference</b> 	
<b>Beneficiary Reference</b> 	<b>Applicant Reference</b> 26195 TC7
<b>Beneficiary Name &amp; Address</b> BENE NAME	<b>Applicant Name &amp; Address</b> APPLICANT NAME
<b>Beneficiary Country</b> UNITED STATES OF AMERICA	<b>Applicant Country</b> UNITED STATES OF AMERICA
<b>Collecting Bank Reference</b> 	<b>Remitting Bank Reference</b> S1uu339U3
<b>Collecting Bank Name &amp; Address</b> NEW YORK CITIBANK - FI	<b>Remitting Bank Name &amp; Address</b>
<b>Collecting Bank Country</b> UNITED STATES OF AMERICA	<b>Remitting Bank Country</b> UNITED STATES OF
<b>Book Date</b> 10/29/2012	<b>Acceptance Date</b> / /
<b>Discount Date</b> / /	<b>Discount Rate</b> 
<b>Outstanding CCY/Amount</b> USD 1.000.000.000,00	<b>Maturity Date</b> / /
<b>Total Settled Amount</b> USD 0,00	<b>Settlement Date</b> / /
<b>Last Tracer Date</b> / /	<b>Last Tracer Type</b> 
<b># Acceptance Tracers</b> 0	<b># Payment Tracers</b> 0
<b>Tenor Terms</b> SIGHT	<b>Type of Export</b> 
<b>Country of Origin</b>	<b>Mode of Transport</b>
<b>Shipping Company or Air Carrier Name</b>	<b>Vessel Name</b>
<b>Issuing Bank</b>	<b>Issuing Bank Reference</b>
<b>B/L Date</b> / /	<b>B/L Reference</b>
<b>Agent Name</b>	<b>Agent Commission CCY/Amount</b>
<b>FX Contract Number</b>	<b>Due Date for FX Contract</b> / /
<b>Supplier Financing Cost CCY/Amount</b>	<b>Funds Available Since</b> / /
<b>Negotiations Under Reserve</b>	<b>Agent Payment Instructions</b>

[List of Discrepancies](#)      [Courier Information](#)  
[View Documents](#)      [Related Invoices](#)  
[Bill Charges](#)

**Activity**

Date	Activity	Status	CCY	Settlement Amount
10/29/2012	Booking/Issuance	Discrepant Documents	USD	

<< Row 0 of 1 >> | (1)(2) sorted columns

\* Required Field
Return to Bill Summary
Criteria
Previous
Next
Print
Go To Charge Summary

User can select the following **Links**:

**List of Discrepancies:** Users can view various discrepancies regarding the submitted documents or the Information provided.

**View Documents:** View the documents associated with the Letter of Credit, including documents that were presented.

**Bill Charges:** View charges associated with the transaction.

**Bill Charge Summary**

**Charges Grid**

(1) Settlement Date	Value Date	Description
11/14/2013	11/15/2013	Payment Commission
11/14/2013	11/15/2013	Postage Charges
11/14/2013	11/15/2013	Bill Drawings
11/14/2013	11/15/2013	Other Charges

<< Row 0 of 4 >> | (1)(2) sorted columns

Details  
Print Cancel

**Courier Information:** View document courier delivery information.

**Related Invoices:** View all the invoices related to the Letter of Credit.

User can select any of the **Action buttons**:

**Return to Bill Summary**—Takes the user to **Bill Summary** Tab.

**Criteria**—Takes the user to **Criteria** Tab.

**Previous**—Takes the user to previous Tab.

**Next**—Takes the user to next Tab.

**Print**—Prints the Screen.



# Glossary

## **APPLICANT LC REFERENCE NUMBER**

A unique ID number that is assigned to the Import LC transaction. Depending on the user's company's configuration, user might need to enter the number manually, or it may be assigned automatically by the bank. If it is assigned automatically, user will not be able to manually enter or change this number.

## **ISSUER OF LC**

The party that is responsible for this Import LC. Also known as By Order Of party, this is the party who is dealing with the bank and to whom the credit line is granted.

## **ISSUING BANK**

The bank that issues the LC. Typically, this is the bank that the Applicant/By Order Of parties are dealing with. This is a read-only field that uses data from a list of valid issuing banks that are defined in user's customer configuration. User cannot create a new Issuing Bank party.

## **BANK LC REFERENCE NUMBER**

A unique number that is used by the bank(s) to identify the transaction. This is a read-only field. User's organization may be assigned a pool of bank reference numbers. If this is the case, the bank reference number is added to user's LC application automatically when he/she initiates the application. If his/her organization does not use pre-assigned reference numbers, the bank reference number is assigned to the transaction when it is sent to the bank.

## **APPLICANT**

The party for whom the LC is being opened. This is usually the same as the Issuer/By Order Of party. Most of the time the Applicant is the Importer, but this is not always the case. Choose the applicant from the drop-down list or click the icon to add a new applicant.

## **BENEFICIARY**

The party in whose favor the LC is issued and who is entitled to present documents for the LC and receive payment. Most of the time the Beneficiary is the Exporter, but this is not always the case. Choose the beneficiary from the drop-down list or click the icon to add a new beneficiary.

## **ADVISING BANK**

The bank that receives the LC from the Issuing Bank for authentication and delivery to the Beneficiary. The Advising Bank is usually a correspondent of the Issuing Bank, located near the Beneficiary. Select or enter the advising bank.

## **FORM OF DOCUMENTARY CREDIT**

Choose whether user wants to create an Irrevocable LC or an Irrevocable Transferable LC.

**Irrevocable LC** is the import letter of credit that cannot be modified or cancelled without the consent of the beneficiary.

**Irrevocable Transferable LC** is an Irrevocable Letter of Credit that permits the beneficiary of the letter to make some or all of the credit available to another beneficiary.

## **CONFIRMATION INSTRUCTION**

Specify how the Beneficiary/Advising Bank must confirm the LC.

**TOLERANCE**

This is the percentage difference that is acceptable between the amount that is drawn and the amount of the LC. Enter the tolerance percentage as a +/- range.

**EXPIRY DATE**

Enter the date when the LC will expire or click the Calendar button to choose a date directly from the calendar.

**EXPIRY PLACE**

Choose the location where the LC will expire. This is usually the Beneficiary's country.

**AVAILABLE WITH**

Specify whether the LC can only be negotiated or accepted by a particular bank or institution.

**AVAILABLE BY**

Choose the settlement (payment) type for the LC.

**TENOR**

The number of days of business credit the customer has before they need to make payment to the supplier. This starts when they receive the goods and is typically 30, 60, 90, 120 or 180 days.

**TENOR TERMS**

These form the payment terms of the LC.

**DAYS**

The number of days between an agreed upon action (such as the delivery of the shipment) and the payment due date. Enter the number of days after an event that payment is due.

**CHARGES**

Choose which party is responsible for paying the bank charges for the LC.

# Chapter 3 Export Letter of Credit

## Letter Of Credit—Overview

A Letter of Credit is an undertaking issued by bank in favour of a Beneficiary, which substitutes the bank's creditworthiness for that of an Applicant. In a broad sense, a Letter of Credit is simply a letter of instruction issued to a Beneficiary (seller) by a Bank at the request of its customer (buyer). In narrower sense, it is a specialized, technical instrument used to pay for a shipment of goods or services from one party to another.

Trade involves buyers and sellers seeking to exchange goods or services despite their differences in language, national custom, and credit procedures and accounting practices. Historically, merchants have sought ways of minimizing these differences and facilitating trade. The special protection and opportunities offered by Letters of Credit apply to both domestic and international trade.

## About the Module

Export client users can utilize the bank portal to electronically view and manage the LC issued in their favour.

In the Export Letters of Credit module, user can electronically:

- View Letters of Credit issued in their favour
- Receive notifications of any detrimental amendments from the applicant
- Approve or reject those amendments

# Accessing the Export Letter of Credit Module

1. Click on the Inquiries and Searches link on the top navigation bar

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The top navigation bar includes links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. The date and time '03/20/2014 17:47:46' are shown in the center. A search bar labeled 'Search CitiDirect Menu' is on the right. Below the navigation bar, the 'Inquiries & Searches' link is highlighted with a blue box and a '1' in a blue square. The main content area shows a list of services categorized into sections: 'Access Management', 'Cash Statement', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Letter of Credit Details Inquiry' link is highlighted with a blue box and a '2' in a blue square.

2. Click on the Trade Letter of Credit Details Inquiry to view the advised Export LC.

# Export Letter of Credit Advice

## 3.1.1 Criteria Tab

The **Criteria** Tab helps users to select a specific transaction.

**1** Trade Letter of Credit Details Inquiry

**Criteria** | LC Summary | Transfer LC Summary | LC Activity Summary | LC Detail

\* Customer ID equals

\* Product Group equals

1. **Customer ID** can be selected from the Library Look Up, if users' company has multiple subsidiaries and **Product Group** can be selected from the drop-down.

**2** To view a specific transaction, complete any one of the following Criteria fields.

LC Reference equals

Applicant Reference equals

Issuing Bank Reference equals

Bill Reference equals

2. To view a specific transaction, users can input reference number details into any one of the criteria fields (**LC Reference** , **Applicant Reference**, **Issuing Bank Reference** and **Bill Reference**).

**3** To view a range of transactions, complete one or more of the following Criteria fields.

Counterparty Country equals

CCY equals

3. To narrow the search results of transactions, users can include additional filtering criteria detailed above.

**4**

Outstanding LC Amount equals

Book Date from  to

Expiry Date from  to

\* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

4. Additional Information such as **Outstanding LC Amount**, **Book Date** or **Expiry Date**, which help make the search more transaction specific, can be provided here.

After all the criteria has been appropriately included, click on Submit. The user can choose not to include any search criteria, and simply click on Submit.

User can select any of the other action buttons:

**Clear Criteria**—Clears the options selected or text input in the text boxes.

**Default Search Criteria Options**—All the default options are selected.

**Print**—Prints the screen.

**Split View**—Enables user to view the LC Summary list at the bottom of the page.

### 3.1.2 LC Summary Tab

The **LC Summary** Tab displays the Transaction(s) based on the criteria details provided by user in **Criteria** Tab.

Trade Letter of Credit Details Inquiry

Criteria **LC Summary** Transfer LC Summary LC Activity Summary LC Detail

Customer ID	Customer Name	(1) Product Type	LC Refer
000104	Customer 1	Export Documentary LC	09091987
000104	Customer 1	Export Documentary LC	09091988
000104	Customer 1	Export Documentary LC	09091989

<< Row 1 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

\* Required Field Run Date/Time:10/03/2013 at 01:00:42 IST

Update Screen Go to Details Print Split View

User can select any of the action buttons:

**Update Screen**—Refreshes the screen.

**Go to Details**—View LC Details on the **LC Detail** Tab.

**Print**—Prints the Screen.

**Split View**—Enables user to view the LC Summary list at the bottom of the page.

### 3.1.3 LC Activity Summary Tab

The **LC Activity Summary** tab provides information on the complete life cycle of the transaction, including relevant statuses, corresponding dates, and details of the transaction.

Trade Letter of Credit Details Inquiry

Criteria LC Summary Transfer LC Summary **LC Activity Summary** LC Detail

**Bank Entity** 940 NEW YORK CITIBANK -

**LC Reference** 09091987

**Applicant Reference**

**Product Type** Export Documentary LC

**LC Outstanding Amount** USD 200,000.00

**Maximum Available Amount** USD 200,000.00

1 View Documents

1. When user clicks on [View Documents](#) link, all the documents associated with the Letter of Credit are displayed (see below)

Library Look Up Dialog

(1) Document Type	Approximate # of Pages	Scan Date	Status
Advice of Debit - Export	1	09/05/20...	Available
Export Advising Text	2	09/05/20...	Available
LC Acknowledgement	1	09/05/20...	Available

<< Row 3 of 3 >> | (1)/(2) sorted columns

View Retrieve View Status Details Update Screen More Cancel

2

Date	Activity	Bill Reference	Status	Amendment Number
12/02/2015	Booking/Issuance		Approved	

<< Row 1 of 1 >> | Right Click on column titles to customize (1)/(2) sorted columns More

\* Required Field

Return to LC Summary Criteria **Go to Details** Print Go To LC Charge Summary

2. All the statuses of a Letter of Credit are displayed here  
User can click on [Go To Details](#) to view additional details of the LC.

### 3.1.4 LC Detail Tab

The **LC Detail** Tab displays the details of the Letter of Credit. All fields are view only.

Trade Letter of Credit Details Inquiry

Criteria | LC Summary | Transfer LC Summary | LC Activity Summary | **LC Detail**

<b>Customer ID / Name</b> 000001 Customer 1	<b>Bank Entity</b> 940 NEW YORK CITIBANK - FI
<b>LC Reference</b> 28029380	<b>Product Type</b> Export Documentary LC
<b>Applicant Reference</b> [Empty]	<b>Beneficiary Reference</b> [Empty]
<b>Applicant Name &amp; Address</b> Applicant 1	<b>Beneficiary Name &amp; Address</b> Customer 1
<b>Applicant Country</b> UNITED STATES OF AMERICA	<b>Beneficiary Country</b> INDIA
<b>Issuing Bank Reference</b> [Empty]	<b>Advising Bank Reference</b> [Empty]
<b>Issuing Bank Name &amp; Address</b> FIRST BANK	<b>Advising Bank Name &amp; Address</b> NEW YORK CITIBANK - FI
<b>Issuing Bank Country</b> PUERTO RICO	<b>Advising Bank Country</b> UNITED STATES OF AMERICA
<b>Original CCY / Amount</b> USD 100.000,00	<b>Original Maximum Amount</b> USD 100.000,00
<b>LC Outstanding Amount</b> USD 100.000,00	<b>Available Amount</b> USD 100.000,00
<b>Tolerance (+ / -) %</b> [Empty]	<b>Presentation Period</b> [Empty]
<b>Issue Date</b> 01/01/2013	<b>Advise Date</b> 01/01/2013
<b>Latest Shipment Date</b> / /	<b>Expiry Date</b> 01/15/2015
<b>Expiry Place</b> US	<b>New Expiry Date</b> / /
<b>Transshipment</b> [Empty]	<b>Partial Shipment</b> [Empty]
<b>Place From</b> [Empty]	<b>Port of Loading</b> [Empty]
<b>Place of Final Destination</b> [Empty]	<b>Port of Discharge</b> [Empty]
<b>Tenor Terms</b> SIGHT	<b>Shipment Terms</b> a
<b>Available By</b> Payment	<b>Drawn On</b> [Empty]
<b>Available With</b> NEW YORK CITIBANK - FI	<b>Confirmed</b> Yes
<b>Has Transfers / Is Transferable</b> No	<b>Master LC Reference</b> [Empty]

[LC Text](#) | [View Documents](#) | [Related Purchase Orders](#)

\* Required Field

[Return to LC Activity Summary](#) | [Criteria](#) | [Previous](#) | [Next](#) | [Print](#)



Users can select the following links:

**LC Text:** Any correspondence generated by bank's trade back office system that the client will have copies of. For example: copies of SWIFT messages.

**View Documents:** All the documents associated with the LC

**Related Purchase Orders:** All related purchase orders

Users can select any of the action buttons:

**Return to LC Activity Summary:** Takes the users to [LC Activity Summary](#) Tab

**Criteria:** Takes the users to [Criteria](#) Tab

**Previous:** Takes the users to previous Tab

**Next:** Takes the users to next Tab

**Print:** Prints the Screen

# Payment Under a Letter of Credit

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date '03/20/2014 17:47:46', and navigation links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. A search bar for 'CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. The main navigation bar contains 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box and a '1' callout), 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, a breadcrumb trail shows 'Home >> Inquiries & Searches' and a 'Favorite Reports' link. The main content area is a list of inquiry options categorized into sections: 'Access Management', 'Cash Statement', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Services' section is highlighted with a blue box and a '2' callout, and within it, 'Trade Bill Details Inquiry' is the selected option.

1. User should select the [Inquiries](#) Link from the top navigation bar
2. Select [Trade Services Inquiries—Trade Bill Details Inquiry](#)

### 3.1.5 Trade Bill Details Inquiry

The **Criteria** Tab helps users to select a specific transaction.

**1** Trade Bill Details Inquiry

Criteria | Bill Summary | Bill Detail

\* Customer ID equals

Product Type equals

1. **Customer ID** can be selected from the Library Look Up and **Product Group** can be selected from the dropdown, or include all

**2** Library Look Up Dialog

(1) Branch Code	Branch Name	(2) Customer ID	Customer Name
712	HONG KONG CITIBANK	000003	XXXXXXXXXX-XXXXXX XXXXXXXX XX XXXX
712	HONG KONG CITIBANK	000125	XXXXXXXXXX XXXX XXXXXXXX XX XX XXXX

<< Row 1 of 400 + >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. Select the relevant Customer information from the **Customer ID Library Look Up Dialog** Box and click **OK**

**3** To view a specific transaction, complete one of the following five criteria fields.

Bill Reference equals

LC Reference equals

Drawer / Beneficiary Reference equals

Intermediary Bank Reference equals

Direct Collection Reference equals

3. To view a specific transaction, users can input reference number details into any one of the criteria fields

**4** To view a range of transactions, complete one or more of the following criteria fields.

Intermediary Bank Name equals

Counterparty Country equals

CCY equals

4. To narrow the search results of transactions, users can include additional filtering criteria detailed above



### 3.1.7 Bill Detail Tab

Bill Detail Tab displays the details of the Export LC Payment transaction. All fields are view only.

Trade Bill Details Inquiry

Criteria Bill Summary **Bill Detail**

<b>Customer ID / Name</b> 000001 CUSTOMER NAME	<b>Bank Entity</b> 940 NEW YORK CITIBANK -
<b>Product Type</b> EXPORT LC	<b>Original Bill CCY/Amount</b> USD 2,500,000,00
<b>Bill Reference</b> TAM12060443114	<b>LC Reference</b> 08058997
<b>Direct Collection Reference</b> 	
<b>Beneficiary Reference</b> TT31709 TC4	<b>Applicant Reference</b> TT31709TC4
<b>Beneficiary Name &amp; Address</b> BENE NAME	<b>Applicant Name &amp; Address</b> APPLICANT NAME
<b>Beneficiary Country</b> UNITED STATES OF AMERICA	<b>Applicant Country</b> UNITED STATES OF AMERICA
<b>Collecting Bank Reference</b> TT31709TC4	<b>Remitting Bank Reference</b> 
<b>Collecting Bank Name &amp; Address</b> COLLECTING BANK NAME	<b>Remitting Bank Name &amp; Address</b> NEW YORK CITIBANK - FI
<b>Collecting Bank Country</b> UNITED STATES OF AMERICA	<b>Remitting Bank Country</b> UNITED STATES OF
<b>Book Date</b> 04/18/2012	<b>Acceptance Date</b> 04/18/2012
<b>Discount Date</b> 04/18/2012	<b>Discount Rate</b> 5
<b>Outstanding CCY/Amount</b> USD 1,250,000,00	<b>Maturity Date</b> 05/21/2012
<b>Total Settled Amount</b> USD 1,250,000,00	<b>Settlement Date</b> 04/18/2012
<b>Last Tracer Date</b> / /	<b>Last Tracer Type</b> 
<b># Acceptance Tracers</b> 	<b># Payment Tracers</b> 
<b>Tenor Terms</b> 33 DAYS FROM	<b>Type of Export</b> 
<b>Country of Origin</b> 	<b>Mode of Transport</b> 
<b>Shipping Company or Air Carrier Name</b> 	<b>Vessel Name</b> 

---

<b>Issuing Bank</b> ISSUING BANK	<b>Issuing Bank Reference</b> TDGS
<b>Bl. Date</b> / /	<b>Bl. Reference</b> 
<b>Agent Name</b> 	<b>Agent Commission CCY/Amount</b> 
<b>FX Contract Number</b> 	<b>Due Date for FX Contract</b> / /
<b>Supplier Financing Cost CCY/Amount</b> 	<b>Funds Available Since</b> / /
<b>Negotiations Under Reserve</b> 	<b>Agent Payment Instructions</b> 

[List of Discrepancies](#)      [Courier Information](#)  
[View Documents](#)      [Related Invoices](#)  
[Bill Charges](#)

Date	Activity	Status	CCY	Settlement Amount	C
03/19/2012	Booking/Issuance	Discrepant Documents	USD	0,00	US

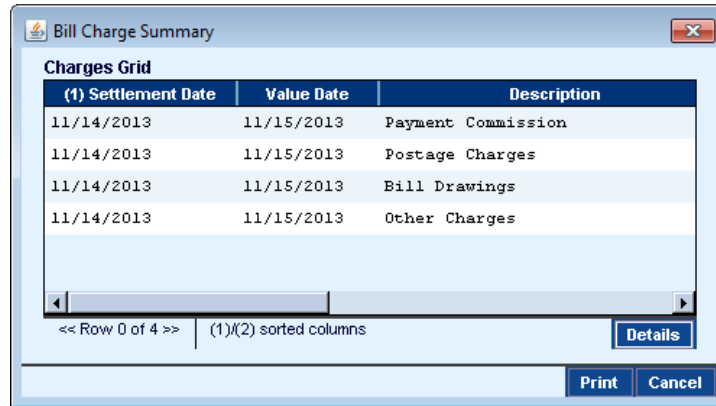
<< Row 0 of 1 >> | (1)(2) sorted columns

Return to Bill Summary   Criteria   Previous   Next   Print   Go To Charge Summary

User can select the following **Links**:

**List of Discrepancies**: Users can view various discrepancies regarding the submitted documents or the Information provided.

**View Documents**: All the documents submitted along with Letter of Credit are listed in the **Documents Library**



The screenshot shows a window titled "Bill Charge Summary" with a close button in the top right corner. Inside the window, there is a table titled "Charges Grid". The table has three columns: "(1) Settlement Date", "Value Date", and "Description". There are four rows of data. Below the table, there is a scroll bar and a status bar that reads "<< Row 0 of 4 >> | (1)/(2) sorted columns". At the bottom right of the window, there are three buttons: "Details", "Print", and "Cancel".

(1) Settlement Date	Value Date	Description
11/14/2013	11/15/2013	Payment Commission
11/14/2013	11/15/2013	Postage Charges
11/14/2013	11/15/2013	Bill Drawings
11/14/2013	11/15/2013	Other Charges

**Bill Charges**: View charges associated with the transaction.

**Courier Information**: View document courier delivery information.

**Related Invoices**: View all the invoices related to the Letter of Credit.

User can select any of the **Action buttons**:

**Return to Bill Summary**—Takes the user to **Bill Summary** Tab.

**Criteria**—Takes the user to **Criteria** Tab.

**Previous**—Takes the user to previous Tab.

**Next**—Takes the user to next Tab.

**Print**—Prints the Screen.

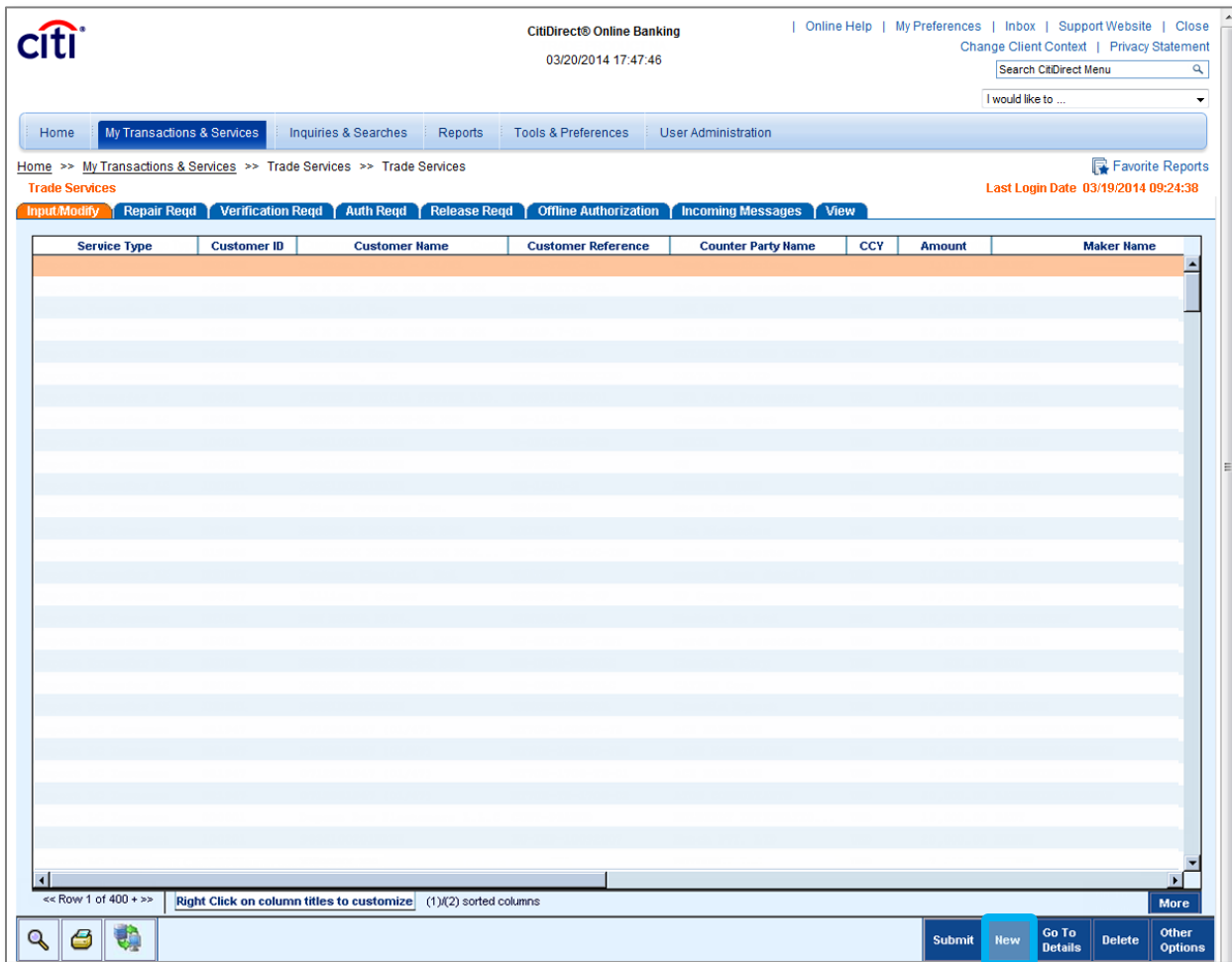
# Direct Presentation

The Direct Presentation offering allows exporter clients to submit documents for presentation/payment directly to the Importer's Issuing Bank. Exporters submit documents electronically via the Trade Portal for bank review, and will receive the results of the review electronically. For documents that are clean, clients will receive a Clean Document Cover Letter. For documents that are discrepant, clients will receive a bill discrepancy notification, and will be required to resubmit the documents for re-examination.

Direct Presentation is an offering for select customers who meet the necessary Know Your Customer ("KYC") requirements.

## 3.1.8 Direct Presentation Submission

Access the Direct Presentation Module through "My Transactions and Services", then Trade Services.



On the Input/Modify Tab, click on "New".

**Details Dialog**

\* **Transaction Initiator**      \* **Customer ID**

▼ Your Company      000000

**Name**

Your Company Name

\* **Transaction Type**      \* **Creation Method**

▼      ▼

\* Required Field

A new screen will appear requesting to select the Transaction Type and the Creation Method.

1. Choose Direct Presentation Submission as the **Transaction Type** and click OK

**Library Look Up Dialog**

(1) Service Description

Direct Presentation Resubmission
<b>Direct Presentation Submission</b>

<< Row 11 of 26 >> | (1)(2) sorted columns

OK   Update Screen   More   Cancel

2. Select the applicable **Creation Method** and click OK

**Library Look Up Dialog**

(1) Creation Method

<b>Copy Transaction</b>
Create New
Create from Pre Format

<< Row 1 of 3 >> | (1)(2) sorted columns

OK   Update Screen   More   Cancel



### 3.1.8.1 Direct Presentation Details

#### MAIN TAB

The user will be taken to the Direct Presentation Submission module and will need to fill out the open fields (in white). Fields that are greyed out will be auto-populated by the system.

**Direct Presentation Submission**

**Main** | **Details** | **Documents**

<b>Transaction Initiator</b> CUSTOMER NAME		<b>Customer ID</b> 00000	
<b>Transaction Status</b> 		<b>Drawer Reference Number</b> 00000	
<b>1</b>	<b>Advising Bank Reference Number</b> 	<b>Bank Bill Reference Number</b> 	
<b>2</b>	<b>Issuing Bank Reference Number</b> 	<b>3</b>	<b>Drawee Reference Number</b> 
<b>4</b>	<b>* Drawer Name / Address</b> 	<b>5</b>	<b>* Drawer Country</b> US UNITED STATES
<b>6</b>	<b>* Drawee Name / Address</b> 	<b>7</b>	<b>* Drawee Country</b> 
<b>8</b>	<b>* CCY / Amount</b> 		
<b>9</b>	<b>* Tenor</b> Sight		
	<b>Days</b> 	<b>Tenor Terms</b> 	<b>Date</b> / /

1. **Advising Bank Reference Number:** Reference Number that the Advising Bank provided
2. **Issuing Bank Reference Number:** Reference Number that the Issuing Bank provided
3. **Drawee Reference Number:** Reference number of the Drawee (Importer)
4. **Drawer Name/Address:** Name and Address of the Drawer (Exporter)
5. **Drawer Country:** Country of the Drawer (Exporter)
6. **Drawee Name/Address:** Name and Address of the Drawee (Importer)
7. **Drawee Country:** Country of the Drawee (Importer)
8. **CCY/Amount:** Currency and amount of the presentation
9. **Tenor:** Choose from Sight or Usance
  - a. If **Usance** is selected, Days, Tenor Terms and Date will be editable fields

\* Tenor  
 Usance ▼  
 Days   
 \* Tenor Terms  ▼  
 Date  /  /  ▼

**DETAILS TAB**

Users can select the type of documents that will be submitted, as well as indicate if these documents are originals, copies, manually signed, manually endorsed, stamp signed, stamp endorsed, have a courier receipt, have a raised commerce stamp or have a raised notary stamp. Users are also able to indicate how many originals and/or copies they are submitting, and if they will be transmitted via fax.

Main Details Documents

2 Documents to be mailed to the Issuing Bank

	Original(s)	Copy(ies)	MS	ME	SS	SE	RCS	RNS	Transmit Via Fax
1 <input checked="" type="checkbox"/> Letter of Credit	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			3 <input type="checkbox"/>
<input type="checkbox"/> Amendment(s) # of Amendment(s) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/> Commercial Invoice	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Packing List	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/> Ocean Bill of Lading	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Draft	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Airwaybill	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Certificate of Origin	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="text" value="OTHER DOCUMENT"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

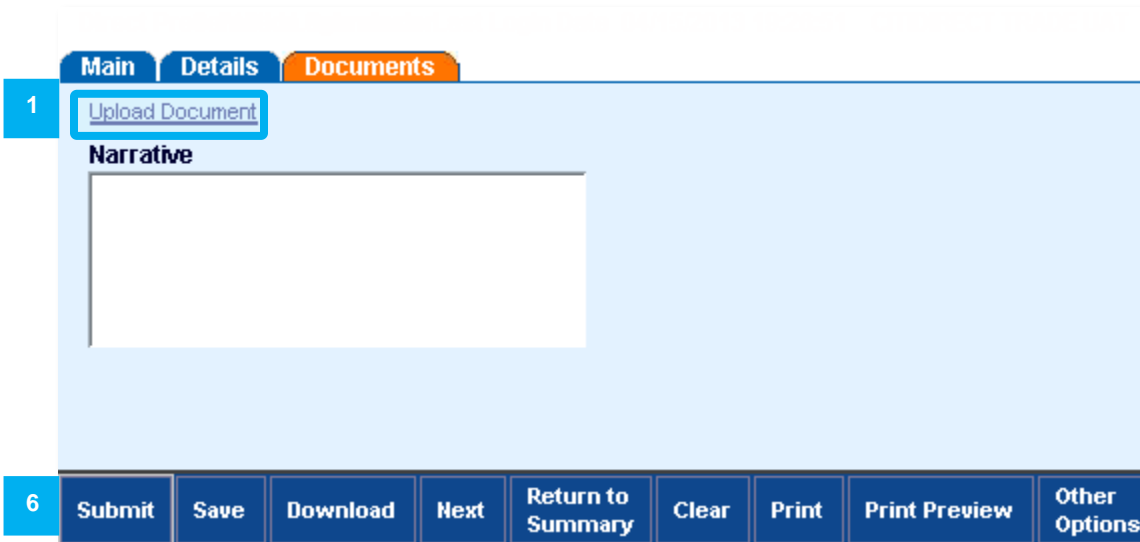
MS - Manually Signed, ME - Manually Endorsed, SS - Stamp Signed, SE - Stamp Endorsed, CR - Courier Receipt, RCS - Raised Commerce Stamp, RNS - Raised Notary Stamp

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

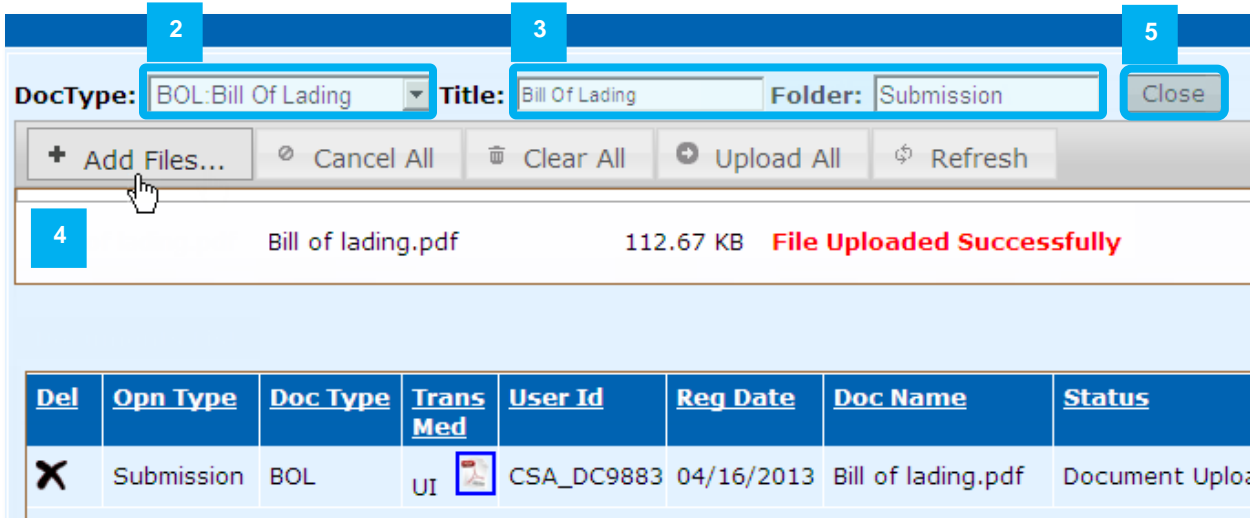
1. Users can select the checkbox next to each document that they would like to include in the transaction
2. If the check box is selected, users can include the number of originals/copies and how the documents are signed or endorsed. The acronym legend can be found at the bottom
3. If documents should be transmitted via fax, users may select the checkbox in the "Transmit via Fax" Column
4. Users can include any additional documents that are not included in the list by using the lookup arrow and choosing from a user-maintained library, or insert free form text

**DOCUMENTS TAB**

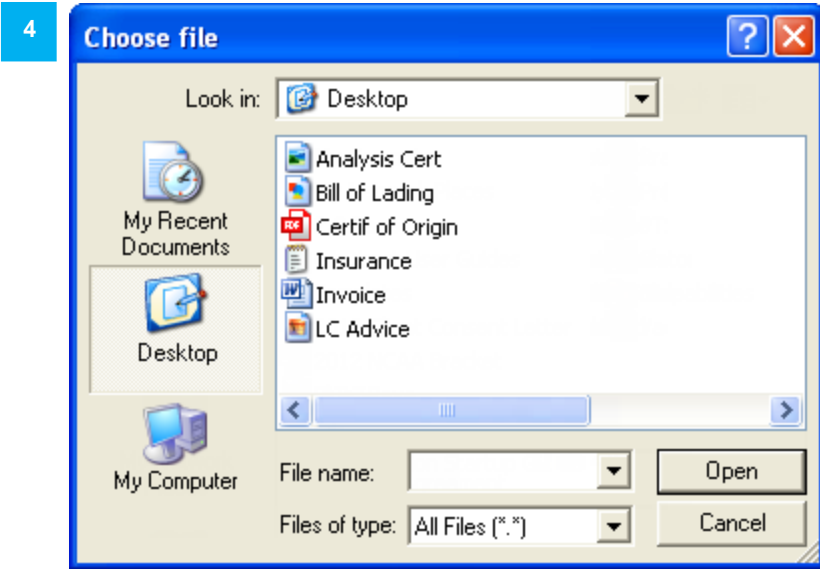


1. Select Upload Document on the Documents tab

Users will be taken to the document upload screen.



2. Select the type of document to upload from the drop-down list
3. Give the document a title and or folder name
4. Click Add Files and browse for the documents using the standard upload box



When the text “File Uploaded Successfully” appears, the document that the user has uploaded will be viewable in the Documents List. Users have the opportunity to view, delete and add comments.

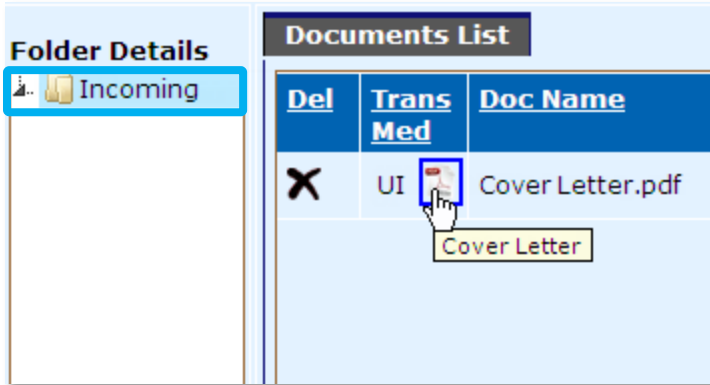
5. Hit Close when completed. Users will be taken back to the Documents Tab
6. Click Submit on the Documents Tab to send the transaction for authorization

### 3.1.9 Viewing Results of Document Review

After the documents are submitted, the bank will review the documents against the Letter of Credit. If the documents are clean, the client will receive an incoming message that contains a cover letter. The client should print out the cover letter and append it to the document package for presentation to the Issuing Bank.

If the documents are discrepant, the client will receive a Bill Discrepancy notification that will detail the reasons why the documents are discrepant. The client will need to resubmit the documents.





Open this document and print out a copy. Append it to the document package that will be submitted to the Issuing Bank for submission.

### 3.1.9.2 Discrepant Documents

If documents are discrepant, the client will receive a Bill Discrepancy Notification in the [Incoming Messages](#) tab.

#### Bill Discrepancy Notification

**Incoming** **Response**

<b>Name</b>	<input type="text"/>	<b>Customer ID</b>	<input type="text"/>
<b>Bank Entity</b>	<input type="text"/>	<b>Message Status</b>	<input type="text"/>
<b>Attention</b>	<input type="text"/>	<b>Message Received Date/Time</b>	<input type="text"/>
<b>Bank Bill Reference Number</b>	<input type="text"/>	<b>Message Reference Number</b>	<input type="text"/>
<b>Drawer Name &amp; Address</b>	<input type="text"/>	<b>CCY/Amount</b>	<input type="text"/>
<b>Drawer Reference</b>	<input type="text"/>	<b>Related LC Reference Number</b>	<input type="text"/>
<b>Drawee Reference</b>	<input type="text"/>	LC Te <b>1</b>	<input type="button" value="View Documents"/>
<b>Incoming Narrative</b>	<input type="text"/>		
<b>Discrepancy Advise</b>	<p>The Port of Destination is misspelled. Please correct it and re-submit.</p>		

\* Required Field

1. Click on “View Documents” to view the associated documents
2. The [Discrepancy Advise](#) field contains an explanation of why the documents are discrepant

### 3.1.10 Direct Presentation Resubmission

If documents are found to be discrepant, these documents should be revised and resubmitted for presentation

1. Select New from the Input/Modify tab
2. A new screen will appear. Select [Direct Presentation Resubmission](#) and click OK. The Creation Method will be automatically populated as “Create New”

1

**Details Dialog**

\* Transaction Initiator      \* Customer ID

▼ [ ]      [ ]

**Name**

[ ]

\* Transaction Type      \* Creation Method

▼ [ ]      ▼ [ Create New ]

\* Required Field

2

**Library Look Up Dialog**

(1) Service Description

Direct Presentation Resubmission	▲
Direct Presentation Submission	

<< Row 11 of 26 >> | (1)/(2) sorted columns

OK    Update Screen    More    Cancel

The Direct Presentation Resubmission module will be shown.

The user can choose an existing transaction to resubmit using the lookup arrow beside the **Drawer Reference Number** field.

The screenshot shows a software interface with three tabs: 'Main' (selected), 'Details', and 'Documents'. The form contains several input fields and dropdown menus. On the left side, fields include 'Transaction Initiator', 'Transaction Status', 'Advising Bank Reference Number', 'Issuing Bank Reference Number', 'Drawer Name / Address', '\* Drawee Name / Address', '\* CCY / Amount', and '\* Tenor'. On the right side, fields include 'Customer ID', '\* Drawer Reference Number' (with a blue box around its dropdown arrow), 'Bank Bill Reference Number', 'Drawee Reference Number', '\* Drawer Country', and '\* Drawee Country'. At the bottom, there are fields for 'Days', 'Tenor Terms', and 'Date'.

The Library Look Up dialog will allow the user to choose the existing transaction to resubmit. Upon selection, the applicable transaction information will populate.

The screenshot shows a 'Library Look Up Dialog' window with a table of transaction data. The table has the following columns: '(1) Drawer Reference Number', 'Drawer Name', 'Bank Bill Reference Number', 'Advising Bank Reference Number', 'CCY', and 'Amount'. Two rows are visible, both with the same Drawer Reference Number: 0000033165001 and 0000033165002. The status bar at the bottom indicates '<< Row 1 of 2 >>' and '(1)/(2) sorted columns'. Buttons for 'OK', 'Search', 'Update Screen', 'More', and 'Cancel' are located at the bottom right.

(1) Drawer Reference Number	Drawer Name	Bank Bill Reference Number	Advising Bank Reference Number	CCY	Amount
0000033165001					
0000033165002					



The user will follow the same steps as the Direct Presentation Submission outlined in 3.6.1.

Upon clicking the Upload Document link in the Documents Tab, the user will be brought to the below screen.

The uploaded documents will be saved in the Re-Submission folder. If multiple resubmissions are created, the subfolders with title "001", "002", "003", etc will be created.

The screenshot displays a software interface with two main sections: "Folder Details" on the left and "Documents List" on the right. The "Folder Details" section shows a tree view with folders: "Submission", "Re-submission", and a subfolder "001" under "Re-submission". The "001" folder is highlighted with a blue border. The "Documents List" section contains a table with the following data:

Del	Opn Type	Doc Type
X	Re-submission	B/L

# Glossary

## **APPLICANT LC REFERENCE NUMBER**

A unique ID number that is assigned to the Export LC transaction. Depending on user's company's configuration, user might need to enter the number manually, or it may be assigned automatically. If it is assigned automatically, user will not be able to manually enter or change this number.

## **ISSUER OF LC**

The party that is responsible for this Export LC. Also known as By Order Of party, this is the party who is dealing with the bank and to whom the credit line is granted.

## **ISSUING BANK**

The bank that issues the LC. Typically, this is the bank that the Applicant/By Order Of parties are dealing with. This is a read-only field that uses data from a list of valid issuing banks that are defined in user's customer configuration. User cannot create a new Issuing Bank party.

## **BANK LC REFERENCE NUMBER**

A unique number that is used by the bank(s) to identify the transaction. This is a read-only field. User's organization may be assigned a pool of bank reference numbers. If this is the case, the bank reference number is added to user's LC application automatically when he/she initiates the application. If his/her organization does not use pre-assigned reference numbers, the bank reference number is assigned to the transaction when it is sent to the bank.

## **APPLICANT**

The party for whom the LC is being opened. This is usually the same as the Issuer/By Order Of party. Most of the time the Applicant is the Exporter, but this is not always the case. Choose the applicant from the drop-down list or click the icon to add a new applicant.

## **BENEFICIARY**

The party in whose favor the LC is issued and who is entitled to present documents for the LC and receive payment. Most of the time the Beneficiary is the Exporter, but this is not always the case. Choose the beneficiary from the drop-down list or click the icon to add a new beneficiary.

## **ADVISING BANK**

The bank that receives the LC from the Issuing Bank for authentication and delivery to the Beneficiary. The Advising Bank is usually a correspondent of the Issuing Bank, located near the Beneficiary. Select or enter the advising bank.

## **FORM OF DOCUMENTARY CREDIT**

Choose whether user wants to create an Irrevocable LC or an Irrevocable Transferable LC.

**Irrevocable** LC is the Export letter of credit that cannot be modified or cancelled without the consent of the beneficiary.

**Irrevocable transferable LC** is an Irrevocable Letter of Credit that permits the beneficiary of the letter to make some or all of the credit available to another beneficiary.

## **CONFIRMATION INSTRUCTION**

Specify how the Beneficiary/Advising Bank must confirm the LC.

**TOLERANCE**

This is the percentage difference that is acceptable between the amount that is drawn and the amount of the LC. Enter the tolerance percentage as a +/- range.

**EXPIRY DATE**

Enter the date when the LC will expire or click the Calendar button to choose a date directly from the calendar.

**EXPIRY PLACE**

Choose the location where the LC will expire. This is usually the Beneficiary's country.

**AVAILABLE WITH**

Specify whether the LC can only be negotiated or accepted by a particular bank or institution.

**AVAILABLE BY**

Choose the settlement (payment) type for the LC.

**TENOR**

The number of days of business credit the customer has before they need to make payment to the supplier. This starts when they receive the goods and is typically 30, 60, 90, 120 or 180 days.

**TENOR TERMS**

These form the payment terms of the LC.

**DAYS**

The number of days between an agreed upon action (such as the delivery of the shipment) and the payment due date. Enter the number of days after an event that payment is due.

**CHARGES**

Choose which party is responsible for paying the bank charges for the LC.



# Chapter 4 Export Transfer LC

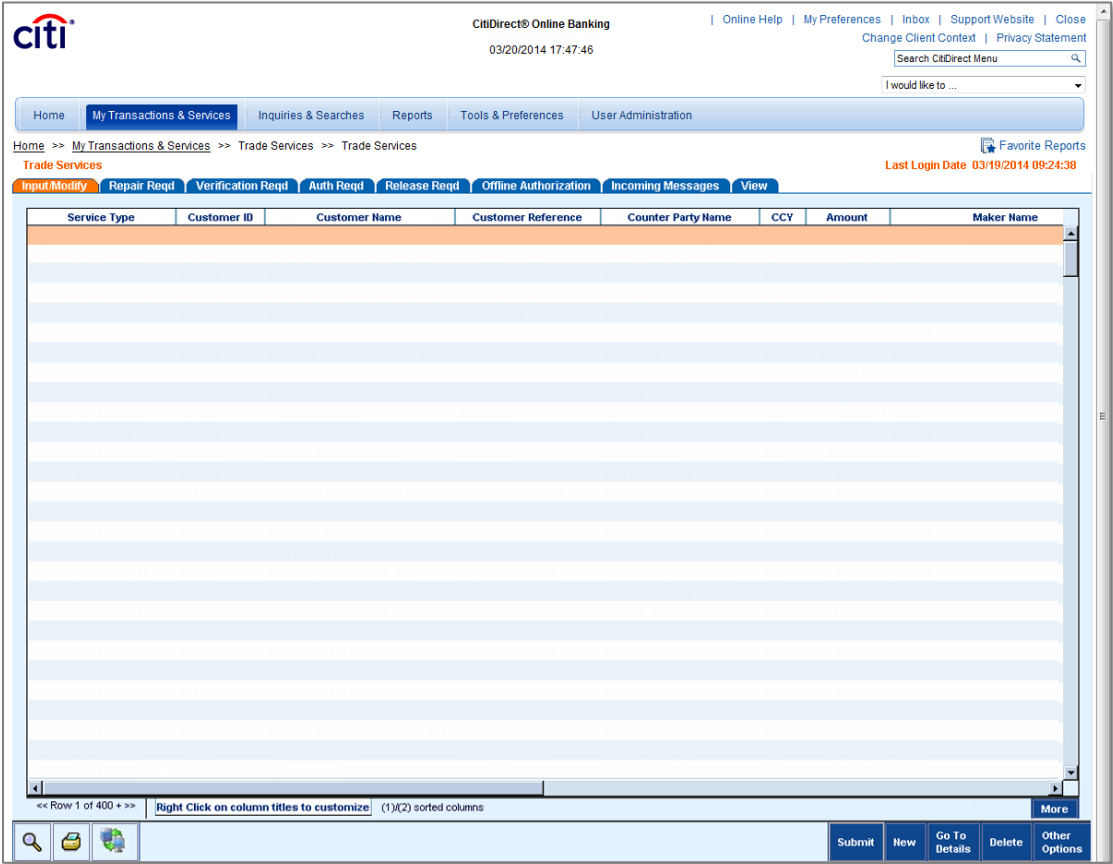
## About the module

The Bank Portal's Export Transfer LC module enables users to:

- Apply for their LC to be transferred
- Apply for amendments to transferred Export LCs
- Authorize Export Transfer LCs
- Release Export Transfer LC requests to the bank for processing

## Accessing the Export Transfer LC Module

From the Main Trade Services homepage, click on the Input/Modify tab [to access the Export Transfer LC or Amendment to Export Transfer LC Module](#).



# Creating an Export Transfer LC Request

Initiation of an Export Transfer LC request can be done three different ways

- [Create a new](#) Export Transfer Letter of Credit Request by entering all the details
- [Copy](#) from a similar Export Transfer LC Request that already exists in the system. This allows the user to quickly create an application, by entering or updating only the details that differ from the existing request
- Create an Export Transfer LC Request based on a [Pre-format](#). The information from the pre-format is entered automatically into the application, and the user will only need to update the relevant fields

## Creating a New Export Transfer LC Request

A user can create a new Export Transfer LC(without pre-formats or copy from an existing request) as follows:

1. Choose [Trade Services](#) | [Choose Input/Modify](#)
2. Click on the [New](#) button

**1**

The screenshot shows the 'Trade Services' application interface. At the top, there are several tabs: 'Input/Modify' (highlighted in orange), 'Repair Req'd', 'Verification Req'd', 'Auth Req'd', 'Release Req'd', 'Offline Authorization', 'Incoming Messages', and 'View'. Below the tabs is a table with the following columns: 'Service Type', 'Customer ID', 'Customer Name', 'Customer Reference', and 'Counter Party Name'. The table is currently empty. At the bottom of the table, there is a status bar that reads '<< Row 13 of 400 + >>' and 'Right Click on column titles to customize (1)(2) sorted columns'. Below the table is a toolbar with icons for search, print, and refresh. On the right side of the toolbar, there are buttons for 'Submit', 'New', 'Go To Details', 'Delete', and 'Other Options'. A blue box with the number '2' is positioned below the 'New' button.

3. Details Dialog

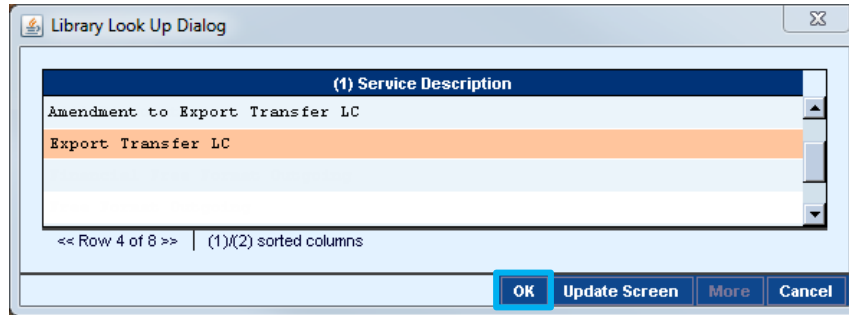
**3**

The screenshot shows a 'Details Dialog' box with the following fields:

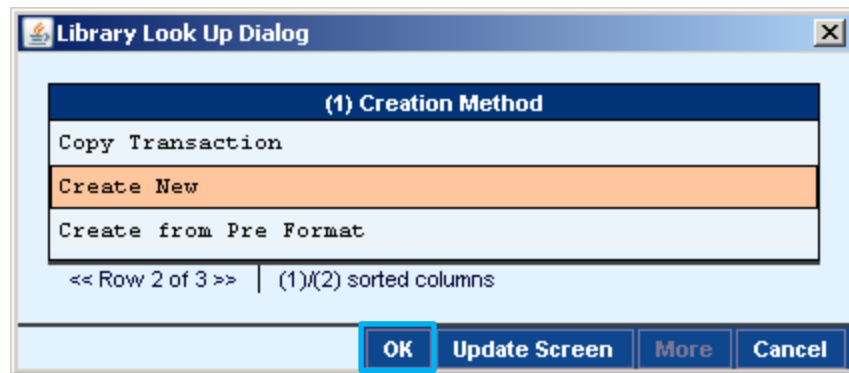
- \* Transaction Initiator**: A dropdown menu with a value of 'XXXXXXXXXXXXXXXXXXXX'.
- \* Customer ID**: A text input field with the value '000003'.
- Name**: A text input field with the value 'XXXXXXXXXXXXXXXXXXXX'.
- \* Transaction Type**: A dropdown menu with a value of 'XXXXXX'.
- \* Creation Method**: A dropdown menu with a value of 'XXXXXX'.

At the bottom of the dialog, there is a legend for '\* Required Field' and two buttons: 'Ok' and 'Cancel'.

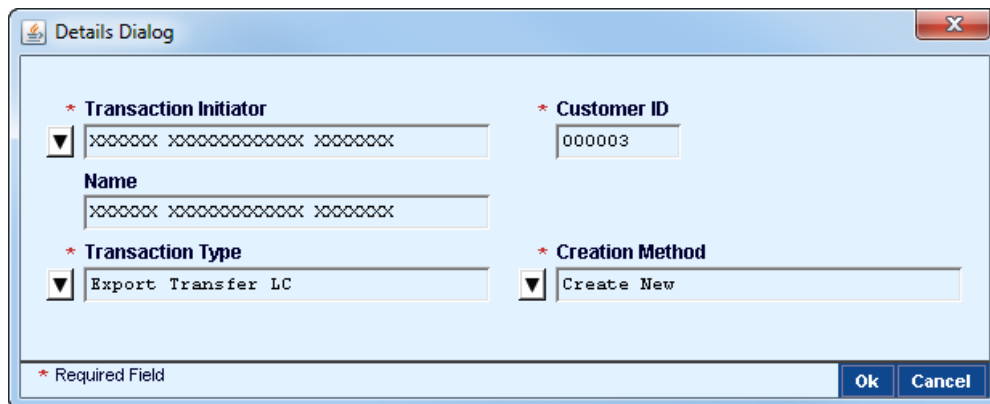
In the Details Dialog box, click on the dropdown of the [Transaction Initiator](#) field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant [Transaction Initiator](#) from the [Transaction Initiator Library Look-Up](#) Dialog Box and click [OK](#). Select the dropdown of the Transaction Type and choose [Export Transfer LC](#).



In the **Creation Method** field, select **Create New** and click **OK**.



The Snapshot below displays the **Transaction Initiator dialog box** with fields populated through the selections made via **Library Look-ups**. All the fields need to be filled. Click **OK**.



4. The Export Transfer LC module contains the following tabs: **Main, Master LC, Conditions, Documents, Shipment, Details, Goods** and **Others**

The snapshots below illustrate the Export Transfer LC module's features:





7. The **CCY/Amount field** can be inserted using the Currency Library Dialog Box. User can select a currency from the list and click **OK**, then enter the amount in the next field

8. In the field **Available By**, user can choose the settlement (payment) type from this list:

BY ACCEPTANCE
BY DEF PAYMENT
BY NEGOTIATION
BY PAYMENT

9. In the field **Available With**, user can choose the appropriate party that will process the final settlement. Users can choose from Any Bank, Any Bank In, Banamex, Citibank, Other

10. Depending on the option chosen in the previous field in item 13, the **Bank Name/Address** and **Bank Country** will need to be populated. For example, if “Any Bank In” is selected, the Bank Country field will need to be populated

11. In **Expiry Place**, users can enter the city and country where the export transfer LC will expire

In **Expiry Date**, user can click the Calendar button to choose a date when the export transfer LC will expire. The date entered here is the final/latest date on which drafts and/or documents can be presented to a bank for negotiation or payment

**Tolerance** is the percentage difference that is acceptable between the amount that is drawn and the amount of the export transfer LC. User can enter the tolerance percentage as +/- range

12. **Notify By** allows the user to select the appropriate communication method (eg. Mail, Cable, Fax) for the bank to forward communication to

13. **Drafts Required** allows the user to select the check box if drafts are required

14. **Tenor** allows the user to select from “Sight” or “Usance” terms

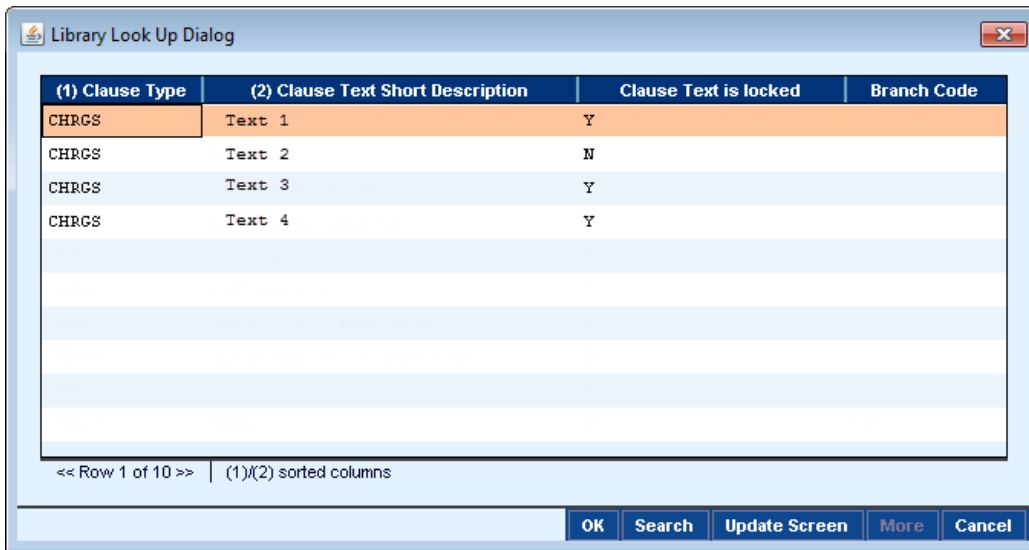
15. **Confirmation Instructions**—users can select from “Confirm”, “May Add” or “Without”.

16. If “Usance” was selected in Item 14, **Tenor Terms** and **Days** will need to be filled out

17. For **Drawn On**, user can populate this field using the Library Look Up and select the relevant Party from the list and click **OK**




18. For **Charges**, user can click the Library Look Up to open a Library Look Up dialog box. User can select clause from the charges list and click **OK**



## MASTER LC TAB

Click on the [Master LC](#) tab and the screen is displayed below:

Export Transfer LC

Main	Master LC	Conditions	Documents	Shipment	Details	Goods	Others
1	* Master LC Reference ▼ <input type="text"/> <a href="#">Retrieve Transaction History</a>	Issuing Bank Reference <input type="text"/>	2				
3	Issuing Bank Name/Address ▼ <input type="text"/> 	Issuing Bank Country ▼ <input type="text"/>	4				

\* Required Field \*\* At least one required field

[Submit](#) [Save](#) [Download](#) [Next](#) [Return to Summary](#) [Clear](#) [Print](#) [Print Preview](#) [Other Options](#)

1. In the [Master LC Reference](#) text box, the user enters the Master LC Reference, or selects from the library look up by clicking on the arrow.
2. In the [Issuing Bank Reference](#) text box, the user can enter the Issuing Bank Reference Number.
3. In the [Issuing Bank Name/Address](#) text box, the user can enter the Issuing Bank Name/Address or select from the library look up by clicking on the arrow.
4. In the [Issuing Bank Country](#) text box, the user can select the appropriate country from the library look up.

## CONDITIONS TAB

Click on the [Conditions](#) tab and the screen is displayed below:

Export Transfer LC

Main Master LC **Conditions** Documents Shipment Details Goods Others

Conditions

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

The user can enter free form text into the Conditions field, or select a previously saved clause by clicking on the arrow.

## DOCUMENTS TAB

Click on the [Documents](#) tab and the screen displayed is the below:

Export Transfer LC

Main Master LC Conditions Documents Shipment Details Goods Others

\* Documents

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

The user can enter free form text into the Documents field, or select a previously saved clause by clicking on the arrow.

## SHIPMENT TAB

Click on the [Shipment](#) tab. The [Shipment](#) tab is presented and allows users to include shipment requirements.

Export Transfer LC

Main	Master LC	Conditions	Documents	Shipment	Details	Goods	Others
1	* Partial Shipment Prohibited		* Transshipment Prohibited		2		
3	Ship From						
4	Port of Loading						
5	Ship To						
6	Port of Discharge						
7	* Shipment Terms						
8	Presentation Period 21		Latest Shipment Date / / -		9		

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. Choose whether [Partial Shipment](#) of the goods is Permitted or Prohibited
2. Choose whether [Transshipment](#) of the goods is Permitted or Prohibited
3. Enter the shipment's Departure Location in [Ship From](#) text box or choose from the drop-down list
4. Enter the shipment's [Port of Loading](#) or choose from the drop-down list
5. Enter the shipment's Final Destination in the [Ship To](#) text box or choose from the drop-down list
6. Enter the shipment's [Port of Discharge](#) or choose from the drop-down list
7. From the [Shipment Terms](#) of delivery list, choose the INCOTERM that will be used for the Shipment
8. Enter the Number of days after shipment allowed for presentation of documents in [Presentation Period](#) text box
9. Choose the [Latest Shipment Date](#) allowed from the calendar

## DETAILS TAB

Click on the [Details](#) Tab. The [Details](#) tab is presented, and can be used to enter purchase order (PO) details with the transaction.

Export Transfer LC 0 Failed Login since Last Login Date 10/03/2014 20:01:26 CITIDIRECT TRADE UAT

Main Master LC Conditions Documents Shipment **Details** Goods Others

1 **Details Layout**

▼ Pre-Defined Standard Structure

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID
-----------	------------	-------------	---------------	--------

<< Row 0 of 0 >> | (1)/(2) sorted columns

Copy Amount Total to Transaction Amount?

\* Required Field \*\* At least one required field

3 Add New Edit Delete Totals

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. When the user clicks on the [Details Layout](#) Look Up button, the [Details Library Look Up Dialog](#) box will appear, allowing the user to select an appropriate PO detail layout.

2 **Library Look Up Dialog**

Sub-Structure Id	Description
Pre-Defined Standard Stru...	Detail Structure Defined By the Client

<< Row 1 of 10 >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. In this dialog box, users have the option to choose from pre-set PO information or enter new information.

3. If User wants to enter previously saved information, user will click on [Add](#). If new information is required, the user should click on [New](#). This will bring up a separate PO Detail Dialog box for the user to complete.

Details Dialog

\*\* PO Number

\*\* Vendor Name

\*\* SKU ID

\*\* Quantity

\*\* Rate per Unit

\*\* Purchase Order Amt

\*\* Additional Field 1

\*\* Additional Field 3

\*\* Purpose Code

\*\* PO Quantity

\*\* Customer Name

\*\* File ID

\*\* Vendor ID

\*\* Date of PO

\*\* Buying Office

\*\* Product Description

\*\* Quantity Units

\*\* Rate Currency

\*\* Reference Number

\*\* Additional Field 2

\*\* PO Version Number

\*\* PO Country Code

\*\* Master Contract No

\*\* Customer ID

\*\* Run ID

\*\* Vendor Address

\*\* At least one required field

4 Save Clear Print Close

4. The PO Detail Dialog box appears. Users fill out the PO information and should click on [Save](#) when completed.



## GOODS TAB

Click on the [Goods Tab](#), where users can enter the details of the goods and services associated with the Export Transfer LC.

Export Transfer LC

Main Master LC Conditions Documents Shipment Details Goods Others

1 \*\* Goods text before "Details"

2 [Show Details](#)

\*\* Goods text after "Details"

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the text boxes [Goods text before Details](#) or [Goods text after Details](#), users can choose pre-defined [Clauses](#) from the Library Look Up. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary. User can input free form details or directly paste the data from an electronic copy of the text
2. The [Show Details](#) link takes the user back to [Detail Tab](#)

## OTHERS TAB

Click on the [Others](#) Tab. The [Others](#) tab allows for internal notes and any additional information

Export Transfer LC

Main Master LC Conditions Documents Shipment Details Goods **Others**

1 Pre Format Code

2 Insurance covered by

3 User Data

The following information is for your purposes only.  
This information will not be sent to bank's processing location.

Additional Field 1 Additional Field 2

Additional Field 3

\* Required Field \*\* At least one required field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. If a pre-format was used, the pre format code would be displayed in the [Pre Format Code](#) text field
2. [Insurance covered by](#): Select an option from the dropdown menu

Insurance covered by

Buyers  
Shipper  
Ultimate Buyer

3. The [User Data](#) Section displays three [Additional Fields](#). These fields can be used to include additional information, but this information will not be sent to the bank, nor be included in any reports

## SUBMITTING THE TRANSACTION



1. Once all the fields and tabs are completely filled out, the user can [Submit](#) the transaction. If any field was populated incorrectly, or if a mandatory field was left blank, an Error pop-up will appear on the screen
2. [Save](#)—The Export Transfer LC is saved with the status of Incomplete. User can return to complete the application at a later time
3. [Download](#)—User can download the transaction to his/her PC
4. [Next](#)—Takes the user to back to the summary screen to the next transaction
5. [Return to Summary](#)—Returns the user to the [Trade Services Summary](#) screen
6. [Clear](#)—Clears all the content entered by the user
7. [Print](#)—Prints the transaction
8. [Print Preview](#)—Provides print preview of transaction
9. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). [View Error](#) provides users a view of the Error (if any) with the transaction. By clicking on [Transaction History](#), user can view the complete history of the transaction

After the user clicks on [Submit](#), a [Submit Dialog](#) pop-up will appear, allowing the user to save the completed application as a Pre Format for future transactions or to add counter party/ bank information to the Trade Libraries

Submit Dialog

Save as Pre Format

Add Counter Party to Trade Counter Party Library

Add Bank Information to Trade Bank Library

Pre Format Code / Description

List of available Pre Formats

\* Required Field

Ok Cancel

### 4.1.1 Reviewing and Authorizing the Transaction

After the transaction is submitted by the maker, this transaction will be routed to the “[Authorization Reqcd](#)” queue. All transactions with the status "Authorization Required" will require an Authorizer to approve the transaction before it is released to the bank for processing. The snapshot below illustrates the Transaction Review screen.

Trade Services

Input/Modify Repair Reqd Verification Reqd **Auth Reqd** Release Reqd Offline Authorization Incoming Messages View

1

Service Type	Customer ID	Customer Name	Customer Reference	Attention / Cust. Rel. Ref.	Bank Reference
Export Transfer LC	000003	CUSTOMER NAME	ABC123		

<< Row 1 of 1 >> Right Click on column titles to customize (1)(2) sorted columns More

2

3

Authorize Send To Repair Modify Delete Go To Details Other Options

1. The Authorizer can select and view the transaction before approving or sending the transaction to repair. This can be done by clicking on [Go To Details](#) action button
2. The [Magnifier image](#) icon allows users to perform a quick search for transactions. The [Printer image icon](#) allows users to print the summary page of transactions that require authorization. The [Desktop-Building image icon](#) allows users to export all or selected rows in the authorization required screen
3. Additionally, from the summary screen, the user can select any of the action buttons to perform various functions
  - [Authorize](#)—Authorizes the transaction and sends transaction for processing
  - [Send To Repair](#)—Sends the transaction back to the maker for repair
  - [Modify](#)—Opens the transaction for editing
  - [Delete](#)—Deletes the transaction
  - [Go to Details](#)—Takes the user to details of the selected transaction
  - [Other Options](#)—When user clicks on Other Options, he/she can choose from various options, including Search, Update Screen, Print, View Errors, Print Details, View Totals, View Transaction History

### Export Transfer LC

**Main** Master LC Conditions Documents Shipment Details Goods Others

**Transaction Initiator**  
XXXXXXXXXXXXXXXXXXXX

**Transaction Status**  
Auth Required Level 1

**Customer ID**  
000003

**\* Applicant LC Reference Number**  
123456

**Bank LC Reference Number**  
[Empty]

**\* Form of Documentary Credit**  
IRREVOCABLE

**\* Applicable Rules**  
UCP LATEST VERSION

**Applicant Name / Address**  
XXXXXXXX XX

**Applicant Country**  
[Empty]

**\* Beneficiary Name / Address**  
BENE 1

**Contact Person**  
[Empty]

**Telephone Number**  
[Empty]

**Advising Bank Name / Address**  
[Empty]

**\* CCY / Amount**  
USD 10.00

**\* Available With**  
CITIBANK

**Bank Name / Address**  
[Empty]

**Bank Country**  
[Empty]

**Reason**  
Please enter the reason for rejecting this item.  
[Text Area]

OK Cancel

3 1 4 5 6 7 8 9 10 11

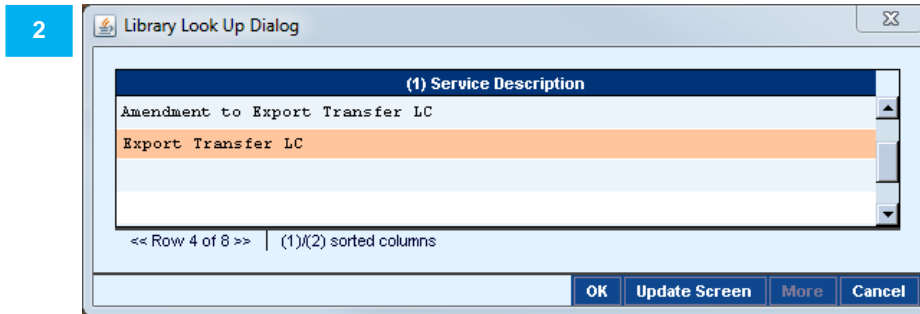
\* Required Field  
\*\* At least one required field

Authorize Send to Repair Download Delete Modify Next Return to Summary Print Print Preview Other Options

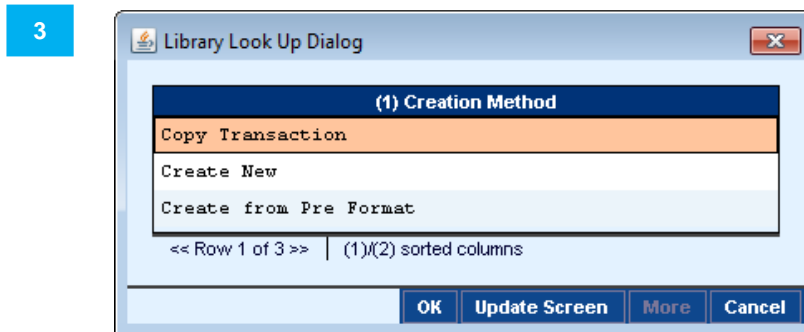
The Checker will be able to view all the details related to the transaction, exactly as the Maker entered them, and can scroll through the tabs at the top



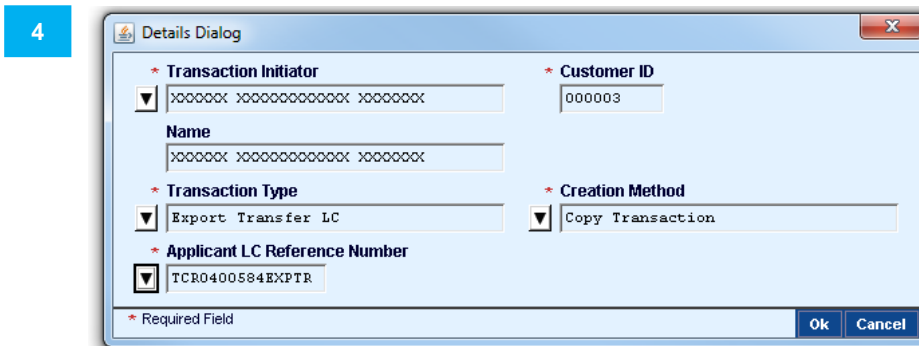
1. The user should click on the **Transaction Type** Library Look Up and the **Creation Method** Library Look Up to select the relevant Transaction Type and Creation Method (in this case, Export Transfer LC and Copy Transaction)



2. When the user clicks on the **Transaction Type** Library Look Up, the user is able to select from various service types (depending on user entitlements). User should select **Export Transfer LC** option from the list provided and click on **OK**



3. When the user clicks on **Creation Method** Library Look Up, the user should select the **Copy Transaction** Option from the list provided



4. The **Details Dialog** box is now populated with the selections made by the user

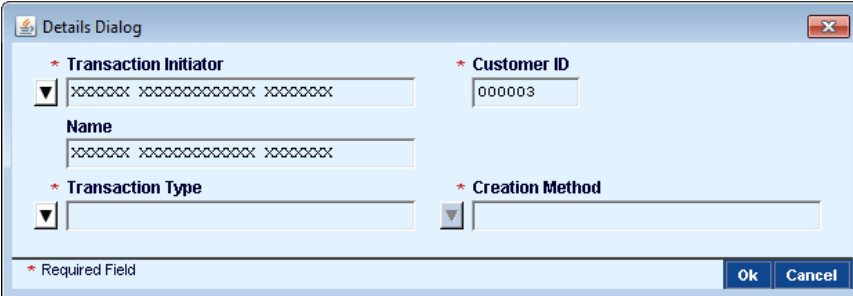




# Create a Letter of Credit from a Pre Format Template

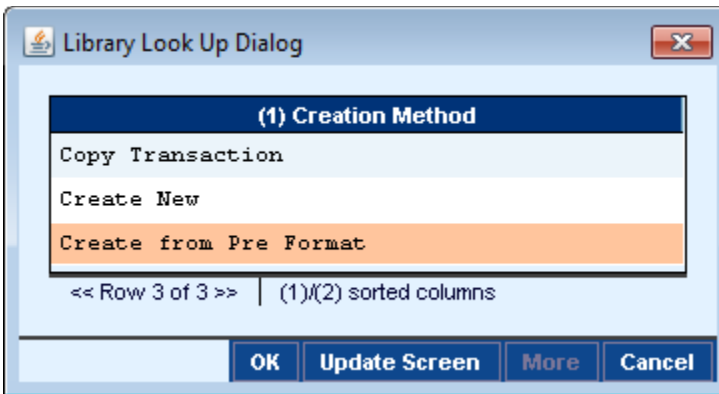
A new Export Transfer LC request can be created from a Pre Format template. This allows user to fill in minimal details since most of the information is pre-populated. (Refer to Section 13.4 for more details on how to create a new Pre Format Template)

1



1. User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Export Transfer LC and Create from Pre Format)

2



2. When user clicks on the [Creation Method](#) Library look-up, the user should select [Create from Pre Format](#) Option from the list provided

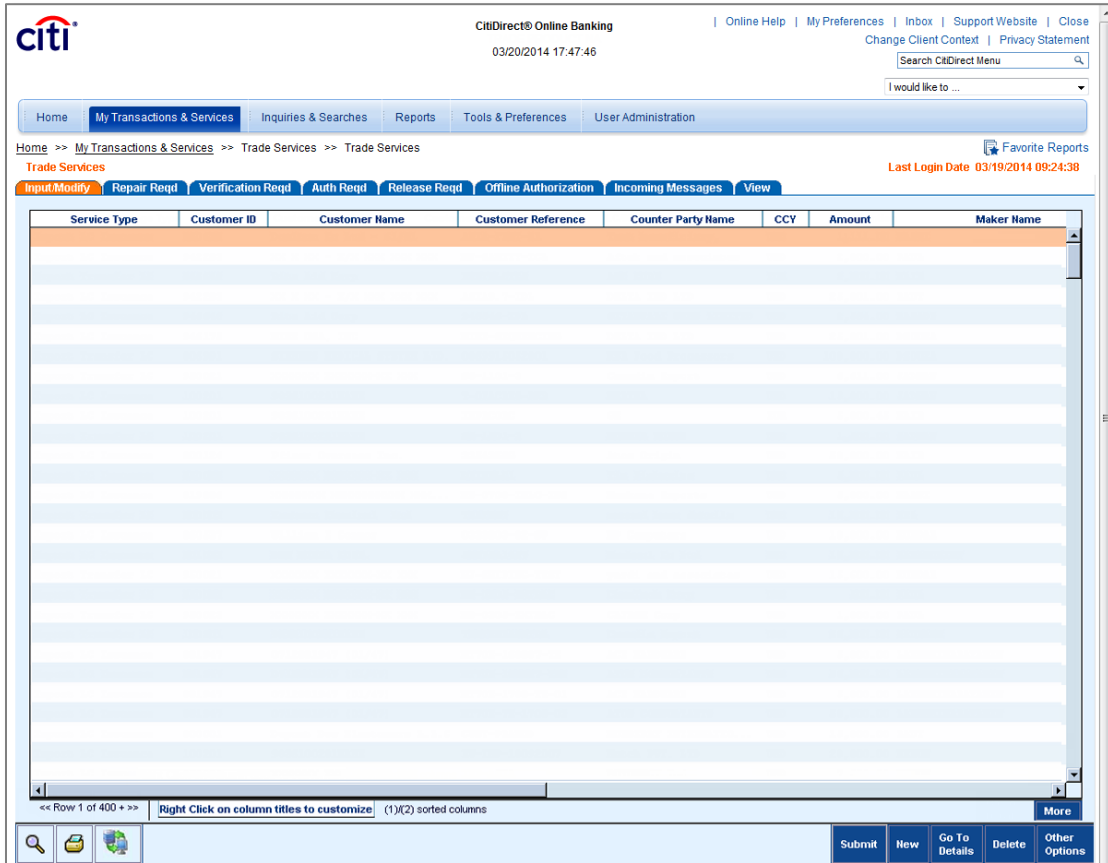




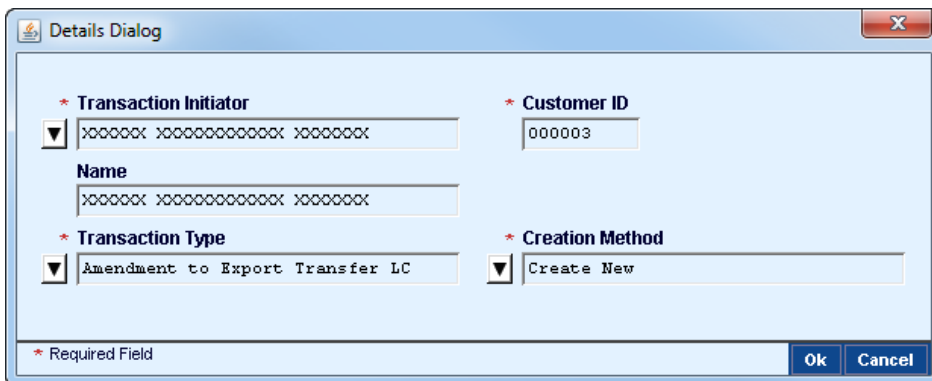
# Creating an Export Transfer LC Amendment

Clients can make amendments to existing Export Transfer LCs that have been issued by the bank.

To amend an Export Transfer LC, access the Amendment to Export Transfer LC page from the Trade Services module.



The user should click on the [Input/Modify](#) Tab and [New](#). The user should select [Amendment to Export Transfer LC](#) from the [Transaction Type](#) Library Look Up Dialog Box.



For [Creation Method](#), select [Create New](#).

## MAIN TAB

Clients are able to retrieve previously submitted Export Transfer LC transaction data on this tab. Fields in grey are bank-populated from the original transaction, which the user will not be able to edit. Fields with the white background are the fields which amendments can be provided. Fields with \* are mandatory.

Amendment to Export Transfer LC 0 Failed Login since Last Login Date 07/10/2014 01:15:55 CITIDIRECT TRADE UAT

Main Narrative Shipment Details Instructions

Transaction Initiator XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Customer ID 000003	Transaction Status
<b>* Applicant Amendment Reference Number</b> 11111111	<b>* Bank LC Reference Number</b> 123456	<b>* Master LC Reference Number</b> 9999999
Amendment Sequence Number	<a href="#">Retrieve LC Transaction History</a>	<a href="#">Retrieve Master LC Transaction History</a>
Applicant Name / Address XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Applicant Country HK HONG KONG	
Beneficiary Name/Address BENE NAME	Beneficiary Country US UNITED STATES	
Advising Bank Name/Address	Advising Bank Country	
Original CCY / Amount USD 10,000.00	Amend Amount By No Change	CCY Amount
Issue Date 11/01/2013	Expiry Date 31/10/2016	New Expiry Date 31/10/2017
Tolerance (+ / -) %	New Tolerance (+ / -) %	
Tenor USANCE	New Tenor Sight	
Tenor Terms 1st PRESENTATION	Days 21	New Tenor Terms
Available By BY NEGOTIATION	New Available By BY ACCEPTANCE	
Available With ABC BANK	New Available With ANY BANK	
Country US UNITED STATES	Bank Name / Address	
	Country	

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. The user will pick the appropriate existing transaction using the corresponding **Bank LC Reference Number** from a Library Look Up. The form is populated once the appropriate Bank LC Reference Number is selected. The **Master LC Reference number** is also populated if one is associated with the Bank LC Reference Number.

- Fill out the Applicant Amendment Reference Number field
  - In the **Amend Amount** field, select **Increase**, **Decrease** or **No Change** from the drop-down (if applicable)
- If “**Increase**” or “**Decrease**” is selected, the **Currency** and **Amount** fields will be mandatory

**Amend Amount By** \* CCY \* Amount

Increase

**Amend Amount By** \* CCY \* Amount

Decrease

- New Expiry Date:** Enter the new expiry date for the LC (if applicable)
- In the **New Tolerance** field, enter the new tolerance percentage (if applicable)
- New Tenor:** Choose a new tenor—Sight or Usance (If applicable)
  - If “Sight” is selected, Days and New Tenor Terms are not editable

**New Tenor**

Sight

Days

New Tenor Terms

6.2 If “Usance” is selected, enter the number of days and pick new tenor terms from the Library Look Up

**New Tenor**

Usance

\* Days

\* New Tenor Terms

**Available By**

**Available With**

**Country**

**New Available By**  7

**New Available With**  8

**Bank Name / Address**

**Country**

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- From the **New Available By** list, choose the settlement (payment) type for the transaction.
- From the **New Available With** list, choose the appropriate party that will process the final settlement of the transaction.
- If Any Bank or Citibank is selected; Bank Name Address and Country Fields will not be editable
- If Any Bank In is selected, Country field will be editable
- If Other is selected, both Bank Name/ Address and Country will be editable
- After making the necessary changes, proceed to the **Narrative** tab.

## NARRATIVE TAB

The [Narrative tab](#) is used to enter additional text for the transaction.

Amendment to Export Transfer LC

Main **Narrative** Shipment Details Instructions

1

**Narrative**

USER CAN INPUT FREE FORM TEXT OR SELECT THE DROP DOWN ARROW TO CHOOSE SAVED CLAUSES.

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the [Narrative field](#), enter any additional free form text, or click the [Library Look Up](#) to open a Library Look Up Dialog box. Select clauses from the list and click [OK](#) to close the box

## SHIPMENT TAB

Shipment details can be amended in the Shipment Tab.

Amendment to Export Transfer LC

Main Narrative **Shipment** Details Instructions

Ship From	1	Change Shipment From
Port of Loading	2	Change Port of Loading
Ship To	3	Change Shipment To
Port of Discharge	4	Change Port of Discharge
Shipment Terms	5	Change Shipment Terms
Presentation Period	6	Change Presentation Period
Latest Shipment Date	7	Change Latest Shipment Date

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

On the [Shipment](#) tab, users can amend the details of the shipment associated with the transaction, if applicable.

1. [Change Shipment From](#): Input the shipment's new departure location or select from Library Look Up
2. [Change Port of Loading](#): Input Shipment's new port of loading or select from Library Look Up
3. [Change Shipment To](#): Input the shipment's new destination or select from Library Look Up
4. [Change Port of Discharge](#): Input Shipment's new port of discharge or select from Library Look Up
5. [Change Shipment Terms](#): Input the new INCOTERMS or select from Library Look Up
6. Enter the modified number of days after shipment allowed for presentation of documents in [Change Presentation Period](#) text box
7. Enter the latest shipment date of the amended LC in the [Change Latest Shipment Date](#) or select from the Calendar



## DETAILS TAB

The [Details](#) tab is used to present any additional PO information.

Amendment to Export Transfer LC

Main Narrative Shipment **Details** Instructions

1

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. When the user clicks on the [Details Layout](#) Look Up button, the [Details Library Look Up Dialog](#) box will appear, allowing the user to select an appropriate PO detail layout

2

Sub-Structure Id	Description
Pre-Defined Standard Stru...	Detail Structure Defined By the Client

<< Row 1 of 10 >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. In this dialog box, users have the option to choose from pre-set PO information or enter new information

The screenshot displays a software interface with a 'Details Dialog' window. The dialog contains two columns of input fields for PO information, including PO Number, Vendor Name, Date of PO, Buying Office, SKU ID, Product Description, Quantity, Rate per Unit, Rate Currency, Reference Number, Additional Fields, PO Version Number, PO Country Code, Master Contract No, Customer ID, File ID, and Vendor ID. A 'Save' button is highlighted with a blue box labeled '4'. Below the dialog, a table header is visible with an 'Add' button highlighted with a blue box labeled '3'. A checkbox 'Copy Amount Total to Transaction Amount?' is also present. The interface includes a navigation bar at the top with tabs for Main, Conditions, Documents, Shipment, Details, Goods, and Others. A status bar at the bottom contains buttons for Submit, Save, Download, Next, Return to Summary, Clear, Print, Print Preview, and Other Options.

If [Copy Amount Total to Transaction Amount](#) is checked, it will override the transaction amount on the main tab

3. If User wants to enter previously saved information, user will click on [Add](#). If new information is required, the user should click on [New](#). This will bring up a separate PO Detail Dialog box for the user to complete
4. The PO Detail Dialog box appears. Users fill out the PO information and should click on [Save](#) when completed

## INSTRUCTIONS TAB

The [Instructions](#) tab is used to provide any additional Instruction information or changes in the existing one.

Amendment to Export Transfer LC

Main Narrative Shipment Details **Instructions**

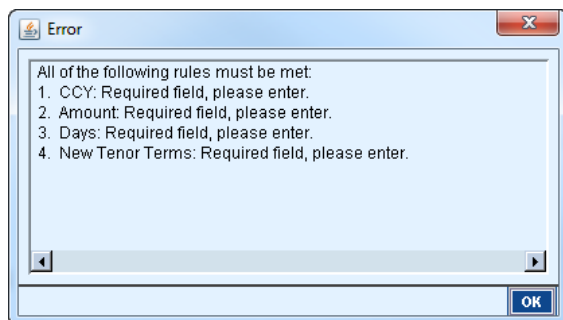
Instructions

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. In the Instructions field, enter any additional text manually, or click the Library Look Up to open a Library Look Up Dialog box. Select clauses from the list and click OK to close the box.

Once all the fields and tabs are completely filled out, the user can [Submit](#) the transaction. If any field was populated incorrectly, or if a mandatory field was left blank, an Error pop-up (below) appears on the screen.



1. [Save](#)—The transaction is saved with the status of Incomplete. User can return to complete the application at a later time.
2. [Download](#)—User can download the transaction to his/her PC.
3. [Next](#)—Takes the user to back to the summary screen to the next transaction.
4. [Return to Summary](#)—Returns the user to the [Trade Services Summary](#) screen.
5. [Clear](#)—Clears all the content entered by the user.
6. [Print](#)—Prints the transaction.
7. [Print Preview](#)—Provides print preview of transaction.
8. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). [View Error](#) provides users a view of the Error (if any) with the transaction. By clicking on [Transaction History](#), user can view the complete history of the transaction

# Chapter 5 Import Collection

A documentary collection is a type of trade transaction in which the exporter provides instructions to his/her bank to collect payment for goods supplied to his/her importer. The exporter submits shipping documents to his/her bank, and the bank forwards these documents, together with a bill of exchange or draft with an instruction for either 1) documents against payment (sight payment), or 2) documents against acceptance (usance payment). In a sight payment scenario, the importer needs to pay the face amount of the draft at sight, while in the usance payment scenario, the importer is required to pay at a future, specified date.

In an Import Collection transaction, the bank represents the importer, and receives documents from the exporter's bank and makes payment against the documents, or accepts a draft and the documents to pay at a later date.

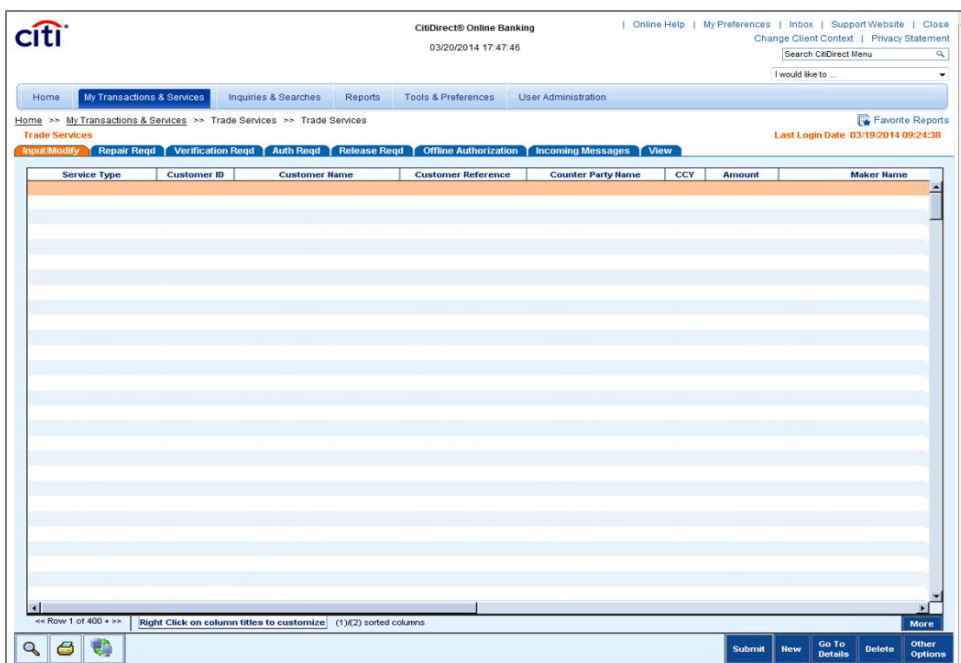
## About the module

The Bank Portal's Import Collections module enables user to:

- View Import Collections that the Bank has processed
- Receive notifications when documents arrive and when payments are due
- View images of the underlying collections documents
- Accept or Reject Collections
- Authorize payment and provide settlement instructions for user's Sight and Usance Import Collections
- View and print images

## Accessing the Import Collection Module

From the Main Trade Services homepage, click on the Incoming Messages tab to access the incoming Import Collections messages



# Import Collection

## 5.1.1 Receiving Incoming Collections Notification

All unread and un-actioned messages can be found in the Incoming Message queue. The Inbox will alert user to unread messages in the Incoming Messages queue. User can access incoming messages by selecting the item from the Inbox. This will navigate user to the [Incoming Messages](#) tab within the Trade Services Category.

Another way to access incoming messages is to navigate to the [Incoming Messages](#) tab. At this screen, user will see a summary list of unread messages and messages with a pending response status.

Trade Services 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Input/Modify Repair Req'd Verification Req'd Auth Req'd FX Funding Release Req'd **Incoming Messages** View 1

Message Type	Customer ID	Customer Name	LC/Bill Reference Number
Import Collections Notification	00001	Client 123	ABCDEFG
Import Collections Notification	00001	Client 123	ABCDEFG

<< Row 1 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

2 Go To Details Delete Other Options

1. Users receive an incoming Import Collections Notification in the [Incoming Messages](#) Tab
2. Select a transaction from the list of transactions in [Incoming Messages](#) Tab and click on [Go To Details](#)

## 5.1.2 Reviewing the Message

Import Collection Notification 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

1 **Incoming** Response

2 <b>Name</b>	Client 123	5 <b>Customer ID</b>	000001
3 <b>Bank Entity</b>	940 NEW YORK CITIBANK - FI	6 <b>Message Status</b>	Unread
4 <b>Attention</b>	MR CLIENT	7 <b>Message Received Date/Time</b>	2010/09/02 15:40:25

1. Users are brought to the Import Collection Notification Screen and can select the [Incoming](#) or [Response](#) Tab
2. **Name:** Name of the Client
3. **Bank Entity:** Bank Branch Code that processed the transaction
4. **Attention:** A user or group that should action on the incoming message is listed
5. **Customer ID:** Unique number assigned to Client which is pre-populated
6. **Message Status:** For all the new transactions, the Message Status will be Unread, if the user clicks on “Mark Read” the status of the message will move to the Response Pending queue
7. **Message Received Date/Time:** Date and Time when message was received

8	<b>Bank Bill Reference Number</b> <input type="text" value="00168667"/>	<b>Message Reference Number</b> <input type="text" value="0128141035416028"/>	10
9	<b>Drawer Name &amp; Address</b> <input type="text" value="DRAWER"/>	<b>CCY/Amount</b> <input type="text" value="USD"/> <input type="text" value="500.000,00"/>	11

- 8. **Bank Bill Reference Number:** Bill reference number assigned by the bank
- 9. **Drawer Name and Address:** Name and Address of Drawer
- 10. **Message Reference Number:** System populated reference number
- 11. **CCY/Amount:** Currency and Amount of the collection transaction

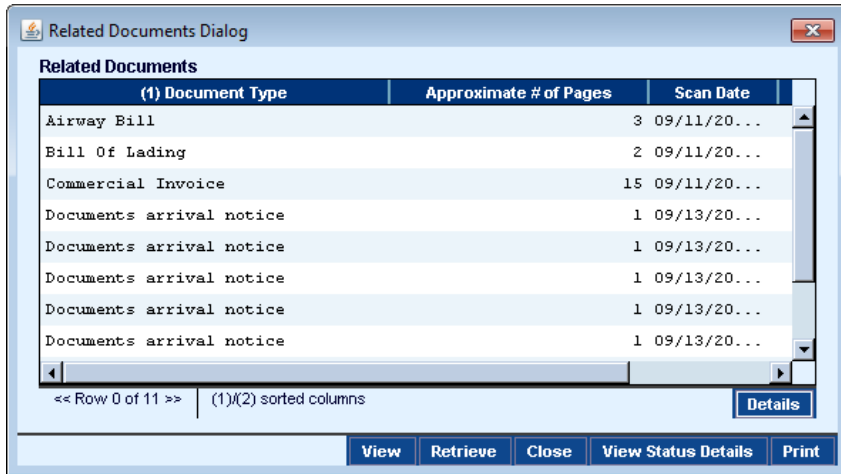
12	<b>Drawer Reference Number</b> <input type="text" value="ADHOCCLA"/> <a href="#">View Documents</a>	16
13	<b>Documents Against</b> <input type="text" value="Acceptance"/>	17
14	<b>Due Date</b> <input type="text" value="05/01/2014"/>	
14	<b>Incoming Narrative</b> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>1. LATE SHIPMENT EFFECTED FOR INV 123456</p> <p>2. TRANSPORT DOC NOT SHOWING PO NO. FOR INV 123456/123457/123458</p> </div>	
15	<b>Charges</b> <div style="border: 1px solid #ccc; height: 80px;"></div>	

\* Required Field

Mark As Read
Download
Next
Return to Summary
Print
Other Options

- 12. **Drawer Reference Number:** Reference number assigned by the drawer
- 13. **Documents Against:** This determines the collection type whether a Sight or a Usance Bill
- 14. **Incoming Narrative:** The bank operations group provides any instructions regarding the collection transaction (for example, late goods shipment, missing transport documents, unclear images)
- 15. **Charges:** This gives the summary of all charges
- 16. Users can click on **View Documents** Link, to view the documents list

**Related Documents:** The list of relevant documents is displayed when the **View Documents** link is selected



- 17. **Due Date:** Latest date for payment on the transaction



### 5.1.3 Responding to the Message

Import Collection Notification 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

**Incoming** **Response** 1

<b>Transaction Initiator</b> Client 123	<b>Customer ID</b> 000001
<b>Bank Entity</b> 940 NEW YORK CITIBANK - FI	<b>Message Status</b>
<b>Department Name</b> Proof 840	<b>Message Sent Date/Time</b> / / : :
<b>Attention</b> Citi Processing	<b>Message Reference Number</b>
<b>Bank Bill Reference Number</b> ABCDEFGH	<b>* CCY/Amount</b> USD 1000.00
<b>Drawer Name &amp; Address</b> ABC LTD	<a href="#">View Documents</a>
<b>Drawer Reference Number</b> 7777777	<b>Due Date</b> / /
<b>Documents Against</b> Payment	<b>Payment Account</b>
<b>* Response</b> <div style="border: 1px solid black; padding: 2px;">           2            Accepted            Approved Payment            Await Instruction            Rejected         </div>	

1. User can now select the **Response** Tab to respond to the Import Collection Notification
2. The **Response** drop-down is used to select the response. The user can choose from the following options:
  - Accepted: Documents are accepted for payment in the future (Usance transaction)
  - Approved Payment: Approval to make payment to the exporter
  - Await Instruction: Indicate to Bank that further instructions will come at a later stage
  - Rejected: Reject the transaction

**3**

**Narrative**

User can input free form text or select the dropdown arrow to choose pre-created text

**Incoming Narrative**

\* Required Field

**4**

Mark As Read Submit Download Save Next Return to Summary Clear Print Other Options

3. The user can insert comments in [Narrative](#) field. The text can be selected from the Library Look Up; it can be inserted as free form text, or pasted through an electronic copy of the data
4. Click on [Submit](#) to submit the response to the bank for processing.

User can choose any of the following options at any point

- [Mark As Read](#)—It cannot be selected when user is in [Response](#) Tab
- [Submit](#)—Saves the transaction.
- [Download](#)—Downloads the documents
- [Next](#)—Takes the user to subsequent message, there is no need to scroll to the top
- [Return to Summary](#)—Returns the user to the [Summary](#) Tab
- [Clear](#)—Clears all the content entered by the user
- [Print](#)—User can print the available documents in the transaction
- [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Trade Bill Inquiry

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date and time '03/20/2014 17:47:46', and navigation links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. A search bar for 'Search CitiDirect Menu' and a dropdown for 'I would like to ...' are also present. The main navigation bar contains 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box and a '1' callout), 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, a breadcrumb trail shows 'Home >> Inquiries & Searches' and a 'Favorite Reports' link. The main content area is divided into several sections: 'Access Management', 'Cash Statement', 'Liquidity Management', 'Lockbox', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Services' section is expanded, and 'Trade Bill Details Inquiry' is highlighted with a blue box and a '2' callout. Other items in the 'Trade Services' list include 'Trade Letter of Credit Details Inquiry', 'Trade Guarantee/Standby Letter of Credit Details Inquiry', 'Trade Settlement Funding Inquiry', and 'Trade Future Funding Inquiry'.

1. User will login to Bank Portal and will select [Inquiries](#) Link. The [Inquiries](#) Menu will expand
2. Select [Trade Services—Trade Bill Details Inquiry](#)

## 5.1.4 Trade Bill Details Inquiry

The **Criteria** Tab helps user to select a specific transaction.

**1** Trade Bill Details Inquiry

Criteria Bill Summary Bill Detail

\* Customer ID equals

Product Type equals

1. **Customer ID** can be selected from the Library Look Up and **Product Group** can be selected from the drop-down, or include all

**2** To view a specific transaction, complete one of the following five criteria fields.

Bill Reference equals

LC Reference equals

Drawer / Beneficiary Reference equals

Intermediary Bank Reference equals

Direct Collection Reference equals

2. To view specific transaction user can input reference number details into any one of the criteria fields

**3** To view a range of transactions, complete one or more of the following criteria fields.

Intermediary Bank Name equals

Counterparty Country equals

CCY equals

3. To narrow the transaction search, the user can input additional search criteria in the above fields

**4**

Outstanding Bill Amount equals

Book Date from  / /  to  / /

Settlement Date equals  / /

Status equals

Discount Indicator

Show Overridden Discrepancies

\* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

- Additional Information such as Outstanding Bill Amount, Book Date, Settlement Date, Status and checkboxes Discount Indicator (if discounts are applicable) and Show Overridden Discrepancies (if applicable) which can make the search more transaction specific can be provided and click Submit action button

After all the criteria has been appropriately included, click on Submit. The user can choose not to include any search criteria, and simply click on Submit.

User can select any of the other action buttons:

**Submit**—Submits the criteria inserted for transaction search.

**Clear Criteria**—Clears the options selected or text input in the text boxes.

**Default Search Criteria Options**—All the default options are selected.

**Print**—Prints the Screen.

**Split View**—Enables user to view the Import Collection Payment Summary list at the bottom of the page.

## 5.1.5 Bill Summary Tab

**Bill Summary** Tab displays the transaction(s) which have satisfied the criteria details provided by the user in the **Criteria** Tab.

Trade Bill Details Inquiry 0 Failed Login since Last Login Date 12/13/2013 14:49:34

Criteria **Bill Summary** Bill Detail

(1) Product Type	Bill Reference	Drawer / Beneficiary Reference	Direct Collection Reference	Counterparty Country
Import Bill (Discounted)	09006826			UNITED STATES OF AMERICA
Import Bill (Discounted)	TAM13101532373			UNITED STATES OF AMERICA
Import Bill (Discounted)	TAM13102132515	998745		UNITED STATES OF AMERICA

<< Row 1 of 400 + >> **Right Click on column titles to customize** (1)/(2) sorted columns More

\* Required Field Run Date/Time: Update Screen Go to Details Print Split View

The user can select any of the action buttons:

**Update Screen**—Refreshes the screen to show all the latest transactions which satisfy the Criteria Tab's options.

**Go to Details**—The **Bill Detail** Tab appears which displays the details of the selected transaction.

**Print**—Prints the Screen.

**Split View**—Enables user to view the Import Collection Payment Summary list at the bottom of the page.

## 5.1.6 Bill Detail Tab

**Bill Detail** Tab displays the details of the Import Collection Payment transaction. All fields are read only.

Trade Bill Details Inquiry

Criteria Bill Summary **Bill Detail**

Customer ID / Name: 000001 Customer 1

Bank Entity: 940 NEW YORK CITIBANK -

Product Type: Import Bill

Original Bill CCY/Amount: GBP 200.000,00

Bill Reference: TAMI1030834072

LC Reference: 08077992

Direct Collection Reference:

Beneficiary Reference:

Applicant Reference:

Beneficiary Name & Address: Bene 1

Applicant Name & Address: Applicant 1

Beneficiary Country: UNITED STATES OF AMERICA

Applicant Country: UNITED STATES OF AMERICA

Collecting Bank Reference:

Remitting Bank Reference:

Collecting Bank Name & Address: NEW YORK CITIBANK - FI

Remitting Bank Name & Address: Remitting Bank Name

Collecting Bank Country: UNITED STATES OF AMERICA

Remitting Bank Country: UNITED STATES OF

Book Date: 11/03/2014

Acceptance Date: 11/03/2014

Discount Date: / /

Discount Rate: 5

Outstanding CCY/Amount: GBP 200.000,00

Maturity Date: 01/15/2015

Total Settled Amount: GBP 0,00

Settlement Date: / /

Last Tracer Date: / /

Last Tracer Type:

# Acceptance Tracers:

# Payment Tracers:

Tenor Terms: 73 DAYS FROM

Type of Export:

Country of Origin:

Mode of Transport:

Shipping Company or Air Carrier Name:

Vessel Name:

---

Issuing Bank: NEW YORK CITIBANK - FI

Issuing Bank Reference:

B/L Date: / /

B/L Reference:

Agent Name:

Agent Commission CCY/Amount:

FX Contract Number:

Due Date for FX Contract: / /

Supplier Financing Cost CCY/Amount:

Funds Available Since: 11/03/2014

Negotiations Under Reserve:

Agent Payment Instructions:

[List of Discrepancies](#)

[Courier Information](#)

[Related Invoices](#)

[Bill Charges](#)

Date	Activity	(t) Status	CCY	Settlement Amount	CCY	Outstanding Amount
11/03/2014	Booking/Issuance	Approved	GBP	0,00	GBP	200.000,00
11/03/2014	Bill Acceptance	Approved	GBP	0,00	GBP	200.000,00

<< Row 0 of 2 >> | (1)(2) sorted columns

Required Field

Return to Bill Summary Criteria Previous Next Print Go To Charge Summary

User can select the following [Links](#):

[List of Discrepancies](#): Users can view various discrepancies regarding the submitted documents or the Information provided.

[View Documents](#): All the documents submitted are listed in the [Documents Library Look Up Dialog](#) box.

(1) Settlement Date	Value Date	Description
11/14/2013	11/15/2013	Payment Commission
11/14/2013	11/15/2013	Postage Charges
11/14/2013	11/15/2013	Bill Drawings
11/14/2013	11/15/2013	Other Charges

<< Row 0 of 4 >> | (1)/(2) sorted columns

Details Print Cancel

[Bill Charges](#): If user clicks on [Bill Charges](#) Link, the [Bill Charges Summary](#) pop-up displays. The bill charges summary details the [Settlement Date](#), [Value Date](#) and [Description](#) of the Charges for the selected Import Collection payment transaction.

[Courier Information](#): View document courier delivery information.

[Related Invoices](#): View all the invoices related to the Letter of Credit.

User can select any of the action buttons:

[Return to Bill Summary](#)—Takes the user to [Bill Summary](#) Tab

[Criteria](#)—Takes the user to [Criteria](#) Tab

[Previous](#)—Takes the user to previous Tab

[Next](#)—Takes the user to next Tab

[Print](#)— Prints the Screen

# Glossary

## ***DRAWER***

The party who is entrusting the handling of a collection to a bank. The Drawer draws a Bill of Exchange and prepares the collection documentation to demand payment from a Buyer/Importer for goods or services. Also known as the “Principal”, the Drawer is usually the Seller/Exporter.

## ***DRAWEE***

The party to whom presentation is to be made in accordance with the collection instruction. Also known as the “Payer” or “Acceptor”, the Drawee is the party who the Bill of Exchange is drawn on, to whom documentation is due against payment or acceptance, and who is liable for paying the Bill of Exchange. The Drawee is usually the Buyer/Importer.

## ***REMITTING BANK***

The bank to which the Principal has entrusted the handling of the collection. The Remitting Bank is usually located in the Exporter’s country, and often is the Exporter’s bank.

## ***COLLECTING BANK***

Any bank, other than the Remitting Bank, involved in the processing of the collection. Typically, there are only two banks involved in a collection:

- The Remitting Bank
- The Collecting Bank

The Collecting Bank is usually located in the Importer’s country, and often is the Importer’s bank. Consequently, the Collecting Bank often serves as the:

## ***PRESENTING BANK***

It’s the Collecting Bank making presentation to the Drawee.



# Chapter 6 Export Direct Collections

## Export Direct Collections—Overview

A documentary collection is a type of trade transaction in which the exporter provides instructions to his/her bank to collect payment for goods supplied to his/her importer. The exporter submits shipping documents to his/her bank, and the bank forwards these documents, together with a bill of exchange or draft with an instruction for either 1) documents against payment (sight payment), or 2) documents against acceptance (usance payment). In a sight payment scenario, the importer needs to pay the face amount of the draft at sight, while in the usance payment scenario, the importer is required to pay at a future, specified date.

In an Export Collection transaction, the bank represents the exporter, and forwards the export documents, together with a cover letter which provides collecting instructions, to the importer's bank for payment, or acceptance of the draft.

A Direct Collection transaction is a select offering that allows the exporter to submit documents directly to the importer's bank, without having to send documents through Citi. This saves them both time and courier fees.

## About the module

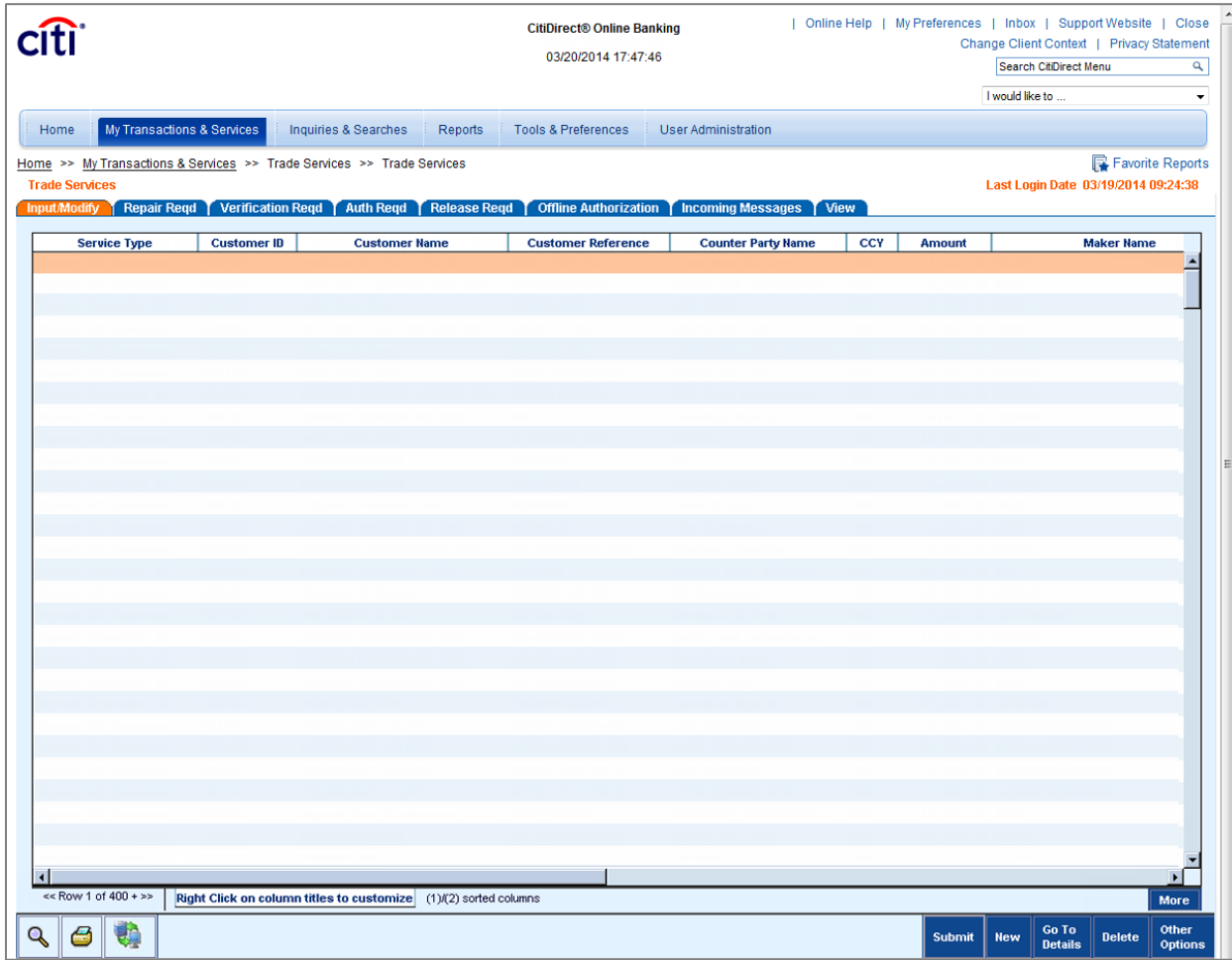
User initiates all tasks through the Direct Collections module, replacing paper applications. After user has created the Direct Collection Letter application in the Trade Portal, the application is routed through the bank for processing, and is then issued by the bank as an Export Direct Collections.

As a Bank Portal export client, user has a number of services with which to generate cover letters and to communicate the details of your collection transactions. There are different types of services offered depending upon the characteristics of the export collections.

In the Direct Collections Letter module, user can electronically:

- Apply for new Direct Collections letters
- Authorize Direct Collections letters
- Release Direct Collections letters to the bank
- View Direct Collections letters
- Keep track of payments

# Accessing the Export Direct Collection Module



From the Main Trade Services homepage, click on the Input/Modify tab to access the Export Direct Collections Module.

## Creating an Export Direct Collections Transaction

Initiation of an Export Direct Collections can be done in 3 different ways:

- Create a new Export Direct Collections by entering all the details
- Copy Export Direct Collections from a similar transaction that already exists in the system. This allows the user to quickly create an application, by entering or updating only the details that differ from the existing Export Direct Collections
- Create an Export Direct Collections based on a **Pre Format**. The information from the pre-format is automatically populated in the Export Direct Collections, and user simply needs to enter the details that relate to the specific transaction. From the pre-format, the details of the application are saved for future use. The user only needs to enter related data specific to this application



5. Transaction Type Library Look Up Dialog

The screenshot shows a 'Details Dialog' window with the following fields and values:

- Transaction Initiator:** CUSTOMER NAME
- Customer ID:** 12346
- Name:** CUSTOMER NAME
- Transaction Type:** Direct Collections
- Creation Method:** (Dropdown menu highlighted with a blue box containing the number 6)

Buttons at the bottom include 'Ok' and 'Cancel'. A legend indicates '\* Required Field'.

6. Select **Creation Method** library Look Up button. The **Creation Method Library Look Up Dialog** box opens

The screenshot shows a 'Library Look Up Dialog' window with a table of creation methods:

(1) Creation Method
Copy Transaction
<b>Create New</b>
Create from Pre Format

Navigation: << Row 2 of 3 >> | (1)/(2) sorted columns

Buttons at the bottom include 'OK', 'Update Screen', 'More', and 'Cancel'. A blue box with the number 7 highlights the 'Create New' row.

7. In **Creation Method Library Look Up Dialog** box, select the **Create New** and click **OK**. This action opens **Details Dialog** box populated with the selections made by user. All the fields need to be filled. Click **OK** to open **Export Direct Collections Screen**

**MAIN TAB**

8	<b>Direct Collections</b>	
	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #0070C0;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Main</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Conditions</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Documents</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Shipment</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Details</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Instructions</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Tracers</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Drafts</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Others</span> </div>	
9	<b>Transaction Initiator</b> <input type="text" value="CUSTOMER NAME"/>	<b>Customer ID</b> <input type="text" value="00000"/>
10	<b>Transaction Status</b> <input type="text"/>	<b>Drawer Reference Number</b> <input type="text" value="123456789"/>
12	<b>DOC Reference Number</b> <input type="text" value="1111111"/>	<b>Bank Bill Reference</b> <input type="text" value="2222222"/>

8. **Main Tab** of **Direct Collections Screen**. **Main tab** is used to enter transaction-specific information. If only one transaction initiator is chosen, the **Transaction Initiator** and **Customer ID** fields are pre-populated
9. **Transaction Initiator** and **Customer ID** fields are pre-populated as per the selection done in Transaction Initiator Dialog box
10. **Transaction Status** is populated by system
11. In the **Drawer Reference Number** field, user will enter a unique reference number for the base number if it is not already pre-assigned
12. The **DOC Reference Number** is assigned by the Bank Portal. This number is available after the transaction is transmitted to Bank for authorization but prior to release
13. The **Bank Bill Reference** is assigned by Citibank. This number is available after the transaction is sent and registered by Citibank

14	<b>* Drawer Name / Address</b> <input type="text"/>	<b>* Drawer Country</b> <input type="text"/>
15	<b>* Drawee Name / Address</b> <input type="text"/>	<b>* Drawee Country</b> <input type="text"/>
17	<b>* Collecting Bank Name / Address</b> <input type="text"/>	<b>* Collecting Bank Country</b> <input type="text"/>

14. The **Drawer Name / Address** and **Drawer Country** of the exporter are automatically filled in based on the client's name and address selected
15. In the **Drawee Name / Address** field, user can click on the Library Look Up to select a Drawee name from the Trade Counter Party library or enter the data free form text. This field contains the name and address of the party expected to disburse the sum listed on the draft or bill of exchange
16. In the **Drawee Country** field, the user can click on the library lookup to select a country from the library, or enter the data as free form text
17. In the **Collecting Bank Name/Address field**, the user can click on the Library Look Up to select a collecting bank from the library, or enter the data as free format text
18. In the **Collecting Bank Country** field, the user can click on the Library Look Up to select a country from the library, or enter the data as free form text

The screenshot shows a form with the following fields and controls:

- 19**: **\* CCY / Amount** - A dropdown menu for currency code and a text input for amount.
- 20**: **\* Tenor** - A dropdown menu.
- 21**: **Days** - A text input field.
- Tenor Terms** - A dropdown menu.
- 22**: **Drafts** - A checkbox.
- Date** - A date picker with slashes for day, month, and year.

At the bottom, there is a legend: **\* Required Field**. Below the legend are navigation buttons: **Submit**, **Save**, **Download**, **Next**, **Return to Summary**, **Clear**, **Print**, **Print Preview**, and **Other Options**.

19. The **CCY/Amount** field should be populated with a 3-character currency code and an amount. The currency portion can be inserted using the currency library dialog box, or free form text. The amount should be inserted using free form text. Depending on individual user setup, the numeric display will be shown in the appropriate format
20. In **Tenor** field user can select from "Sight" or "Usance"
21. If Usance was selected in the Tenor field, the **Tenor** and **Days** should be populated  
If Sight was selected, the **Tenor Terms** and **Date** remain disabled.
22. The checkbox **Drafts** should be checked if the client would like to print drafts. If the box is checked, the fields in the **Draft** tab will be available

This close-up shows the **\* Tenor** dropdown menu set to **Usance**. Below it, the **Days** text input is active. To the right, the **\* Tenor Terms** dropdown and the **Date** date picker are also active, indicating that the 'Usance' selection has enabled these fields.

## CONDITIONS TAB

The [Conditions](#) tab is used to enter the terms and conditions of the transaction.

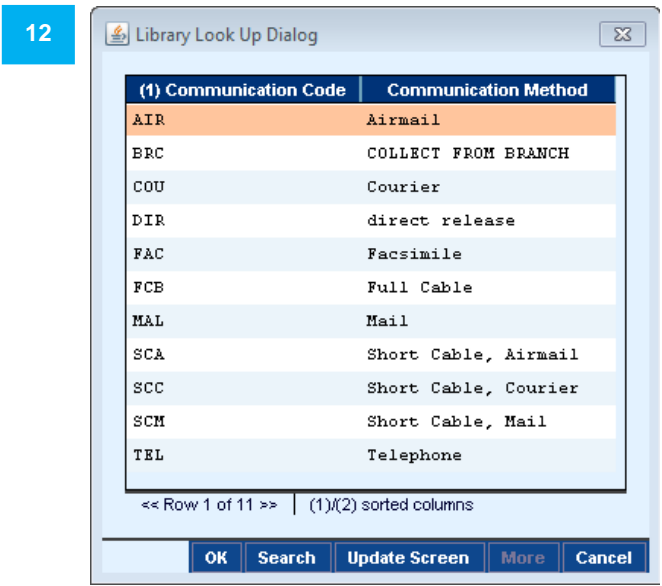
### Direct Collections

Main		Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others
1	Deliver Documents Against Acceptance		Hold drafts for arrival of goods <input type="checkbox"/>		2				
3	If unpaid / unaccepted, store and insure goods <input type="checkbox"/>								
4	Advise Acceptance / Maturity ▼		Advise Non Acceptance ▼		5				
	6		Protest Non Acceptance <input type="checkbox"/>						

1. The [Deliver Documents Against](#) field is automatically populated. It shows the value Payment if the [Tenor Code](#) on the [Main Tab](#) is Sight. If the [Tenor Code](#) was selected as Usance, the value in this field shows Acceptance
2. Select check box [Hold drafts for arrival of goods](#) if drafts should be held for the arrival of goods
3. Click check box [If unpaid/unaccepted, store and insure goods](#), if the goods should be stored and insured if they are unpaid and unaccepted
4. If the [Tenor Code](#) is Usance, the user will be able to select a communication method from the Communication Method library using the Library Look Up of [Advise Acceptance / Maturity](#)
5. If the [Tenor Code](#) is Usance, the user will be able to select a communication method from the Communication Method library using the Library Look Up of [Advise Non Acceptance](#)
6. If the [Tenor Code](#) is Usance, the user will be able to click the [Protest Non Acceptance](#) check box if the user wishes to protest for when there is non-acceptance

7	Advise Payment ▼		Advise Non Payment ▼		8				
	9		Protest Non Payment <input type="checkbox"/>						
10	Allow Discount <input type="checkbox"/>		Discount of		11				

7. User can select a communication method from the [Communication Method Library Look Up Dialog](#) box using the [Advise Payment](#) Library Look Up button
8. User can select a communication method from the [Communication Method Library Look Up Dialog](#) box using the [Advise Non Payment](#) Library Look Up button
9. User can click on the [Protest Non Payment](#) check box if he/she wishes to protest non-payment
10. User can click on [Allow Discount](#) check box if a discount is allowed
11. If [Allow Discount](#) is selected, user should enter the discount details in the [Discount of](#) text box



12. The **Communication Method Library Look Up Dialog** box is shown above. The user should select **OK** after selecting the appropriate option

13. The user can click on the check box **Collect interest for delay in payment**, if interest should be collected if there is a delay in payment

14. User should enter an interest rate in **Interest Rate (%P.A)**, if the Collect interest for delay in payment check box is clicked

15. User should enter the interest date in **Interest From**. The date should be greater than or equal to the current date



16. The user can click [All charges are for account of drawee](#) check box, if the charges should be paid by the drawee
17. The user can click [Deduct charges from proceeds](#) check box, if the charges can be deducted from the proceeds
18. The user can click [Waive Interest and/or charges if refused](#) check box, if interest should be waived
19. User can click [In case of need](#) check box if you wish to indicate a contact
20. In field [Contact](#), user can enter the name of the person to be contacted. This is required if the [In case of need](#) field is selected
21. The Library Look Up [Who will assist authority \(fill in relevant text\) to amend terms](#) helps user to indicate if the contact person in field 20 has the authority or no authority to amend terms
22. The field [Supplier Financing Cost CCY / Amount](#) is used to insert the Supplier financing cost using drop-down. User can select the currency code from drop-down and insert the amount in the text box. The amount will appear in appropriate format

## DOCUMENTS TAB

### Direct Collections

1

	Original(s)	Copy(ies)
<input type="checkbox"/> Bills of Lading	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Commercial Invoices	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Airway bill	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Packing List	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bill of Exchange	<input type="checkbox"/>	<input type="checkbox"/>

1. User can specify the documents that will be enclosed with the collection letter

2

Other Documents (Including Whereabouts of any missing original B/L)

▼

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

2. The text box **Other Documents**—user can insert the list of the documents that will be enclosed with the collection letter. Users can transact using the following methods:

2.1 User can choose pre-defined **Clauses** from the Library Look Up dialog box. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary

2.2 User can input the details manually

2.3 User can copy and paste the data from an electronic copy of the text in the Text boxes

## SHIPMENT TAB

The [Shipment](#) tab is used to enter shipping information for the transaction.

Direct Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main | Conditions | Documents | **Shipment** | Details | Instructions | Tracers | Drafts | Others

1	* Type of Export Goods	* Description of Goods or Services	2
3	* Country of Origin	Ultimate Country where Services to be Rendered	4
5	* Ship From		
6	* Ship To		

- Type of Export:** User can select the options [Services](#) or [Goods](#) from the drop-down
- Description of Goods or Services:** User can enter the short description of Goods or Services
- Country of Origin:** User can populate using the Library Look Up dialog box, if [Goods](#) was selected in the [Type of Export](#) field
- Ultimate Country where Services to be Rendered:** User can select the country code from the Library Look Up dialog box for country to be populated in the text field, where the shipment will be unloaded
- In the field [Ship From](#), user can select from the Shipping Detail library using the Library Look Up dialog box or by entering the location data. This is required if a description is entered in the Goods field. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
- In the field [Ship To](#), user can select from the Shipping Detail library using the Library Look Up dialog box or by entering the location data. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled

7	* Mode of Transport		
8	Shipping Company or Air Carrier Name	Vessel Name	9
10	B / L Reference	B / L Date	11

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- Mode of Transport:** User can select options [Air](#), [Land](#) or [Multimodal Marine](#). In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
- Shipping Company or Air Carrier Name:** Name of the Shipping Company or Air Carrier by which the goods are transported. This field will be available to populate based on [Mode of Transport](#) selected. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
- Vessel Name:** Enter the Name of the Vessel. This field will be available to populate based on [Mode of Transport](#) selected
- Enter the Bill of Lading Reference number in the field [B/L Reference](#)
- Enter the Bill of Lading Date in the field [B/L Date](#)

## DETAILS TAB

On the [Details](#) tabs used to include details (purchase order or invoice information) with the transaction, user can either choose from pre-set PO information or can manually enter it.

**1** **Direct Collections**

Main Conditions Documents Shipment **Details** Instructions Tracers Drafts Others

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU ID

<< Row 0 of 0 >> | (1)/(2) sorted columns

2 3 4 5

Add New Edit Delete Totals

Copy Amount Total to Transaction Amount?

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. On this dialog box, clients can choose from pre-set PO information
2. Clients can enter new information by clicking on [New](#). Another Details Dialog box opens for the user to input relevant details. Click on [Save](#) once completed.

Details Dialog

** PO Number	** Date of PO
** Vendor Name	** Buying Office
** SKU ID	** Product Description
** Quantity	** Quantity Units
** Rate per Unit	** Rate Currency
** Purchase Order Amt	** Reference Number
** Additional Field 1	** Additional Field 2
** Additional Field 3	** PO Version Number
** Purpose Code	** PO Country Code
** PO Quantity	** Master Contract No
** Customer Name	** Customer ID
** File ID	** Run ID

\*\* At least one required field

Save Clear Print Close

3. Edit existing transaction details by selecting the transaction from the list and clicking [Edit](#)
4. Delete existing transaction details by selecting the transaction and clicking [Delete](#)
5. User may also view the totals of the transaction details by clicking [Totals](#). The total amount populates the amount box in the [Main](#) tab

## INSTRUCTIONS TAB

In the [Instructions](#) tab, user can insert any necessary instructions to the Collecting Bank or Servicing Bank.

**1** **Direct Collections**

Main Conditions Documents Shipment Details **Instructions** Tracers Drafts Others

**Instructions to Collecting Bank**

**Instructions to Servicing Branch (not included on Cover Letter)**

1. In the text boxes [Instructions to Collecting Bank](#) and [Instructions to Servicing Branch](#), user can enter the information that will appear on the collection letter, user can insert free form text
  - 1.1 User can choose pre-defined [Clauses](#) from the Library Look Up. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary
  - 1.2 User can input the details manually
  - 1.3 User can copy and paste the data from an electronic copy of the text in the Text boxes

**2** Method of Credit **3** Account Number

**4** Deduct CCY/Amount **5** In Settlement of Your I/B Dept. Bill No.

**6** Agent Name **8** Agent Payment Instructions (include Bank Information)

**7** Agent Commission CCY / Amount

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- The user can select the [Method of Credit](#) from the drop-down list: [Manager's Cheque](#), [Funds Transfer](#), [Credit to Account](#), etc.
- If [Credit to Account](#) was selected in field 2, user should enter an account number.
- In the field [Deduct CCY/Amount](#), user can enter the amount to be deducted
- In the field [In settlement of Your I/B Dept. Bill No.](#), user can enter the Bank Bill Reference number, if available
- In the field [Agent Name](#), user can enter an agent name
- In the field [Agent Commission CCY/Amount](#), user can enter the currency and amount of commission that the exporter will pay to the agent
- In the field [Agent Payment Instructions](#), user can enter business instructions as to how to pay the agent

### TRACERS TAB

On the [Tracers](#) Tab, users can insert information on tracing instructions such as Acceptance Tracers and Payment Tracers Information, as applicable.

#### Direct Collections

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others									
1	<b>Tracing Instructions</b> Standing Instructions ▼																
2	<b>Acceptance Tracers</b> <table border="1"> <thead> <tr> <th>Days Before First Tracer</th> <th>Days Between Tracers</th> <th>Maximum Number of Tracers</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3"> <b>Tracing Method</b>            ▼ <input type="text"/> </td> </tr> </tbody> </table>								Days Before First Tracer	Days Between Tracers	Maximum Number of Tracers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Tracing Method</b> ▼ <input type="text"/>		
Days Before First Tracer	Days Between Tracers	Maximum Number of Tracers															
<input type="text"/>	<input type="text"/>	<input type="text"/>															
<b>Tracing Method</b> ▼ <input type="text"/>																	

- In the [Tracing Instructions](#) drop-down, user can select from the options “Standing Instructions,” “Custom Tracers” or “No Tracers”. When user selects the option [Custom Tracers](#) all the fields in the [Tracers](#) Tab are enabled

#### Acceptance Tracers Section:

- Enter number of days before First Tracer in [Days before First Tracer](#)  
 Enter the number of days allowed after First Tracer and less than Maximum Tracer in [Days between Tracers](#)  
 Enter maximum number of days allowed in [Maximum Number of Tracers](#)  
 Click the Library Look Up [Tracing Method](#), select the [Communication Code](#) and the text box is populated with the description

3

**Payment Tracers**

<b>Days before First Tracer</b> <input type="text"/>	<b>Days between Tracers</b> <input type="text"/>	<b>Maximum Number of Tracers</b> <input type="text"/>
<b>Tracing Method</b> <input type="text"/>		

\* Required Field

[Submit](#) [Save](#) [Download](#) [Next](#) [Return to Summary](#) [Clear](#) [Print](#) [Print Preview](#) [Other Options](#)

**Payment Tracers Section:**

- Enter number of days before First Tracer in [Days before First Tracer](#)  
Enter the number of days allowed after First Tracer and less than Maximum Tracer in [Days between Tracers](#)  
Enter maximum number of days allowed in [Maximum Number of Tracers](#)  
Click the Library Look Up [Tracing Method](#), select the [Communication Code](#) and the text box is populated with the description

## DRAFTS TAB

If user has checked [Drafts](#) check box on the [Main](#) tab, user should populate the [Drafts](#) tab with additional details.

### Direct Collections

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others	
<b>Print Draft</b> <input type="checkbox"/>									
<b>Draft Date</b> <input type="text" value="/ /"/> <input type="button" value="Calendar"/>									
<b>Number of Original Drafts</b> <input type="text"/>									
* Required Field	Submit	Save	Download	Next	Return to Summary	Clear	Print	Print Preview	Other Options

**Print Draft:** User can select to [Print Draft](#)

**Draft Date:** User can enter the date of the draft or select the date of the draft from the Calendar drop-down

**Number of Original Drafts:** User can include the number of original drafts required. The maximum Number of Original Drafts that a user can enter is restricted to 4



## OTHERS TAB

In the [Others](#) tab, users can insert any additional information on couriers and freight forwarders.

### Direct Collections

Main Conditions Documents Shipment Details Instructions Tracers Drafts **Others**

1 Pre Format Code

User can enter up to 4 sets of Courier Data Sets. (A single Courier Data Set consists of Courier Company Name, Courier Reference Number, and Date of Dispatch)

Courier Company Name	Courier Reference Number	Date of Dispatch

2

<< Row 0 of 0 >> (1)/(2) sorted columns New Edit Delete

1. The field [Pre Format Code](#) is automatically filled in with the code if a Pre Format code was selected
2. TRIMS processed customers can add new courier information. Click [New](#) beneath the Courier Summary. Similarly, if a courier company's information appears on the screen, users are able to edit by clicking on the [Edit](#) button.

The following Details Dialog box appears. Enter the relevant information and click on [Save](#)

Details Dialog

\* Courier Company Name

\* Courier Reference Number

Date of Dispatch

/ /

\* Required Field Save Clear Print Close

3. In the field [FX Contract Number](#), user can enter the number that uniquely identifies the foreign exchange (FX) contract

3 FX Contract Number

User Data

The following information is for your purposes only. This information will not be sent to the bank's processing location.

4

Freight Forwarder Reference Freight Forwarder Name / Address

Additional Field 1 Additional Field 2

\* Required Field Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- In the field [Freight Forwarder Reference](#), user can enter a freight forwarder reference number if the documents are being prepared and sent by a freight forwarder

In the field [Freight Forwarder Name/Address](#), user can enter the name and address of the freight forwarder

In the field [Additional Field 1](#), user can enter any additional information. If the information is not known, it can be added later through the Enriching Transaction process

In the field [Additional Field 2](#), user can enter any additional information. If the information is not known, it can be added later through the Enriching Transaction process

User can select any of the [Action Buttons](#) mentioned below:

* Required Field	<a href="#">Submit</a>	<a href="#">Save</a>	<a href="#">Download</a>	<a href="#">Next</a>	<a href="#">Return to Summary</a>	<a href="#">Clear</a>	<a href="#">Print</a>	<a href="#">Print Preview</a>	<a href="#">Other Options</a>
	10	11	12	13	14	15	16	17	18

- Once complete, user can [Submit](#) the transaction. When user selects [Submit](#) button while creating a new Export Direct Collection, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank. If any of the fields has non SWIFT-compatible characters inserted in, a pop-up will display listing out the fields which are not filled in properly
- [Save](#)—The Export Collection transaction is saved with the status of Incomplete. User can return to the application later to finish entering the details
- [Download](#)—Download the Export Direct Collections
- [Next](#)—Takes the user to subsequent screen, there is no need to scroll to top to click on subsequent Tab
- [Return to Summary](#)—Returns the user to the [Summary](#) Tab
- [Clear](#)—Clears all the content entered by the user
- [Print](#)—Prints the transaction
- [Print Preview](#)—Provides print preview of transaction
- [Other Options](#)—When user clicks on Other Options, two options can be chosen: [Views Error](#) and [Transaction History](#). Clicking on [View Errors](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

## 6.1.2 Reviewing the Transaction

The Checker will review all of the details related to the transaction, exactly as the Maker entered them and can scroll through the tabs at the top. All the fields are read only.

**Direct Collections**

Main Conditions Documents Shipment Details Instructions Tracers Drafts Others

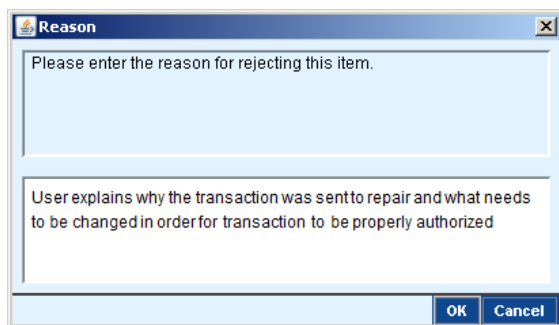
<b>Transaction Initiator</b> CUSTOMER NAME	<b>Customer ID</b> 019886
<b>Transaction Status</b>	<b>Drawer Reference Number</b> ABC123
<b>DC Reference Number</b>	<b>Bank Bill Reference</b>
<b>Drawer Name / Address</b> DRAWER NAME	<b>Drawer Country</b> ▼ HK HONG KONG
<b>Drawee Name / Address</b> ▼ DRAWEE NAME	<b>Drawee Country</b> ▼ US UNITED STATES
<b>Collecting Bank Name / Address</b> ▼ COLLECTING BANK NAME	<b>Collecting Bank Country</b> ▼
<b>CCY / Amount</b> ▼ USD 50,000.00	
<b>Tenor</b> SIGHT ▼	<b>Drafts</b> <input type="checkbox"/>
<b>Days</b>	<b>Date</b> / /
<b>Tenor Terms</b>	

\* Required Field

Authorize Send to Repair Download Delete Modify Next Return to Summary Print Print Preview Other Options

After the authorizer reviews the transaction, he/she can select from the following action buttons:

- **Authorize:** If the transaction is correct, Authorizer clicks on the action button **Authorize**
- **Send To Repair:** This option is selected if Authorizer needs to amend the transaction
- If Action button **Send to Repair** is clicked, the **Reason** dialog box appears prompting the user to enter a reason for sending the transaction to repair and what exactly needs to be changed so that the transaction can be authorized



**Reason**

Please enter the reason for rejecting this item.

User explains why the transaction was sent to repair and what needs to be changed in order for transaction to be properly authorized

OK Cancel

- [Download](#): Download the Export Direct Collections
- [Delete](#): Deletes the transaction
- [Next](#): Takes the user to subsequent screen, there is no need to scroll to the top to click on subsequent Tab
- [Return to Summary](#): Returns the user to the [Summary](#) Tab
- [Print](#): Prints the Export Direct Collection
- [Print Preview](#): Provides print preview of the Export Direct Collection
- [Other Options](#): When user clicks on Other Options, two options can be chosen: [View Errors](#) and [Transaction History](#). Clicking on [View Errors](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

### 6.1.3 Retrieving Cover Letter and Draft from Bank

Upon Submission of the transaction, click on the **View** tab to retrieve the cover letter.

#### Trade Services

Auth Reqd	Release Reqd	Offline Authorization	Incoming Messages	View
Input/Modify	Repair Reqd	Verification Reqd		
Service Type	Customer ID	Customer Name	Customer Reference	
Direct Collections	864381	XXXXX XXXX XXXXXXXXXXXXXXX XXXXXXXX	CUSTOMER REF 123	
Direct Collections	056333	XXXX XXXX XXXXXXXXXXXXXXX XXXXXXXX	CUSTOMER REF 124	
Direct Collections	056333	XXXX XXXX XXXXXXXXXXXXXXX XXXXXXXX	CUSTOMER REF 126	

<< Row 10 of 400 + >> [Right Click on column titles to customize](#) (1)/(2) sorted columns [More](#)

[Go To Details](#)
[Enrich](#)
[Other Options](#)

1

1. Select a transaction, then click on [Go To Details](#)

#### Direct Collections

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others	
<b>Transaction Initiator</b>		<b>Customer ID</b>		<b>Transaction Status</b>		<b>Drawer Reference Number</b>		<b>DC Reference Number</b>	
CUSTOMER NAME		019886		ACCEPTED		ABC123		11111111	
<b>Drawer Name / Address</b>		<b>Drawer Country</b>		<b>Bank Bill Reference</b>		<b>Drawer Country</b>		<b>Drawee Name / Address</b>	
DRAWER NAME		HK HONG KONG		2222222		US UNITED STATES		DRAWEE NAME	
<b>Drawee Name / Address</b>		<b>Drawee Country</b>		<b>Collecting Bank Name / Address</b>		<b>Collecting Bank Country</b>		<b>CCY / Amount</b>	
DRAWEE NAME		US UNITED STATES		COLLECTING BANK NAME				USD 50,000.00	
<b>Tenor</b>		<b>Drafts</b>		<b>Tenor Terms</b>		<b>Date</b>			
SIGHT		<input type="checkbox"/>				/ /			
<b>Days</b>									

\* Required Field

[Download](#)
[Next](#)
[Return to Summary](#)
[Save As](#)
[Print](#)
[Print Preview](#)
[Other Options](#)

2

3

- User can view the whole transaction. User can click on [Print](#) to print the Cover Letter and send together with documents to Issuing Bank
- User can click on [Print Preview](#) to view the printout's preview of the Cover Letters and Drafts (if applicable)

4. Cover Letter of **Export Direct Collections** shown below:

CITIBANK HONG KONG ADD 1 ADD 2 ADD 3		<b>DIRECT COLLECTION</b>	
		PLEASE CITE OUR REFERENCE 222222	
DATE 30th Sept 2013		DRAWER REFERENCE NO. 123456789	
<b>To: (Collecting Bank)</b>		<b>From: (Drawer)</b>	
CITIBANK N.A. ADD 1 ADD2 ADD3		DRAWER NAME ADD 1 ADD 2	
<p>PLEASE REMIT THE PROCEEDS BY CABLE TO OUR NEW YORK OFFICE FOR CREDIT OF OUR A/C NO. 999999 WITH THEM UNDER CABLE ADVICE TO US SHOWING DETAIL CHARGES BREAKDOWN AND QUOTING OUR REF. NO. ATTN TRADE SERVICES DEPT. PLEASE ALSO REQUEST CITIBANK NA NEW YORK TELEX ADVICE TO US THE DATE AND AMOUNT CREDITED MENTIONING OUR ABOVE REF</p> <p>This collection is to be processed as if received directly from Citibank, N.A. Hongkong Branch to whom you should acknowledge receipt and advise promptly of acceptance, maturity or payment. quoting our Direct Collection reference # 222222</p> <p>CORRESPONDANCE INSTRUCTIONS: PLEASE DIRECT ALL CORRESPONDENCE AND ENQUIRES TO CITICORP TRADE SERVICES (M) SDN BHD AT 5TH FLOOR MENARA NORTHAM, 55 JALAN SULTAN AHMAD SHAH, 10050 PULAU PINANG, MALAYSIA. CITICORP TRADE SERVICES (M) SDN BHD ARE A WHOLLY OWNED SUBSIDIARY OF CITIBANK N.A. AND HAVE BEEN APPOINTED BY CITIBANK N.A. TO HANDLE THEIR COLLECTIONS PROCESSING. CTSM PENANG</p>			
Amount(Inclusive of Interest, if any): USD 500,000.00		<b>Drawee and Address</b>	
Tenor CASH AGAINST DOCUMENTS		DRAWEE NAME ADD 1 ADD 2	
<p>Description of Goods or : Goods Services Ship From : Hong Kong Ship To : USA</p> <p><b>PLEASE FOLLOW THE INSTRUCTIONS APPEARING BELOW</b></p> <ul style="list-style-type: none"> <li>- Deliver documents against Payment.</li> <li>- Do not waive charges.</li> <li>- Do not waive interest.</li> </ul>			
<p>This is a computer generated manifold which does not require a signature</p>			

CD-400-SUMI-1-REG

- Copy of Draft shown below. User can [Print](#) the draft and cover letter and send them together with documents to Issuing Bank

DIRECT COLLECTIONS : 0001049189003	
Date <u>October 02, 2013</u>	
At <u>30 DAYS AFTER B/L DATE 15AUG2013</u> of this Sole Bill of Exchange	
Pay to the Order of <u>XXXXX XXXXX</u>	<u>10,000.00 USD</u>
The sum of USD TEN THOUSAND	
VALUE RECEIVED AND CHARGE THE SAME TO ACCOUNT OF	
To:	
Drawer Name	XXXXXX XXXXX
Address1	XXXXXX XXXXX, XXXXXX
(DRAWEE NAME AND ADDRESS)	(DRAWER NAME AND ADDRESS)
Authorized Signature	

Draft - Not Authorized Transaction

User can select any of the following action buttons to perform various functions:

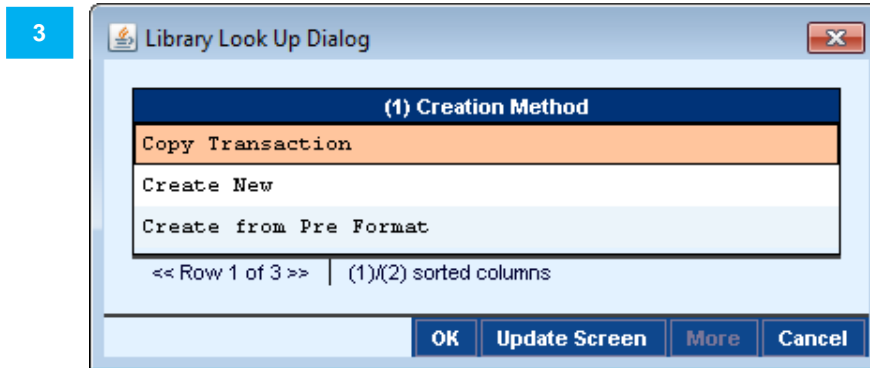
- [Download](#)—Download the Export Direct Collections
- [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab
- [Return to Summary](#)—Returns the user to [Summary](#) Tab
- [Save As](#)—This action button helps user to save the already processed Export Direct Collections transaction as a Word document
- [Print](#)—Prints the Export Direct Collections
- [Print Preview](#)—Provides print preview of Export Direct Collections
- [Other Options](#)—When user clicks on Other Options, two options can be chosen: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction



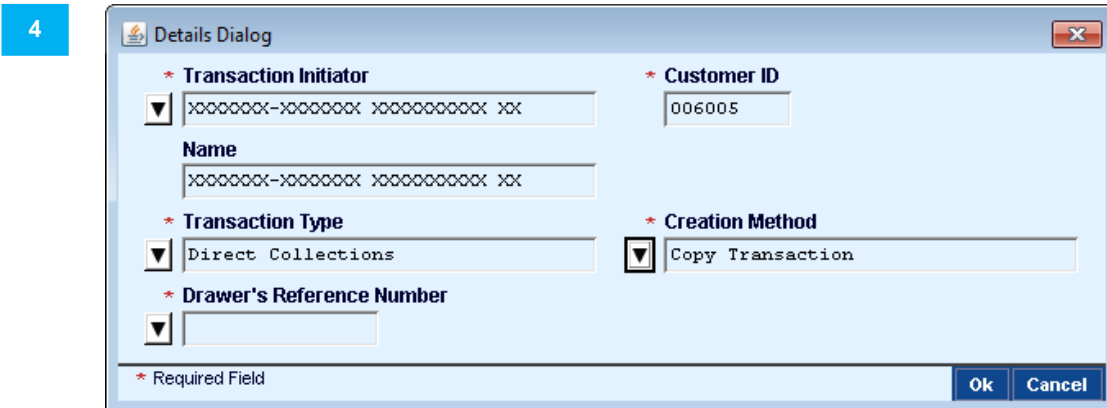




- When user clicks on **Transaction Type** Library Look Up, the **Library Look Up Dialog Box** appears displaying various Services related to Export Direct Collections. User should select **Direct Collections** option from the list provided and click on **OK** to populate the **Transaction Type** text box



- When user clicks on **Creation Method** Library Look Up, the **Library Look Up Dialog** box appears displaying various options to create an Export Direct Collections. User should select **Copy Transaction** Option from the list provided



- The **Details Dialog** box is populated with the choices made by user

## Direct Collections

5

**Main** | Conditions | Documents | Shipment | Details | Instructions | Tracers | Drafts | Others

<b>Transaction Initiator</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<b>Customer ID</b> 006023
<b>Transaction Status</b> [Empty]	<b>* Drawer Reference Number</b> 123456789
<b>DC Reference Number</b> 0060234090001	<b>Bank Bill Reference</b> [Empty]
<b>* Drawer Name / Address</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<b>* Drawer Country</b> IN INDIA
<b>* Drawee Name / Address</b> DRAWEE NAME	<b>* Drawee Country</b> AU AUSTRALIA
<b>* Collecting Bank Name / Address</b> COLLECTING BANK	<b>* Collecting Bank Country</b> AU
<b>* CCY / Amount</b> USD 50.000,00	<b>Drafts</b> <input checked="" type="checkbox"/>
<b>* Tenor</b> Sight	<b>Date</b> / /
<b>Days</b> [Empty]	<b>Tenor Terms</b> [Empty]

\* Required Field

Submit | Save | Download | Next | Return to Summary | Clear | Print | Print Preview | Other Options

- All the Export Direct Collections' details are pre-populated. Users can make changes wherever required and click on [Submit](#) once completed

## Create Export Direct Collections from Pre-format

New Export Direct Collections can be created by using Pre-format. This allows user to fill in minimal details since most of the information is pre-populated.

1

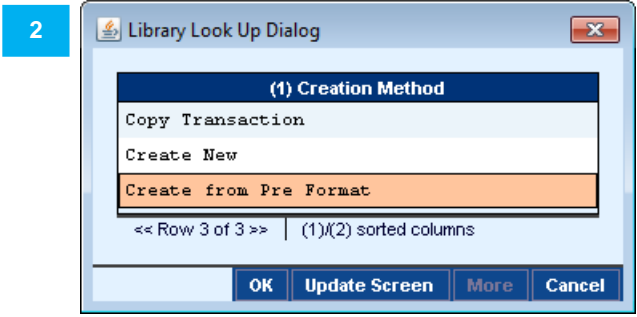
**Details Dialog**

<b>* Transaction Initiator</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<b>* Customer ID</b> 000003
<b>Name</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
<b>* Transaction Type</b> [Empty]	<b>* Creation Method</b> [Empty]

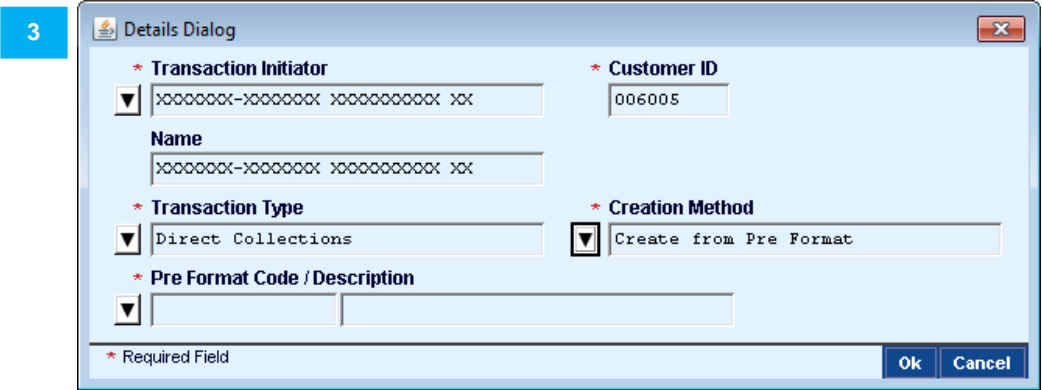
\* Required Field

Ok | Cancel

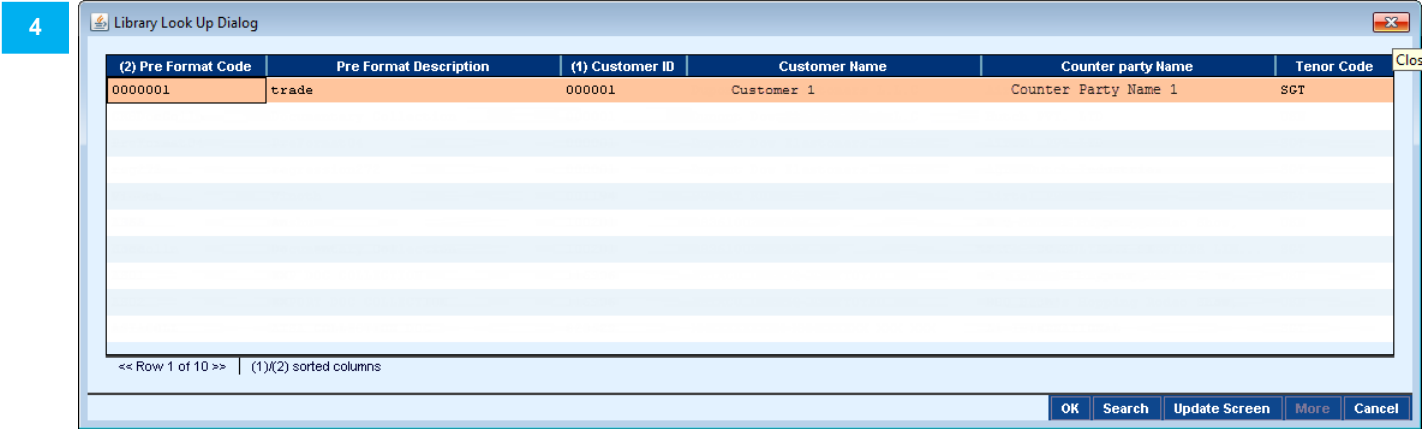
- User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Direct Collections and Create from Pre Format)



- When user clicks on **Creation Method** Library Look Up, the **Library Look Up Dialog** box appears displaying various options to create an Export Direct Collections. User should select **Create from Pre Format** Option from the list provided



- The **Details Dialog** box is populated by choices made by user. User should click on **Pre Format Code / Description** Library Look Up



4. The [Library Look Up Dialog](#) box displaying the Pre Format details pops up

**5** **Direct Collections**

**Main** | Conditions | Documents | Shipment | Details | Instructions | Tracers | Drafts | Others

**Transaction Initiator**  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Transaction Status**  
[Empty]

**DC Reference Number**  
0060234090001

**\* Drawer Name / Address**  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX [Menu]

**\* Drawee Name / Address**  
DRAWEE NAME [Menu]

**\* Collecting Bank Name / Address**  
COLLECTING BANK [Menu]

**\* CCY / Amount**  
USD 50.000,00

**\* Tenor**  
Sight [Dropdown]

**Days**  
[Empty]

**Tenor Terms**  
[Dropdown]

**Customer ID**  
006023

**\* Drawer Reference Number**  
123456789

**Bank Bill Reference**  
[Empty]

**\* Drawer Country**  
IN INDIA [Dropdown]

**\* Drawee Country**  
AU AUSTRALIA [Dropdown]

**\* Collecting Bank Country**  
AU [Dropdown]

**Drafts**

**Date**  
/ / [Dropdown]

\* Required Field

Submit | Save | Download | Next | Return to Summary | Clear | Print | Print Preview | Other Options

5. The [Direct Export Collections](#) screen appears. If user creates an Export Direct Collections from a pre-format, the information is pre-populated into the Export Direct Collections application and user needs to enter the minimum details that relate to the specific transaction (e.g., amount, currency, date)

# Inserting Logo to the Cover Letter

1. To attach a logo with the Export Direct Collections' Documents Cover Letter, user can navigate to the Bank's portal and click on the link [Client Preference](#)

The screenshot shows the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date '03/27/2014 15:05:15', and links for 'Online Help', 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Change Client Context', and 'Privacy Statement'. A search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. A navigation bar contains tabs for 'Home', 'My Transactions & Services', 'Inquiries & Searches', 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, a breadcrumb trail shows 'Home >> User Administration' and a 'Favorite Reports' link. The main content area displays a list of options under 'Access Management' and 'User Activation'. The 'Client Preference' option under 'Access Management' is highlighted with a blue box, and a blue square with the number '1' is placed to its left.

**Access Management**

- Access Profile
- Flow Maintenance
- Client Association
- User Profile
- Client Preference**
- User Entitlements
- Mobile & Tablet User Management

**User Activation**

- Client Definition
- Solution Packager
- Solution Assigner
- Default Access Profile
- Account Management
- Account to Service Association
- Citibank Contacts
- Client Configuration

2. Click on Trade Services, then Export Cover Letter.

Click on See Grid For Details and View Grid

**Client Preference**

Input Authorization Req'd View

(1) Service Class Name	Preference Status
Bus. Engine - Loans	Processed
Bus. Engine - Pay...	Processed
Citibank Service ...	Processed
Collection Item I...	Processed
Collections - Dir...	Processed
Debtor Mandates	Processed
Direct Debit Mand...	Processed
Direct Debit Mand...	Processed
Export Data	Processed
Global	Processed
Import Map Manage...	Processed
Import Transactions	Processed
Netting - Manager...	Processed
Payment Instructions	Processed
Payments	Processed
Purchase FX for P...	Processed
Receivables Colle...	Processed
Smart Account Rep...	Processed
Taiwan Central Ba...	Processed
<b>Trade Services</b>	Processed
Trade Services fo...	Processed

<< Row 24 of 25 >> Right Click on column titles to customize (1)(2) sorted columns More

**Preference Values**

- Output Print Preferences
  - Print
    - See Grid For Details
- Drafts
  - Drafts
    - See Grid For Details
- Export Cover Letter**
  - Format**
    - See Grid For Details
  - Signature
    - None Specified
- Pay to the Order Of Party
- Maximum Number of POs per LC
  - Maximum Number of POs per LC
    - 50
- LC Expiry Date Offset
  - LC Expiry Date Offset
    - 40
- Grouping Days
  - Grouping Days
    - 50
- FI Indicator
  - Default Advising Bank
    - No
- Pending Authorization Transactions
  - Allow Modification of Pending Auth
    - Yes

View Grid

Go to Details Other Options

3. Select Service Type as **Direct Collections**

3 Criteria for Format

Service Type	Include Correspondence Instructions	Letter Head
Letter Of Credit Presentation	Yes	Bank Logo
<b>Direct Collections</b>	Yes	Servicing ...
Documentary Collections	Yes	Bank Logo

<< Row 0 of 3 >> | (1)(2) sorted columns

New Edit Delete Save Cancel

4. Under Letter Head, there are three options as below

1. **Bank Logo** (Citi Logo will be displayed in the letter head section)

2. **Servicing Branch** (Servicing Branch name and address in Trade Initiator will be displayed)
3. **My Letter Head** (Free Format Letter Head for client letter head)

4

The screenshot shows a 'Details Dialog' window with the following elements:

- Service Type:** A dropdown menu currently showing 'Direct Collections'.
- Letter Head:** A dropdown menu with a list of options: 'Bank Logo', 'My Letter Head', and 'Servicing Branch'.
- Include Correspondence Instructions:** A checked checkbox.
- Footer:** A legend '\* Required Field' and four buttons: 'Save', 'Clear', 'Print', and 'Close'.

5. Click on **Save** once completed

# Chapter 7 Export Documentary Collections

## Export Documentary Collections—Overview

A documentary collection is a type of trade transaction in which the exporter provides instructions to his/her bank to collect payment for goods supplied to his/her importer. The exporter submits shipping documents to his/her bank, and the bank forwards these documents, together with a bill of exchange or draft with an instruction for either 1) documents against payment (sight payment), or 2) documents against acceptance (usance payment). In a sight payment scenario, the importer needs to pay the face amount of the draft at sight, while in the usance payment scenario, the importer is required to pay at a future specified date.

In an Export Collection transaction, the bank represents the exporter, and forwards the export documents, together with a cover letter which provides collecting instructions, to the importer's bank for payment, or acceptance of the draft.

## About the Module

User initiates all transactions through the Documentary Collections module, replacing paper applications. After user has created the Documentary Collections transaction in the Trade Portal, the application is routed through the bank for processing, and is then issued by the bank as a Documentary Collections.

As a Bank Portal export client, user has a number of services available to generate the cover letters and to communicate the details of the collection transactions. There are different types of services offered depending upon the characteristics of the documentary collections.

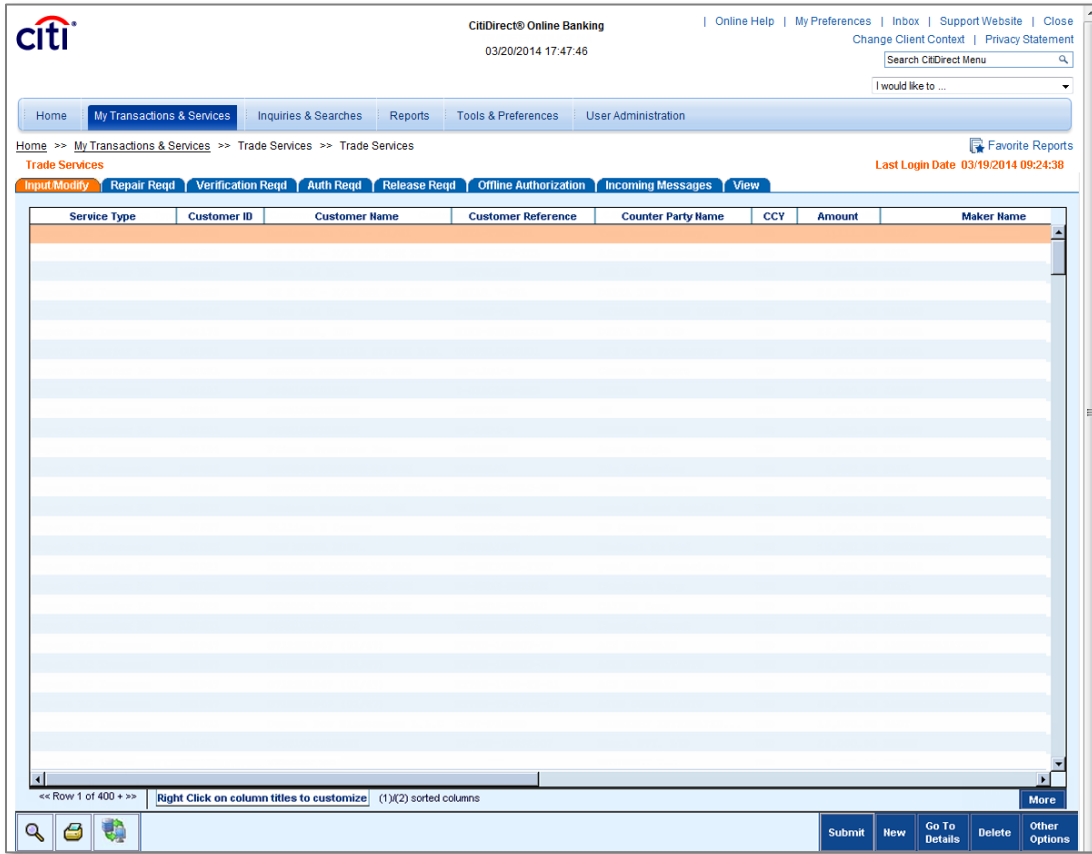
In the Documentary Collections module, user can electronically:

- Apply for new Documentary Collections
- Authorize Documentary Collections
- Release Documentary Collections to the bank
- View Documentary Collections
- Keep track of payments



# Accessing the Export Documentary Collections Module

From the Main Trade Services homepage, click on the Input/Modify tab to access the Export Documentary Collections Module.



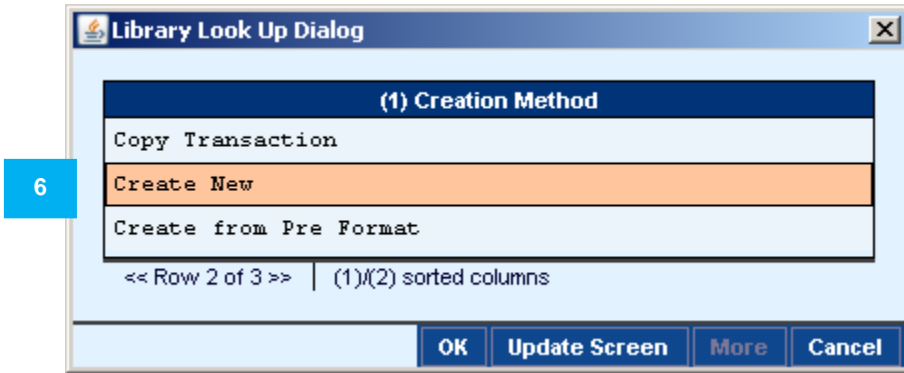
## Creating Export Documentary Collections

Initiation of an Export Documentary Collection transaction can be done in 3 different ways

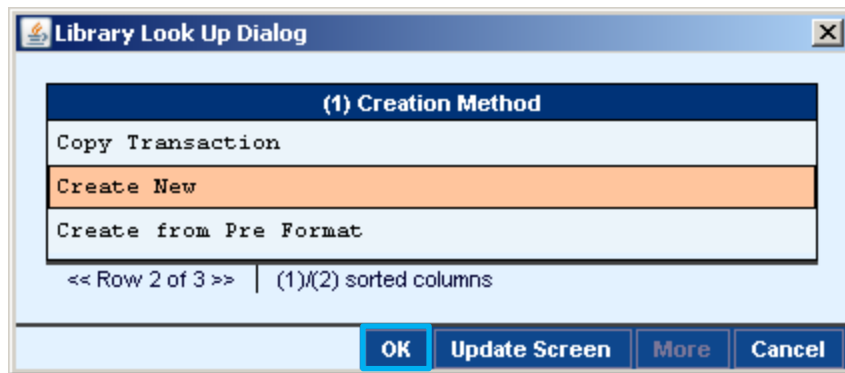
- Create a new Export Documentary Collection transaction by entering all the details
- Copy an Export Documentary Collection transaction from a similar transaction that already exists in the system. This allows the user to quickly create a transaction, by entering or updating only the details that differ from the existing Documentary Collection transaction
- Create an Export Documentary Collection transaction based on a Pre Format. The information from the pre-format is automatically populated in the Export Documentary Collection transaction screen, and the user simply needs to enter the details that relate to the specific transaction. From the pre format, the details of the application can be saved for future use.



5. Transaction Type Library Look up Dialog



6. In the **Creation Method** field, select **Create New** from the **Creation Method Library Look Up Dialog** box and click **OK**. This action opens **Details Dialog** box populated with the selections made by user. All the fields need to be filled. Click **OK** to access the **Export Documentary Collections Module**



**MAIN TAB (SIGHT AND USANCE)**

After choosing which **Transaction Type** to initiate, the user is brought to the **Main Tab** screen, where user can insert all the details of the Collection. Certain fields such as **Transaction Initiator**, **Customer ID**, **Transaction Status**, **Drawer Reference Number**, **DOC Reference Number** and **Bank Bill Reference** will be pre-populated, while others will require the user to type in the details or select from a drop-down/user maintained library

Documentary Collections 0 Failed Login since Last Login Date 2013/09/20 16:29:16 CITIDIRECT TRADE

Main		Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others
1	<b>Transaction Initiator</b>				<b>Customer ID</b>				
2	<input type="text" value="CUSTOMER NAME"/>				<input type="text" value="00000"/>				
3	<b>Transaction Status</b>				<b>Drawer Reference Number</b>				
	<input type="text"/>				<input type="text" value="123456789"/>				
5	<b>DOC Reference Number</b>				<b>Bank Bill Reference</b>				
	<input type="text" value="1111111"/>				<input type="text" value="2222222"/>				

4

1. The tabs are used to initiate the Documentary Collections and provide easy access to different areas of this module
2. [Transaction Initiator](#) and [Customer ID](#) fields are pre-populated as per the selection done in Transaction Initiator Dialog box (refer section 5.3, Accessing the Export Direct Collections)
3. [Transaction Status](#) is populated by system
4. In the [Drawer Reference Number](#) field, enter a unique reference number for the base number if it is not already pre-assigned
5. The [DOC Reference Number](#) is assigned by the Bank Portal. This number is available after the transaction is transmitted to the Bank for authorization but prior to release. The [Bank Bill Reference](#) is assigned by Bank. This number is available after the transaction is sent and registered by the Bank

6	* <b>Drawer Name / Address</b> <input type="text"/>	* <b>Drawer Country</b> <input type="text"/>	
7	* <b>Drawee Name / Address</b> <input type="text"/>	* <b>Drawee Country</b> <input type="text"/>	8
9	* <b>Collecting Bank Name / Address</b> <input type="text"/>	* <b>Collecting Bank Country</b> <input type="text"/>	10

6. The [Drawer Name/Address](#) and [Drawer Country](#) of the exporter are automatically filled in based on the client's name and address selected
7. In the [Drawee Name/Address](#) field, the user can click on the Library Look Up to select a drawee name from the Trade Counter Party library, or enter the data as free form text. This field contains the name and address of the party expected to pay the sum listed on a cheque, draft or bill of exchange
8. In the [Drawee Country](#) field, the user can click on the Library Look Up to select a country from the library, or enter the data as free form text
9. In the [Collecting Bank Name/Address](#) field, the user can click on the Library Look Up to select a Collecting Bank from the library, or enter the data as free form text
10. In the [Collecting Bank Country](#) field, the user can click on the Library Look Up to select a country from the library, or enter the data as free form text

11	* <b>CCY / Amount</b> <input type="text"/>	
12	* <b>Tenor</b> <input type="text"/>	<b>Drafts</b> <input type="checkbox"/>
14	<b>Days</b> <input type="text"/>	<b>Tenor Terms</b> <input type="text"/>
	<b>Date</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	

\* Required Field
Submit
Save
Download
Next
Return to Summary
Clear
Print
Print Preview
Other Options

11. The **CCY/Amount** field should be populated with a 3-character currency code and an amount. The currency portion can be inserted using the currency library dialog box or free form text. The amount should be inserted using free form text. Depending on individual user setups, the numeric displays will be shown in the appropriate format
12. In **Tenor** field user can select from “Sight” or “Usance”
13. The checkbox for **Drafts** should be checked if the client would like to print drafts. If the box is checked, the fields in the **Drafts** tab will be available
14. If “Usance” was selected in the Tenor field, the **Tenor Terms** and **Days** and **Date** should be populated. If “Sight” was selected in the **Tenor** field, field **Date** remains disabled

The screenshot shows a light blue form with several fields. On the left, there is a dropdown menu labeled '\* Tenor' with 'Usance' selected. Below it is a text field labeled 'Days'. To the right of the 'Days' field is another dropdown menu labeled '\* Tenor Terms'. Further right is a checkbox labeled 'Drafts' which is currently unchecked. Below the 'Drafts' checkbox is a date field labeled 'Date' with a format of '/' '/' and a small dropdown arrow on the right.

## CONDITIONS TAB—(SIGHT AND USANCE)

The [Conditions](#) tab is used to enter the terms and conditions of the transaction.

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others
1	Deliver Documents Against Acceptance			Hold drafts for arrival of goods <input type="checkbox"/>				2
3	If unpaid / unaccepted, store and insure goods <input type="checkbox"/>							
4	Advise Acceptance / Maturity ▼			Advise Non Acceptance ▼				5
				Protest Non Acceptance <input type="checkbox"/>				6
7	Advise Payment ▼			Advise Non Payment ▼				8
				Protest Non Payment <input type="checkbox"/>				9
10	Allow Discount <input type="checkbox"/>			Discount of _____				11

1. The [Deliver Documents Against](#) field is automatically populated. It shows the value Payment if the Tenor Code on the Main Tab is Sight. If the Tenor Code was selected as Usance, the value in this field shows Acceptance
2. Select check box [Hold drafts for arrival of goods](#) if drafts should be held for the arrival of goods
3. Click check box [If unpaid/unaccepted, store and insure goods](#) if the goods should be stored and insured, if they are unpaid or unaccepted
4. If the Tenor Code is Usance the user will be able to select a communication method from the Communication Method library using the Library Look Up for [Advise Acceptance/Maturity](#)
5. If the [Tenor](#) Code is Usance, the user will be able to select a communication method from the Communication Method library using the Library Look Up of [Advise Non Acceptance](#)
6. If the [Tenor](#) Code is Usance, the user will be able to click the [Protest Non Acceptance](#) check box he/she wishes to protest when there is non-acceptance
7. User can select a communication method from the [Communication Method library Look Up Dialog](#) box by clicking on the Advise Payment Library Look Up button
8. User can select a communication method from the [Communication Method library Look Up Dialog](#) box by clicking on the [Advise Non Payment](#) Library Look Up button
9. User can click on the [Protest Non Payment](#) check box if he/she wishes to protest non-payment
10. User can click on [Allow Discount](#) check box if a discount is allowed
11. If [Allow Discount](#) is selected, user should enter the discount details in the [Discount of](#) text box

12

The screenshot shows a dialog box titled "Library Look Up Dialog" with a close button in the top right corner. It contains a table with two columns: "(1) Communication Code" and "Communication Method". The table lists 11 rows of data. The first row, "AIR" with "Airmail", is highlighted in orange. Below the table, there is a status bar that reads "<< Row 1 of 11 >> | (1)/(2) sorted columns". At the bottom of the dialog, there are five buttons: "OK", "Search", "Update Screen", "More", and "Cancel".

(1) Communication Code	Communication Method
AIR	Airmail
BRC	COLLECT FROM BRANCH
COU	Courier
DIR	direct release
FAC	Facsimile
FCB	Full Cable
MAL	Mail
SCA	Short Cable, Airmail
SCC	Short Cable, Courier
SCH	Short Cable, Mail
TEL	Telephone

12. The [Communication Method Library Look Up Dialog](#) box is shown above. The user should select **OK** after selecting the appropriate option

13

Collect interest for delay in payment

14

Interest Rate( % P.A)

Interest From

15

13. The user can click on the check box [Collect Interest for delay in payment](#), if interest should be collected if there is a delay in payment

14. User should enter an interest rate in [Interest Rate \(% P.A\)](#), if the Collect Interest for delay in payment check box is clicked

15. User should enter the interest date in [Interest from](#). The date should be greater than or equal to the current date

16

All charges are for account of drawee

Deduct charges from proceeds

17

18

Waive interest and / or charges if refused

19

In case of need

Contact

20

\* Required Field

Submit

Save

Download

Next

Return to  
Summary

Clear

Print

Print Preview

Other  
Options

16. The user can click the [All charges are for account of drawee](#) check-box, if the charges should be paid by the drawee

17. The user can click the [Deduct charges from proceeds](#) check-box, if the charges can be deducted from the proceeds
18. The user can click [Waive interest and/or charges if refused](#) check-box, if interest should be waived
19. The user can click [In case of need](#) check box if he/she wishes to indicate a contact
20. In field [Contact](#), user can enter the name of the person to be contacted. This is required if the [In case of need](#) field is selected

## DOCUMENTS TAB

The [Documents](#) tab allows users to specify which documents are required under the collection

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

[Main](#) | [Conditions](#) | [Documents](#) | [Shipment](#) | [Details](#) | [Instructions](#) | [Tracers](#) | [Drafts](#) | [Others](#)

**Documents**

\* Required Field

[Submit](#) | [Save](#) | [Download](#) | [Next](#) | [Return to Summary](#) | [Clear](#) | [Print](#) | [Print Preview](#) | [Other Options](#)

1. The text box [Documents](#); user can insert a list of the documents that will be enclosed with the Export Documentary Collection Transaction/cover letter using the following methods
  - 1.1 User can choose pre-defined [Clauses](#) from the Library Look Up dialog box. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary
  - 1.2 User can input the details manually
  - 1.3 User can copy and paste the data from an electronic copy of the text in the Text boxes



## SHIPMENT TAB (GOODS AND SERVICES)

The [Shipment](#) tab is used to enter shipping information for the transaction.

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others	
1	* Type of Export Goods		* Description of Goods or Services						2
3	* Country of Origin		Ultimate Country where Services to be Rendered						4
5	* Ship From								
6	* Ship To								

1. User can select the options [Services](#) or [Goods](#) from the drop-down of Field [Type of Export](#)
2. User can enter the short description of Goods and Services in the field [Description of Goods or Services](#)
3. The field [Country of Origin](#) can be populated using the Library Look Up dialog box if [Goods](#) was selected in the [Type of Export](#) field
4. User can select the country code from the Library Look Up dialog box for [Ultimate Country where Services to be Rendered](#) if services was selected in the Type of Export field
5. In the field [Ship From](#), the user can select from the Shipping Detail library using the Library Look Up option or by entering the location data manually. This is required if a description is entered in the Goods field. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
6. In the field [Ship To](#), the user can select from the Shipping Detail library using the Library Look Up or by entering the location data manually. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled

7	* Mode of Transport		9
8	Shipping Company or Air Carrier Name	Vessel Name	
10	B / L Reference	B / L Date	11

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

7. User can select options [Air](#), [Land](#) or [Multimodal Marine](#) from the drop-down of Field [Mode of Transport](#). In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
8. Enter Name of the Shipping Company or Air Carrier by which the goods are transported, in the field [Shipping Company or Air Carrier Name](#). This field will be available to populate based on [Mode of Transport](#) selected. In case of [Services](#) Option selected in Field [Type of Export](#), this field is disabled
9. Enter the Name of the Vessel in the field [Vessel Name](#). This field will be available to populate based on [Mode of Transport](#) selected
10. Enter the Bill of Lading Reference number in the field [B/L Reference](#)
11. Enter the Bill of Lading Date in the field [B/L Date](#)

## DETAILS TAB

The Details tab is used to include details (purchase order or invoice information) with the transaction. User can either choose from pre-set PO information or can manually enter it.

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main Conditions Documents Shipment **Details** Instructions Tracers Drafts Others

Details

PO Number	Date of PO	Vendor Name	Buying Office	SKU
			2	4

<< Row 0 of 0 >> (1)/(2) sorted columns

Add	New	Edit	Delete	Totals
1		3		5

Copy Amount Total to Transaction Amount?

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. On this dialog box, clients can choose from pre-set PO information
2. Clients can enter new information. A Details Dialog box opens, and the user should fill out all the necessary details, before clicking on Save.

Details Dialog

** PO Number	** Date of PO
** Vendor Name	** Buying Office
** SKU ID	** Product Description
** Quantity	** Quantity Units
** Rate per Unit	** Rate Currency
** Purchase Order Amt	** Reference Number
** Additional Field 1	** Additional Field 2
** Additional Field 3	** PO Version Number
** Purpose Code	** PO Country Code
** PO Quantity	** Master Contract No
** Customer Name	** Customer ID
** File ID	** Run ID

\*\* At least one required field

Save Clear Print Close

3. Edit existing transaction details by selecting the transaction from the list and by clicking [Edit](#)
4. Delete existing transaction details by selecting the transaction and by clicking [Delete](#)
5. User may also view the totals of the transaction details by clicking [Totals](#). The total amount populates the amount box in the [Main](#) tab

Note: All amounts must be in the same currency

## INSTRUCTIONS TAB

In the [Instructions](#) Tab, user can fill out any necessary instructions to the Collecting Bank or Servicing Bank.

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main Conditions Documents Shipment Details **Instructions** Tracers Drafts Others

1

**Instructions to Collecting Bank**

**Instructions to Servicing Branch(not printed on Cover Letter)**

1. In the text boxes [Instructions to Collecting Bank](#) and [Instructions to Servicing Branch](#), user can enter the information that will appear on the Export Documentary Collections, user can insert free form text
  - 1.1 User can choose pre-defined [Clauses](#) from the Library Look Up. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary
  - 1.2 User can input the details manually
  - 1.3 User can directly copy and paste the data from an electronic copy of the text in the Text boxes

3 4

2

5

7

8

6

9

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- 2 The user can select the [Method of Credit](#) from the drop-down list: [Manager's Check](#), [Funds Transfer](#), [Credit our Account](#), etc
3. In the field [Account Number](#), user should enter an account number if the Method of Credit is Credit our Account, unless standing instructions are already registered with Bank

4. If the check box for [Purchase Requested](#) is clicked, this is added to the method of payment in the message sent to the back-end
5. In the field [Deduct CCY/Amount](#), user can enter the amount to be deducted
6. In the field [In Settlement of Your I/B Dept. Bill No.](#), user can enter the Bank Bill Reference number, if available
7. In the field [Agent Name](#), user should enter the agent name
8. In the field [Agent Commission CCY/Amount](#), user can enter the currency and amount of commission that the exporter will pay to the agent
9. In the field [Agent Payment Instructions](#), user can enter business instructions as to how to pay the agent

### TRACERS TAB

On the [Tracers](#) Tab, users can insert information on tracing instructions such as Acceptance Tracers and Payment Tracers Information as applicable

Documentary Collections

0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others						
<div style="border: 1px solid black; padding: 5px;"> <p><b>Tracing Instructions</b></p> <p>Standing Instructions ▼</p> </div>														
<div style="border: 1px solid black; padding: 5px;"> <p><b>Acceptance Tracers</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Days before First Tracer</th> <th>Days between Tracers</th> <th>Maximum Number of Tracers</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Tracing Method</p> <p>▼ <input type="text"/></p> </div>									Days before First Tracer	Days between Tracers	Maximum Number of Tracers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days before First Tracer	Days between Tracers	Maximum Number of Tracers												
<input type="text"/>	<input type="text"/>	<input type="text"/>												

1. In the [Tracing Instructions](#) drop-down, user can select from the options “Standing Instructions”, “Custom Tracers” or “No Tracers”. When user selects the option [Custom Tracers](#), all the fields in the [Tracers](#) Tab are enabled

#### Acceptance Tracers Section:

2. Enter number of days before First Tracer in [Days before First Tracer](#)
3. Enter the number of days allowed after First Tracer and less than Maximum Tracer in [Days between Tracers](#)
4. Enter maximum number of days allowed in [Maximum Number of Tracers](#)
5. Click the Library Look Up [Tracing Method](#), select the [Communication Code](#) and the text box is populated with the description

<div style="border: 1px solid black; padding: 5px;"> <p><b>Payment Tracers</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Days before First Tracer</th> <th>Days between Tracers</th> <th>Maximum Number of Tracers</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Tracing Method</p> <p>▼ <input type="text"/></p> </div>									Days before First Tracer	Days between Tracers	Maximum Number of Tracers	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Days before First Tracer	Days between Tracers	Maximum Number of Tracers															
<input type="text"/>	<input type="text"/>	<input type="text"/>															
<p>* Required Field</p> <table border="1" style="width: 100%;"> <tr> <td>Submit</td> <td>Save</td> <td>Download</td> <td>Next</td> <td>Return to Summary</td> <td>Clear</td> <td>Print</td> <td>Print Preview</td> <td>Other Options</td> </tr> </table>									Submit	Save	Download	Next	Return to Summary	Clear	Print	Print Preview	Other Options
Submit	Save	Download	Next	Return to Summary	Clear	Print	Print Preview	Other Options									

- Enter number of days before First Tracer in [Days before First Tracer](#)
- Enter the number of days allowed after First Tracer and less than Maximum Tracer in [Days between Tracers](#)
- Enter maximum number of days allowed in [Maximum Number of Tracers](#)
- Click the Library Look Up [Tracing Method](#), select the [Communication Code](#) and the text box is populated with the description

### DRAFTS TAB

If user has checked the [Drafts](#) box on the main tab, user should populate the Drafts tab with additional details

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main Conditions Documents Shipment Details Instructions Tracers **Drafts** Others

1  Print Draft  / /  3

2

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- [Print Draft](#): Users can select to Print Draft
- [Draft Date](#): Users can enter the date of the draft, or select the date of the draft from the Calendar drop-down
- [Number of Original Drafts](#): Users can include the number of original drafts required. The maximum number of original drafts that a user can enter is restricted to 4

### OTHERS TAB

In the [Others](#) tab, users can fill out any additional information on couriers and freight forwarders.

Documentary Collections 0 Failed Login since Last Login Date 2013/09/19 18:48:48 CITIDIRECT TRADE

Main Conditions Documents Shipment Details Instructions Tracers Drafts **Others**

1

User can enter up to 4 sets of Courier Data Sets. (A single Courier Data Set consists of Courier Company Name, Courier Reference Number, and Date of Dispatch)

Courier Company Name	Courier Reference Number	Date of Dispatch
2		

<< Row 0 of 0 >> | (1)/(2) sorted columns

New Edit Delete

3

- The field [Pre Format Code](#) is automatically filled in with the code if a Pre Format code was selected

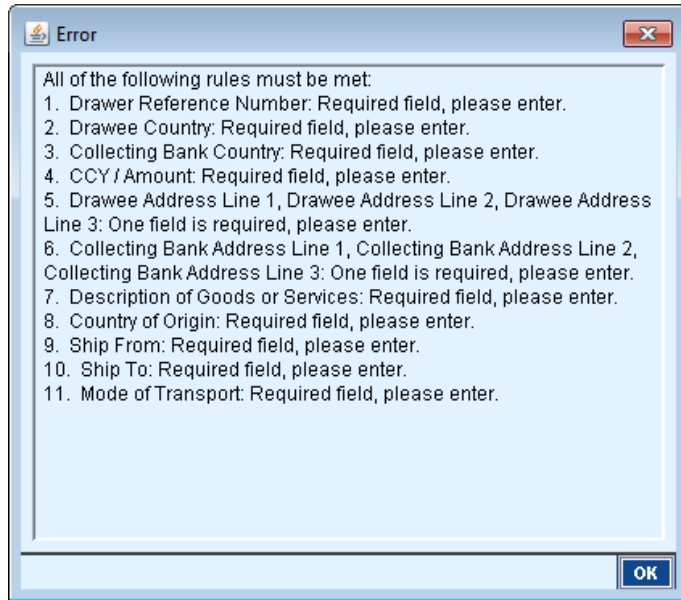
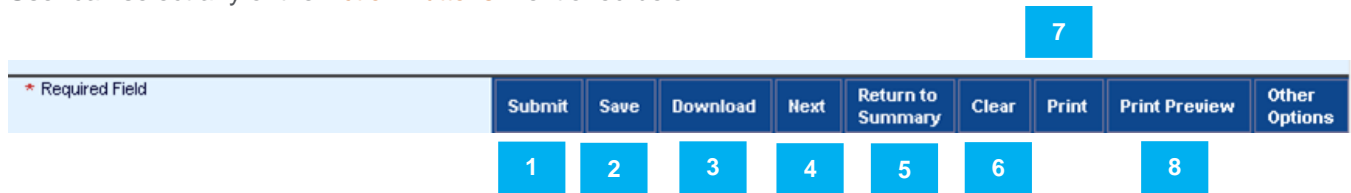
- TRIMS processed customers can add new courier information. Click [New](#) beneath the Courier Summary. Similarly, if a courier company's information appears on the screen, users are able to edit by clicking on the [Edit](#) button.

The following Details Dialog box appears. Enter the relevant information and click on [Save](#)

- In the field [FX Contract Number](#), user can enter the number that uniquely identifies the foreign exchange (FX) contract

- In the field [Freight Forwarder Reference](#), user can enter a freight forwarder reference number if the documents are being prepared and sent by a freight forwarder  
 In the field [Freight Forwarder Name/Address](#), user can enter the name and address of the freight forwarder  
 In the field [Additional Field 1](#), user can enter any additional information. If the information is not known, it can be added later through the Enriching Transaction process  
 In the field [Additional Field 2](#), user can enter any additional information. If the information is not known, it can be added later through the Enriching Transaction process

User can select any of the **Action Buttons** mentioned below:



1. Once complete, user can **Submit** the transaction. When user selects **Submit** button while creating a new Export Documentary Collections, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank. If any of the fields has non SWIFT—compatible characters inserted in, a pop-up will display listing out the fields which are not filled in properly
2. **Save**—The Export transaction is saved with the status of Incomplete. User can return to the application later to finish entering the details
3. **Download**—Download the Export Documentary Collections
4. **Next**—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab
5. **Return to Summary**—Returns the user to **Summary** Tab
6. **Clear**—Clears all the content entered by the user
7. **Print**—Prints the transaction
8. **Print Preview**—Provides print preview of transaction
9. **Other Options**—When user clicks on Other Options, two options can be chosen: **View Errors** and **Transaction History**. Clicking on **View Errors** the user views the Error (if any) with the transaction. By clicking on **Transaction History** user can view the complete history of the transaction

## 7.1.2 Reviewing the Transaction

The Checker will review all of the details related to the transaction, exactly as the Maker entered them and can scroll through the tabs at the top. All the fields are read only.

**Documentary Collections**

Main Conditions Documents Shipment Details Instructions Tracers Drafts Others

<b>Transaction Initiator</b> CUSTOMER NAME	<b>Customer ID</b> 019886
<b>Transaction Status</b> ACCEPTED	<b>Drawer Reference Number</b> ABC123
<b>DOC Reference Number</b> 11111111	<b>Bank Bill Reference</b> 2222222
<b>Drawer Name / Address</b> DRAWER NAME	<b>Drawer Country</b> ▼ HK HONG KONG
<b>Drawee Name / Address</b> ▼ DRAWEE NAME	<b>Drawee Country</b> ▼ US UNITED STATES
<b>Collecting Bank Name / Address</b> ▼ COLLECTING BANK NAME	<b>Collecting Bank Country</b> ▼
<b>CCY / Amount</b> ▼ USD 50,000.00	<b>Drafts</b> <input type="checkbox"/>
<b>Tenor</b> SIGHT ▼	<b>Date</b> / /
<b>Days</b> □	<b>Tenor Terms</b> ▼

\* Required Field

Authorize Send to Repair Download Delete Modify Next Return to Summary Print Print Preview Other Options

After the authorizer reviews the transaction, he/she can select from the following action buttons:

- **Authorize:** If the transaction is correct, Authorizer clicks on the action button **Authorize**
- **Send To Repair:** This option is selected if Authorizer needs to amend the transaction
- If Action button **Send to Repair** is clicked, the **Reason** dialog box appears prompting the user to enter a reason for sending the transaction to repair and what exactly needs to be changed so that the transaction can be authorized

**Reason**

Please enter the reason for rejecting this item.

User explains why the transaction was sent to repair and what needs to be changed in order for transaction to be properly authorized

OK Cancel



- [Download](#): Download the Export Documentary Collections
- [Delete](#): Deletes the transaction
- [Next](#): Takes the user to subsequent screen, there is no need to scroll to the top to click on subsequent Tab
- [Return to Summary](#): Returns the user to the [Summary](#) Tab
- [Print](#): Prints the Export Documentary Collection
- [Print Preview](#): Provides print preview of the Export Documentary Collection
- [Other Options](#): When user clicks on Other Options, two options can be chosen: [View Errors](#) and [Transaction History](#). Clicking on [View Errors](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

### 7.1.3 Retrieving Cover Letter and Draft from Bank

Upon Submission of the transaction, click on the [View](#) tab to retrieve the cover letter

Trade Services 0 Failed Login since Last Login Date 03/31/2014 20:23:08 CITIDIRECT TRADE UAT

Auth Req'd	Release Req'd	Offline Authorization	Incoming Messages
View			

Input/Modify	Repair Req'd	Verification Req'd												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Service Type</th> <th style="width: 15%;">Customer ID</th> <th style="width: 40%;">Customer Name</th> <th style="width: 15%;">Customer Reference</th> </tr> </thead> <tbody> <tr> <td>Documentary Collections</td> <td>864381</td> <td>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</td> <td>DOC-SWT-UAT11</td> </tr> <tr> <td>Documentary Collections</td> <td>864381</td> <td>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</td> <td>CONN-1217-DOC712</td> </tr> </tbody> </table>			Service Type	Customer ID	Customer Name	Customer Reference	Documentary Collections	864381	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DOC-SWT-UAT11	Documentary Collections	864381	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CONN-1217-DOC712
Service Type	Customer ID	Customer Name	Customer Reference											
Documentary Collections	864381	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DOC-SWT-UAT11											
Documentary Collections	864381	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	CONN-1217-DOC712											
<< Row 1 of 400 + >> <a href="#">Right Click on column titles to customize</a> (1)/(2) sorted columns <span style="float: right;"><a href="#">More</a></span>														

Go To Details
Enrich
Other Options

1. User should select a transaction, then click on [Go To Details](#)

Documentary Collections

Main	Conditions	Documents	Shipment	Details	Instructions	Tracers	Drafts	Others			
<b>Transaction Initiator</b> CUSTOMER NAME		<b>Customer ID</b> 00000		<b>Transaction Status</b> Accepted		<b>Drawer Reference Number</b> 123456789		<b>DOC Reference Number</b> 1111111		<b>Bank Bill Reference</b> 2222222	
<b>* Drawer Name / Address</b> DRAWER NAME		<b>* Drawer Country</b> ▼ HK HONG KONG		<b>* Drawee Name / Address</b> ▼ DRAWEE NAME		<b>* Drawee Country</b> ▼ US UNITED STATES		<b>* Collecting Bank Name / Address</b> ▼ COLLECTING BANK NAME		<b>* Collecting Bank Country</b> ▼ US UNITED STATES	
<b>* CCY / Amount</b> ▼ USD 500,000.00		<b>* Tenor</b> Sight ▼		<b>Days</b> [ ]		<b>Tenor Terms</b> [ ]		<b>Drafts</b> <input type="checkbox"/>		<b>Date</b> [ ] / [ ] / [ ]	

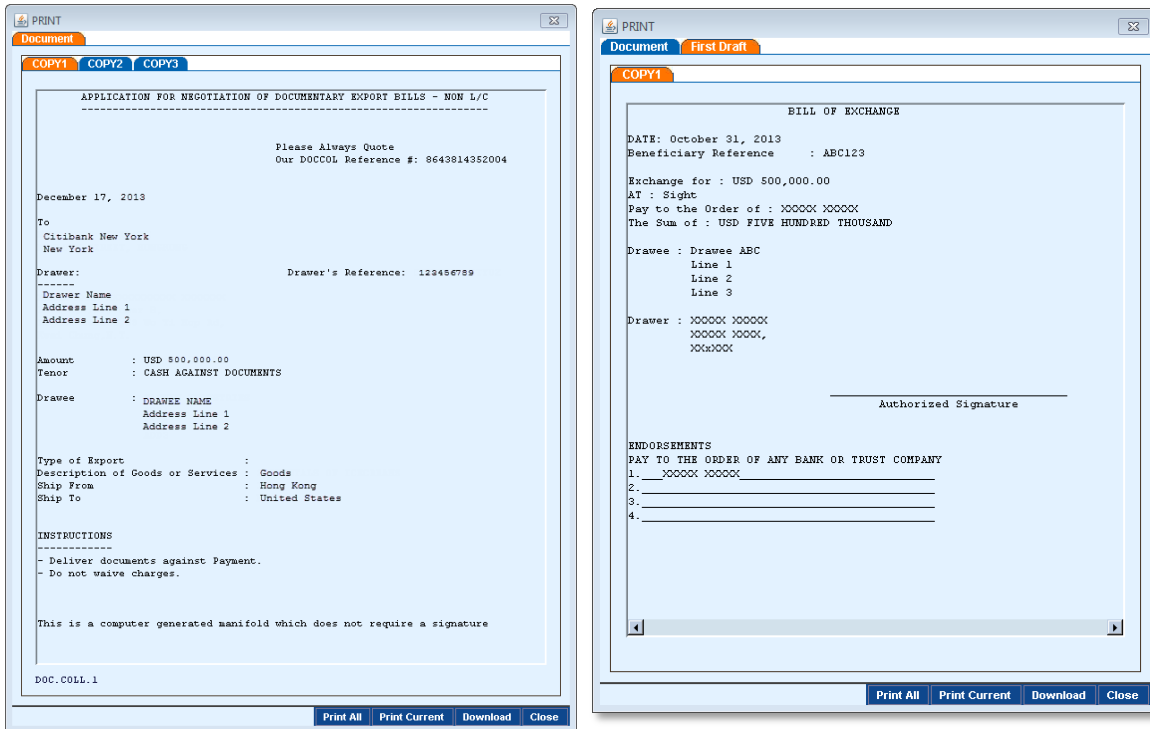
  

\* Required Field

Download
Next
Return to Summary
Save As
Print
Print Preview
Other Options

2      3

2. User can view the whole transaction. User can click on [Print](#) to print the Cover Letter and Draft.
3. User can click on [Print Preview](#) to view the print-out's preview of the Cover Letter and Draft



User can select any of the following action buttons to perform various functions

1. [Download](#)—Download the Export Documentary Collections
2. [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab.
3. [Return to Summary](#)—Returns the user to [Summary](#) Tab
4. [Save As](#)—This action button helps user to save the already processed Export Documentary Collections transaction as a Word document
5. [Print](#)—Prints the Export Documentary Collections
6. [Print Preview](#)—Provides print preview of Export Documentary Collections
7. [Other Options](#)—When user clicks on Other Options, two options can be chosen: [View Errors](#) and [Transaction History](#). Clicking on [View Errors](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Create Export Documentary Collections from an Existing Transaction

User can create a new application based on an existing Export Documentary Collections that has already been processed. This is useful if user needs to create Export Documentary Collections where most of the details are the same. User only needs to change the information that differs from the existing Export Documentary Collections

1

Details Dialog

\* Transaction Initiator: [Masked Field] \* Customer ID: 000003

Name: [Masked Field]

\* Transaction Type: [Dropdown] \* Creation Method: [Dropdown]

\* Required Field

Ok Cancel

1. User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Documentary Collections and Copy Transaction)

2

Library Look Up Dialog

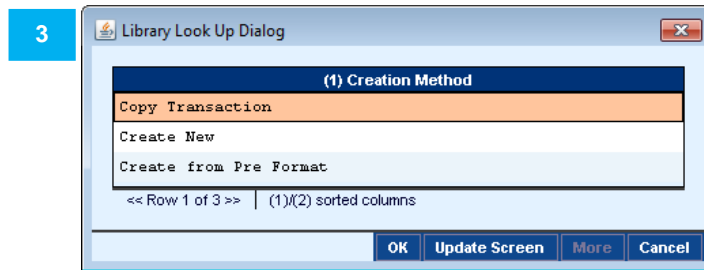
(1) Service Description

Amendment to Cover Letters
Amendment to Export Transfer LC
Amendment to Guarantee/Standby LC
Amendment to Import LC
Bank Advised Presentation
Bill Discount
Bill Payment
Deliver Documents free of Payment
Direct Collections
Direct Presentation Resubmission
Direct Presentation Submission
<b>Documentary Collections</b>
Export Transfer LC
Extend an Existing Loan
Financial Free Format Outgoing
Free Format Outgoing
Freely Negotiable Credit
Guarantee/Standby LC Issuance
Import LC Issuance

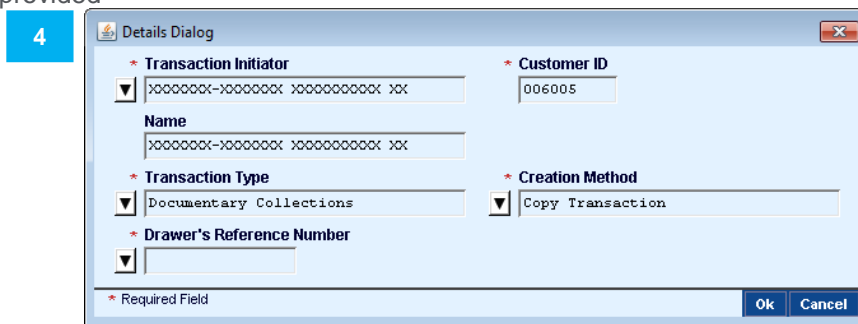
<< Row 12 of 26 >> | (1)(2) sorted columns

OK Update Screen More Cancel

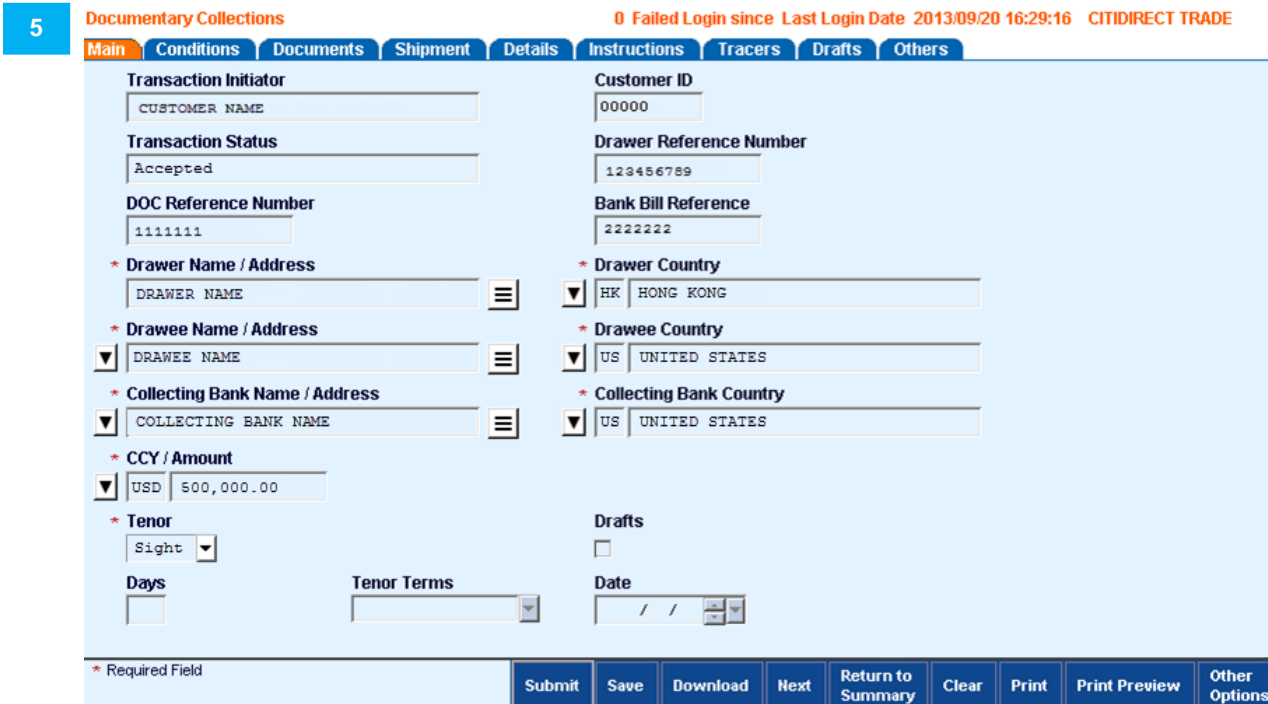
- When user clicks on **Transaction Type** Library Look Up. The **Library Look Up Dialog** box appears displaying various Services related to Export Documentary Collections. User should select **Documentary Collections** option from the list provided and click on **OK** to populate the **Transaction Type** text box



- When user clicks on **Creation Method** Library Look Up. The **Library Look Up Dialog** box appears displaying various options to create an Export Documentary Collection. User should select **Copy Transaction** Option from the list provided



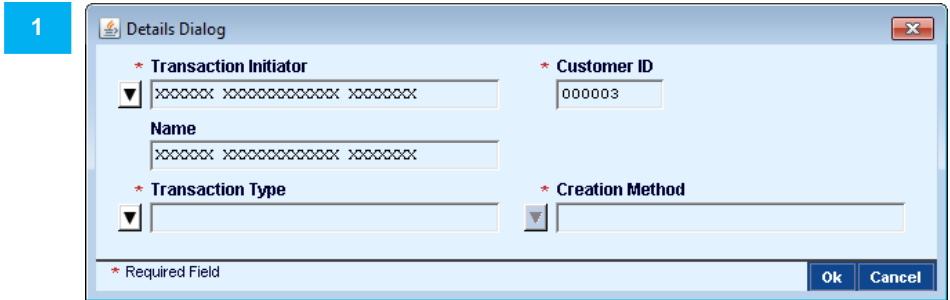
- The **Details Dialog** box is populated with the choices made by user



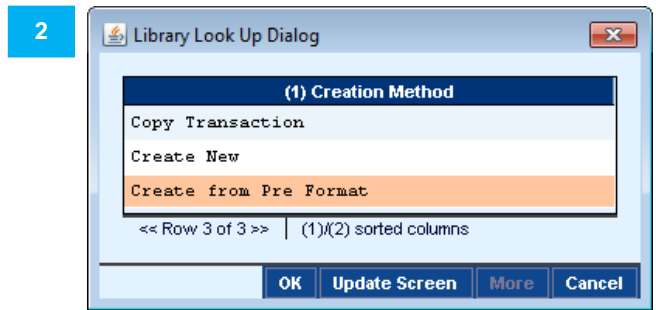
- All the Export Documentary Collections details are pre-populated. Users can make changes wherever required and click on **Submit** once completed

# Create Export Documentary Collections from a Pre Format

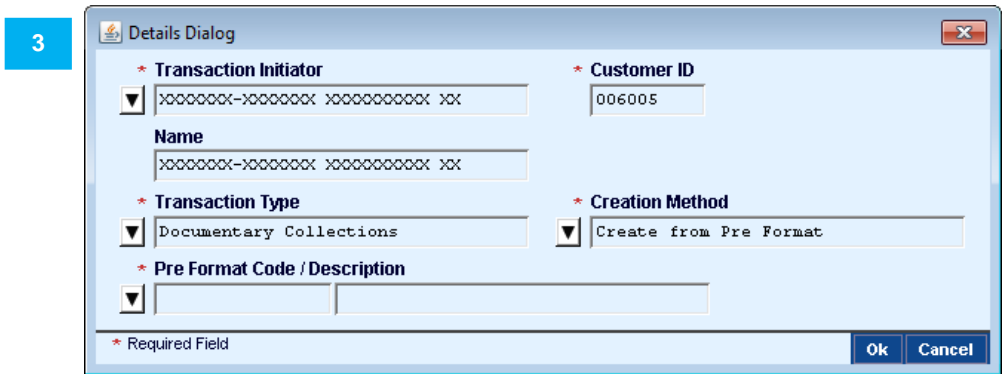
New Export Documentary Collections can be created by using a Pre Format template. This allows user to fill in minimal details since most of the information is already pre-populated



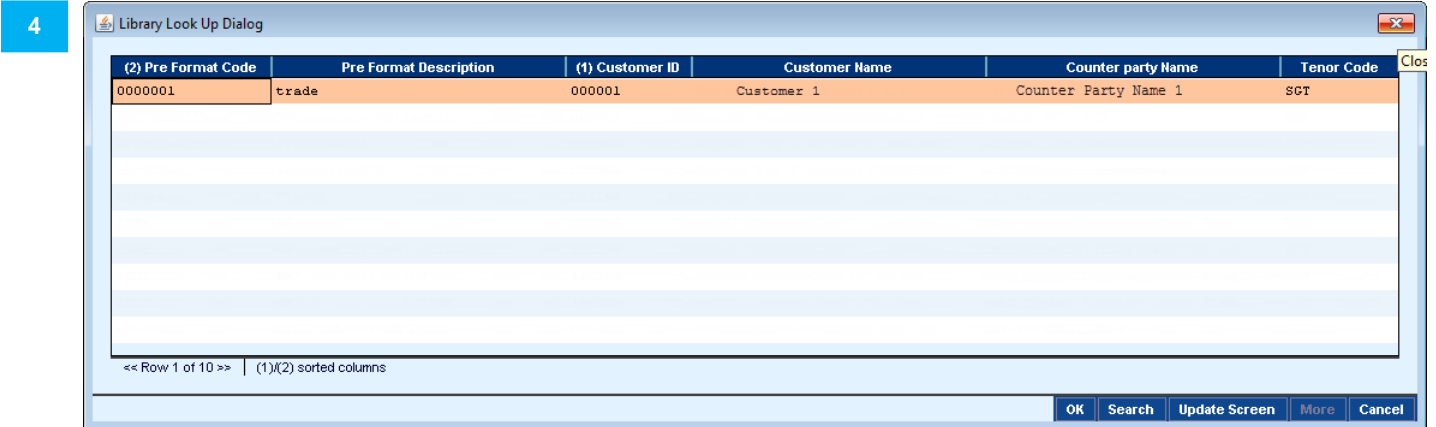
1. User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Documentary Collections and Create from Pre Format)



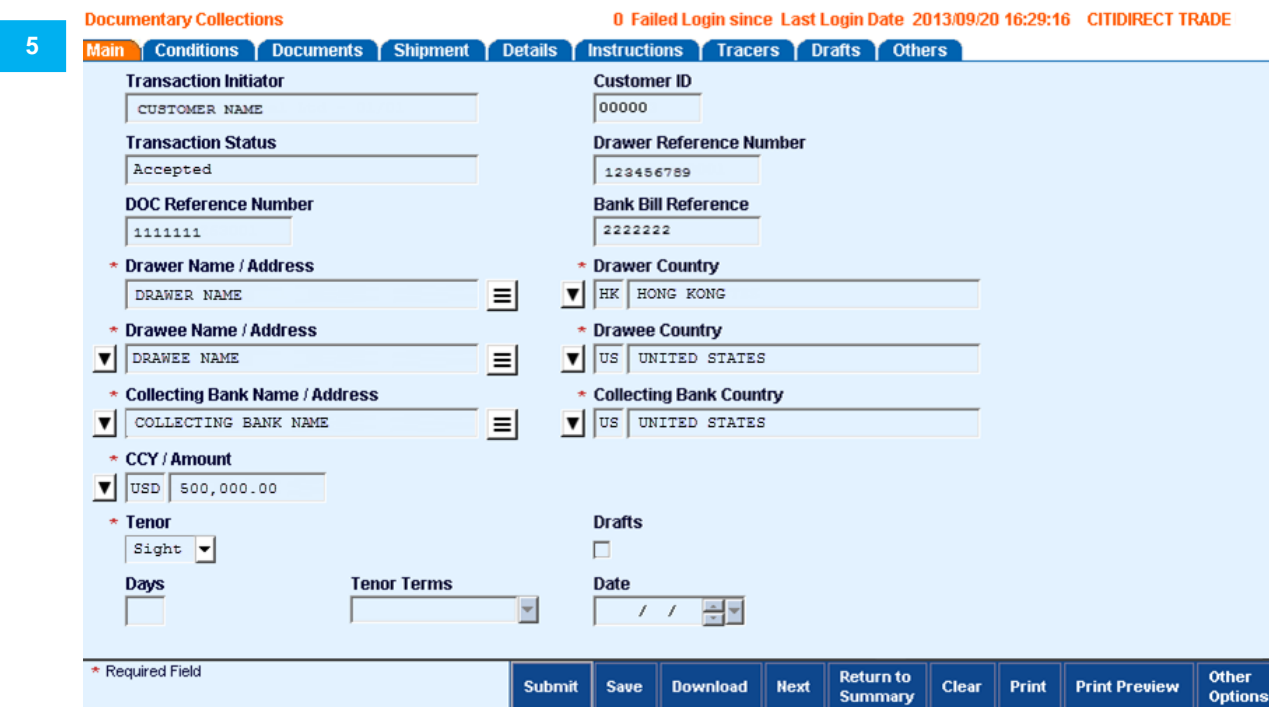
2. When user clicks on [Creation Method](#) Library Look Up, the [Library Look Up Dialog](#) box appears displaying various options to create an Export Documentary Collections. User should select [Create from Pre Format](#) Option from the list provided



- The **Details Dialog** box is populated by choices made by user. User should click on **Pre Format Code/Description** Library Look Up



- The **Library Look Up Dialog** box displaying the Pre Format details appears



- The **Documentary Collections** screen appears. If user creates an Export Documentary Collections from a pre-format, the information is pre-populated into the Export Documentary Collections application and user needs to enter the minimum details that relate to the specific transaction (e.g., amount, currency, date)

# Trade Bill Inquiry

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking' and navigation links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. The date and time '03/20/2014 17:47:46' are shown. A search bar for 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. A main navigation bar contains 'Home', 'My Transactions & Services', 'Inquiries & Searches' (highlighted with a blue box and a '1' in a blue square), 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, a breadcrumb trail shows 'Home >> Inquiries & Searches' and a 'Favorite Reports' link. The main content area is divided into two columns. The left column lists various inquiry categories: 'Access Management', 'Cash Statement', 'Liquidity Management', and 'Lockbox'. The right column lists 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. The 'Trade Services' section is expanded, and 'Trade Bill Details Inquiry' is highlighted with a blue box and a '2' in a blue square.

1. User will login to Bank Portal and will select [Inquiries](#) Link
2. Select [Trade Services Inquiries](#)—[Trade Bill Summary](#)



## 7.1.4 Trade Bill Details Inquiry

Criteria Tab helps user to select a specific transaction

**1**

Trade Bill Details Inquiry

Criteria | Bill Summary | Bill Detail

\* Customer ID equals

Product Type equals

1. User should click the **Criteria** Tab to select the relevant transaction. **Customer ID** can be selected from the Library Look Up and **Product Group** can be selected from the drop-down, or include all

**2**

Library Look Up Dialog

(1) Branch Code	Branch Name	(2) Customer ID	Customer Name
712	HONG KONG CITIBANK	000003	>>>>> >>>>>->>>>> >>>>>> >> >>>>
712	HONG KONG CITIBANK	000125	>>>>>>> >>>> >>>>>>>> >> >> >>>

<< Row 1 of 400 + >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

2. Select the relevant Customer information from the **Customer ID Library Look Up Dialog Box** and click **OK**

**3**

To view a specific transaction, complete one of the following five criteria fields.

Bill Reference  
equals

LC Reference  
equals

Drawer / Beneficiary Reference  
equals

Intermediary Bank Reference  
equals

Direct Collection Reference  
equals

3. To view specific transaction user can select any one of the criteria fields

**4**

To view a range of transactions, complete one or more of the following criteria fields.

Intermediary Bank Name  
equals

Counterparty Country  
equals

CCY  
equals

4. To view a range of transactions user can select one or more of the criteria fields detailed above

5

Outstanding Bill Amount  
equals [ ]

Book Date  
from [ ] to [ ]

Settlement Date  
equals [ ]

Status  
equals [ ]

Discount Indicator

Show Overridden Discrepancies

\* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

5. Additional Information such as [Outstanding Bill Amount](#), [Book Date](#), [Settlement Date](#), [Status](#) and check boxes [Discount Indicator](#) (if discounts are applicable) and [Show Overridden Discrepancies](#) (if applicable) which can still make the search more transaction-specific can be provided here and click [Submit](#) action button

User can select any of the action buttons—

[Submit](#)—Submits the criteria inserted for transaction search

[Clear Criteria](#)—Clears the options selected or text input in the text boxes

[Default Search Criteria Options](#)—All the default options are selected

[Print](#)—Prints the Screen

[Split View](#)—Enables user to view the Export Collection Payment Summary list at the bottom of the page

## 7.1.5 Bill Summary Tab

[Bill Summary](#) Tab displays the Transaction(s) which has satisfied the criteria details provided by user in [Criteria Tab](#)

Trade Bill Details Inquiry 0 Failed Login since Last Login Date 12/13/2013 14:49:34

Criteria **Bill Summary** Bill Detail

(1) Product Type	Bill Reference	Drawer / Beneficiary Reference	Direct Collection Reference	Counterparty Country
Import Bill (Discounted)	09006826			UNITED STATES OF AMERICA
Import Bill (Discounted)	09006862			UNITED STATES OF AMERICA
Export Bill (Discounted)	TAM10060921401			UNITED STATES OF AMERICA

<< Row 1 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

\* Required Field Run Date/Time: Update Screen Go to Details Print Split View

User can select any of the action buttons—

[Update Screen](#)—Refreshes the screen to show all the latest transactions which satisfy the [Criteria Tab](#)'s options

[Go to Details](#)—The [Bill Detail](#) Tab appears which displays the details of the selected transaction

[Print](#)—Prints the Screen

[Split View](#)—Enables user to view the Export Collection Payment Summary list at the bottom of the page

## 7.1.6 Bill Detail Tab

Bill Detail Tab displays the details of the Export Collection Payment transaction

Trade Bill Details Inquiry

Criteria Bill Summary Bill Detail

<b>Customer ID / Name</b> 000001 CUSTOMER 1	<b>Bank Entity</b> 940 NEW YORK CITIBANK
<b>Product Type</b> Export Bill	<b>Original Bill CCY/Amount</b> USD 5.000,00
<b>Bill Reference</b> TAM09060276377	<b>LC Reference</b> 28024056
<b>Direct Collection Reference</b> 	<b>Applicant Reference</b> 
<b>Beneficiary Reference</b> 	<b>Applicant Name &amp; Address</b> APPLICANT 1
<b>Beneficiary Name &amp; Address</b> BENE 1	<b>Applicant Country</b> UNITED STATES OF AMERICA
<b>Beneficiary Country</b> UNITED STATES OF AMERICA	<b>Remitting Bank Reference</b> 
<b>Collecting Bank Reference</b> 	<b>Remitting Bank Name &amp; Address</b> NEW YORK CITIBANK
<b>Collecting Bank Name &amp; Address</b> FIRST BANK	<b>Remitting Bank Country</b> UNITED STATES OF
<b>Collecting Bank Country</b> PUERTO RICO	<b>Acceptance Date</b> 1/1/2014
<b>Book Date</b> 1/1/2014	<b>Discount Rate</b> 6
<b>Discount Date</b> 1/1/2014	<b>Maturity Date</b> 
<b>Outstanding CCY/Amount</b> USD 5.000,00	<b>Settlement Date</b> / /
<b>Total Settled Amount</b> USD 0,00	<b>Last Tracer Date</b> / /
<b>Last Tracer Date</b> / /	<b># Payment Tracers</b> 
<b># Acceptance Tracers</b> 	<b>Type of Export</b> 
<b>Tenor Terms</b> 30 DAYS FROM	<b>Mode of Transport</b> 
<b>Country of Origin</b> 	<b>Vessel Name</b> 
<b>Shipping Company or Air Carrier Name</b> 	
<b>Issuing Bank</b> FIRST BANK	<b>Issuing Bank Reference</b> EXC123
<b>B/L Date</b> / /	<b>B/L Reference</b> 
<b>Agent Name</b> 	<b>Agent Commission CCY/Amount</b> 
<b>FX Contract Number</b> 	<b>Due Date for FX Contract</b> / /
<b>Supplier Financing Cost CCY/Amount</b> 	<b>Funds Available Since</b> / /
<b>Negotiations Under Reserve</b> 	<b>Agent Payment Instructions</b> 
<a href="#">List of Discrepancies</a>	<a href="#">Courier Information</a>
<a href="#">Bill Charges</a>	<a href="#">Related Invoices</a>

Date	Activity	Status	CCY	Settlement Amount	CCY	Outstanding Amount
1/1/2014	Booking/Issuance	Discrepant Documents	USD	0,00	USD	5.000,00
1/1/2014	Bill Discounted	Approved	USD	0,00	USD	5.000,00
1/1/2014	Bill Acceptance	Approved	USD	0,00	USD	5.000,00

<< Row 0 of 3 >> | (1)(2) sorted columns

Return to Bill Summary Criteria Previous Next Print Go To Charge Summary

Details of Export Collection Payment's transaction which was selected from the previous tabs are displayed. All fields are pre-populated and cannot be modified

User can select the following [Links](#)

[List of Discrepancies](#): Users can view various discrepancies regarding the submitted documents or the Information provided

(1) Document Type	Approximate # of Pages	Scan Date	Status
ADVICE OF CREDIT	1	11/14/2013 ...	
Advice of Debit - Export	1	11/14/2013 ...	
Advice of Debit - Export	1	11/14/2013 ...	
Commercial Invoice	1	11/13/2013 ...	
Draft	1	11/13/2013 ...	
Forwarders Cargo Receipt	2	11/13/2013 ...	
Other Documents - External	9	11/13/2013 ...	
Packing List	1	11/13/2013 ...	
Swift Payment	1	11/14/2013 ...	

<< Row 1 of 9 >> | (1)(2) sorted columns

View Retrieve View Status Details Update Screen More Cancel

[View Documents](#): All the documents submitted are listed in the [Documents Library Look Up Dialog](#) box. The snapshot above displays Advice of Credit. There are two types of advices: Credit Advice to Advising Bank and Debit Advice to the Applicant. If the charges are being shared between the importer and the exporter, the importer might see the details on the advice being debited

(1) Settlement Date	Value Date	Description
11/14/2013	11/15/2013	Payment Commission
11/14/2013	11/15/2013	Postage Charges
11/14/2013	11/15/2013	Bill Drawings
11/14/2013	11/15/2013	Other Charges

<< Row 0 of 4 >> | (1)(2) sorted columns

Details

Print Cancel

[Bill Charges](#): If user clicks on [Bill Charges](#) Link, the [Bill Charges Summary](#) pop-up displays. Bill charges summary details the [Settlement Date](#), [Value Date](#) and [Description](#) of the Charges for the selected Export Collection payment transaction

[Courier Information](#): Information regarding the documents/bills which were posted to Bank or Beneficiary

[Related Invoices](#): All the invoices related with the expenses which took place during course of transaction's payment Life Cycle

User can select any of the [Action](#) buttons—

[Return to Bill Summary](#)—Takes the user to [Bill Summary](#) Tab

[Criteria](#)—Takes the user to [Criteria](#) Tab

[Previous](#)—Takes the user to [Previous](#) Tab

[Next](#)—Takes the user to [Next](#) Tab

[Print](#)—Prints the Screen

# Glossary

## ***DRAWER***

The party who is entrusting the handling of a collection to a bank. The Drawer draws a Bill of Exchange and prepares the collection documentation to demand payment from a Buyer/Importer for goods or services. Also known as the “Principal”, the Drawer is usually the Seller/Exporter.

## ***DRAWEE***

The party to whom presentation is to be made in accordance with the collection instruction. Also known as the “Payer” or “Acceptor”, the Drawee is the party who the Bill of Exchange is drawn on, to whom documentation is due against payment or acceptance, and who is liable for paying the Bill of Exchange. The Drawee is usually the Buyer/Importer.

## ***REMITTING BANK***

The bank to which the Principal has entrusted the handling of the collection. The Remitting Bank is usually located in the Exporter’s country, and often is the Exporter’s bank.

## ***COLLECTING BANK***

Any bank, other than the Remitting Bank, involved in the processing of the collection. Typically, there are only two banks involved in a collection:

- The Remitting Bank
- The Collecting Bank

The Collecting Bank is usually located in the Importer’s country, and often is the Importer’s bank. Consequently, the Collecting Bank often serves as the:

## ***PRESENTING BANK***

It’s the Collecting Bank making presentation to the Drawee.

# Chapter 8 Guarantees/Standby Letter Of Credit

## Overview

A Guarantee/Standby Letter of Credit (SBLC), also known as a non-performing LC, is an arrangement under which a guarantee of payment issued by a bank on behalf of a client. It is used as "payment of last resort" should the client fail to fulfil a contractual commitment with a third party. Guarantees/SBLCs are created as a sign of good faith in business transactions, and are proof of a buyer's credit worthiness and repayment abilities. The bank issuing the Guarantees/SBLC will perform underwriting duties to ensure the credit worthiness of the party seeking the SBLC

The Bank Portal allows users to create Guarantees/SBLCs that can be easily reviewed by and transmitted to the trade parties. The Guarantees/SBLC Issuance module allows users to complete Guarantees/SBLC applications electronically

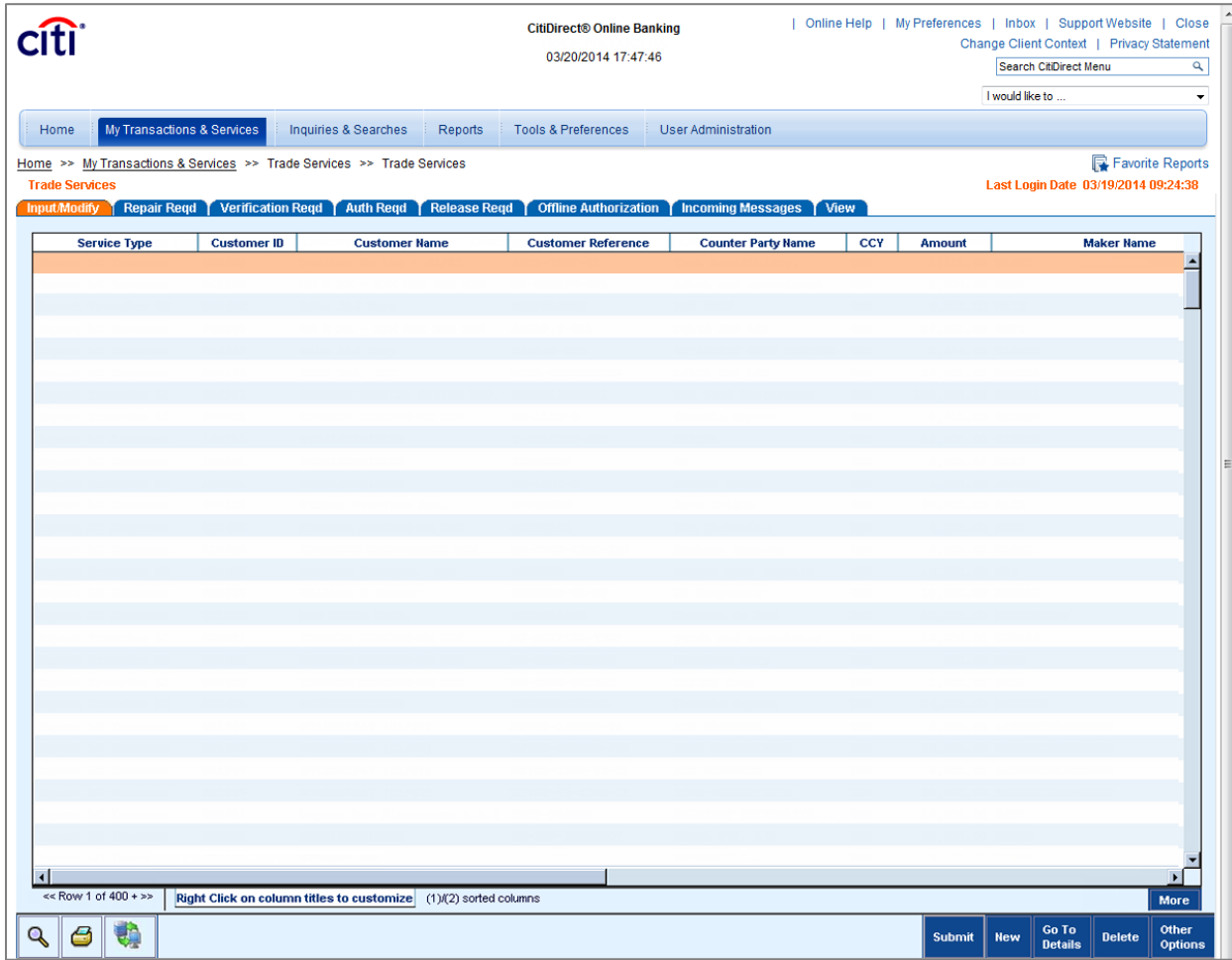
## About the Module

A user initiates all tasks through the Guarantees/Standby Letters of Credit module, replacing paper applications for his or her Guarantees/Standby Letters of Credit. After the user has created the Guarantees/Standby Letter of Credit application in the Bank Portal, the application is routed through the bank for processing, and is then issued by the bank as a Guarantee/Standby Letter of Credit

The Guarantee/Standby Letters of Credit module allows user to electronically

- Apply for new Guarantees/standby Letters of credits
- Apply for amendments to issued Guarantees/Standby Letter of Credits
- Initiate and keep track of bill payments
- Track the status of transactions
- Centralize Guarantee/SBLC issuance and reporting
- Improve administrative efficiency

# Accessing the Guarantees/Standby Letter of Credit Application



From the Main Trade Services homepage, click on the [Input/Modify](#) tab to access the Guarantee/Standby LC module

## Creating a Guarantee/Standby Letter of Credit

Initiation of a Guarantees/Standby Letter of Credit can be done in three different ways

- Create a new Guarantee/Standby Letter of Credit by entering all the details
- Copy a Guarantee/Standby Letter of Credit transaction from a similar Guarantees/Standby LC that already exists in the system. This allows the user to quickly create an application, by entering or updating only the details that differ from the existing Guarantee/Standby LC
- Create a Guarantee/Standby Letter of Credit based on a **Pre Format** template. The information from the pre format is entered automatically into the Guarantee/Standby LC application, and all the user needs to enter are the details that relate to the specific transaction







## MAIN TAB

The **Main tab** allows users to input details for the Guarantee/Standby LC Application.

**Guarantee/Standby LC Issuance**

1 **Main** Conditions Others

2 Transaction Initiator Customer ID  
 XXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXX 000003

3 \* Product Type Transaction Status  
 Standby LC

4

5 \* Applicant Reference Number Bank Reference Number  
 Bank Reference Number

6

1. The tabs are used to initiate the Guarantee/Standby LC issuance and provide easy access to different sections of this module
2. **Transaction Initiator** and **Customer ID** fields are pre-populated as per the selection done in Transaction Initiator Dialog box (refer section 4.3, Accessing the Guarantees/Standby Letter of Credit application)
3. **Product Type** – choose from Standby LC or Guarantee
4. **Transaction Status** is populated by system
5. In **Applicant LC Reference Number** field, the user can choose to input a unique reference number
6. The **Bank Reference Number** is a unique number pre-assigned by the Issuing bank, which will be displayed after the transaction has been processed by the bank

7 Applicant Name / Address Applicant Country  
 XXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX HK HONG KONG

8 On Behalf Of Name / Address On Behalf Of Country  
 XXXXXXXXXXXX XXXXXXXXXXXX

9 \* Beneficiary Name / Address \* Beneficiary Country  
 XXXXXXXXXXXX XXXXXXXXXXXX

10 \* Additional Beneficiaries  
 No

7. User can select the **Applicant Name/Address** and **Applicant Country** from Library
8. User can select the **On Behalf Of Name/Address** and **On Behalf Of Country** from Library
9. **Beneficiary Name/Address** and **Beneficiary Country** need to be either entered by user or populated through Library Look Up
10. **Additional Beneficiaries** field is a mandatory field and user can select options **Yes** or **No** from the drop-down

If option **Yes** is selected **Additional Beneficiary Grid** will appear below the Additional Beneficiaries field, where users can add new additional beneficiaries, edit or delete additional beneficiaries' names and addresses

\* Additional Beneficiaries  
 Yes

Additional Beneficiary Grid

(1) Additional Beneficiary Name	Address Line 1

<< Row 0 of 0 >> (1)(2) sorted columns Add New Edit Delete

12	<b>Advising Bank Name / Address</b> <input type="text"/>	<b>Advising Bank Country</b> <input type="text"/>	
13	<b>* CCY / Amount</b> <input type="text"/>	<b>Tolerance +/-</b> <input type="text"/>	14
15	<b>Confirmation Required</b> <input type="checkbox"/>	<b>* Notify By</b> <input type="text"/>	16
17	<b>Expiry Place</b> <input type="text"/>	<b>* Expiry Date</b> <input type="text"/>	18
19	<b>* Tenor</b> <input type="text" value="Sight"/>	<b>Drafts Required</b> <input checked="" type="checkbox"/>	20
21	<b>Drawn on</b> <input type="text"/>	<b>Charges</b> <input type="text"/>	22
23	<b>* Protective LC</b> <input type="text" value="Yes"/>		
	<b>* Local Issuing Bank Name / Address</b> <input type="text"/>	<b>* Local Issuing Bank Country</b> <input type="text"/>	

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

12. The [Advising Bank Name/Address](#) and [Advising Bank Country](#) fields can be selected from the Advising Bank defined for the counter party selected from the Trade Counter Party Library

Note: The parties mentioned must be pre-defined in the respective libraries in order to automatically populate these fields.

13. The [CCY/Amount](#) field can be inserted using the currency library dialog box. Users can select a currency from the list and click **OK**. **Users should also** enter the Standby LC amount in the field. Depending on the user setup, numbers will display in the appropriate format

14. [Tolerance](#) is the percentage difference that is acceptable between the amount that is drawn and the amount of the Guarantee/Standby LC. Users can enter the tolerance percentage as a +/- range

15. Check the box for [Confirmation Required](#) if Confirmation is required

16. [Notify By](#) is the party who will be notified when the shipment arrives at its destination. This is usually the Applicant, but can be a party acting on behalf of the Applicant, such as a freight forwarder

17. In [Expiry Place](#), users will enter the name of the country or description, e.g. negotiating bank's country

18. In [Expiry Date](#), users can click the Calendar button to choose a date when the Guarantee/Standby LC will expire

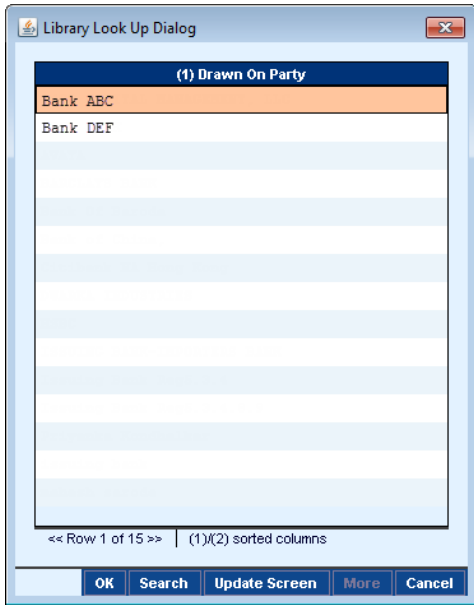
The date entered here is the final/latest date on which drafts and/or documents will be presented under a Guarantee/Standby LC, to a bank for negotiation or payment

19. In the [Tenor](#) field, users can select from the options [Sight](#) or [No Draft](#) from the drop-down

If [Sight](#) is selected the [Drafts Required](#) check-box is enabled

If [No Draft](#) is selected the [Drafts Required](#) check-box is disabled

20. Users can select the [Drafts Required](#) check box if drafts are required



21. In the field [Drawn on](#), users can select the Issuing Bank of the Standby LC from the Library Look Up
22. For [Charges](#), users can click on the Library Look up arrow to open a Library Look Up dialog box. Users can select clause from the charges list and click [OK](#) to close the dialog box. Otherwise, users can also insert free form text in the [Charges](#) field
23. In the field [Protective LC](#), users can select yes or no. If the user selects option [Yes](#), the details for [Local Issuing Bank Name/Address](#) and [Local Issuing Bank Country](#) are mandatory fields. User can select from the Library look Up or insert free form text

## CONDITIONS TAB

The purpose of [Conditions Tab](#) is to enter the terms and conditions of the Guarantee/Standby Letter of Credit.

The screenshot shows the 'Conditions Tab' interface. At the top, there are three tabs: 'Main', 'Conditions' (selected), and 'Others'. Below the tabs is a large text area labeled 'Conditions' with a scroll bar, highlighted by callout 1. Below this are several form fields: a dropdown menu for '\* Guarantee / Standby LC Subject To' (set to 'ISP98'), a dropdown for 'Type Of Guarantee / Standby LC' (highlighted by callout 3), a dropdown for '\* Auto Extension' (set to 'No', highlighted by callout 4), and a dropdown for 'Final Expiry Date'. Below these are two checkboxes: 'Notice Period (Days)' and 'Extension Period (Months)'. A date picker for 'Final Expiry Date' is also present. Below the date picker is a text area for '\* Underlying Purpose' (highlighted by callout 5). At the bottom is a large text area for 'Delivery Instructions' (highlighted by callout 6). At the very bottom, there is a legend for '\* Required Field' and a row of buttons: 'Submit', 'Save', 'Download', 'Next', 'Return to Summary', 'Clear', 'Print', 'Print Preview', and 'Other Options'.

1. In the [Conditions](#) Text box, user can enter conditions
  - 1.1 User may click the Library Look Up to open a [Library Look Up Dialog](#) box and select clauses from the list, if available, and Click on [OK](#)
  - 1.2 User can also enter additional conditions to the pre-populated data in the [Conditions](#) text box or input the conditions manually
  - 1.3 User can directly paste the data from the electronic copy of the text in the [Conditions](#) Text box
2. Select from the options provided by drop-down menu [Guarantee/Standby LC Subject To](#) (ISP98, UCP600, UCP500, UCP325, Other or None).
3. [Type Of Guarantee/Standby LC](#): User can select from the drop-down the type of Guarantee/SBLC, e.g., Invoice, Financial Insurance Related, Financial Payment.
4. [Auto Extension](#): User can select if the Guarantee/ Standby LC will automatically extend.

If user selects [Yes](#) then the [Notice period](#), [Extension Period](#) and [Final Expiry Date](#) fields are enabled. The fields [Notice Period](#) and [Extension Period](#) are mandatory fields. If [No](#) is selected then all these fields remain disabled

\* **Auto Extension**

\* **Notice Period (Days)**   
\* **Extension Period (Months)**

**Final Expiry Date**

5. **Underlying Purpose:** The user can insert free form text to explain what the underlying purpose of the Guarantee/SBLC is for
6. **Delivery Instructions:** The user can input free form text to instruct the bank how to deliver instructions of the SBLC

## OTHERS TAB

Guarantee/Standby LC Issuance

Main Conditions Others

1

Pre Format Code

2

User Data

The following information is for your purposes only.  
This information will not be sent to Bank processing location.

Additional Field 1 Additional Field 2

Additional Field 3

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

1. If a Pre Format was used, the code would be displayed in the [Pre Format Code](#) text field
2. The [User Data](#) Section displays three Additional Fields. These fields can be used for internal inquiry, but will not be sent to the bank nor be available on any reports



User can select any of the **Action Buttons** below

										7
* Required Field	Submit	Save	Download	Next	Return to Summary	Clear	Print	Print Preview	Other Options	
	1	2	3	4	5	6		8		9

1. Once complete, user can [Submit](#) the transaction. When user select the [Submit](#) button while creating a new Guarantee/SBLC, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank. If any of the fields has non SWIFT—compatible characters inserted in, a pop-up will display listing out the fields which are not filled in properly
2. [Save](#)—The transaction is saved with the status of Incomplete. User can return to the application later to finish entering the details. The saved transaction is accessible from the Input/Modify tab
3. [Download](#)—Download the Guarantee/Standby LC
4. [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab
5. [Return to Summary](#)—Returns the user to the [Summary](#) Tab
6. [Clear](#)—Clears all the content entered by the user
7. [Print](#)—Prints the transaction
8. [Print Preview](#)—Provides print preview of transaction
9. [Other Options](#)—When user clicks on Other Options, two options can be chosen: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Create Guarantee/Standby LC from an existing Guarantee/Standby LC

User can create a new application based on an existing Guarantee/Standby Letter of Credit that has already been processed. This is useful if the user needs to create Guarantee/Standby LC where most but not all of the details are the same. Users will only need to change the information that differs from the existing Guarantee/Standby LC

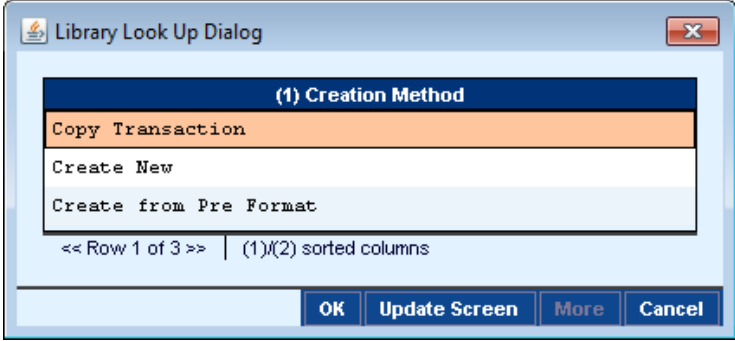
1

1. User should click on Transaction Type Library look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Guarantee/Standby LC Issuance and Copy Transaction)

2

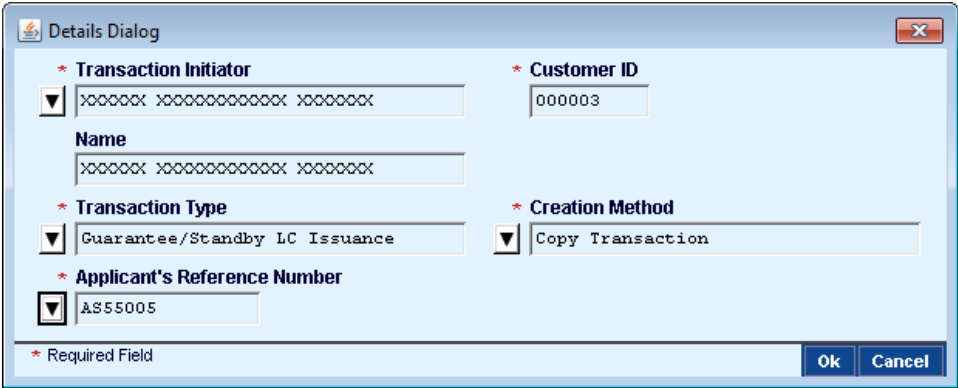
2. When user clicks on [Transaction Type](#) Library Look Up, the [Library Look Up Dialog](#) Box appears displaying various Services related to Guarantee/Standby LC. User should select [Guarantee/Standby LC Issuance](#) option from the list provided and click **OK** to populate the [Transaction Type](#) text box

3



3. When user clicks on **Creation Method** Library Look Up, the **Library Look Up Dialog** box appears displaying various options to create a Guarantee/Standby LC. User should select **Copy Transaction** option from the list provided

4



4. Users can select the applicable Guarantee/SBLC that they would like to copy from, using the Applicant Reference Number library Look Up option

Transaction Initiator XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Customer ID 000003
* Product Type Standby LC	Transaction Status
* Applicant Reference Number 0123456	Bank Reference Number
Applicant Name / Address XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Applicant Country HK HONG KONG
On Behalf Of Name / Address	On Behalf Of Country
* Beneficiary Name / Address BENE 1	* Beneficiary Country US UNITED STATES
* Additional Beneficiaries No	
Advising Bank Name / Address	Advising Bank Country US UNITED STATES
* CCY / Amount USD 99.000,00	Tolerance +/-
Confirmation Required <input type="checkbox"/>	* Notify By Mail
Expiry Place TAMPA, USA	* Expiry Date / /
* Tenor Sight	Drafts Required <input checked="" type="checkbox"/>
Drawn on ABCD BANK	Charges
* Protective LC No	

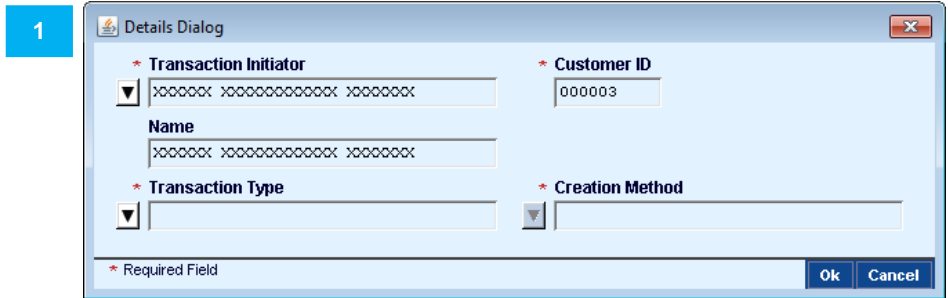
\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

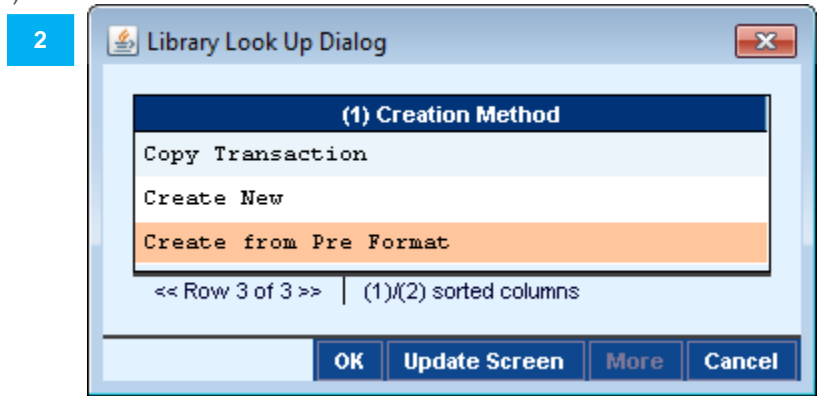
5. All the Guarantee/Standby LC details are pre-populated. Users can make changes wherever required and click on [Submit](#) once completed

# Create Guarantee/Standby LC from Pre format

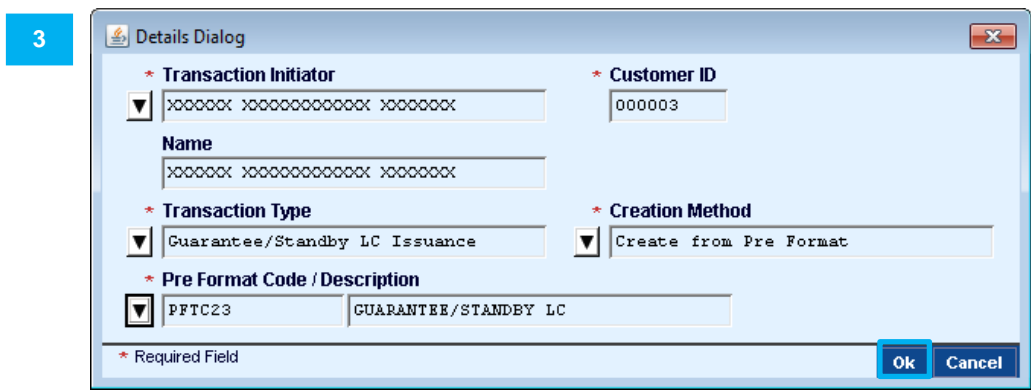
New Guarantee/Standby LC can be created by using Pre-format. This allows user to fill in minimal details since most of the information is pre-populated



1. User should click on [Transaction Type](#) Library Look Up and [Creation Method](#) Library Look Up to select the relevant Transaction Type and Creation Method (In this case, Guarantee/Standby LC Issuance and Create from Pre Format)



2. When user clicks on [Creation Method](#) Library Look Up, the [Library Look Up Dialog](#) box appears displaying various options to create a Guarantee/Standby LC. User should select [Create from Pre Format](#) Option from the list provided



3. The [Details Dialog](#) box is populated by choices made by the user. Users should click on [Pre Format Code/Description](#) Library Look Up

Main Conditions Others

Transaction Initiator XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Customer ID 000003
* Product Type Standby LC	Transaction Status
* Applicant Reference Number 0123456	Bank Reference Number
Applicant Name / Address XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Applicant Country HK HONG KONG
On Behalf Of Name / Address	On Behalf Of Country
* Beneficiary Name / Address BENE 1	* Beneficiary Country US UNITED STATES
* Additional Beneficiaries No	Advising Bank Country US UNITED STATES
Advising Bank Name / Address	Tolerance +/-
* CCY / Amount USD 99.000,00	* Notify By Mail
Confirmation Required <input type="checkbox"/>	* Expiry Date / /
Expiry Place TAMPA, USA	Drafts Required <input checked="" type="checkbox"/>
* Tenor Sight	Charges
Drawn on ABCD BANK	
* Protective LC No	

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

- The Guarantee/Standby LC Issuance screen appears. If user creates a Guarantee/Standby LC from a pre-format, the information is pre-populated into the Guarantee/Standby LC application and user needs to enter the minimum details that relate to the specific transaction (e.g., amount, currency, expiry date)



**MAIN TAB:**

This tab includes bank populated data, which the user will not be able to edit. Fields which can be edited have a white background (text field).

**Amendment to Guarantee/Standby LC**

**1**

Main Narrative

Transaction Initiator: XXXXXXXX-XXXXXX XXXXXXXXXXXX XX

Customer ID: 006005

\* Product Type: Standby LC

Transaction Status: [ ]

\* Customer Amendment Reference Number: [ ]

\* Bank Reference Number: [ 2 ]

\* Applicant Name / Address: XXXXXXXX-XXXXXX XXXXXXXXXXXX XX

\* Applicant Country: IN INDIA

---

Amend Amount: No Change

CCY / Amount (Increase or Decrease): [ ] [ ]

---

New Expiry Date: / /

\* Required Field

Submit Save Download Next Return to Summary Clear Print Print Preview Other Options

2. **Bank Reference Number** is a reference number which Client will pick from a Library Look Up. Once client picks the appropriate reference number, the entire sheet is pre-populated

**3**

Library Look Up Dialog

(1) Bank Reference	Applicant Reference	Beneficiary Name	Issue Date	Expiry Date	Currency	Amount
00602407		BENE 1	05/27/2011	09/02/2014	USD	10,000.00
00602411	112207161522	BENE 2	06/03/2011	08/03/2015	USD	10,000.00
00602413		BENE 1	07/12/2011	12/12/2014	USD	1,000.00
00602464		BENE 3	03/02/2012	11/01/2015	USD	100,000.00
00602473		BENE 4	03/05/2012	03/05/2015	USD	10,000.00

<< Row 1 of 78 >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

3. **Bank Reference Number Library Look Up Dialog box**

4. In the field **Amend Amount**, user can select **No Change**, **Decrease** or **Increase** from the drop-down provided

If **No Change** is selected the **CCY/Amount** field remains disabled

If **Increase** or **Decrease** is selected the **CCY/Amount** field enables allowing user to insert the increase or decrease in original amount



5

The screenshot shows a 'New Expiry Date' dialog box. At the top, there is a date input field with slashes and a dropdown arrow. Below it is a calendar for March 2014. The calendar has a title bar with 'March 2014' and a close button. It features navigation arrows for previous and next months, and a 'D' icon. The days of the week are abbreviated as S, M, T, W, T, F, S. The dates are arranged in a grid: 1 (Sun), 2-8 (Mon-Sun), 9-15 (Mon-Sun), 16-22 (Mon-Sun), 23-29 (Mon-Sun), and 30, 31 (Mon, Tue).

5. **New Expiry Date:** Enter or select from the calendar new expiry date for the Guarantee/SBLC (if applicable)

**NARRATIVE TAB:**

1. The **Narrative tab** is used to enter additional text for the transaction

*Amendment to Guarantee/Standby LC*

1

Main **Narrative**

2

The screenshot shows the 'Narrative' tab interface. It has a title bar with 'Main' and 'Narrative' (highlighted). Below the title bar is a large, empty text input field with a vertical scrollbar on the right. At the bottom of the interface is a navigation bar with several buttons: 'Submit', 'Save', 'Download', 'Next', 'Return to Summary', 'Clear', 'Print', 'Print Preview', and 'Other Options'. A small asterisk icon is visible next to the 'Required Field' label.

2. In the **Narrative field**, enter any additional text as free form text, or click the **Library Look Up** to open a Library Look Up Dialog box. Select clauses from the list and click **OK** to close the box

# Trade Guarantee/Standby Letter of Credit Details Inquiry

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date '03/20/2014 17:47:46', and navigation links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. A search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. A blue box with the number '1' highlights the 'Inquiries & Searches' link in the main navigation bar. Below this, the breadcrumb 'Home >> Inquiries & Searches' is shown. The main content area is a list of inquiry options categorized into sections: 'Access Management', 'Cash Statement', 'Trade PO', 'Trade Services', 'File Services', and 'Check Disbursements'. A blue box with the number '2' highlights the 'Trade Guarantee/Standby Letter of Credit Details Inquiry' option under the 'Trade Services' category.

1. User will login to Bank Portal and will select [Inquiries](#) Link
2. Select [Trade Services—Trade Guarantee/Standby Letter of Credit Details Inquiry](#) Option
3. Users should select from the Criteria tab the appropriate customer ID and Product Type. Users are also able to include additional criteria including bank reference number, applicant reference number, beneficiary country, currency, outstanding amount, issue date and expiry date. Click submit once all criteria has been included.

## Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria **Guarantee/Standby LC Summary** Guarantee/Standby LC Activity Summary Guarantee/Standby LC Detail

\* Customer ID equals

\* Product Type equals

To view a specific transaction, complete any one of the following Criteria fields.

Bank Reference equals

Applicant Reference equals

To view a range of transactions, complete one or more of the following Criteria fields.

Beneficiary Country equals

CCY equals

Outstanding Amount equals

Issue Date from  to

Expiry Date from  to

\* Required Field

Submit Clear Criteria Default Search Criteria Options Print Split View

## 8.1.3 Guarantee/Standby LC Summary Tab

The **Guarantee/Standby LC Summary** Screen displaying the list of all the Guarantee/Standby LC transactions will appear

## Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria **Guarantee/Standby LC Summary** Guarantee/Standby LC Activity Summary Guarantee/Standby LC Detail

Customer ID	Customer Name	(1) Product Type	Bank Reference	Applicant Reference
000104	Customer Name	Standby Letter of Credit	63670396	63670396
000104	Customer Name	Standby Letter of Credit	29644940	
000104	Customer Name	Standby Letter of Credit	29644942	
000104	Customer Name	Standby Letter of Credit	63670388	SDBLC28102013
000104	Customer Name	Standby Letter of Credit	29644863	rmjn67
000104	Customer Name	Standby Letter of Credit	29644320	SG-FRT-TC04

<< Row 39 of 71 >> Right Click on column titles to customize (1)(2) sorted columns [More](#)

\* Required Field Run Date/Time:04/01/2014 at 03:56:04 IST

Update Screen Go to Details Print Split View

Users can select the applicable transaction and click on Go To Details button to view full details

User can select any of the following action buttons—

**Submit**—Submits the criteria inserted for transaction search

**Clear Criteria**—Clears the options selected or text input in the text boxes

**Default Search Criteria Options**—All the default options are selected

**Print**—Prints the Screen

**Split View**—Enables user to view the Guarantee/Standby LC Summary list at the bottom of the page

## 8.1.4 Guarantee/Standby LC Activity Summary Tab

**Guarantee/Standby LC Activity Summary** Tab describes the complete Life cycle of Transaction and confers about all the statuses and date and other details of the transaction

Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria | Guarantee/Standby LC Summary | **Guarantee/Standby LC Activity Summary** | Guarantee/Standby LC Detail

**1**

<b>Customer ID / Name</b> 000104 CUSTOMER NAME	<b>Beneficiary Name</b> BENE NAME	<b>Bank Entity</b> 940 NEW YORK CITIBANK -
<b>Bank Reference</b> 09644807	<b>Applicant Reference</b> 	<b>Product Type</b> Standby Letter of Credit
<b>Issue Date</b> 01/07/2011	<b>Expiry Date</b> 12/12/2014	<b>Outstanding Amount</b> USD 600.000,00
		<b>Maximum Available Amount</b> USD 630.000,00

**2**

Date	Activity	Bill Reference	Status	Amendment Number	Amende
01/07/2011	Booking/Issuance		Approved		
08/01/2007	Adjustment		Approved		

<< Row 1 of 2 >> Right Click on column titles to customize (1)(2) sorted columns More

\* Required Field

Return to Guarantee/Standby LC Summary | Criteria | Go to Details | Print | Go To Guarantee/Standby LC Charge Summary

1. All details are pre-populated and cannot be modified

2. The bottom of the screen shows the various statuses and corresponding dates of the LC

User can select any of the action buttons—

**Return to Guarantee/Standby LC Summary**—Takes the user to **Guarantee/Standby LC Summary** Tab

**Criteria**—Takes the user to **Criteria** Tab

**Go to Details**—The **Guarantee/Standby LC Detail** Tab appears which displays the details of the selected transaction

**Print**—Prints the Screen

**Go to Guarantee/Standby LC Charge Summary**—Takes the user to **Guarantee/Standby LC Charge Summary** Tab

## 8.1.5 Guarantee/Standby LC Detail Tab

Guarantee/Standby LC Detail Tab displays the details of the Guarantee/Standby LC transaction

Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria Guarantee/Standby LC Summary Guarantee/Standby LC Activity Summary **Guarantee/Standby LC Detail**

<b>Customer ID / Name</b> 0001 CUSTOMER 1	<b>Bank Entity</b> 940 CITIBANK NEW YORK
<b>Bank Reference</b> 11111	<b>Product Type</b> Standby - Exports
<b>Applicant Reference</b> 22221	<b>Advising Bank Reference</b> 
<b>Applicant Name &amp; Address</b> APPLICANT 1	<b>Advising Bank Name &amp; Address</b> ADVISING BANK 1
<b>Applicant Country</b> UNITED STATES	<b>Advising Bank Country</b> UNITED STATES
<b>On Behalf Of Name &amp; Address</b> 	<b>Beneficiary Name &amp; Address</b> CUSTOMER 1 <a href="#">Additional Beneficiaries</a>
<b>On Behalf Of Country</b> 	<b>Beneficiary Country</b> UNITED STATES
<b>Original CCY / Amount</b> USD 5,000.00	<b>Original Maximum Amount</b> USD 5,000.00
<b>Issue Date</b> 11/1/2012	<b>Advise Date</b> 11/1/2012
<b>Expiry Date</b> / /	<b>Expiry Place</b> NEW YORK
<b>Tenor</b> SIGHT	<b>Drawn On</b> BANK NAME
<b>Protective LC</b> No	<b>Confirmed</b> N

[Guarantee/Standby LC Text](#) [View Documents](#)

Required Field

[Return to Guarantee/Standby LC Activity Summary](#) [Criteria](#) [Previous](#) [Next](#) [Print](#)

Details of Guarantee/Standby LC transaction are displayed. All fields are pre-populated and cannot be modified

When user clicks on [Guarantee/Standby LC Text](#) link, [LC Text](#) dialog box opens displaying the outgoing message inserted by the user for the SBLC. User can print or save this text

LC Text

LC Text

OUTGOING MESSAGE

-----

SBLC TEXT

[Save As](#) [Print](#) [Cancel](#)

User can select any of the [Action buttons](#)

[Return to Guarantee/Standby LC Activity Summary](#)—Takes the user to [Return to Guarantee/Standby LC Activity Summary](#) Tab

[Criteria](#)—Takes the user to criteria tab

[Previous](#)—Takes the user to previous tab

[Next](#)—Takes the user to next tab

[Print](#)—Prints the Screen

# Chapter 9 Guarantee/Standby LC Advising

## Guarantee/Standby LC Advising—Overview

A Guarantee/Standby Letter of Credit (SBLC) also known as a non-performing LC, is an arrangement under which a guarantee of payment issued by a bank on behalf of a client. It is used as "payment of last resort" should the client fail to fulfil a contractual commitment with a third party. Guarantees/SBLCs are created as a sign of good faith in business transactions, and are proof of a buyer's credit worthiness and repayment abilities. The bank issuing the Guarantees/SBLC will perform underwriting duties to ensure the credit worthiness of the party seeking the SBLC

## About the Module

The beneficiary of a Guarantee/Standby LC is able to view the advice of the Guarantee/Standby LC electronically once it is received from the applicant's bank

The Guarantee/Standby Letter of Credit module allows user to electronically

- View Guarantee/Standby LC Advice details and text
- Track the status of transactions
- Keep track of bill payments
- Centralize Guarantee/SBLC reporting
- Improve administrative efficiency

# Accessing the Guarantee/Standby LC Inquiry Module

The screenshot displays the CitiDirect Online Banking interface. At the top left is the Citi logo. The header includes 'CitiDirect® Online Banking', the date and time '03/20/2014 17:47:46', and navigation links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. A search bar labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...' are also present. A blue box with the number '1' highlights the 'Inquiries & Searches' tab in the main navigation bar. Below the navigation bar, the breadcrumb 'Home >> Inquiries & Searches' is shown. The main content area is a list of inquiry options categorized into sections: 'Access Management', 'Cash Statement', 'Trade PO', 'Trade Services', 'File Services', 'Check Disbursements', 'Liquidity Management', and 'Lockbox'. A blue box with the number '2' highlights the 'Trade Guarantee/Standby Letter of Credit Details Inquiry' option under the 'Trade Services' category.

1. Select [Inquiries and Search](#)
2. Select [Trade Guarantee/Standby Letter of Credit Details Inquiry](#) Option

3
Criteria
Guarantee/Standby LC Summary
Guarantee/Standby LC Activity Summary
Guarantee/Standby LC Detail

**\* Customer ID**  
equals

**\* Product Type**  
equals

**To view a specific transaction, complete any one of the following Criteria fields.**

---

**Bank Reference**  
equals

**Applicant Reference**  
equals

**To view a range of transactions, complete one or more of the following Criteria fields.**

---

**Beneficiary Country**  
equals

**CCY**  
equals

**Outstanding Amount**  
equals

**Issue Date**  
from  / /  to  / /

**Expiry Date**  
from  / /  to  / /

\* Required Field

Submit
Clear Criteria
Default Search Criteria Options
Print
Split View

3. Users should select from the Criteria tab the appropriate Customer ID and Product Type. Users are also able to include additional criteria including bank reference number, applicant reference number, beneficiary country, currency, outstanding amount, issue date and expiry date



# Guarantee/Standby LC Summary Tab

The [Guarantee/Standby LC summary](#) Screen displaying the list of all the Guarantee/Standby LC transactions will appear

Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria **Guarantee/Standby LC Summary** Guarantee/Standby LC Activity Summary Guarantee/Standby LC Detail

Customer ID	Customer Name	(1) Product Type	Bank Reference	Applicant Reference
000104	Customer Name	Standby Letter of Credit	63670396	63670396
000104	Customer Name	Standby Letter of Credit	29644940	
000104	Customer Name	Standby Letter of Credit	29644942	
000104	Customer Name	Standby Letter of Credit	63670388	SDBLC28102013
000104	Customer Name	Standby Letter of Credit	29644863	rmjn67
000104	Customer Name	Standby Letter of Credit	29644320	SG-FRT-TC04

<< Row 39 of 71 >> Right Click on column titles to customize (1)(2) sorted columns More

\* Required Field Run Date/Time:04/01/2014 at 03:56:04 IST

Update Screen **Go To Details** Print Split View

1. Users can select the applicable transaction and click on [Go To Details](#) button to view full details

# Guarantee/Standby LC Activity Summary Tab

[Guarantee/Standby LC Activity Summary](#) Tab describes the complete Life cycle of Transaction and confers about all the statuses and date and other details of the transaction

Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria **Guarantee/Standby LC Summary** **Guarantee/Standby LC Activity Summary** Guarantee/Standby LC Detail

**1**

Customer ID / Name: 000104 CUSTOMER NAME Beneficiary Name: BENE NAME Bank Entity: 940 NEW YORK CITIBANK -

Bank Reference: 21913750 Applicant Reference: Product Type: Standby - Exports

Issue Date: 03/31/2010 Expiry Date: 12/31/2020 Outstanding Amount: USD 259,000,00 Maximum Available Amount: USD 259,000,00

**2**

Date	Activity	Bill Reference	Status	Amendment Number	Amende
03/31/2010	Booking/Issuance		Approved		
04/01/2010	Amendment		Approved	1	

<< Row 1 of 2 >> Right Click on column titles to customize (1)(2) sorted columns More

\* Required Field

Return to Guarantee/Standby LC Summary Criteria **Go To Details** Print Go To Guarantee/Standby LC Charge Summary

1. All details are pre-populated and cannot be modified
2. The bottom of the screen shows the various statuses and corresponding dates of the LC

User can select any of the action buttons—

[Return to Guarantee/Standby LC Summary](#)—Takes the user to [Guarantee/Standby LC Summary](#) Tab

[Criteria](#)—Takes the user to [Criteria](#) Tab

[Go to Details](#)—The [Guarantee/Standby LC Detail](#) Tab appears which displays the details of the selected transaction

[Print](#)—Prints the Screen

[Go to Guarantee/Standby LC Charge Summary](#)—Takes the user to [Guarantee/Standby LC Charge Summary](#) Tab

## Guarantee/Standby LC Detail Tab

[Guarantee/Standby LC Detail](#) Tab displays the details of the Guarantee/Standby LC transaction

Trade Guarantee/Standby Letter of Credit Details Inquiry

Criteria | [Guarantee/Standby LC Summary](#) | [Guarantee/Standby LC Activity Summary](#) | [Guarantee/Standby LC Detail](#)

<b>Customer ID / Name</b> 0001 CUSTOMER 1	<b>Bank Entity</b> 940 CITIBANK NEW YORK
<b>Bank Reference</b> 11111	<b>Product Type</b> Standby - Exports
<b>Applicant Reference</b> 22221	<b>Advising Bank Reference</b> 
<b>Applicant Name &amp; Address</b> APPLICANT 1	<b>Advising Bank Name &amp; Address</b> ADVISING BANK 1
<b>Applicant Country</b> UNITED STATES	<b>Advising Bank Country</b> UNITED STATES
<b>On Behalf Of Name &amp; Address</b> 	<b>Beneficiary Name &amp; Address</b> CUSTOMER 1 <a href="#">Additional Beneficiaries</a>
<b>On Behalf Of Country</b> 	<b>Beneficiary Country</b> UNITED STATES
<b>Original CCY / Amount</b> USD 5,000.00	<b>Original Maximum Amount</b> USD 5,000.00
<b>Issue Date</b> 11/1/2012	<b>Advise Date</b> 11/1/2012
<b>Expiry Date</b> / /	<b>Expiry Place</b> NEW YORK
<b>Tenor</b> SIGHT	<b>Drawn On</b> BANK NAME
<b>Protective LC</b> No	<b>Confirmed</b> N

[Guarantee/Standby LC Text](#)      [View Documents](#)

Return to [Guarantee/Standby LC Activity Summary](#) | [Criteria](#) | [Previous](#) | [Next](#) | [Print](#)

Details of Guarantee/Standby LC transaction are displayed. All fields are pre-populated and cannot be modified

When user clicks on the [Guarantee/Standby LC Text](#) link, a [LC Text](#) dialog box opens displaying the Guarantee/SBLC text. User can print or save this text

LC Text

LC Text

STANDBY LC TEXT

Save As | Print | Cancel

# Glossary

## **ISSUER OF LC**

The party that is responsible for this Import LC. Also known as By Order Of party, this is the party who is dealing with the bank and to whom the credit line is granted.

## **ISSUING BANK**

The bank that issues the Guarantee/Standby LC. Typically, this is the bank that the Applicant/By Order Of parties are dealing with. This is a read-only field that uses data from a list of valid issuing banks that are defined in user's customer configuration. User cannot create a new Issuing Bank party.

## **BANK REFERENCE NUMBER**

A unique number that is used by the bank(s) to identify the transaction. This is a read-only field. User's organization may be assigned a pool of bank reference numbers. If this is the case, the bank reference number is added to user's LC application automatically when he/she initiates the application. If his/her organization does not use pre-assigned reference numbers, the bank reference number is assigned to the transaction when it is sent to the bank.

## **APPLICANT**

The party for whom the Guarantee/Standby LC is being opened. This is usually the same as the Issuer/By Order Of party. Most of the time the Applicant is the Importer, but this is not always the case. Choose the applicant from the drop-down list or click the icon to add a new applicant.

## **BENEFICIARY**

The party in whose favor the Guarantee/Standby LC is issued and who is entitled to present documents for the LC and receive payment. Most of the time the Beneficiary is the Exporter, but this is not always the case. Choose the beneficiary from the drop-down list or click the icon to add a new beneficiary.

## **ADVISING BANK**

The bank that receives the Guarantee/Standby LC from the Issuing Bank for authentication and delivery to the Beneficiary. The Advising Bank is usually a correspondent of the Issuing Bank, located near the Beneficiary. Select or enter the advising bank.

## **EXPIRY DATE**

Enter the date when the LC will expire or click the Calendar button to choose a date directly from the calendar.

## **EXPIRY PLACE**

Choose the location where the LC will expire. This is usually the Beneficiary's country.

## **TENOR**

The number of days of business credit the customer has before they need to make payment to the supplier. This starts when they receive the goods and is typically 30, 60, 90, 120 or 180 days.

# Chapter 10 Open Account

## Open Account

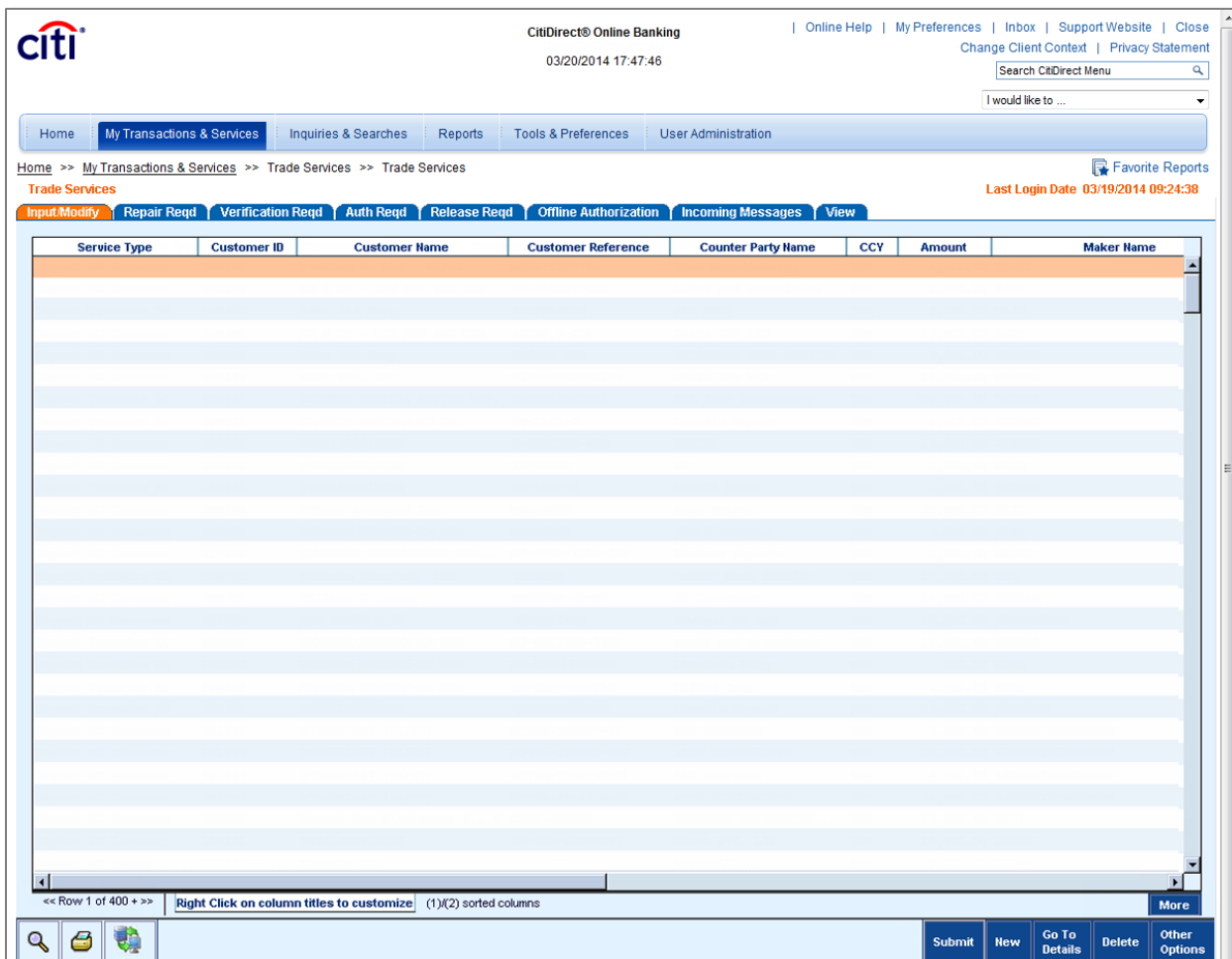
The Open Account module allows the users to receive notifications when exporter documents are available for review, be notified if these documents are clean or discrepant, and view the underlying documents. Users will receive a list of discrepancies, if any, approve or reject the invoices associated with the transaction, and initiate bill payments

## About the module

In the Open Account Trade module, user can electronically:

- View incoming messages
- View if these documents are clean or discrepant
- Approve or reject the invoices

## Accessing the Open Account Module



The screenshot shows the CitiDirect Online Banking interface. At the top, there is a navigation bar with the Citi logo, the text "CitiDirect® Online Banking", and links for "Online Help", "My Preferences", "Inbox", "Support Website", and "Close". Below this, there is a search bar labeled "Search CitiDirect Menu" and a dropdown menu "I would like to ...". The main navigation bar includes "Home", "My Transactions & Services", "Inquiries & Searches", "Reports", "Tools & Preferences", and "User Administration". The breadcrumb trail reads "Home >> My Transactions & Services >> Trade Services >> Trade Services". There is a "Favorite Reports" icon and the text "Last Login Date 03/19/2014 09:24:38". Below the breadcrumb trail, there is a row of tabs: "Input/Modify", "Repair Req", "Verification Req", "Auth Req", "Release Req", "Offline Authorization", "Incoming Messages", and "View". The main content area is a table with the following columns: "Service Type", "Customer ID", "Customer Name", "Customer Reference", "Counter Party Name", "CCY", "Amount", and "Maker Name". The table is currently empty. At the bottom of the table, there is a status bar that reads "<< Row 1 of 400 + >>" and "Right Click on column titles to customize (1)/(2) sorted columns". There is a "More" button to the right of the status bar. At the bottom of the page, there is a footer with icons for search, home, and refresh, and buttons for "Submit", "New", "Go To Details", "Delete", and "Other Options".

From the Main Trade Services homepage, click on the Incoming Messages tab to access Incoming Open Account messages.

## Reviewing Incoming Open Account Trade—Document Arrival Notices (DAN)

To view an incoming Open Account Trade—DANs

1. Choose [Incoming Messages](#)

Trade Services 0 Failed Login since Last Login Date 01/31/2014 01:39:59 CITIDIRECT TRADE

Input/Modify Repair Req'd Verification Req'd Auth Req'd Release Req'd Offline Authorization **Incoming Messages** View

Message Type	Customer ID	Customer Name	LC/Bill Reference Number	Attention	Message
Open Account Trade-DAN (Discp)		Customer Name	6746321	Mr John	
Open Account Trade-DAN (Clean)		Customer Name	6746321	Mr John	
Open Account Trade-DAN (Clean)		Customer Name	6746321		
Open Account Trade-DAN (Clean)		Customer Name	6746321		

<< Row 1 of 4 >> Right Click on column titles to customize (1)/(2) sorted columns Orange may be outdated data More

Go To Details Delete Other Options

2. Highlight the message to view and click on the [Go To Details](#) button
3. You can also click on [Other Options](#) and select [Search](#) to perform a search for a specific message

- Search
- Update Screen
- Print
- Print Details
- View Totals
- View Transaction History

Go To Details Delete Other Options

Select the search criteria and click on [Run Search](#) button

Search Definition Dialog

Sort Criteria

Primary Sort [ ] descending

Secondary Sort [ ] ascending

Search Criteria

Message Type [starts with] [ ]

Customer ID [starts with] [ ]

LC/Bill Reference Number [starts with] [ ]

Attention [starts with] [ ]

Message Title [starts with] [ ]

Sender Name [starts with] [ ]

Message Received Date from [ / / ] to [ / / ]

Message Status [equals] [Final Response Pending  
Pending Response  
Response In Progress  
Unread]

Run Search Clear Cancel

4) After the message is selected, the below screen will appear. This screen displays the Open Account Trade—Document Arrival Notice (Discrepant) message

Open Account Trade - Document Arrival Notice (Discrepant)

Incoming Response

1 Name Customer 1 Customer ID 123456

2 Bank Entity 940 NEW YORK CITIBANK Message Status Unread

3 Attention MR JOHN DOE Message Received Date/Time 12/05/2013 04:30:20

4 OAT Reference Number 269785 Message Reference Number 269785

5 Seller Name & Address SELLER NAME 1 CCY/Amount USD 50,238.18 List of Discrepancies 6

7 Seller Reference 555C1 Due Date 02/04/2014 View Documents 8

9 Buyer Reference

10 Presentation/Discrepant Details

(1) Invoice#	PO#	PO Drawing Amount	Invoice Amount	Discrepancies
ELIANES001	51155497	13,822.55	3,432.00	List of Discrepancies
ELIANES002	51155482	7,252.08	7,515.11	
ELIANES003	51155497	13,822.55	8,910.17	

<< Row 1 of 3 >> (1)/(2) sorted columns View Invoice Details View PO Details View Discrepancies 12

11 Narrative

\* Required Field

Mark As Read Download Next Return to Summary Print Other Options

1. Name and Customer ID fields are pre-populated as per client set up
2. Bank Entity: Bank Branch Code that processed the transaction. Message Status: For all the new transactions, the message status will be Unread; if the user clicks on “Mark As Read” the status of the message will move to Response Pending queue
3. Attention field captures the attention party this message is intended for. Message Received Date/Time is the date the message was received

4. [OAT Reference Number](#) is a unique reference number for Open Account transactions. [Message Reference Number](#) field is a unique reference number that is pre-populated
5. [Seller Name and Address](#): In the field, the seller name and address is captured. CCY/Amount: Currency and amount of the transaction is displayed
6. [List of Discrepancies](#): click on this link to view the list of discrepancies for this transaction
7. The [Seller Reference](#) field contains the reference number of the seller. Due Date: captures the date of the payment due
8. [View Documents](#): click on this link in order to view the images of the documents for this transaction
9. [Buyer Reference](#) field: captures the specific reference number of the buyer
10. [Presentation/Discrepant Details](#): will detail the list of invoices, PO numbers, PO drawing amounts, invoice amounts and discrepancies if applicable
11. In the [Narrative](#) field, additional text is captured
12. The two sets of Action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below



After selecting the invoice, the user will be able to

1. [View Invoice Details](#)—the details of the invoice
2. [View PO Details](#)—the details of the PO
3. [View Discrepancies](#)—the details of discrepancies associated with each invoice



- 1) [Mark as Read](#)—In order for user to change the status of the message
- 2) [Download](#)—Download the message
- 3) [Next](#)—Takes the user to subsequent screen
- 4) [Return to Summary](#)—Returns the user to [Summary](#) Tab
- 5) [Print](#)—Prints the message
- 6) [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Approving or rejecting an Open Account Trade—DAN (Discrepant) Message

When responding to an Open Account DAN (Discrepant) Message, user can initiate it as follows

Click on [Response](#) tab to provide the response to Citi

[Open Account Trade - Document Arrival Notice \(Discrepant\)](#)

1. **Name** and **Customer ID** fields are pre-populated as per client set up
2. **Bank Entity**: Bank Branch Code that processed the transaction. **Message Status**: For all the new transactions, the message status will be Unread; if the user clicks on “Mark As Read” the status of the message will move to Response Pending queue
3. **Attention** field captures the attention party this message is intended for. **Payment Date**: is the date of the payment for this transaction
4. **OAT Reference Number** is a unique reference number for Open Account transaction. **Message Sent Date/Time**: is the date the message was sent
5. **Seller Name and Address**: In the field, the seller name and address is captured. **CCY/Amount Message**: Currency and amount of the transaction is displayed
6. **List of Discrepancies**: click on this link to view the list of discrepancies for this transaction
7. The **Seller Reference** field contains the reference number of the seller. **Due Date**: captures the date of the payment due
8. **View Documents**: click on this link in order to view the images of the documents for this transaction



9. [Buyer Reference](#) field captures the specific reference number of the buyer
10. [Presentation/Discrepant Details](#): will detail the list of invoices, PO#, drawing amount, invoice amount and discrepancies of applicable
11. In the [Narrative field](#), additional text is captured
12. The two sets of action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below



1. [Approve All](#)—In order for user to approve the documents reviewed
2. [Reject All](#)—In order for the user to reject the document reviewed
3. [Clear All](#)—In order to clear all the content entered by the user



1. [Mark as Read](#)—In order for user to change the status of the message
2. [Submit](#)—Once complete, user can [Submit](#) the transaction. When user selects [Submit](#) button while creating an Open Account DAN (Discrepant) message, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank
3. [Download](#)—Download the message
4. [Save](#)—The message is saved with the status of Incomplete. User can return to the application later to finish entering the details
5. [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab.
6. [Return to Summary](#)—Returns the user to [Summary](#) Tab
3. [Clear](#)—Clears all the content entered by the user
7. [Print](#)—Prints the message
8. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Reviewing an Open Account Trade—DAN (Clean) Message

1. After the message is selected, the screen below will appear

Open Account Trade - Document Arrival Notice (Clean)

Incoming Response

1 Name: Customer 1 Customer ID: 123456

2 Bank Entity: 940 NEW YORK CITIBANK Message Status: Unread

3 Attention: MR JOHN DOE Message Received Date/Time: 12/05/2013 04:30:20

4 OAT Reference Number: 269785 Message Reference Number: 269785

5 Seller Name & Address: SELLER NAME 1 CCY/Amount: USD 50,238.18

6 Seller Reference: 555C1 Due Date: 02/04/2014 View Documents 7

8 Buyer Reference:

9 Presentation Detail

(1) Invoice#	PO#	PO Drawing Amount	Invoice Amount
C1234567	51289875	10,021.30	10,021.30
C1234568	51289876	15,342.20	15,342.20
C1234569	51289877	8,488.08	8,488.08
C1234570	51289878	16,386.60	16,386.60

10 Narrative: PAYMENT TERMS: 1 PCT 60 DAYS SIGHT:4 DEC13

11 View Invoice Details View PO Details

\* Required Field 11 Mark As Read Download Next Return to Summary Print Other Options

1. Name and Customer ID fields are pre-populated as per client set up
2. Bank Entity: Bank Branch Code that processed the transaction. Message Status: For all the new transactions, the message status will be Unread; if the user clicks on “Mark As Read” the status of the message will move to Response Pending queue
3. Attention field captures the attention party this message is intended for. Message Received Date/Time is the date the message was received
4. OAT Reference Number is a unique reference number for Open Account transactions. Message Reference Number field is a unique reference number that is pre-populated
5. Seller Name and Address: In the field, the seller name and address is captured. CCY/Amount: Currency and amount of the transaction is displayed
6. The Seller Reference field contains the reference number of the seller. Due Date: captures the date of the payment due
7. View Documents: click on this link in order to view the images of the documents for this transaction
8. Buyer Reference field: captures the specific reference number of the buyer
9. Presentation/Discrepant Details: will detail the list of invoices, PO numbers, PO drawing amounts, invoice amounts and discrepancies if applicable

10. In the [Narrative](#) field, additional text is captured

11. The two sets of Action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below



After selecting the invoice, the user will be able to

1. [View Invoice Details](#)—the details of the invoice
2. [View PO Details](#)—the details of the PO



1. [Mark as Read](#)—In order for user to change the status of the message
2. [Download](#)—Download the message
3. [Next](#)—Takes the user to subsequent screen
4. [Return to Summary](#)—Returns the user to [Summary](#) Tab
5. [Print](#)—Prints the Free Format
6. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Approving or Rejecting an Open Account Trade—DAN (Clean) Message

When responding to an Open Account Trade—DAN (Clean) message, user can initiate it as follows

## Open Account Trade - Document Arrival Notice (Clean)

**Incoming** **Response**

1 **Transaction Initiator** Customer 1 **Customer ID** 123456

2 **Bank Entity** 940 CITIBANK NEW YORK **Message Status**

3 **Attention** **\* Payment Date**

4 **OAT Reference Number** 269785 **Message Sent Date/Time**

5 **Seller Name & Address** SELLER NAME 1 **Message Reference Number** 269785

6 **Seller Reference** 555C1 **CCY** USD **Approved Amount** [View Documents](#) 7

8 **Buyer Reference**

9

(1) Invoice#	PO#	PO Drawing Amount	Approve	Reject	Invoice Amount	Amount to be paid
C1234567	51289875	10,021.30			10,021.30	10,021.30
C1234568	51289876	15,342.20			15,342.20	15,342.20
C1234569	51289877	8,488.08			8,488.08	8,488.08
C1234570	51289878	16,386.60			16,386.60	16,386.60

11

<< Row 0 of 4 >> (1)/(2) sorted columns [Approve All](#) [Reject All](#) [Clear All](#) [View Invoice Details](#) [View PO Details](#)

10 **Narrative**

\* Required Field 11 [Mark As Read](#) [Submit](#) [Download](#) [Save](#) [Next](#) [Return to Summary](#) [Clear](#) [Print](#) [Other Options](#)

1. **Transaction Initiator** and **Customer ID** fields are pre-populated as per client set up
2. **Bank Entity**: Bank Branch Code that processed the transaction. **Message Status**: For all the new transactions, the message status will be Unread; if the user clicks on “Mark As Read” the status of the message will move to Response Pending queue
3. **Attention** field captures the attention party this message is intended for. **Payment Date** is that the payment will be made
4. **OAT Reference Number** is a unique reference number for Open Account transactions. **Message Sent Date/Time** is the date the user’s message was sent to the bank
5. **Seller Name and Address**: In the field, the seller name and address is captured. **Message Reference** Number field is a unique reference number that is pre-populated
6. The **Seller Reference** field contains the reference number of the seller. **CCY/Amount**: Currency and amount of the transaction is displayed
7. **View Documents**: click on this link in order to view the images of the documents for this transaction
8. **Buyer Reference** field: captures the specific reference number of the buyer
9. **Presentation Details**: will detail the list of Invoices, PO numbers, PO drawing amounts, Approve, Reject, Invoice Amount and Amount to be paid

10. In the [Narrative](#) field, additional text is captured

11. The two sets of Action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below

<a href="#">Approve All</a>	<a href="#">Reject All</a>	<a href="#">Clear All</a>	<a href="#">View Invoice Details</a>	<a href="#">View PO Details</a>	<a href="#">View Discrepancies</a>
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1. [Approve All](#)—In order for user to approve the documents reviewed
2. [Reject All](#)—In order for the user to reject the document reviewed
3. [Clear All](#)—In order to clear all the content entered by the user

<a href="#">Mark As Read</a>	<a href="#">Submit</a>	<a href="#">Download</a>	<a href="#">Save</a>	<a href="#">Next</a>	<a href="#">Return to Summary</a>	<a href="#">Clear</a>	<a href="#">Print</a>	<a href="#">Other Options</a>
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1. [Mark as Read](#)—Not Applicable in this section
2. [Submit](#)—Once complete, user can [Submit](#) the transaction. When user selects [Submit](#) button while creating a response to Open Account DAN (Clean), an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank
3. [Download](#)—Download the message
4. [Save](#)—The message is saved with the status of Incomplete. User can return to the application later to finish entering the details
5. [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab
6. [Return to Summary](#)—Returns the user to [Summary](#) Tab
7. [Clear](#)—Clears all the content entered by the user
8. [Print](#)—Prints the message
9. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

# Chapter 11 Trade Advances

## Trade Advances

The Trade Advances module provides both Importer and Exporter clients the ability to electronically apply for Trade Advances.

The module has 3 separate transaction types – Trade Advance – Importer, Trade Advance – Exporter and Extend/Update an Existing Loan.

## About the module

In the Trade Advances module, user can electronically:

- Submit an application for Trade Advances, whether the client is an Importer or Exporter
- Extend/Update an Existing Loan
- Perform inquiries on previous transactions
- Retrieve reports

## Accessing the Trade Advances - Importer Module

The screenshot displays the CitiDirect Online Banking interface. At the top, the Citi logo is on the left, and the text "CitiDirect® Online Banking" is in the center. To the right of the logo, there are links for "Online Help", "My Preferences", "Inbox", "Support Website", and "Close". Below these links, the date and time "03/20/2014 17:47:46" are shown. Further right, there are links for "Change Client Context" and "Privacy Statement". A search bar labeled "Search CitiDirect Menu" is located on the right side of the header.

Below the header, there is a navigation menu with tabs for "Home", "My Transactions & Services", "Inquiries & Searches", "Reports", "Tools & Preferences", and "User Administration". The "My Transactions & Services" tab is selected. Below the navigation menu, there is a breadcrumb trail: "Home >> My Transactions & Services >> Trade Services >> Trade Services". To the right of the breadcrumb trail, there is a "Favorite Reports" icon and the text "Last Login Date 03/19/2014 09:24:38".

Below the breadcrumb trail, there is a row of buttons: "Input/Modify", "Repair Req'd", "Verification Req'd", "Auth Req'd", "Release Req'd", "Offline Authorization", "Incoming Messages", and "View". The "Input/Modify" button is highlighted.

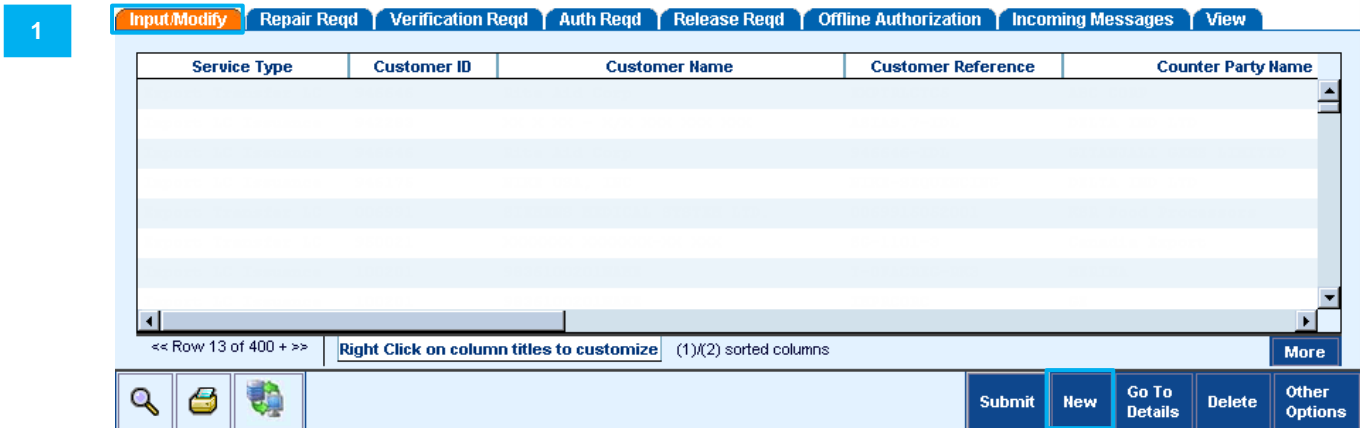
The main content area contains a table with the following columns: "Service Type", "Customer ID", "Customer Name", "Customer Reference", "Counter Party Name", "CCY", "Amount", and "Maker Name". The table is currently empty.

At the bottom of the table, there is a status bar that reads: "<< Row 1 of 400 + >> Right Click on column titles to customize: (1)(2) sorted columns". To the right of the status bar, there is a "More" button.

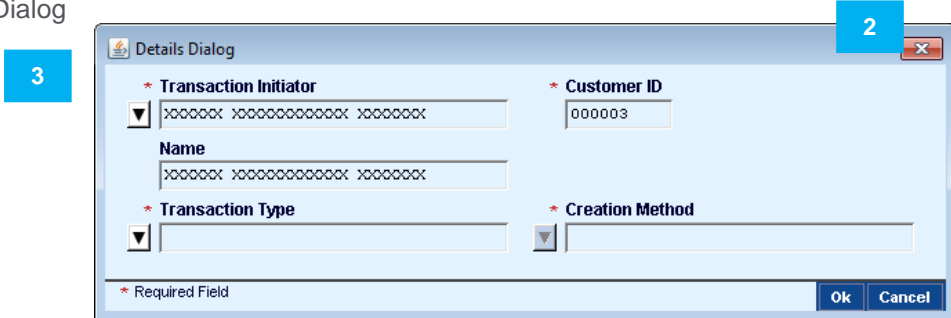
At the bottom of the page, there is a footer with icons for search, home, and refresh, and buttons for "Submit", "New", "Go To Details", "Delete", and "Other Options".

Importer clients can create a new Trade Advance – Importer transaction by following the below steps:

1. Select the Input/Modify tab
2. Click on “New”

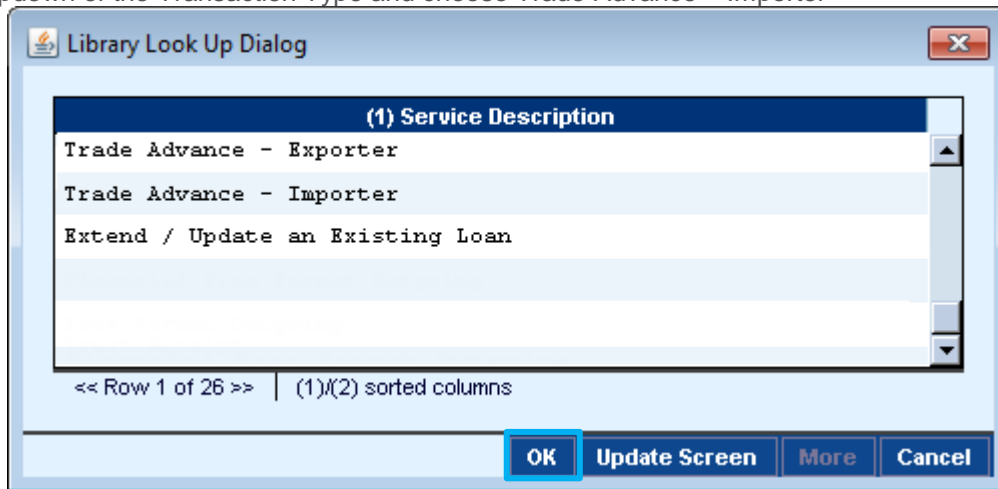


3. Details Dialog



In the Details Dialog box, click the dropdown of the **Transaction Initiator** field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant **Transaction Initiator** from the **Transaction Initiator Library Look-Up** Dialog Box and click **OK**.

Select the dropdown of the Transaction Type and choose Trade Advance – Importer



The Creation Method defaults to “Create New”

The below details dialog box displays the populated fields. Click OK to open the Trade Advances screen.

Details Dialog

\* Transaction Initiator  
▼ XXXXXXXX-XXXXXXX XXXXXXXXXXXX XX

\* Customer ID  
006005

Name  
XXXXXXXX-XXXXXXX XXXXXXXXXXXX XX

\* Transaction Type  
▼ Trade Advance - Importer

\* Creation Method  
▼ Create New

\* Required Field

Ok Cancel



# Creating a Trade Advance – Importer transaction

The Trade Advance – Importer screen is shown below:

Trade Advance - Importer

The screenshot shows a web-based form for creating a Trade Advance - Importer transaction. The form is divided into several sections and fields, with blue callout boxes numbered 1 through 27. The fields are as follows:

- 1:** Transaction Initiator (pre-populated)
- 2:** Customer Name (pre-populated)
- 3:** Transaction Status (not editable)
- 4:** Transaction Reference Number (pre-populated)
- 5:** Bank Reference Number
- 6:** \* Customer Reference Number
- 7:** Bill Reference Number
- 8:** Contact Person
- 9:** Telephone Number
- 10:** \* CCY/Loan Amount
- 11:** \* Loan Terms
- 12:** Tenor(In Days)
- 13:** Maturity Date
- 14:** \* Method of Credit (Credit Our Account)
- 15:** \* Account Number
- 16:** Supplier's Name
- 17:** Supplier's Account Number
- 18:** Supplier's Bank/Address
- 19:** Payment / Maturity Instructions
- 20:** FX Contract Number and Rate
- 21:** Invoice Information table with columns (1) Invoice Number and Invoice Date. Includes pagination: << Row 0 of 0 >> (1)(2) sorted columns, and buttons New, Edit, Delete.
- 22:** Instrument Type (Bill of Exchange)
- 23:** Bill of Exchange/Promissory Note Date
- 24:** CCY/Bill of Exchange/Promissory Note Amount
- 25:** Bill of Exchange/Promissory Note Tenor
- 26:** Other
- 27:** Submit button

At the bottom left, there is a legend: \* Required Field. At the bottom right, there is a navigation bar with buttons: Submit, Save, Download, Next, Return to Summary, Clear, Print, and Other Options.

1. Transaction Initiator and Customer ID details are pre populated and not editable
2. Customer Name details are pre populated and not editable
3. Transaction Status is not editable
4. Transaction Reference Number is a unique reference number that is pre-populated



* <b>Method of Credit</b>	<b>Account Number</b>
Credit Our Supplier ▼	<input type="text"/>
* <b>Supplier's Name</b>	* <b>Supplier's Account Number</b>
<input type="text"/>	<input type="text"/>
* <b>Supplier's Bank/Address</b>	
<input type="text"/>	

16. If "Credit Our Supplier" was selected under Method of Credit, the Supplier Name would have to be populated.
17. If "Credit Our Supplier" was selected under Method of Credit, the Supplier Account Number would have to be populated.
18. If "Credit Our Supplier" was selected under Method of Credit, the Supplier Bank/Address would have to be populated.
19. Any other Payment/Maturity Instructions such as Bank SWIFT address can be inserted in the Payment/Maturity Instructions box
20. Enter any applicable FX Contract Numbers. If the FX Contract Number is populated, the rate field will be editable.

<b>FX Contract Number</b>	* <b>Rate</b>
123456	<input type="text"/>

21. Insert Invoice Information by clicking on "New"  
The below pop up box appears.

**Details Dialog** ✕

\* **Invoice Number**

\* **Invoice Date**

/  ▼

---

\* Required Field

Enter Invoice Number, Invoice Date and click Save.

22. Select the Instrument Type from Bill of Exchange or Promissory Note

**Instrument Type**

Bill Of Exchange ▲

Bill Of Exchange

Promissory Note

23. Select the appropriate date from the Bill of Exchange/Promissory Note Date
24. Select the appropriate Currency and Bill of Exchange/Promissory Note Amount
25. Enter the Bill of Exchange/ Promissory Note Tenor
26. Insert any other comments or instructions in the Other field

27. Click on “Submit” to submit the transaction to a checker for authorization.

## Accessing the Trade Advances - Exporter Module

CitiDirect® Online Banking | Online Help | My Preferences | Inbox | Support Website | Close  
03/20/2014 17:47:46  
Change Client Context | Privacy Statement  
Search CitiDirect Menu  
I would like to ...

Home | My Transactions & Services | Inquiries & Searches | Reports | Tools & Preferences | User Administration

Home >> My Transactions & Services >> Trade Services >> Trade Services  
Favorite Reports  
Trade Services  
Last Login Date 03/19/2014 09:24:38

Input/Modify | Repair Req'd | Verification Req'd | Auth Req'd | Release Req'd | Offline Authorization | Incoming Messages | View

Service Type	Customer ID	Customer Name	Customer Reference	Counter Party Name	CCY	Amount	Maker Name
--------------	-------------	---------------	--------------------	--------------------	-----	--------	------------

<< Row 1 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

Submit New Go To Details Delete Other Options

Exporter clients can create a new Trade Advance - Exporter transaction by following the below steps:

1. Select the Input/Modify tab
2. Click on “New”

1

Input/Modify | Repair Req'd | Verification Req'd | Auth Req'd | Release Req'd | Offline Authorization | Incoming Messages | View

Service Type	Customer ID	Customer Name	Customer Reference	Counter Party Name
--------------	-------------	---------------	--------------------	--------------------

<< Row 13 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

Submit New Go To Details Delete Other Options

2

### 3. Details Dialog

3

Details Dialog

\* Transaction Initiator  
▼ xxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxx

\* Customer ID  
000003

Name  
xxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxx

\* Transaction Type  
▼

\* Creation Method  
▼

\* Required Field

Ok Cancel

In the Details Dialog box, click the dropdown of the [Transaction Initiator](#) field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant [Transaction Initiator](#) from the [Transaction Initiator Library Look-Up](#) Dialog Box and click **OK**.

Select the dropdown of the Transaction Type and choose Trade Advance – Exporter

Library Look Up Dialog

(1) Service Description

Trade Advance - Exporter
Trade Advance - Importer
Extend / Update an Existing Loan

<< Row 1 of 26 >> | (1)/(2) sorted columns

OK Update Screen More Cancel

The Creation Method defaults to “Create New”

The below details dialog box displays the populated fields. Click **OK** to open the Trade Advances screen.

Details Dialog

\* Transaction Initiator  
▼ xxxxxxxxxxx xxx xxxxxx xxx

\* Customer ID  
001577

Name  
xxxxxxxxx xxx xxxxxx xxx

\* Transaction Type  
▼ Trade Advance - Exporter

\* Creation Method  
▼ Create New

\* Required Field

Ok Cancel

# Creating a Trade Advance – Exporter Transaction

The Trade Advance – Exporter screen is shown below:

Trade Advance - Exporter

1	Transaction Initiator XXXXXXXXXX XXXX XXXXX XXX	Customer ID 001577	
2	Transaction Reference Number 9423900021475397	Transaction Status	3
4	Customer Name XXXXXXXXXX XXXX XXXXX XXX	Bank Reference Number	5
6	* Customer Reference Number	LC Reference number	7
8	Contact Person	Telephone Number	9
10	* CCY/Trade Advance Exporter Amount	* Account Number	11
12	CCY/LC Amount		
13	* Loan Terms	Tenor(In Days)	14
			15
16	LC Issuing Bank Name / Address		
17	Payment / Maturity Instructions		

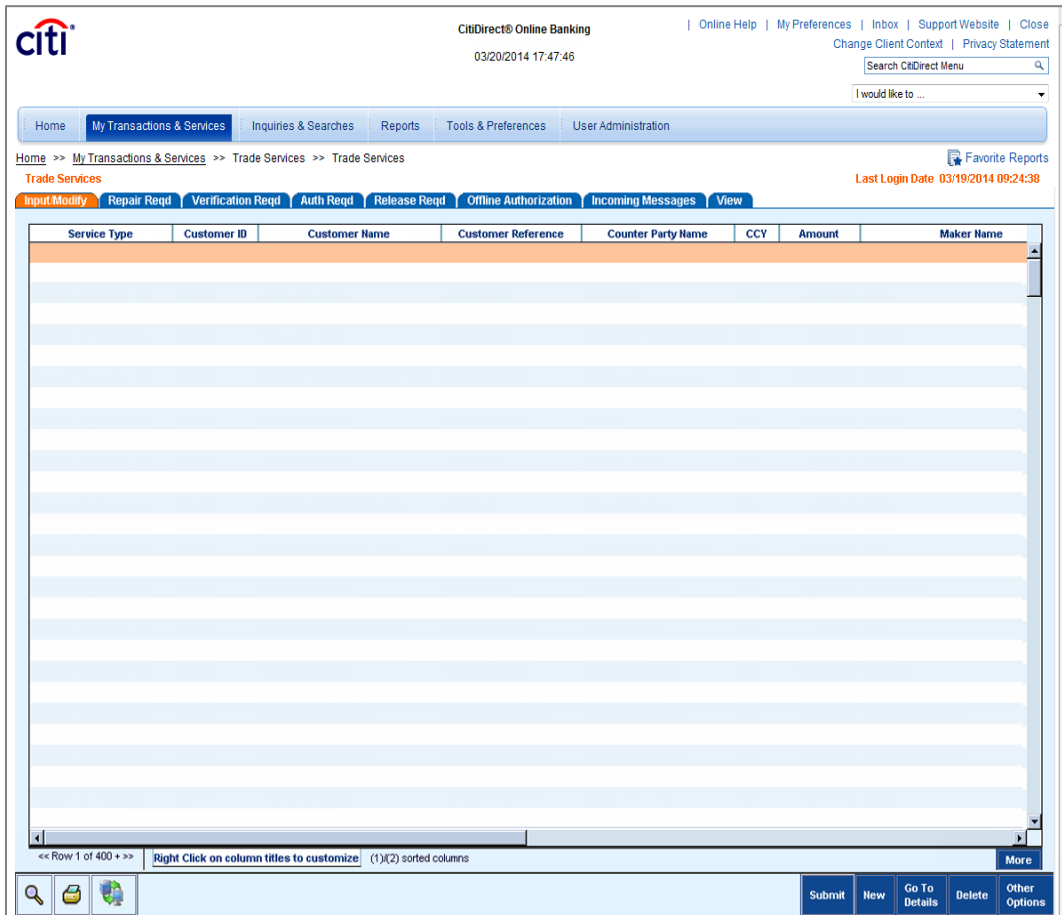
\* Required Field

Submit Save Download Next Return to Summary Clear Print Other Options

1. Transaction Initiator and Customer ID details are pre populated and not editable
2. Transaction Reference Number is a unique reference number that is pre-populated
3. Transaction Status is not editable
4. Customer Name details are pre populated and not editable

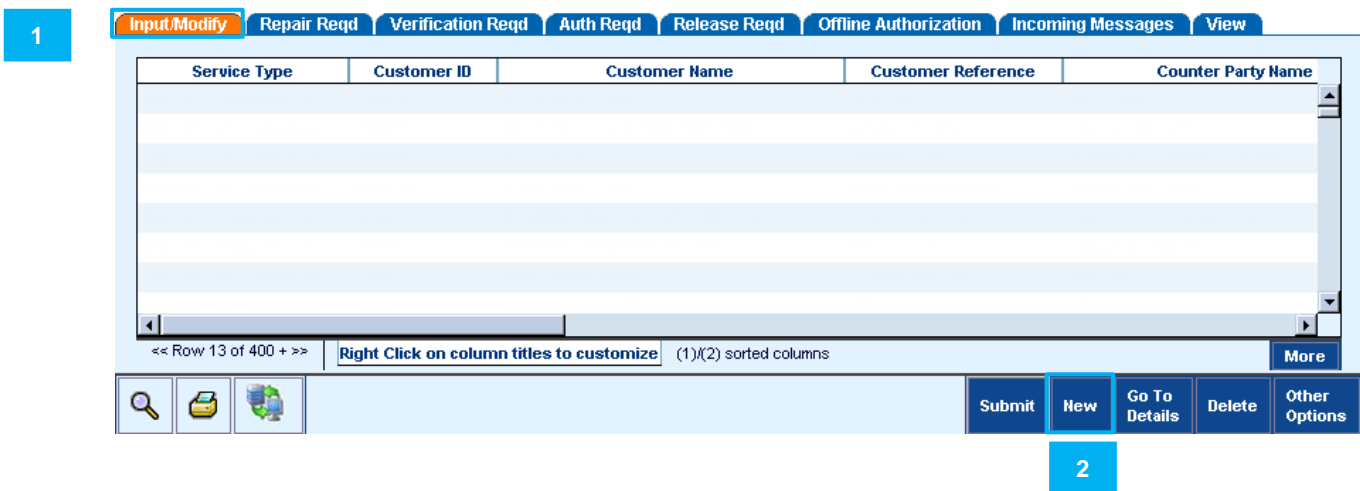


# Accessing the Extend/Update an Existing Loan Module



Importer clients can create a new Extend/Update an Existing Loan transaction by following the below steps:

1. Select the Input/Modify tab
2. Click on “New”





### 3. Details Dialog

3

Details Dialog

\* Transaction Initiator: [Masked Value]

\* Customer ID: 000003

Name: [Masked Value]

\* Transaction Type: [Dropdown]

\* Creation Method: [Dropdown]

\* Required Field

Ok Cancel

In the Details Dialog box, click the dropdown of the [Transaction Initiator](#) field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant [Transaction Initiator](#) from the [Transaction Initiator Library Look-Up](#) Dialog Box and click **OK**.

Select the dropdown of the Transaction Type and choose Extend/Update an Existing Loan

Library Look Up Dialog

(1) Service Description

Trade Advance - Exporter
Trade Advance - Importer
Extend / Update an Existing Loan

<< Row 1 of 26 >> | (1)/(2) sorted columns

Ok Update Screen More Cancel

The Creation Method defaults to “Create New”

The below details dialog box displays the populated fields. Click OK to open the Trade Advances screen.

Details Dialog

\* Transaction Initiator: [Masked Value]

\* Customer ID: 001577

Name: [Masked Value]

\* Transaction Type: Extend / Update an Existing Loan

\* Creation Method: Create New

\* Required Field

Ok Cancel

# Creating an Extend/Update an Existing Loan transaction

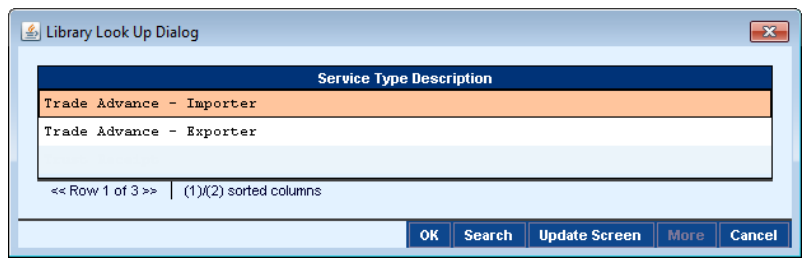
## Extend / Update an Existing Loan

The screenshot shows a web form titled "Extend / Update an Existing Loan". The form is divided into several sections, each with a numbered callout:

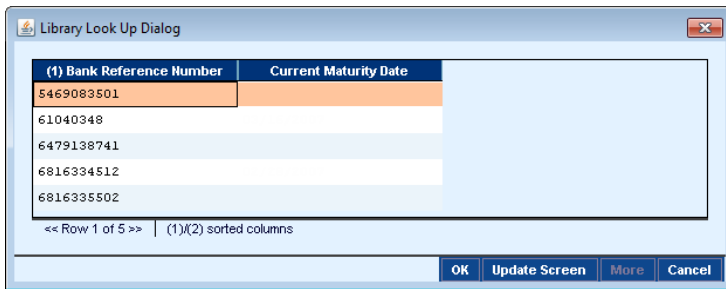
- 1**: Transaction Initiator (XXXXXXXXXX XXXX XXXXX XXX) and Customer ID (001577).
- 2**: Transaction Reference Number (9423900021475400).
- 3**: Transaction Status (empty field).
- 4**: Customer Name (XXXXXXXXXX XXXX XXXXX XXX).
- 5**: \* Customer Reference Number (empty field).
- 6**: \* Transaction Type (dropdown menu).
- 7**: \* Bank Reference Number (dropdown menu) and \* Current Maturity Date (date picker).
- 8**: \* Activity Type (checkboxes for Extend Loan and Update Loan).
- 9**: Extend Loan (dropdown menu) and By Days (checkbox).
- 10**: Additional Information (text area).
- 11**: A legend indicating that an asterisk (\*) denotes a required field.

At the bottom of the form, there is a navigation bar with buttons: Submit, Save, Download, Next, Return to Summary, Clear, Print, and Other Options.

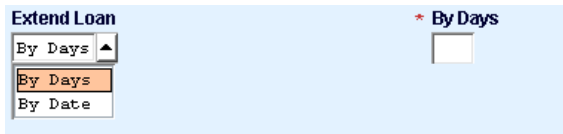
1. Transaction Initiator and Customer ID details are pre populated and not editable
2. Transaction Reference Number is a unique reference number that is pre-populated
3. Transaction Status is not editable
4. Customer Name details are pre populated and not editable
5. Customer Reference Number should be populated by the user
6. Transaction Type: Select from Trade Advance – Importer or Trade Advance – Exporter



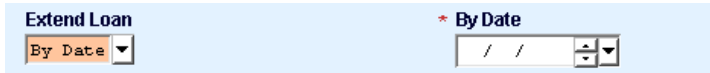
7. Bank Reference Number: Select from the applicable Bank References of existing transactions  
 The Current Maturity Date will populate based on the information selected



8. Activity Type: Select from Extend Loan or Update Loan  
 9. If Extend Loan is selected, select from By Days or By Date.  
 If By Days is selected, the “By Days” field will be editable



If By Date is selected, the “By Date” field will be editable



10. Insert any additional information about the transaction in “Additional Information”  
 11. Click on “Submit” to submit the transaction to a checker for authorization.

# Chapter 12 Free Format Messages

## Free Format Messages

The Free Format Messages module allows client users and the bank to communicate freely regarding their Trade processing. A Free Format Message is used to send or receive information for which another service type is not applicable

## About the Module

In the Free Format Messages module, user can electronically

- Send outgoing messages to the bank
- View incoming messages
- Respond to incoming messages

## Accessing Free Format Messages

The screenshot displays the CitiDirect Online Banking interface. At the top, the Citi logo is on the left, and the text 'CitiDirect® Online Banking' is in the center. To the right of this text are links for 'Online Help', 'My Preferences', 'Inbox', 'Support Website', and 'Close'. Below this is the date and time '03/20/2014 17:47:46'. On the far right, there are links for 'Change Client Context' and 'Privacy Statement', along with a search box labeled 'Search CitiDirect Menu' and a dropdown menu 'I would like to ...'.

The main navigation bar includes 'Home', 'My Transactions & Services', 'Inquiries & Searches', 'Reports', 'Tools & Preferences', and 'User Administration'. Below this, the breadcrumb trail reads 'Home >> My Transactions & Services >> Trade Services >> Trade Services'. There is also a 'Favorite Reports' icon and the text 'Last Login Date 03/19/2014 09:24:38'.

The 'Trade Services' section has several tabs: 'Input/Modify', 'Repair Reqd', 'Verification Reqd', 'Auth Reqd', 'Release Reqd', 'Offline Authorization', 'Incoming Messages', and 'View'. The 'Incoming Messages' tab is currently selected.

The main content area is a table with the following columns: 'Service Type', 'Customer ID', 'Customer Name', 'Customer Reference', 'Counter Party Name', 'CCY', 'Amount', and 'Maker Name'. The table is currently empty, showing only the header row.

At the bottom of the table, there is a status bar that says '<< Row 1 of 400 +>>' and 'Right Click on column titles to customize (1)/(2) sorted columns'. There is also a 'More' button.

The bottom of the interface features a search icon, a home icon, a globe icon, and a set of buttons: 'Submit', 'New', 'Go To Details', 'Delete', and 'Other Options'.

From the Main Trade Services homepage, click on the Incoming Messages tab to access Incoming Free Format Messages.

## Reviewing Free Format Messages

When reviewing a Free Format Message, user can initiate it as follows:

1. Choose [Trade Services](#) | Choose [Incoming Messages](#)

Trade Services 0 Failed Login since Last Login Date 01/24/2014 01:02:34 CITIDIRECT TRADE

[Input/Modify](#)
[Repair Reqd](#)
[Verification Reqd](#)
[Auth Reqd](#)
[Release Reqd](#)
[Offline Authorization](#)
[Incoming Messages](#)
[View](#)

Message Type	Customer ID	Customer Name	LC/Bill Reference Number	Attention	Message
Free Format Incoming	917193	Customer Name	RECVR-SN-TC8	John	Collections
Free Format Incoming	917193	Customer Name	RV-IMPTXT-TTSN7	ATTENTION FOR TEST CASE 7	TITLE FOR TEST CA
Free Format Incoming	917193	Customer Name	RV-IMPTXT-TTSN8	ATTENTION FOR TEST CASE 8	MESSAGE TITL FOR
Free Format Incoming	917193	Customer Name	RV-IMTXT-SN-7.1	ATTENTION FOR TEST CASE 7.1	TITLE FOR TEST CA
Free Format Incoming	917193	Customer Name	RC-IMTXT-SN-8.1	ATTENTION FOR TEST CASE 8.1	MESSAGE TITL FOR

<< Row 1 of 5 >> [Right Click on column titles to customize](#) (1)/(2) sorted columns Orange may be outdated data [More](#)

[Go To Details](#)
[Delete](#)
[Other Options](#)

2. Highlight the message to view and click [Go Details](#) button. Click on [Other Options](#) and click on Search to perform a search for a specific message

Search

- Update Screen
- Print
- Print Details
- View Totals
- View Transaction History

[Go To Details](#)
[Delete](#)
[Other Options](#)

3. Select the search criteria and click on [Run Search](#) button

**Search Definition Dialog**

**Sort Criteria**

Primary Sort: [ ] descending

Secondary Sort: [ ] ascending

**Search Criteria**

Message Type: starts with [ ]

Customer ID: starts with [ ]

LC.Bill Reference Number: starts with [ ]

Attention: starts with [ ]

Message Title: starts with [ ]

Sender Name: starts with [ ]

Message Received Date: from [ / / ] to [ / / ]

Message Status: equals [ ]

Final Response Pending  
Pending Response  
Response In Progress  
Unread

Run Search Clear Cancel

4. After the message is selected, the screen below will appear

Free Format Incoming

0 Failed Login since Last Login Date 03/27/2014 14:08:11 CITIDIRECT TRADE

Incoming Response

Customer Name: XXXXX XXXXX X.X.X. XXX. XX Customer ID: 951256 Message Status: Unread

Bank Entity: 712 HONG KONG CITIBANK Message Received Date/Time: 03/26/2014 13:21:07

Message Title: TESTING.CLEAN BILL Attention: MR.ABC Message Reference Number: 0326141012130977

LC.Bill Reference Number: TQML23456 CCY / Amount: USD 1,000.00

Narrative

\* Required Field

Mark As Read Download Next Return to Summary Print Other Options

1. This section displays the Login details of the user such as, last login date and time stamp.
2. **Customer Name** and **Customer ID** fields are pre-populated as per the selection done in Transaction Initiator Dialog box
3. **Message Status**. For all the new transactions, the message status will be Unread, if the user clicks on “Mark As Read” the status of the message will move to the Response Pending queue.
4. **Bank Entity**: Bank Branch Code that processed the transaction.
5. **Message Received Date/Time**: is the date the message was received.
6. **Message Title**: In the field, the title of the message that was sent. **Attention**: A user or group that should action on the incoming message is listed.
7. In the **Message Reference Number** field, a unique reference number is pre-populated.
8. **LC Bill Reference Number** field: Captures the specific reference number.
9. **CCY/Amount**: Currency and amount of the transaction is captured.

10. In the [Narrative field](#), additional text is captured

## Responding to an Incoming Free Format Message

When responding to a Free Format Message, user can initiate it as follows

1. Click on [Response](#) tab to provide the response to Citi

1

Free Format Incoming 0 Failed Login since Last Login Date 01/24/2014 01:02:34 CITIDIRECT TRADE

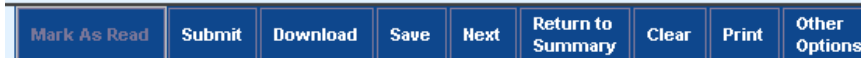
Incoming **Response**

2	<b>Transaction Initiator</b> 917193 - Customer Name	<b>Customer ID</b> 917193	<b>Message Status</b>	3
4	<b>Bank Entity</b> 712 HONG KONG CITIBANK	<b>Department Name</b> CFSL - Export Trade	<b>Message Sent Date/Time</b> / / : :	5
6	<b>Message Title</b> Collections	<b>Attention / Cust. Rel. Ref.</b> Jonn / Ref 123	<b>Message Reference Number</b>	7
8	<b>Select Related Reference</b> Bill Reference Number	<b>LC/Bill Reference Number</b> RECVR-SN-TC8	<b>CCY / Amount</b> USD 100,000.00	9
10	<b>Narrative</b> Free format text			

\* Required Field

Mark As Read Submit Download Save Next Return to Summary Clear Print Other Options

1. This section displays the Login details of the user such as, last login date and time stamp
2. [Transaction Initiator](#) field is pre-populated as per the selection done in Transaction Initiator Dialog box
3. [Customer ID](#) field is pre-populated as per the selection done in Transaction Initiator Dialog box. [Message Status](#) is populated by system
4. [Bank Entity](#): Bank Branch Code that processed the transaction
5. [Department Name](#): is the name of the department. [Message Send Date/Time](#): Will be populated by the system once the user submits the transaction
6. [Message Title](#): In the field, user will enter the title of the message that will be sent
7. [Attention/Cust. Rel. Ref.](#): In this field mark the message as required (e.g. to the attention of a named Customer/Trade Service Representative or to a Trade Processing Department). In the [Message Reference Number](#) field, a unique reference number is pre-populated
8. In the dropdown [Select Related Reference Number](#), select Bill Reference Number or LC Reference Number. In [LC Bill Reference Number](#) field: capture the specific reference number
9. [CCY/Amount](#): Currency and amount can be input using currency library dialog box. User can select currency from the list and click [OK](#) and enter the amount in the field
10. In the [Narrative field](#), enter any additional text manually, or click the [Library Look Up](#) to open a [Library Look Up Dialog](#) box. Select clauses from the list and click [OK](#) to close the box
11. The Action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below



- Once complete, user can [Submit](#) the transaction. When user selects [Submit](#) button while creating a new Free Format, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank
- [Download](#)—Download the Free Format Message Reponse
- [Save](#)—The Free Format is saved with the status of Incomplete. User can return to the application later to finish entering the details
- [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab
- [Return to Summary](#)—Returns the user to [Summary](#) Tab
- [Clear](#)—Clears all the content entered by the user
- [Print](#)—Prints the Free Format Message Response
- [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction

## Creating a New Free Format Message

When creating a new Free Format Message, user can initiate it as follows:

To create a new Free Format Message:

1. Choose [Trade Services](#) | Choose [Input/Modify](#)
2. Click the [New](#) button

**Trade Services**

1 **Input/Modify** Repair Reqd Verification Reqd Auth Reqd Release Reqd Offline Authorization Incoming Messages View

Service Type	Customer ID	Customer Name	Customer Reference	Counter Party Name
Import LC Issuance	123456	CUSTOMER NAME	00000	BENE NAME
Amendment to Import LC	123456	CUSTOMER NAME	11111	BENE NAME
Import LC Issuance	123456	CUSTOMER NAME	22222	BENE NAME

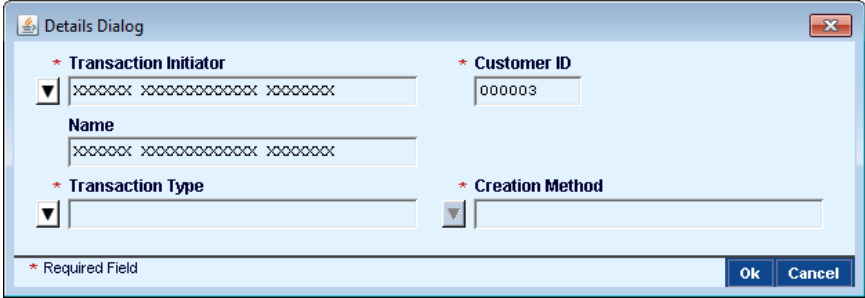
<< Row 1 of 400 + >> Right Click on column titles to customize (1)/(2) sorted columns More

Submit New Go To Details Delete Other Options

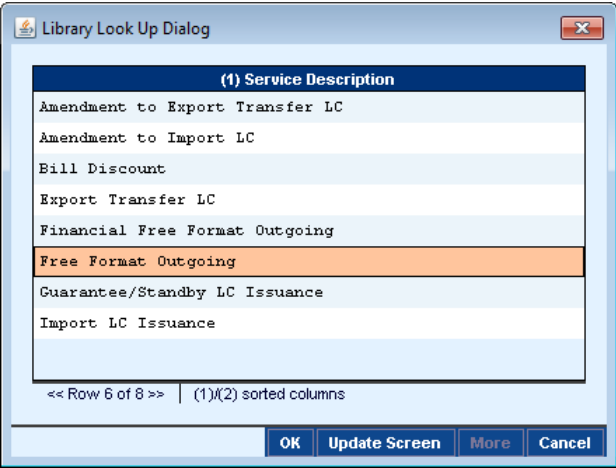
2



3

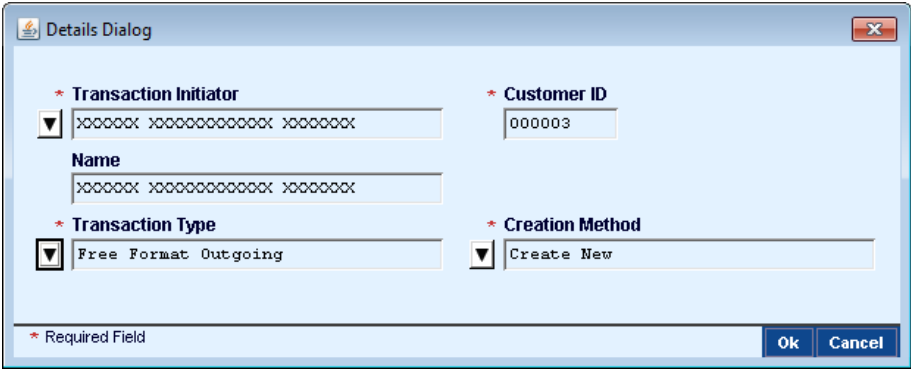


3. In the Details Dialog box, click the dropdown of the **Transaction Initiator** field. The Transaction Initiator Library contains the unique identifiers. Select a name of relevant **Transaction Initiator** from the **Transaction Initiator Library Look-Up** Dialog Box and click **OK**. Select the dropdown of the Transaction Type and choose Free Format Outgoing



In the **Creation Method** field, the selection default to **Create New**.

The Snapshot below displays the **Transaction Initiator dialog box** with fields populated through the selections made via **Library Look-ups**. All the fields need to be filled. Click **OK** to open the Free Format Outgoing screen



4. **Free Format Outgoing** tab

The **tab** allows user to create a new Free Format message

The snapshots below illustrate the Import Letter of Credit (LC) module's features

2	<b>Transaction Initiator</b> Customer Name	<b>Customer ID</b> 000003	<b>Message Status</b>	3
4	<b>Bank Entity</b> 940 NEW YORK CITIBANK - FI	<b>Department Name</b> Trade Ops	<b>Message Sent Date / Time</b> / / : :	5
6	<b>* Message Title</b> Collections	<b>* Attention</b> Dept	<b>Message Reference Number</b> 94017000192	7
8	<b>Select LC/Bill Reference</b> Bill Reference Number	<b>LC/Bill Reference Number</b> 78344-82E	<b>CCY / Amount</b>	9
10	<b>* Narrative</b> Details			

\* Required Field

Submit Save Download Next Return to Summary Clear Print Other Options

- This section displays the Login details of the user such as, last login date and time stamp.
- Transaction Initiator** and **Customer ID** fields are pre-populated as per the selection done in Transaction Initiator Dialog box
- Message Status** is populated by system.
- Bank Entity**: Bank Branch Code that processed the transaction. **Department Name**: is the name of the department
- Message Status**: For all the new transactions, the message status will be Unread, if the user clicks on "Mark Read" the status of the message will move to Response Pending queue.
- Message Title**: In the field, user will enter the title of the message that will be sent. **Attention**: In this field mark the message as required (e.g., to the attention of a named Customer/Trade Service Representative or to a Trade Processing Department)
- In **Message Reference Number** field, a unique reference number is pre-populated.
- In the dropdown **Select LC Bill Reference Number**, select Bill Reference Number or LC Reference Number. **LC Bill Reference Number** field: to capture the specific reference.
- CCY/Amount**: Currency and amount can be input using currency library dialog box. User can select currency from the list and click **OK** and enter the amount in the field.
- In the **Narrative field**, enter any additional text manually, or click the **Library Look Up** to open a **Library Look Up Dialog** box. Select clauses from the list and click **OK** to close the box.
- The Action buttons allow user to perform a variety of actions. All the actions performed by action buttons are detailed below.



- Once complete, user can **Submit** the transaction. When user selects **Submit** button while creating a new Free Format, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank.

2. [Save](#)—The Free Format is saved with the status of Incomplete. User can return to the application later to finish entering the details.
3. [Download](#)—Download the Free Format Message.
4. [Next](#)—Takes the user to subsequent screen, there is no need to scroll to Top to click on subsequent Tab.
5. [Return to Summary](#)—Returns the user to [Summary](#) Tab.
6. [Clear](#)—Clears all the content entered by the user.
7. [Print](#)—Prints the Free Format Message.
8. [Other Options](#)—When user clicks on Other Options, he/she can see two options: [View Error](#) and [Transaction History](#). Clicking on [View Error](#) the user views the Error (if any) with the transaction. By clicking on [Transaction History](#) user can view the complete history of the transaction.

# Glossary

## ***LC BILL REFERENCE NUMBER***

A unique ID number that is assigned to the transaction. Depending on user's company's configuration.

## ***MESSAGE REFERENCE NUMBER***

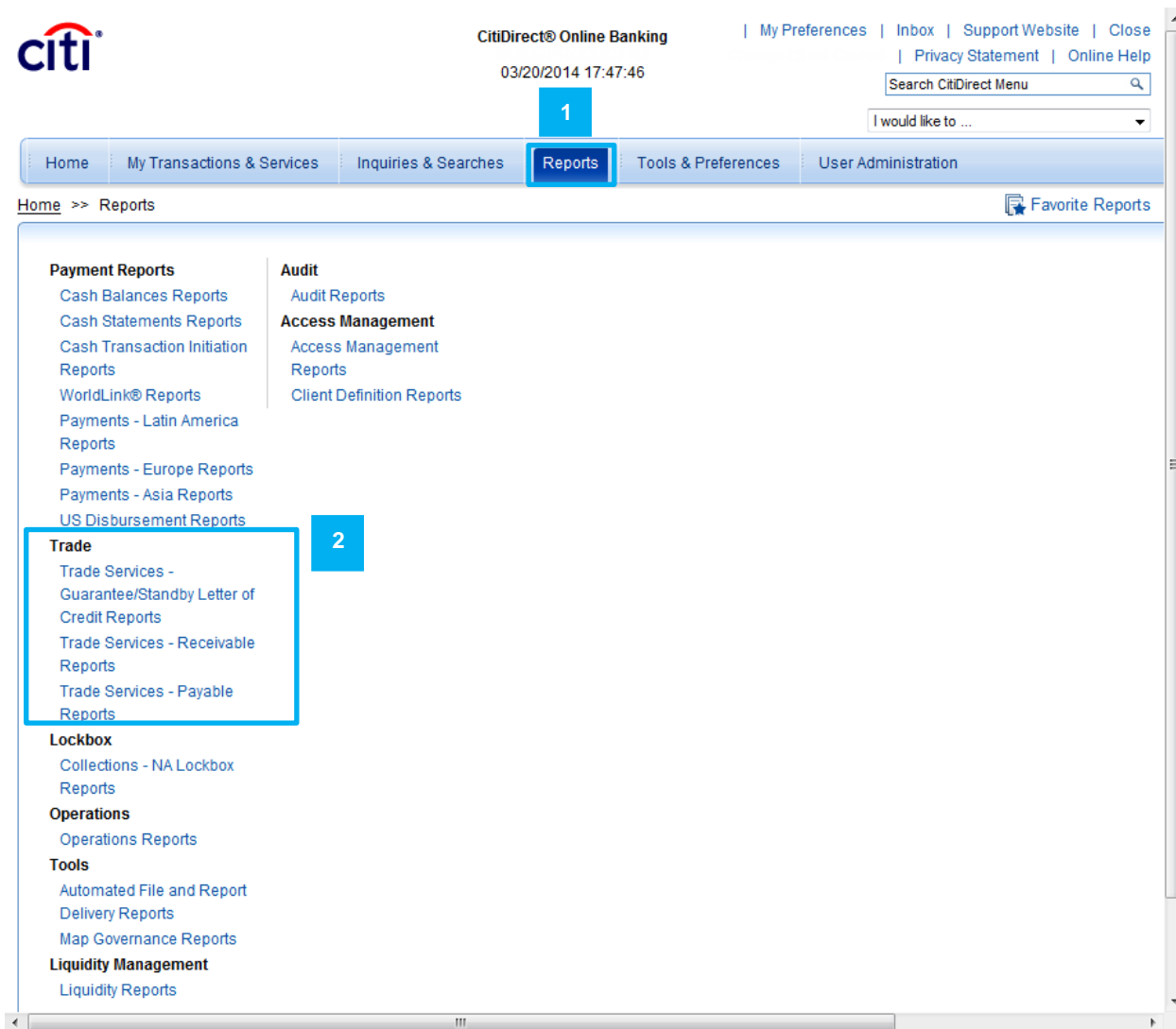
A unique number that is used by the bank(s) to identify the transaction. This is a read-only field. The bank reference number is assigned to the transaction when it is sent to the bank.

# Chapter 13 Reports

Trade reports provide a consolidated view of transaction specific information to users that can be useful for reconciliation and record keeping purposes.

## Selecting and Running Trade Services Reports

1. On the top navigation bar, select [Reports](#)
2. Select from any of the [Trade Reports](#) (as applicable). Note that the list of reports depend on user entitlements



The screenshot shows the CitiDirect Online Banking interface. At the top, the Citi logo is on the left, and the text 'CitiDirect® Online Banking' is in the center. To the right of the text are links for 'My Preferences', 'Inbox', 'Support Website', 'Close', 'Privacy Statement', and 'Online Help'. Below this is the date and time '03/20/2014 17:47:46'. A search bar labeled 'Search CitiDirect Menu' is on the right. A blue box with the number '1' highlights the 'Reports' link in the top navigation bar. Below the navigation bar, the breadcrumb 'Home >> Reports' is visible. The main content area is a list of report categories. A blue box with the number '2' highlights the 'Trade' category, which includes 'Trade Services - Guarantee/Standby Letter of Credit Reports', 'Trade Services - Receivable Reports', and 'Trade Services - Payable Reports'. Other categories include 'Payment Reports', 'Audit', 'Access Management', 'Lockbox', 'Operations', 'Tools', and 'Liquidity Management'.

3

Trade Services - Payable Reports

4

The screenshot displays a software interface for 'Trade Services - Payable Reports'. On the left, a 'Report Summary' pane shows a tree view of reports, with 'Amendments to Import Letters of Credit Pending Approval' selected. On the right, a 'Criteria' pane shows a table with columns for 'Status', 'Date/Time', and 'Report Name'. The table is currently empty. Below the table, it indicates '<< Row: 0 of 0 >>'. At the bottom of the interface, a row of buttons includes 'Add to Favorites', 'Run', 'Edit Report', 'Customize Layout', 'Delete Report', 'View Report', and 'Other Options'.

5

3. Users will be able to view the Trade Services—Payable or Trade Services Receivables Report Summary

4. All the reports that the user is entitled to view and in the selected Service Class are listed in [Report Summary](#)

From the Report Summary list, select the report you want to run

5. Click [Run](#)

The report is run using the default criteria

Trade Services - Payable Reports

Status	Date/Time	Unsaved Amendments to
Available	02/25/2014 08:57:21 EST	Unsaved Amendments to

6. Report status changed from Waiting to Running to Available. In the [View Reports](#) tab, select the report that is available to view
7. Click on [View Report](#) when the report is in Available status. The reports appear in a separate window. A screenshot of the available report is shown below.

You will be able to print/ save the report from this page



### Amendments to Import Letters of Credit Pending Approval

Customer ID	000001	Branch Code	S40	Customer Name	Customer Name	Branch Name	NEW YORK CITIBANK - FI					
LC Reference	Importer Reference	Exporter Name	Exporter Country	Tenor Type	Tenor Terms	Issuance Date	Expiry Date	New Expiry Date	Amendment Number	Amendment Date	Approved Outstanding Amount	Original Amount
00600027	TC4-Re	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		01/06/2014	01/06/2015	01/01/2015	1	01/22/2014	500,000.00 USD	500,000.00 USD
01910845	SG-1551-TC1	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		07/02/2010	12/12/2014		1	07/02/2010	10,000.00 USD	10,000.00 USD 2,500.00- USD
02052429	APPREF214102013	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		12/17/2013	10/15/2014		1	10/15/2013	1,100,000.00 USD	1,100,000.00 USD 10,000.00- USD
02052550		EXPORTER NAME		Sight		01/14/2014	02/20/2018	01/14/2014	1	11/12/2013	1,000,000.00 USD	0.00 USD 1,000,000.00- USD
02052687	IMPtc1reinput	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		03/01/2012	03/01/2013	03/01/2013	2	03/01/2012	150,625.00 USD	350,625.00 USD 625.00- USD
02052805		EXPORTER NAME	UNITED STATES OF AMERICA	Sight		03/05/2012	01/06/2017		1	01/25/2014	80,225.00 USD	80,225.00 USD 10,000.00- USD
02052895	testing134343	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		05/01/2014	05/01/2017		2	02/20/2014	150,000.00 USD	150,000.00 USD 1,000.00- USD
02052895	testing134343	EXPORTER NAME	UNITED STATES OF AMERICA	Sight		05/01/2014	05/01/2017		2	02/20/2014	150,000.00 USD	150,000.00 USD 1,000.00- USD
02052898		EXPORTER NAME	UNITED STATES OF AMERICA	Sight		05/01/2014	05/01/2017		1	02/20/2014	150,000.00 USD	150,000.00 USD 1,000.00- USD
02052968		EXPORTER NAME	INDIA	Sight		03/14/2012	05/01/2015		1	03/04/2014	2,500.00 USD	2,500.00 USD

cust\_id 1 of 85

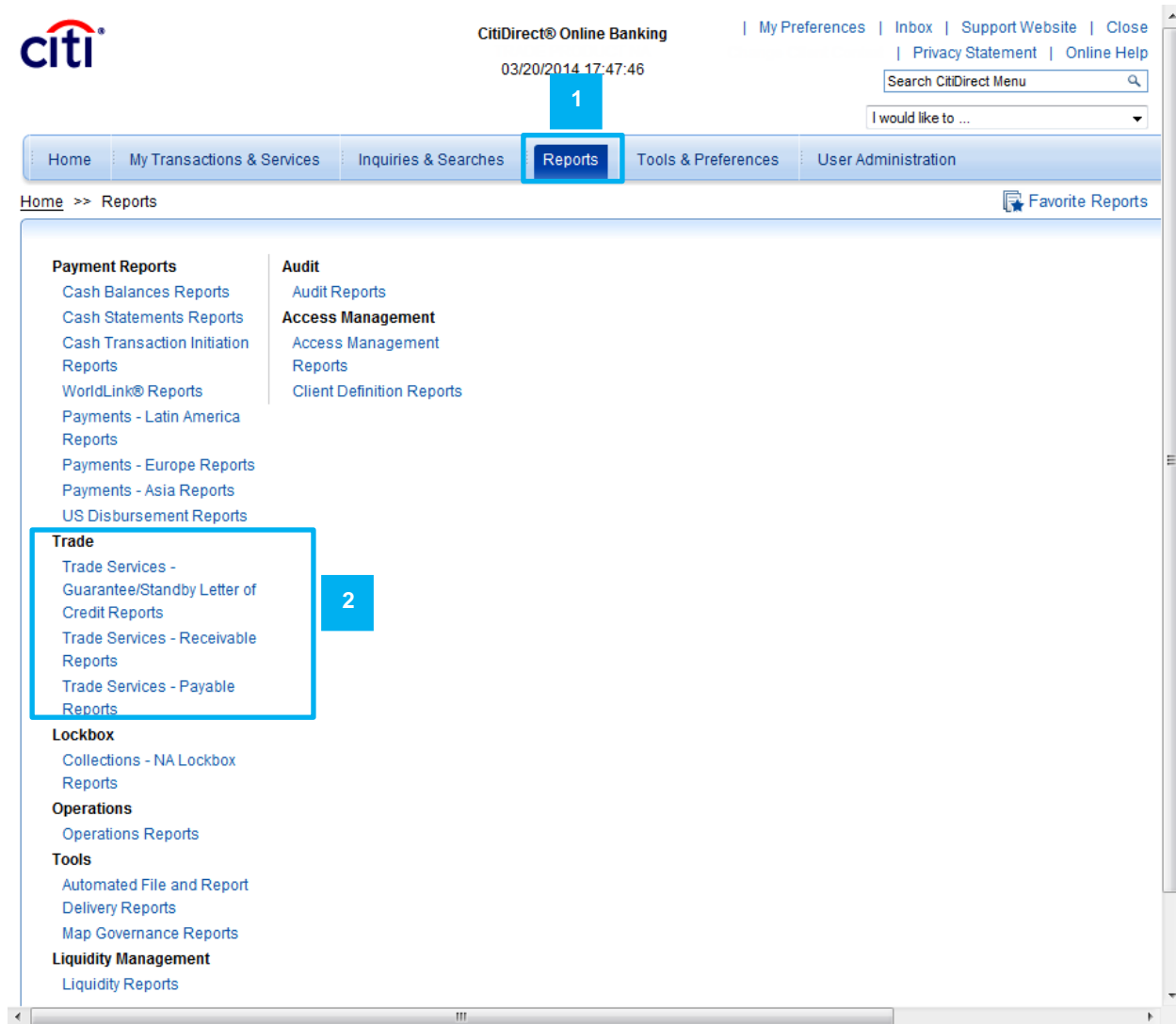
105%





# Editing and Saving Reports

You may edit report content so the information included in a report better suits your business needs. Once the content is edited, the report is saved, and it can be run as often as necessary



1. On the top navigation bar, select [Reports](#)
2. Select from any of the [Trade Reports](#) (as applicable)

Trade Services - Payable Reports

**Report Summary**

- Trade Services - Payable Reports
  - Amendments to Import Letters of Credit Pending Approval
    - Unsaved Amendments to Import Letters of Credit Pending Approval** 3
  - Amount Amendments to Import Letters of Credit
  - Settled Bill Summary Report
  - Discrepant Import Bills
  - Funding Statement
  - Import Bills - Charge Summary
    - Unsaved Import Bills - Charge Summary
  - Import Bill Settlement Analysis and Funding
    - Quarterly Rpt - (PUBLIC)
  - Import Bills Discrepancy Analysis
  - Import Letter of Credit Text
    - Unsaved Import Letter of Credit Text
  - Import Letters of Credit - Charge Summary
  - Import Letter of Credit Details
  - Import Bill Details
  - Import Bills
  - Import Bills- Charge Detail
    - Unsaved Import Bills- Charge Detail
  - Import Letters of Credit - Charge Detail
  - Import Letter of Credit Payment Details
  - Import Letters of Credit
  - Outstanding Import Bills
  - Outstanding Import Acceptances by Product Type
  - Outstanding Import Letters of Credit
  - Outstanding Import Letters of Credit Summary
  - Settled Import Bills
  - Import Transactions with Charges
    - Unsaved Import Transactions with Charges

Status	Date/Time	Unsaved Amendments to
Available	02/25/2014 08:57:21 EST	Unsaved Amendments to

<< Row: 1 of 1 >>

Add to Favorites Run **Edit Report** Delete Report View Report Other Options

4

3. Click on a report that you would like to run, for example, Amendments to Import Letters of Credit Pending Approval
4. Click on **Edit Report**

**Report Name**  
REG6\_9\_AMD TO IMP OF CREDIT PENDING Approval **6**

**Base Report**  
Amendments to Import Letters of Credit Pending Approval

**7 Fields**

- \* Format
- \* Share
- \* Favorite
- \* Customer ID
- Exporter Name
- Exporter Country
- Currency
- Tenor Type
- Issuance Date
- Expiry Date

**Report Content**

- Share
  - Public
- Customer ID
  - 000001 - 940
- Digital Signature
  - N
- Compress with Winzip
  - N
- Expiry Date
  - 07/10/2013 to 10/24/2013
- Format
  - DHTML Report
- Favorite
  - No

\* Required Field

5. The **Edit Criteria** screen opens
6. The name of the report you are editing appears in the Base Report field
7. The Fields list box contains all available selection criteria for the report. From the Fields list box, select the field for which you want to specify selection criteria by double clicking on the field name

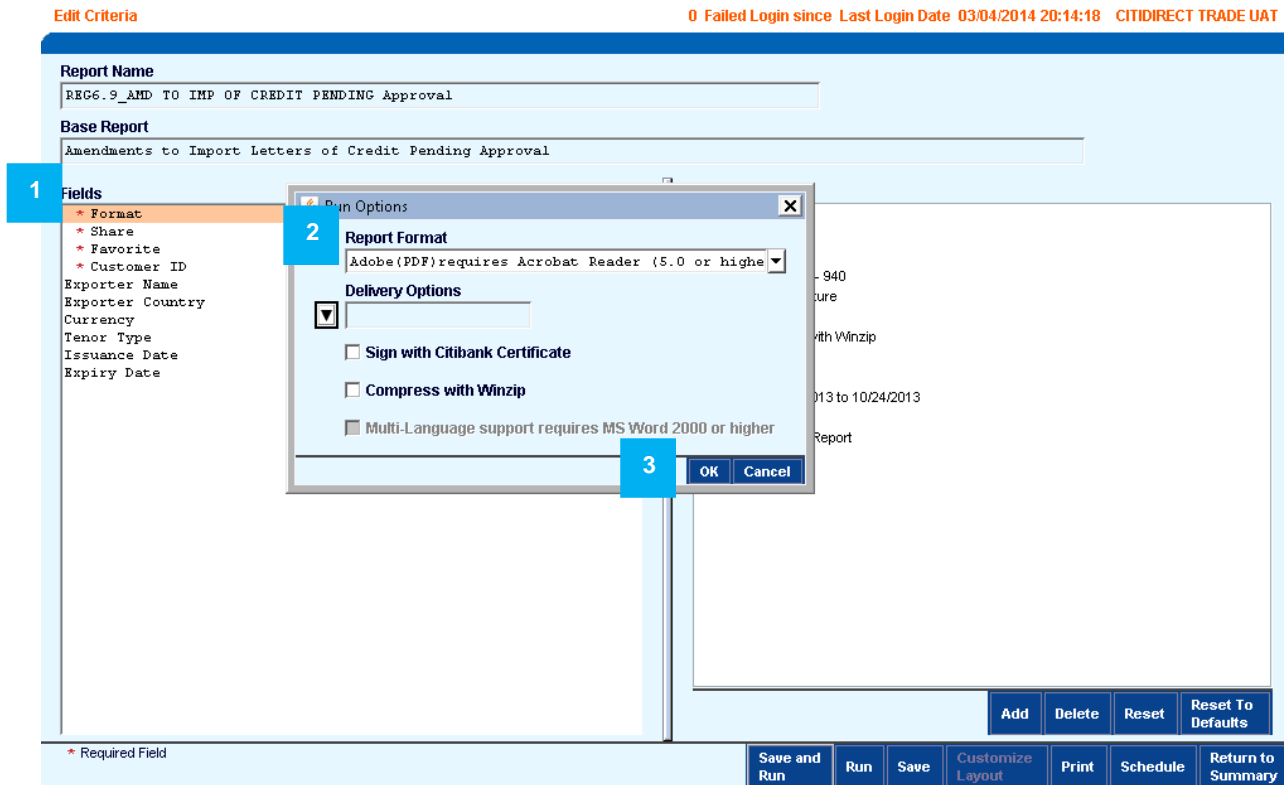
By default, all reports are generated for the user's preferred base number only. If you wish to include other entitled base numbers as part of a report, you must select the Base Number field in the Fields list box, and then explicitly select the base numbers from a list of entitled base number/branch combinations.

8. The Library Look Up Dialog boxes vary based on the criteria selected. For example, for the Library Look Up Dialog box containing Exporter Country Names appears when the Exporter Country field is selected
9. Select name(s) from the list
10. Click OK

# Scheduling Reports

Scheduling a report run is another example where you edit the selection criteria for a report. To schedule a report and deliver the report to an HTTPS or e-mail address, you must format the report and select the appropriate delivery option

**Note:** Delivery Options can only be used if you have an Automated File and Report Delivery (AFRD) Solution Package



1. On the Edit Report screen, Click on Format
2. Select the desired Report Format
3. Select the appropriate Delivery Option and click ok\*

\* Click here for more information about the set up of Delivery Options

Edit Criteria

Report Name  
REG6\_9\_AND TO IMP OF CREDIT REVISING Amendm...

Base Report  
Amendments to Import

Fields  
\* Format  
\* Share  
\* Favorite  
\* Customer ID  
Exporter Name  
Exporter Country  
Currency  
Tenor Type  
Issuance Date  
Expiry Date

Run Options

Report Format  
Adobe(PDF)requires Acrobat Reader (5.0 or higher)

Delivery Options  
Entrust Test 1

Sign with Citibank Certificate

Compress with Winzip

Multi-Language support requires MS Word 2000 or higher

OK Cancel

Library Look Up Dialog

(1) Delivery Option Name	(2) Delivery Option Description	Delivery Option Type
Entrust Test 1	Entrust Test 1	E-Mail
Trade UAT Test	Trade UAT Test AFRD	E-Mail

<< Row 1 of 2 >> | (1)(2) sorted columns

OK Search Update Screen More Cancel

Add Delete Reset Reset To Defaults

\* Required Field

Save and Run Run Save Customize Layout Print Schedule Return to Summary

4. Check boxes **Sign with Citibank Certificate** and/or **Compress with Winzip** if appropriate

Edit Criteria

Report Name  
REG6\_9\_AND TO IMP OF CREDIT REVISING Amendm...

Base Report  
Amendments to Import

Fields  
\* Format  
\* Share  
\* Favorite  
\* Customer ID  
Exporter Name  
Exporter Country  
Currency  
Tenor Type  
Issuance Date  
Expiry Date

Run Options

Report Format  
Adobe(PDF)requires Acrobat Reader (5.0 or higher)

Delivery Options  
Entrust Test 1

Sign with Citibank Certificate

Compress with Winzip

Multi-Language support requires MS Word 2000 or higher

OK Cancel

Content  
re  
Public  
omer ID  
000001 - 940  
al Signature  
N  
press with Winzip  
N  
ry Date  
07/10/2013 to 10/24/2013

Format  
DHTML Report  
Favorite  
No

Add Delete Reset Reset To Defaults

\* Required Field

Save and Run Run Save Customize Layout Print Schedule Return to Summary

6

5. Click on OK

6. Review the **Report Content** list to ensure the report contains the data you want and click **Save**

The screenshot shows the 'Edit Criteria' window. At the top, the 'Report Name' is 'REG6.9\_AMD TO IMP'. Below it, the 'Base Report' is 'Amendments to Import Letters of Credit'. A 'Fields' list is on the left, and a 'Report Content' tree view is on the right. A 'Save/Save As' dialog box is open in the center, with the 'Report Name' field containing 'Amendment to Import Letter of Credit Report'. The dialog has 'OK' and 'Cancel' buttons. At the bottom of the window, there is a toolbar with buttons: 'Save and Run', 'Run', 'Save', 'Customize Layout', 'Print', 'Schedule', and 'Return to Summary'. A 'Required Field' indicator is visible at the bottom left.

7. The Save/Save As Dialog Box appears. Enter a name for the edited report

8. Click **OK**

The new report appears on the Report Summary form in the Report Summary list box, directly under the name of the original report

Note: If you are editing a report you have previously saved, and do not change the name of the report, the original report is replaced with the edited report

9. You will be able to **Add**, **Delete**, **Reset** or **Reset to Defaults** the Report Content

# Setting up Delivery Options

If users wish to have reports delivered to them automatically, they are able to define specific delivery options.

For secure email exchange, download Citibank's certificate and upload your company's certificate

1. Click on Maintenance, then S/MIME Security Admin.

From this screen, click on "Download Citibank Certificate"

CitiDirect® Online Banking

**S/MIME Security Summary**

Input/Modify View

(1) Certificate Name	Issued By	(2) Issue Date	Expiration Date	Last Upload Date	Comments
Certificate Name	Issuer 1	1/1/2014	1/1/2015	1/1/2015	
Certificate Name 2	Issuer 1	1/1/2014	1/1/2015	1/1/2015	
Certificate Name 3	Issuer 1	1/1/2014	1/1/2015	1/1/2015	

<< Row 0 of 0 >> (1)(2) sorted columns More

Close Preferences ? Search Print Refresh Download Citibank Certificate New Delete Go to Details Other Options 1

2. Choose a certificate format from the list. You may choose from a .p7c or .cer format.

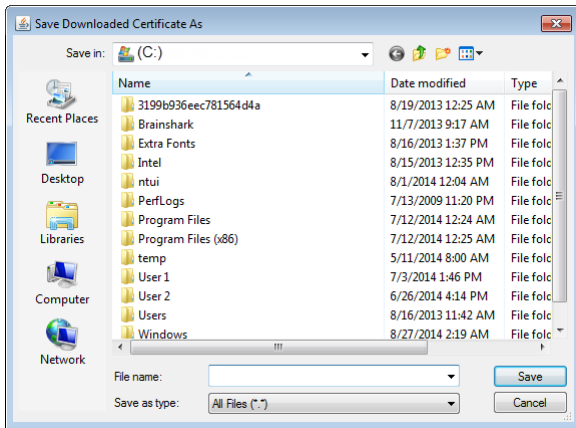
Message

\* Please choose a certificate format from the list

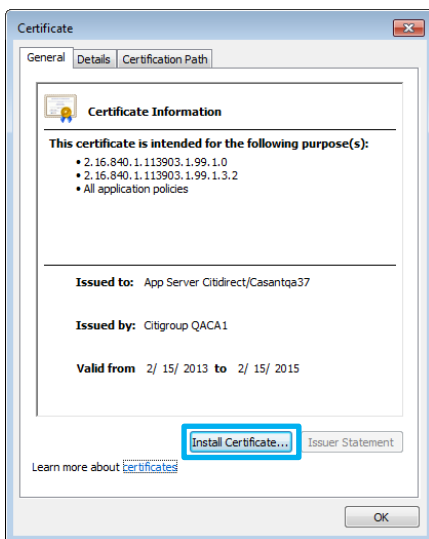
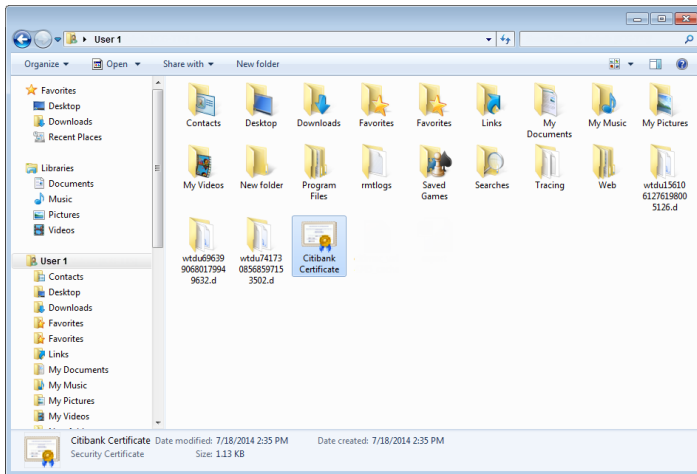
PKCS7 (.p7c)

\* Required Field Yes No

### 3. Save downloaded certificate on your machine



### 4. View and Install the Citibank Certificate that was downloaded





5. Click on New to upload your company's certificate

CitiDirect® Online Banking

**S/MIME Security Summary**

Input/Modify View

(1) Certificate Name	Issued By	(2) Issue Date	Expiration Date	Last Upload Date	Comments
Certificate Name	Issuer 1	1/1/2014	1/1/2015	1/1/2015	
Certificate Name 2	Issuer 1	1/1/2014	1/1/2015	1/1/2015	
Certificate Name 3	Issuer 1	1/1/2014	1/1/2015	1/1/2015	

<< Row 0 of 0 >> (1)(2) sorted columns More

Close Preferences ? Search Home

Download Citibank Certificate **New** Delete Go to Details Other Options

**5**

6. Insert the Certificate Name, and upload the certificate file

CitiDirect® Online Banking

**S/MIME Security Detail**

\* Certificate Name

File Name  Browse

Comments

Close Preferences ? Search Home

Submit Return to Summary Next Print

**7**

7. Click submit when completed

8. Specify a delivery option. Click on Maintenance, Library Maintenance, then Delivery Options under Automated File and Report Delivery

CitiDirect® Online Banking

**Library Maintenance**

(1) Service Class	(2) Description
Automated File and R...	Delivery Options
Collection Item Init...	Drawee/Payer
Export Profile	BAI Currency Code Library
Export Profile	Export Branch Code Library
Export Profile	File Export Account Output Format Library
Export Profile	File Export BAI, ISO and SWIFT Code Library
Export Profile	File Export Infopool BAI Type Code Mapping Li...
Export Profile	File Export LatAm AsoBancaria Library
Export Profile	File Export Transaction Details Configuration...
Export Profile	Straight Through Reconciliation Library
Import Map Definition	File Import Map Definition Rule Set
Lockbox Activity and...	Lockbox Client Setup
Messages	Admin Messages
Netting	Managed Treasury
Netting	Netting Calendar
Netting	Netting Center Bank Details
Netting	Netting Center Control Information
Netting	Participant Bank Details
Netting	Participant Control Information
Netting	Settlement Conditions
Payment Instructions	Preformat
Payment Instructions	Preformat Group

<< Row 1 of 176 >> (1)(2) sorted columns More

Close Preferences ? OK Search Update Screen

9. In the new screen that appears, click on New

CitiDirect® Online Banking

**Delivery Options Summary**

Input Authorization Req'd View

Delivery Option Name	Delivery Option Description	(1) Certificate Name	Delivery Option Type	Status
CFS	CFS	CFS		Processed

<< Row 1 of 3 >> (1)(2) sorted columns Orange may be outdated data More

Close Preferences ? New Delete Go to Details Other Options

9

10. Populate the fields with the relevant information.

- In the Delivery Option Type, select between HTTPS or Email
- In the Security Method field, select between SMIME (Signed Only), SMIME (Signed and Encrypted), SSL (Unsigned and Unencrypted)
- Pick appropriate certificate to use under “Certificate Name”
- Fill in mandatory fields: Server Name, File Name, Login, Password and Confirm Password.
- Select “Append Date to File Name” and/or “Append Time to File Name” if applicable at the time of downloading a file.
- Note: for downloading of reports, “Delete customer import file” and “Create customer acknowledge file” is not applicable.

The screenshot shows the 'Delivery Options Detail' form in the CitiDirect Online Banking interface. The form is titled 'Delivery Options Detail' and is located in the 'Inbox' section. The left sidebar contains a navigation menu with categories like 'Import Transactions', 'Export Data', 'Trade Services', 'PO Manager', 'Trade Services for FI', 'Purchase Order Soluti...', 'Taiwan Central Bank ...', 'Resource Center', 'Favorite Reports', 'All Reports', 'Inquiries', 'Event Notification', 'Maintenance', 'Library Maintenance', 'Library Translation Maint...', 'Automated File and Repo...', 'SMIME Security Admin', 'Import Profile', 'Import Map Management', 'Export Profile', 'Export Custom Format D...', 'Message Replay Utility', 'Contacts', 'Import Map Definition', 'Access Management', and 'Activation'. The main form area contains the following fields and options:

- Delivery Option Name**: Text input field.
- Delivery Option Description**: Text input field.
- Delivery Option Type**: Dropdown menu with 'HTTPS' selected.
- Security Method**: Dropdown menu with 'SMIME (Signed and Encrypted)' selected.
- Certificate Name**: Dropdown menu with a downward arrow.
- Server Name**: Large text input field.
- File Name**: Text input field.
- Append Date to File Name**: Checkbox (unchecked).
- Append Time to File Name**: Checkbox (unchecked).
- Login**: Text input field.
- Password**: Text input field.
- Confirm Password**: Text input field.
- Delete Customer Import File (After Successful Retrieval)**: Checkbox (unchecked).
- Create Customer Acknowledgement File (After Successful Retrieval)**: Checkbox (unchecked).

At the bottom of the form, there is a 'Required Field' indicator and a row of buttons: 'Close', 'Preferences', '?', a printer icon, a globe icon, 'Submit', 'Clear', 'Next', 'Return to Summary', and 'Other Options'.

11. Navigate to the reports screen, and select the specific report you would like to create a delivery option for, and click on edit report.

Trade Services - Payable Reports

The screenshot shows a software interface for managing reports. On the left, a tree view titled 'Report Summary' lists various report categories under 'Trade Services - Payable Reports'. The 'Amendments to Import Letters of Credit Pending Approval' category is expanded, and 'Unsaved Amendments to Import Letters of Credit Pending Approval' is selected. On the right, a table titled 'Criteria' shows a single report entry with the following data:

Status	Date/Time	
Available	02/25/2014 08:57:21 EST	Unsaved Amendments to

Below the table, there are several buttons: 'Add to Favorites', 'Run', 'Edit Report' (highlighted), 'Delete Report', 'View Report', and 'Other Options'. A status bar at the bottom indicates '<< Row: 1 of 1 >>'.

11

## 12. Click on Format

Edit Criteria

0 Failed Login since Last Login Date 03/04/2014 20:14:18 CITIDIRECT TRADE UAT

**Report Name**  
REG6.9\_AMD TO IMP OF CREDIT PENDING Approval

**Base Report**  
Amendments to Import Letters of Credit Pending Approval

**Fields**

- \* Format **12**
- \* Share
- \* Favorite
- \* Customer ID
- Exporter Name
- Exporter Country
- Currency
- Tenor Type
- Issuance Date
- Expiry Date

**Report Content**

- Share
  - Public
- Customer ID
  - 000001 - 940
- Digital Signature
  - N
- Compress with Winzip
  - N
- Expiry Date
  - 07/10/2013 to 10/24/2013
- Format
  - DHTML Report
- Favorite
  - No

\* Required Field

Save and Run Run Save Customize Layout Print Schedule Return to Summary

Add Delete Reset Reset To Defaults

13. Click on the library look up option beside delivery options

Edit Criteria

0 Failed Login since Last Login Date 03/04/2014 20:14:18 CITIDIRECT TRADE UAT

**Report Name**  
REG6\_9\_AMD TO IMP OF CREDIT PENDING Approval

**Base Report**  
Amendments to Import Letters of Credit Pending Approval

**Fields**

- \* Format
- \* Share
- \* Favorite
- \* Customer ID
- Exporter Name
- Exporter Country
- Currency
- Tenor Type
- Issuance Date
- Expiry Date

**Run Options**

**Report Format**  
Adobe(PDF)requires Acrobat Reader (5.0 or higher)

**Delivery Options**

- [Dropdown]
- Sign with Citibank Certificate
- Compress with Winzip
- Multi-Language support requires MS Word 2000 or higher

Buttons: Add, Delete, Reset, Reset To Defaults, Save and Run, Run, Save, Customize Layout, Print, Schedule, Return to Summary

14. Select the specific delivery option from the library look up and click Ok.

(1) Delivery Option Name	(2) Delivery Option Description	Delivery Option Type
Entrust Test 1	Entrust Test 1	E-Mail

<< Row 1 of 2 >> | (1)/(2) sorted columns

Buttons: OK, Search, Update Screen, More, Cancel

15. Click Ok, then Save and Run

Edit Criteria

0 Failed Login since Last Login Date 03/04/2014 20:14:18 CITIDIRECT TRADE UAT

Report Name  
REG6.9\_AMD TO IMP OF CREDIT PENDING Approval

Base Report  
Amendments to Import Letters of Credit Pending Approval

Fields

- \* Format
- \* Share
- \* Favorite
- \* Customer ID
- Exporter Name
- Exporter Country
- Currency
- Tenor Type
- Issuance Date
- Expiry Date

Run Options

Report Format  
Adobe (PDF) requires Acrobat Reader (5.0 or higher)

Delivery Options

- Entrust Test 1
- Sign with Citibank Certificate
- Compress with Winzip
- Multi-Language support requires MS Word 2000 or higher

OK Cancel


Add Delete Reset Reset To Defaults

Save and Run Run Save Customize Layout Print Schedule Return to Summary

\* Required Field

16. Schedule the report delivery. Click on Maintenance, Automated File and Report Delivery. On the AFRD Summary screen, click "New".

CitiDirect® Online Banking






Inbox

**Automated File and Report Delivery Summary**

Input/Modify Repair Req'd Authorization Req'd Auto Print / Save View

(1) Schedule Name	Event Type	Schedule Interval	Status
CFX	Import Profile	Event Based	Scheduled

<< Row 1 of 3 >> (1)/(2) sorted columns More


Close Preferences ?    New Delete Go to Details Run Now Other Options

- Import Transactions
- Export Data
- Trade Services
- PO Manager
- Trade Services for FI
- Resource Center
- Favorite Reports
- All Reports
- Inquiries
- Event Notification
- Maintenance
  - Library Maintenance
  - Library Translation Mainte...
  - Automated File and Report...
  - Import Profile
  - Import Map Management
  - Export Profile
  - Export Custom Format Def...
  - Contacts
  - Import Map Definition
- Access Management
- Activation



## 17. Input the necessary details

CitiDirect® Online Banking



Inbox **Automated File and Report Delivery Details**

**Import Transactions**

- Export Data
- Trade Services
- PO Manager
- Trade Services for FI
- Resource Center
- Favorite Reports
- All Reports
- Inquiries
- Event Notification
- Maintenance
  - Library Maintenance
  - Library Translation Mainte...
  - Automated File and Report...
  - Import Profile
  - Import Map Management
  - Export Profile
  - Export Custom Format Def...
  - Contacts
  - Import Map Definition
- Access Management
- Activation

**Schedule Name**  **Event Type**

**Event Name**  **Schedule Interval**


**Schedule Reference ID**  **Holiday Options**

**Schedule:**

**Run Date**  **Start Time**

Intra-day

\* Required Field

Close Preferences ?  Submit Next Return to Summary Save Other Options

- Under Event Type, choose report

Library Look Up Dialog

(1) Event Type

Export Profile
Import Profile
Report

<< Row 1 of 3 >> | (1)/(2) sorted columns

OK Update Screen More Cancel

- Under Event Name, choose the report name you saved in step 15.

Library Look Up Dialog

Report Type	Report Name
Base Report	Amendments to Import Letters of Credit Pendin...
Base Report	Amendments to Import Purchase Orders

<< Row 383 of 400 + >> | (1)/(2) sorted columns

OK Search Update Screen More Cancel

- You will be able to dynamically select different schedule intervals, including Once, Every 1 or More Days, Every 1 or More Weeks, Every 1 or More Months or Event Based

\* **Schedule Interval**

Once ▲

\* Once ▲

Every 1 or More Days ▲

Every 1 or More Weeks ▲

Every 1 or More Months ▼

- Users should select specific Holiday Options, including Run on All Days (Includes Holidays), Run on Next Business Day, Run on Previous Business Day

\* **Holiday Options**

Run on All Days (Includes Holidays) ▲

Run on All Days (Includes Holidays)

Run on Next Business Day

Run on Previous Business Day

- Users should specify specific run dates and start times
- Users can select if the report should be run Intra-Day
- Click submit once completed

Once the request has been submitted, a checker will need to authorize the request on the “Authorized Req’d” queue.

The authorizer should click on “Authorize” to authorize the transaction or “Send to Repair” to send the transaction back to the maker for corrections.

Automated File and Report Delivery Summary

Input/Modify Repair Req'd **Authorization Req'd** Auto Print / Save View

(1) Schedule Name	Event Type	Schedule Interval	Status
Amendment to Import Letter of Credit Pending ...	Report	Every 1 or More Days	Authorization Required

<< Row 1 of 1 >> (1)(2) sorted columns

Authorize Send to Repair Reject Go to Details Other Options

Attached is a list of all the available reports for Trade.

# Chapter 14 Notifications

The bank sends out 2 types of notifications – Event Notifications and Workflow Notifications.

Event Notification proactively delivers notifications of actions related to Letters of Credit, Guarantee/ Standby Letters of Credit, Trade bills directly to the delivery channels of your choice, after the transactions have been processed by the bank.

Workflow Notifications allow users to updated on the status of transactions—whether you need to know if something requires your approval or even just to see when transactions are sent to the bank for processing.

## Delivery Channels

The delivery channels available to you include e-mail, fax, and e-mail enabled portable devices such as cell phones. In addition, once you have registered for this service, your event notifications are always available on the CitiDirect Online Banking Web site ([www.citidirect.com](http://www.citidirect.com)).

## Types of Notifications

Event Notification enables you to subscribe to the types of notifications described below.

- [Automated File and Report Delivery Exception Notifications](#) inform you of any Automated File and/or Report Delivery exceptions. An exception occurs when a scheduled delivery of a report, file import, or file export is unsuccessful
- [Trade Event Notifications](#) inform you when the selected action (Amendment, Advise, etc.) related to letters of credit, or import or export bills occurs for the selected base numbers
- [Trade Workflow Notifications](#) inform you when action is required from you (Verification Required, Authorization Required, Release Required, etc)

## Accessing Event Notification Services

Follow the steps below to create Trade notification subscriptions.

1. Sign-on to Bank Portal using your secure credentials. (Refer Section 1.1)

## Notifications

YOUR NAME, YOUR COMPANY

### Language Preference:

English (United States) ▼

- Site Map
- Update Registration
- Add A Service

3

### Notification Maintenance

Your security manager has entitled you for Event Notification. You can set up your notification subscriptions or define your delivery channel by clicking on the link below.

- [Create / Edit / Delete Notification Subscriptions](#) Use this link for your first time registration as well as edits to your registration profile.

### Contacts

Here is where you can find your

[Customer Service Representative](#) for receiving help with products, service or technical inquiries.

### Notification History

We keep Notifications in history for **7 days**. The list below displays a **maximum of 10** Notifications. Please click **View All** for a complete list.

Account Automated File and Report Delivery Trade

Notification	Delivery Channel	Sent Date
Click on the "Notification" to view the message sent.		
<a href="#">Funds Transfer Debit : TRINIDAD-U(A) : *****009</a>	Posted to Web site	04 Feb 5:38:17 pm
<a href="#">Funds Transfer Debit : TRINIDAD-U(A) : *****009</a>	E-mail 1	04 Feb 5:39:19 pm

[View All...](#)



2. Click the [Notifications](#) tab. The main [Event Notification](#) page appears
3. In the [Notification Maintenance](#) section, click the [Create/Edit/Delete Notification Subscriptions](#) link

YOUR NAME, YOUR COMPANY

4

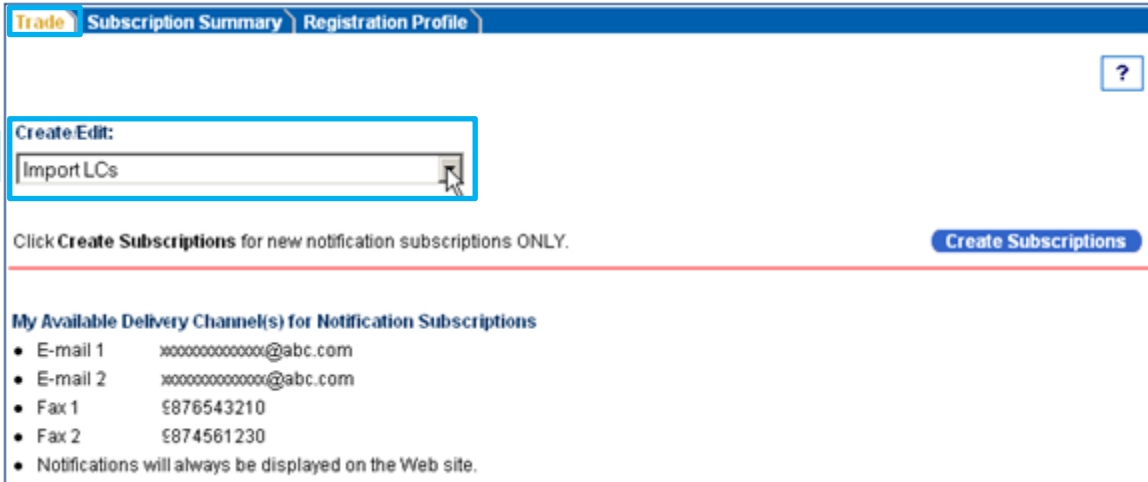
Account Automated File and Report Delivery Trade **Subscription Summary** Registration Profile

### My Subscription Summary for:

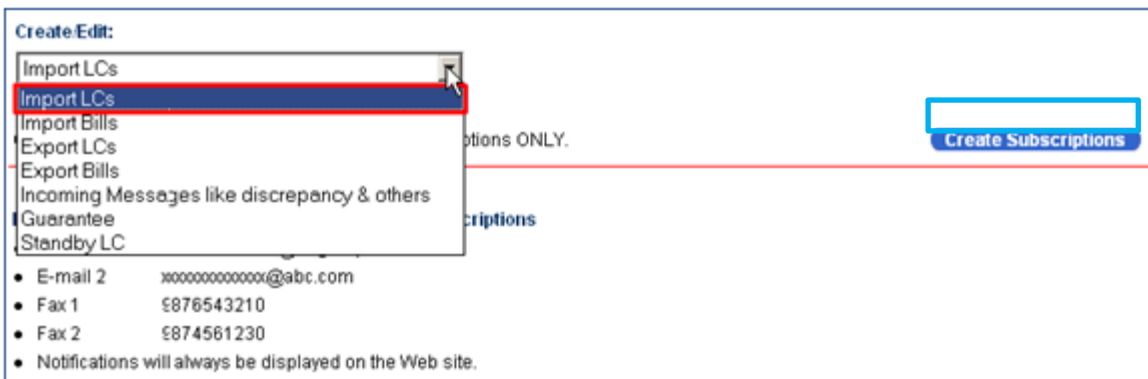
[Account Notifications](#)  
[Trade Notifications](#)

[Automated File and Report Delivery Notifications](#)

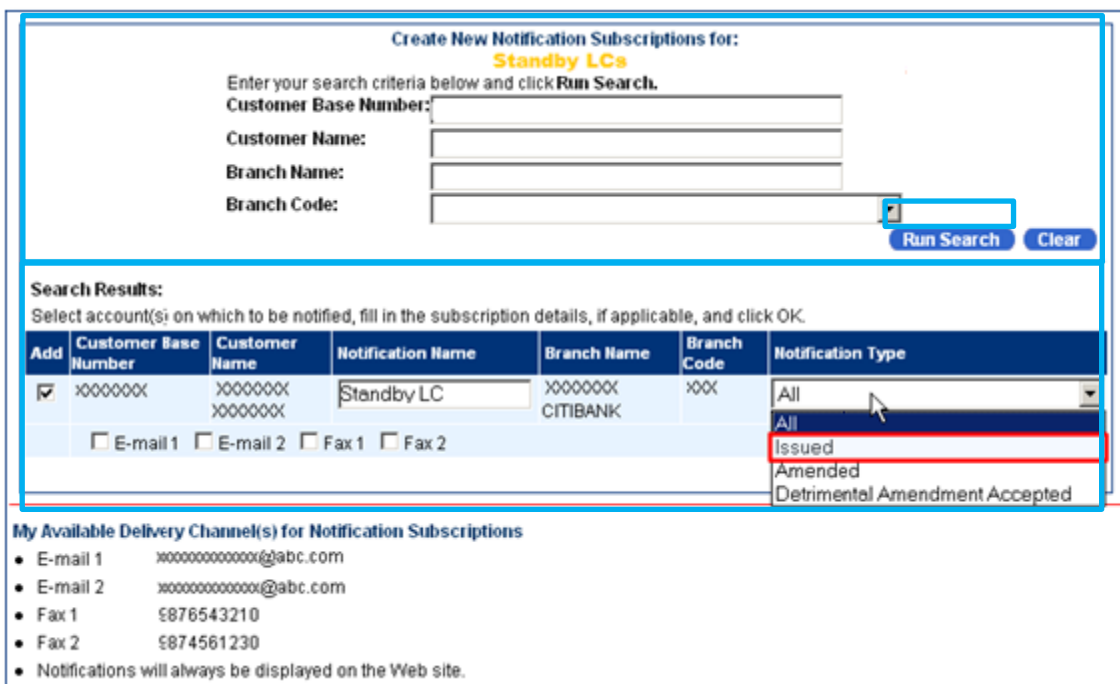
4. The [Subscription Summary](#) form appears



5. Click the **Trade** tab. A dropdown appears for each of the Trade notification types in the **Create/Edit** section



6. Select an applicable option for the notification type you want to create, and then click **Create Subscriptions**



7. Enter search criteria to find the applicable base numbers. You can search by [Customer Base Number](#), [Customer Name](#), [Branch Name](#), and/or [Branch Code](#). To see a list of all base numbers to which you are entitled, leave the search criteria fields empty. Click [Run Search](#)
8. All base numbers matching your criteria appear in the [Search Results](#) section
9. Select one or more check boxes to the left of the appropriate customer base numbers
10. For each selected customer base number, select the check boxes of your available delivery channels to indicate how you would like to receive that notification. All notifications are also posted to the Bank Portal
11. The [Notification Name](#) field is optional. Users can enter a name, which will appear within the notification message. Inserting a unique name for each notification subscription is recommended

Note: Be advised that any information entered into the Notification Name field will be included in the notification being sent to users and will not be encrypted. Therefore, it's requested to users to not to include sensitive information, such as account number

12. The [Notification Type](#) defaults to [All](#). If user wants to be notified about specific actions, click the drop-down arrow and make a selection. Each notification type is created individually
13. Click [Submit](#). User's selected notification subscriptions appear in the [My Subscriptions for:](#) section. (Refer to Snapshot 4)

When the registration and subscription information is successfully processed, a confirmation of service message appears in the Notification History section on the Bank Portal

## Viewing Notification History

Records of your Event Notifications are listed in the Notification History section on the main Event Notification page

Records are maintained for 7 days. A maximum of 10 records appear in the Notification History section, but all records are accessible by clicking the View All link on the lower portion of the Event Notification page

Follow the steps below to view details of an Event Notification record

1. Sign-on to CitiDirect® Online Banking using your secure credentials
2. On the CitiDirect navigation bar, click Home. The CitiDirect Online Banking Web site home page appears
3. Click the Notifications tab. The main Event Notification page appears

## Notification History

We keep Notifications in history for **7 days**.  
The list below displays a **maximum of 10** Notifications.  
Please click **View All** for a complete list.

**Account** Automated File and Report Delivery

Notification	Delivery Channel	Sent Date
Click on the "Notification" to view the message sent.		

[View All...](#)

4. In the Notification History section, click the appropriate tab to locate the notification record. Click the notification link. If the desired record occurred in the last seven days but is not listed in the Notification History section, click the View All link, and then click the associated tab to find it

The details of the record appear

**YOUR NAME, YOUR COMPANY**

---

Import LCs Issued

---

Date 22 Mar 9:13:08 am  
Sent Date 22 Mar 9:13:08 am  
From "Citidirect Event Notification" <onlinecare@citicorp.com>  
Subject Import LCs Issued

---

Notification details below:  
Branch Name: SEOUL CITIBANK  
Branch Code: 951  
Transaction Book Date: 10/01/2003  
LC Reference:  
LC Amount: USD 50000  
Base Number:

For further information, kindly log into <http://citidirect-eb.citicorp.com>.

Please do not reply to this e-Mail address, as it is not monitored for incoming mail. All CitiDirect®

Sincerely,

Citibank Customer Service

---

[Back](#)

5. Click Back or click the Notifications tab to return to the main Event Notification page

## Deactivating Event Notifications

Follow the steps below to deactivate your Event Notification service

1. Sign-on to CitiDirect® Online Banking using your secure credentials
2. On the CitiDirect navigation bar, click Home. The CitiDirect Online Banking Web site home page appears
3. Click the Notifications tab. The main Event Notification page appears

**CitiDirect® Online Banking**

Home About CitiDirect Getting Started Learning Center Customer Support Trade Advisor Tools Investigations **Notifications**

**Notifications** YOUR NAME, YOUR COMPANY

**Language Preference:**  
English (United States)

**Notification Maintenance**  
Your security manager has entitled you for Event Notification. You can set up your notification subscriptions or define your delivery channel by clicking on the link below.

- [Create / Edit / Delete Notification Subscriptions](#) Use this link for your first time registration as well as edits to your registration profile.

**Contacts**  
Here is where you can find your [Customer Service Representative](#) for receiving help with products, service or technical inquiries.

**Notification History**  
We keep Notifications in history for **7 days**. The list below displays a **maximum of 10** Notifications. Please click **View All** for a complete list.

Account Automated File and Report Delivery Trade

Notification	Delivery Channel	Sent Date
<a href="#">Funds Transfer Debit : TRINIDAD-U(A) : *****009</a>	Posted to Web site	04 Feb 5:38:17 pm
<a href="#">Funds Transfer Debit : TRINIDAD-U(A) : *****009</a>	E-mail 1	04 Feb 5:39:19 pm

[View All...](#)

4. In the Notification Maintenance section, click the Create/Edit/Delete Notification Subscriptions link. The Subscription Summary form appears

**YOUR NAME, YOUR COMPANY**

Account Automated File and Report Delivery Trade **Subscription Summary** Registration Profile

**My Subscription Summary for:**

- [Account Notifications](#)
- [Automated File and Report Delivery Notifications](#)
- [Trade Notifications](#)

5. Click on the Registration Profile tab



## My Event Notification Profile

YOUR NAME, YOUR COMPANY

Subscription Summary | **Registration Profile** | ?

E-mail 1

E-mail 2

Fax 1

Fax 2

Mobile 1

Mobile 2

---

Send Account Familiar Name with Notification when applicable  
**Account Familiar Name will only be sent with Account Notifications. Note that Account numbers sent will be masked.**  
Please be advised the Account Familiar Name field will be included as depicted in the CitiDirect application and will not be encrypted. Therefore, if the Account Familiar Name is sensitive information, such as account numbers, we recommend against checking the box.

---

Event Notification Service is currently :  
 ON  OFF

---

**I have read the conditions for the Event Notification service through CitiDirect® Online Banking.**  
By using this service, you acknowledge that you may be charged a fee for Event Notification. Fees are determined by the specific notification and delivery channel selected. Each notification subscription created will become active within 1 business day. Please be advised that any information entered into the Notification Name field will be included in the notification being sent to you and will not be encrypted. Therefore, you are urged not to include any sensitive information, such as account numbers.

---

Please be aware that Web site pages may be written to your temporary Internet file cache on your workstation and are accessible offline from that location. If the information is sensitive or considered confidential, please clean out your temporary Internet cache.

- Under the “Event Notification Service is currently” section of the Registration Profile, select the “OFF” radio button
- Click Submit. The Event Notification service is now deactivated

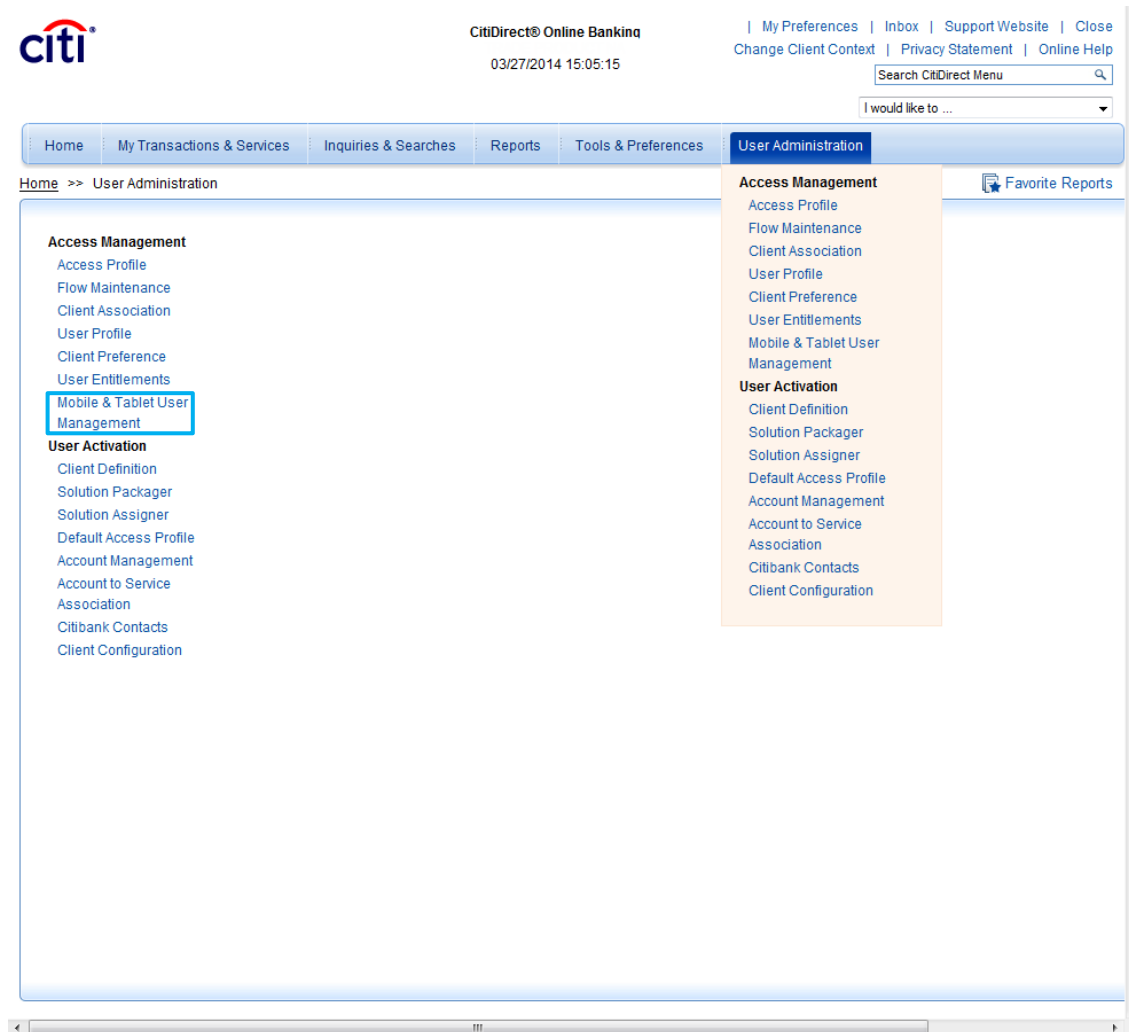
Note: To reactivate the Event Notification service, return to the Registration Profile tab, select the “ON” Notification radio button, and then click Submit.

# Setting Up Workflow Notifications

Before users are able to receive notifications, they must be enabled by their Security Manager via CitiDirect® Online Banking

## 14.1.1 Accessing the Mobile User Management Screen

Navigate to [Mobile User Management](#) under [Access Management](#) on the left navigation bar. This will bring you to the [Mobile User Management Summary Screen](#)



Users who have already been set up for mobile access or notifications will be listed in the View tab as Processed. To set up a new user, select “New” at the bottom right

This will open a new User Lookup dialog box. From here, select the name of the user you wish to entitle and click “OK.” You may use the Search button to find the name in the list if needed

(1) First Name	Last Name	Employee Id	Telephone Number	Middle Name
NAME1	NAME2	11221	123456789	
NAME3	NAME4	11222	123456789	
NAME5	NAME6	11223	123456789	
NAME7	NAME8	11224	123456789	
NAME9	NAME10	11225	123456789	
NAME11	NAME12	11226	123456789	
NAME13	NAME14	11227	123456789	

<< Row 1 of 7 >> | (1)(2) sorted columns

OK Search Update Screen More Cancel

The [Mobile User Management Detail](#) screen will appear

**Mobile User Management Detail**

**First Name** 
**Middle Name** 
**Last Name**

**SMS Country Code/Phone Number**

**\* E-mail** 
**\* Language Preference for E-mail**

**Mobile Access Enabled**
 **Tablet Access Enabled**

**Notification Set Up**

Services	Processes	SMS	E-mail

<< Row 0 of 2 >> | (1)(2) sorted columns New Edit Delete

**Pin Generated Date** 
**Opt In Date** 
**Opt-Out Date**

**Activation Status**

**\* Required Field**
Submit Next Return to Summary Other Options

## 14.1.2 Entering Contact Information

At the top of the Mobile User Management Detail screen, you will see some pre-populated details. You must complete all fields denoted with an asterisk (\*)

For setting up trade notifications, it is critical to provide the following details

- **SMS Country Code:** Click the dropdown arrow next to **SMS Country Code** to open up a Country Look Up dialog box. Find the country of the phone number associated with the user, select it, and click “OK”

**Please Note:** Depending on the Country Code you select, a notification may be generated in a language other than English. For example, if you select France, the notifications will be sent in French

- **Phone Number:** This is required for any SMS Notifications
  - **E-mail:** You must enter an email address in order for the user to receive email notifications. You can enter two separate emails, separated by a semicolon (;)
  - **Language Preference for Email:** Please note that only English is supported for the email language in this release. You will see a list of languages including Italian, Polish and Turkish, but these are only available for Payment and File notifications. Any language you select for Trade notifications will automatically default to English
- Please Note:** Language capabilities for the email will be expanded in future releases

### 14.1.3 Choosing Notification Type

After entering the details in the top portion of the screen, you can proceed to the middle portion, Notification Setup

The screenshot shows the 'Notification Set Up' interface. At the top, there is a table with four columns: 'Services', 'Processes', 'SMS', and 'E-mail'. Below the table, there is a status bar indicating '<< Row 0 of 2 >>' and '(1)/(2) sorted columns'. To the right of the status bar are buttons for 'New', 'Edit', and 'Delete'. Below the table, there are several input fields: 'Pin Generated Date' (with a date picker), 'Opt In Date' (with a date picker), 'Opt-Out Date' (with a date picker), and 'Activation Status' (a text input field).

From the bottom right of this grid, select “New.” A Notification Details dialog box will appear

The screenshot shows the 'Notification Details' dialog box. It has a title bar with a close button. Inside, there are two dropdown menus: '\* Services' and '\* Processes'. Below these are two checkboxes: 'E-mail' and 'SMS'. There is also a field for 'Daily SMS Limit'. At the bottom left, there is a legend: '\* Required Field'. At the bottom right, there are 'Save' and 'Close' buttons.

From this dialog box, you will need to select **Trade Services** from the “Services” dropdown. This will enable the “Processes” field. In the Processes dropdown, you can select the appropriate notification type for that particular user (e.g. **Authorization** or **Repair**). Depending on your selection, the user will only receive this type of notification

**Please Note:** The Process “Input” should be selected if a user wishes to receive a notification when the transaction has ultimately been submitted to Citi for processing. “Input” can be chosen for any user that has acted on the transaction in some way (e.g. the user repaired the transaction)

Once you have chosen the appropriate “Services” and “Processes,” you will select the box next to **E-mail**, **SMS** or both. If SMS is selected, you can enter a **Daily SMS Limit**. Citi suggests keeping the default value at 10

**Please Note:** There is no default limit for email notifications

Once completed, select “Save” in the bottom right of the dialog box. A sample completed Notifications Detail box has been provided below as a guide

**Please Note:** If you would like to enable a certain user to receive more than one kind of notification (e.g. both **Authorize** and **Release**), you must repeat Step 3 for each process

### 14.1.4 Submitting and Authorizing

When you have completed all the notification profiles that you wish to entitle, you will click “Submit” in the bottom right of the Mobile User Management Details screen

Services	Processes	SMS	E-mail
Trade Services	Authorize	Yes	Yes
Trade Services	Release	Yes	Yes

All new profiles must be approved by another Security Manager. The other Security Manager can find these pending profiles on the **Authorizations Required** tab of the **Mobile User Management Summary** screen

### Mobile User Management Summary

Client Name  
CLIENT NAME

Input/Modify Authorization Req'd View

(1) User ID	Last Name	First Name	Status
11221	NAME2	NAME1	AUTHORIZATION REQUIRED

<< Row 0 of 0 >> (1)(2) sorted columns More

Authorize Reject Go to Details Other Options

Upon authorization of the user record, the status will update to "Processed" and it can be viewed on the View tab of the Mobile User Management Summary screen

### Mobile User Management Summary

Client Name  
CLIENT NAME

Input/Modify Authorization Req'd View

(1) User ID	Last Name	First Name	Status
11221	NAME2	NAME1	PROCESSED
44551	USER1	USERLAST1	PROCESSED
44552	USER2	USERLAST2	PROCESSED
44553	USER3	USERLAST3	PROCESSED

<< Row 1 of 27 >> (1)(2) sorted columns More

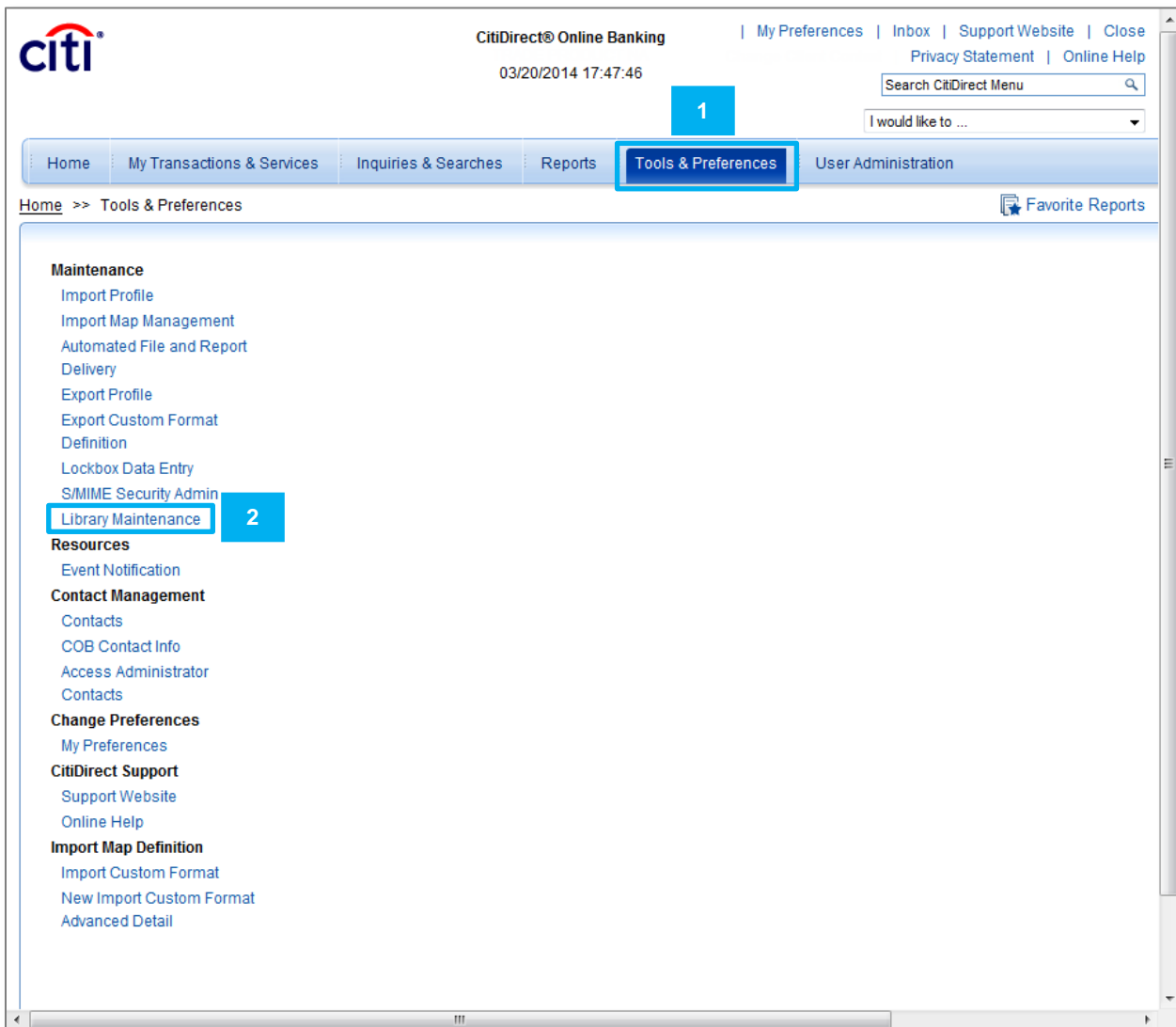
Go to Details Other Options

# Chapter 15 Library Maintenance

In many of the Trade Services Initiation Screens (Eg. Import LC Issuance), there are Library Look Ups that you can utilize to input details without having to type the details out. This section will show you how to create and modify entries in specific libraries. Additionally, this section will also show you how to create a new pre format template

## Accessing a Library

1. After logging onto the bank portal, click on [Tools and Preferences](#) on the top navigation bar
2. Click on [Library Maintenance](#) to access the [Library Maintenance](#) summary form



(1) Service Class	(2) Description
Trade Libraries	Applicant
Trade Libraries	Clause Text
Trade Libraries	Custom Input Template
Trade Libraries	Details Data Pool
Trade Libraries	Details Structure
Trade Libraries	Details Sub Structure
Trade Libraries	Document Name
Trade Libraries	Drawn On Party
Trade Libraries	Pre Format
Trade Libraries	Shipping Detail
Trade Libraries	Tracing Scheme
Trade Libraries	Trade Bank
Trade Libraries	Trade Counter Party
Trade Services	Communication Method
Trade Services	Export Cover Letter Legend
Trade Services	Export Settlement Currency
Trade Services	Global Clause Text
Trade Services	Global Trade Branch
Trade Services	Legal Vehicle/Department
Trade Services	Service Processing/Routing
Trade Services	Shipment Terms
Trade Services	Trade Initiator
Trade Services	Usance Terms
Trade Services for FI	Trade FI Applicant
Trade Services for FI	Trade FI Bank

<< Row 144 of 175 >> | (1)/(2) sorted columns More

OK

Search

Update  
Screen

3. The Library Maintenance summary form appears. Double click on the appropriate trade library or click **OK**. Users are also able to search for a trade library from this screen



# Modifying a Library

1. After selecting the appropriate library, the user will view the below screen

**Applicant Summary**

Input Authorization Req'd View

Branch Code	Branch Name	Customer ID	Customer Name	(2) Applicant Name	(1) Country Name
188	BANCO CMB (COSTA RICA) S.A.	300005	Customer 1	Applicant 1	AUSTRALIA
836	CITIBANK DUBAI	100201	Customer 2	Applicant 2	INDIA
940	NEW YORK CITIBANK - FI	000001	Customer 3	Applicant 3	INDIA

<< Row 1 of 21 >> (1)(2) sorted columns

More

New Copy Delete **Go to Details** Other Options

2

2. Click on [Go To Details](#) to view details of the entry

**Applicant Detail**

\* Customer ID / Name  
300005 XXXXXX X.X.

\* Branch Code \* Branch Name  
188 BANCO CMB (COSTA RICA) S.A.

3 \* Applicant Name  
[ ]

\* Applicant Address  
[ ]

\* Country Code / Name  
AU AUSTRALIA

\* Required Field

4 Submit Delete Next Return to Summary Other Options

3. Modify the [Applicant Name](#) and [Applicant Address](#) as necessary. The other fields are not editable
4. Click on [Submit](#) once complete

Click on [Delete](#) if applicable

Click on [Next](#) to go to the next transaction if multiple transactions were selected on the summary screen

Click on [Return to Summary](#) to go back to the main screen

Click on [Other Options](#) to [View Error Messages](#) or [Print](#)

5

### Applicant Summary

Branch Code	Branch Name	Customer ID	Customer Name
152	BANCO CMB (COSTA RICA) S.A.	161217	0152161217XXXXX

5. A checker will need to approve the submitted library maintenance request. The request would be found in the authorization required queue

6. The checker is able to do the following from this screen

- Authorize
- Send to Repair
- Reject
- Go to Details
- Select Other Options

7. If the checker selects [Go to Details](#), the checker will be able to view all the details of the submitted library maintenance request and [authorize](#) or [send the transaction to repair](#) or [reject](#)

### Applicant Detail

\* Required Field




## Applicant Detail



**\* Customer ID / Name**

**\* Branch Code**   **\* Branch Name**  
  

**\* Applicant Name**

**\* Applicant Address**  
 

**\* Country Code / Name**

    **\* Required Field**

**Submit**   **Clear**   **Next**   **Return to Summary**   **Other Options**

2. Click on the library look up to select the appropriate Customer ID/Name. Click on **OK**

2

Library Look Up Dialog

(1) Branch Code	Branch Description	(2) Customer ID	Customer Name
001	INDONESIA CITIBANK	101903	
001	INDONESIA CITIBANK	103382	
001	INDONESIA CITIBANK	103475	
001	INDONESIA CITIBANK	105951	
001	INDONESIA CITIBANK	300021	
001	INDONESIA CITIBANK	700058	
076	BRAZIL CITIBANK	045889	

<< Row 1 of 400 >> | (1)(2) sorted columns

**OK**   **Search**   **Update Screen**   **More**   **Cancel**

## Applicant Detail

The screenshot shows a web form titled "Applicant Detail". The form is enclosed in a blue border and contains several input fields. A blue box highlights the top section of the form, which includes a dropdown menu for "Customer ID / Name" (showing "101903" and "CUSTOMER NAME"), and two input fields for "Branch Code" (showing "001") and "Branch Name" (showing "INDONESIA CITIBANK"). A blue callout box with the number "3" is positioned to the right of this section. Below this, there are three more input fields: "Applicant Name", "Applicant Address", and "Country Code / Name". A blue callout box with the number "4" is positioned to the right of these three fields. At the bottom of the form, there is a navigation bar with icons for a car, a building, and a printer, followed by a legend for "Required Field" (marked with an asterisk). To the right of the legend are five buttons: "Submit", "Clear", "Next", "Return to Summary", and "Other Options". A blue callout box with the number "5" is positioned to the right of these buttons.

3. The [Customer ID/ Name](#), [Branch Code](#) and [Branch Name](#) are populated based on your selection from above
4. Enter the [Applicant Name](#), [Applicant Address](#), and select the [Country Code/Name](#)
5. Click on [Submit](#) once complete  
Click on [Delete](#) if applicable  
Click on [Next](#) to go to the next transaction if multiple transactions were selected on the summary screen  
Click on [Return to Summary](#) to go back to the main screen  
Click on [Other Options](#) to [View Error Messages](#) or [Print](#)
6. A checker will need to approve the submitted library maintenance request. The request would be found in the authorization required queue. Follow steps found in Section 13.2

# Creating a New Pre Format Template

1. From the Library Maintenance homepage, select [Trade Libraries—Pre Format](#)

Library Maintenance

Last Login Date 03/20/2014 17:47:46

(1) Service Class	(2) Description	
Trade Libraries	Applicant	
Trade Libraries	Clause Text	
Trade Libraries	Custom Input Template	
Trade Libraries	Details Data Pool	
Trade Libraries	Details Structure	
Trade Libraries	Details Sub Structure	
Trade Libraries	Document Name	
Trade Libraries	Drawn On Party	
Trade Libraries	Pre Format	1
Trade Libraries	Shipping Detail	
Trade Libraries	Tracing Scheme	
Trade Libraries	Trade Bank	
Trade Libraries	Trade Counter Party	
Trade Services	Communication Method	
Trade Services	Export Cover Letter Legend	
Trade Services	Export Settlement Currency	
Trade Services	Global Clause Text	
Trade Services	Global Trade Branch	
Trade Services	Legal Vehicle/Department	
Trade Services	Service Processing/Routing	
Trade Services	Shipment Terms	
Trade Services	Trade Initiator	
Trade Services	Usance Terms	
Trade Services for FI	Trade FI Applicant	
Trade Services for FI	Trade FI Bank	

<< Row 144 of 175 >> | (1)/(2) sorted columns More

OK Search Update Screen







9 **Import Letters of Credit Issuance Pre Format**

Main Conditions Documents Shipment Goods Others

Transaction Initiator: XXXXXX XXXXXXXXXXXX XXXXXXXX  
 Customer ID: 000003

Transaction Status: \_\_\_\_\_

\* Applicant LC Reference Number: \_\_\_\_\_  
 Bank LC Reference Number: \_\_\_\_\_

\* Form of Documentary Credit: IRREVOCABLE  
 \* Applicable Rules: UCP LATEST VERSION

Applicant Name / Address: \_\_\_\_\_  
 Applicant Country: \_\_\_\_\_

\* Beneficiary Name / Address: \_\_\_\_\_  
 \* Beneficiary Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Contact's Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Advising Bank Name / Address: \_\_\_\_\_  
 Advising Bank Country: \_\_\_\_\_

\* CCY / Amount: \_\_\_\_\_  
 \* Available By: BY NEGOTIATION

\* Available With: CITIBANK  
 Bank Name / Address: \_\_\_\_\_  
 Bank Country: \_\_\_\_\_

UpTo:   
 Tolerance +/-: \_\_\_\_\_

Expiry Place: \_\_\_\_\_  
 \* Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Notify By: \_\_\_\_\_  
 Drafts Required:

\* Required Field \*\* At least one required field

Submit Next Return to Summary Clear Print View Error Messages

10

- 9. The appropriate product module will be shown. In this instance, the Import Letters of Credit Issuance Pre Format is shown. Input the necessary details in the Pre Format screens
- 10. Click on Submit when completed
- 11. The Pre Format request will move to the Authorization Required queue for a checker to authorize the Pre Format template before it can be utilized

# Chapter 16 System Requirements

CitiDirect requires that certain hardware and software components exist on your computer system in order to run successfully.

## Administrator Rights

You must have Administrator Rights to Vista, and Windows 7 systems in order to update or install third party components needed to run CitiDirect Online Banking including Internet Explorer (IE) and Sun Microsystems Java Software (JRE). They are also needed to download CitiDirect application updates

The following Administrator Rights are required

- Full control of the Downloaded Program Files Folder and the root directory of c:\ on your system
- Ability to write to the Local Machine/software key in the registry
- Full control of the Windows System Directory/Java and Subfolders
- Access to your browser's Temporary Internet Files Folder

If you do not have Administrator Rights to your PC, please contact your technical support staff

## Browser Settings

Your computer must have the following IE Version components enabled: Cookies, Java Scripts, TLS Protocol, Internet Security Options, Sun Microsystems Java Software (JRE) and Proxy Server (if you have one). They are required to run both the Check My PC program and the CitiDirect Online Banking application. You must enable all of these components in the appropriate IE version.

### **For Vista, Windows 7 or Windows 8**

Microsoft Internet Explorer 7.0, 8.0, 9.0, 10.0 and 11.0

### **For Apple MAC using OS 10.x**

Safari 4.0.5 and higher

## MICROSOFT INTERNET EXPLORER 7.X, 8.X AND 9.X — SETTINGS FOR CITIDIRECT

### Cookies

1. From the **Tools** menu, click **Internet Options**.
2. Click the **Privacy** tab.
3. Move the slider down to **Medium**.
4. Click **OK** until you return to Internet Explorer.

You should be aware that if you make changes to your system's Internet Explorer Browser Settings, these changed settings will be applied to any other sites that you visit to the extent such sites utilize these features.

The information provided on this page was taken from the Microsoft Web site, which can be found at <http://support.microsoft.com>. Citibank is not responsible for the accuracy of this information.

### Java Scripts

IE Version 7.x, 8.x and 9.x

1. From the Tools menu, click Internet Options.
2. Click the Security tab, and then click Custom Level.
3. Scroll down to Scripting
4. Click Enable for both Active scripting and Scripting of Java applets.
5. Click OK until you return to Internet Explorer.

You should be aware that if you make changes to your system's Internet Explorer Browser Settings, these changed settings will be applied to any other sites that you visit to the extent such sites utilize these features.

The information provided on this page was taken from the Microsoft Web site, which can be found at <http://support.microsoft.com>. Citibank is not responsible for the accuracy of this information.

### Security

1. From the Tools menu select Internet Options
2. When the dialog box appears, click the Security tab
3. Click Internet zone and then slide selector to Medium-High level indicator
4. Click OK until you return to Internet Explorer

The IE Settings information on this site is provided by Microsoft's Product Support Services

## Proxy Server

IE Version 7.x, 8.x, and 9.x,

- From the [Tools](#) menu, click [Internet Options](#)
- Click the [Connections](#) tab, and then click [LAN Settings](#)
- Click on [Advanced](#)
- [HTTP](#) and [Secure](#) should have the [Address](#) and [Port of your Proxy server](#)
- Click [OK](#) until you return to Internet Explorer

You should be aware that if you make changes to your system's Internet Explorer Browser Settings, these changed settings will be applied to any other sites that you visit to the extent such sites utilize these features

The information provided on this page was taken from the Microsoft Web site, which can be found at <http://support.microsoft.com>. Citibank is not responsible for the accuracy of this information

# Certified Versions of Sun Java Software for CitiDirect

CitiDirect® Online Banking can run on the following versions of Sun Microsystems™ Java™ 2 Runtime Environment (JRE):

- Java 6 (27 through update 45).
- Java 7 (through update 75). Note that updates 21, 23 and 25 may alert the user that CitiDirect is not secure. CitiDirect is secure and users can ignore this alert.
- Java 8 (through update 40).

We recommend that all users upgrade to Java 7 as Oracle will no longer be providing any public updates to Java 6

<http://www.oracle.com/technetwork/java/javase/eol-135779.html>.

## Steps to Download Sun JRE

You can download Java Software (JRE) to run with CitiDirect from the Oracle Web Site by following the steps below.

1. Go to: <http://www.oracle.com/technetwork/java/archive-139210.html>

Note: This link is located on another server. By clicking the link, you will be leaving Citibank's site. Citibank is providing this link for your convenience, and it does not imply sponsorship or approval of this non-Citibank site.

This other site may permit you to download and install software. You are responsible for complying with all applicable laws, including, but not limited to, any import/export or use laws to which you may be subject and obtaining and required license or authorization.

2. Click the Begin Download button and follow the on-screen installation instructions provided by Sun.

# Required Hardware

The minimum and recommended hardware requirements to run CitiDirect® Online Banking are listed below

**Minimum:** Requirements listed will enable CitiDirect to run on your Personal Computer (PC)

**Recommended:** Requirements listed will deliver enhanced system performance for CitiDirect

## Computer Processor

- **Minimum:** 1 GHz CPU
- **Recommended:** 2 GHz CPU

## For Apple Mac

- **Minimum:** 2 GHz CPU
- **Recommended:** 3 GHz CPU

## Computer Memory (RAM)

### For Windows Vista

- **Minimum:** 1 GB
- **Recommended:** 2 GB

### For Windows 7

- **Minimum:** 3 GB
- **Recommended:** 4 GB

### For Windows 8

- **Minimum:** 3 GB
- **Recommended:** 4 GB

### For Apple Mac Operating Systems

- **Minimum:** 2 GB
- **Recommended:** 3 GB

## Hard Drive Space Available

- **Minimum:** 300 MB

## Monitor/Display

- **Minimum:** VGA Monitor resolution of 800X600, configured to display 256 colors
- **Recommended:** Resolution of 1024X768 or higher (if available) to enhance the visual experience of CitiDirect

## Internet Connectivity

- **Minimum (For Dial-up Customers ONLY):** Modem/Speed: 28.8K bps (28,800 baud/second) or higher; V.34 modem protocol is minimally required; V.90 modem protocol is recommended
- **Recommended:** High Speed Internet or Broadband Connection

# Required Software

The minimum software requirements to run CitiDirect Online Banking on your Personal Computer (PC) are listed below

Note: Administrator rights to your PC are required if updates or installs of any third party components are needed to run CitiDirect on Windows Vista, and Windows 7 systems. For complete details on Administrator Rights requirements, click the link at right

#### Windows Operating Systems

CitiDirect Online Banking is certified to operate on the Microsoft Operating Systems listed below excluding versions indicated

- Windows Vista  
Excluding: Arabic OS
- Windows 7  
Excluding: Arabic OS
- Windows 8  
Excluding: Arabic OS

#### Apple Mac Operating Systems:

Version 10.5 up to 10.7.2

(\*) Lion operating system does not provide a Java runtime by default. In order to download Java, please click here: <http://support.apple.com/kb/DL1421>

Version 10.7.3 and higher

In order to download Java, please click here: <http://www.java.com/en/download/manual.jsp>

#### Internet Browsers:

##### Microsoft Internet Explorer (IE)

IE 8.0 with Windows Vista

IE 8.0 with Windows 7

IE 9.0 with Windows Vista

IE 9.0 with Windows 7

IE 10.0 with Windows 7

IE 10.0 with Windows 8

IE 11.0 with Windows 7

IE 11.0 with Windows 8.1

Safari version 4.0.5 and higher

(\*) Note: pop-up blocker must be disabled

#### Java Software:

CitiDirect supports the following versions of Java: Most users should download the latest 32-bit version of the JRE. This is because in Windows 7, the default browser is Internet Explorer 32-bit. If the user has changed the setting in Internet Explorer to the 64-bit version they should download the 64-bit version of the JRE so that the versions are compatible.”

#### Adobe® Reader® version to 9.0 or higher.

Adobe ended support for Acrobat 8.x in November of 2011 and earlier versions are no longer supported by Adobe.

Needed to view CitiDirect reports or documents on this site that are in "pdf" format.

**DISCLAIMER:**

Customer will use CitiDirect Online Banking in accordance with the system specifications provided by Citibank. Customer acknowledges that Citibank has no responsibility for Customer's use of CitiDirect Online Banking with a system that does not comply with such specifications.