

# Westpac Corporate Lending Portal

Fast, efficient and secure online loan  
management

**Westpac Institutional Bank**

Date: 31 March 2021



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# Improved efficiency

**Westpac Corporate Lending streamlines your internal processes by moving key loan activities online. It reduces the need for manual interaction, reduces the risk of error and frees up your staff to focus on other activities. With approvals built into the system, it means less need for physical signatures.**

# Overview

## Functionality @ February 2021

The Westpac Corporate Lending Portal makes managing your company's loan portfolio simpler and more efficient. By bringing your loans together into the one secure platform, it puts you in control of your loan activity and helps you run your business more efficiently.

The portal can be used to:

- View loan facilities
- View a lending dashboard with real-time status updates
- Search for transactions and view historical data
- Action drawdowns for bilateral facilities
- Request bank guarantees for bilateral facilities
- Request Standard Rollovers for bilateral facilities (including additional drawdown and principal payment)
- View facility fees
- View guarantee fees
- View interest details
- Where Westpac is the Agent on a Syndicated Facility, view outstanding Guarantees, Loans and Lender shares

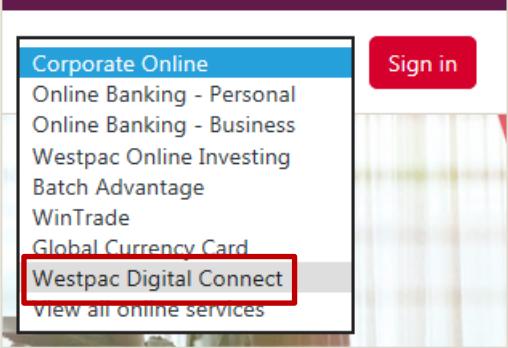
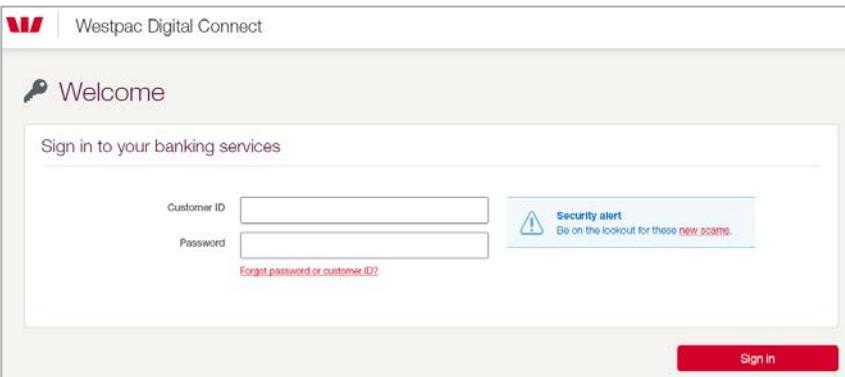
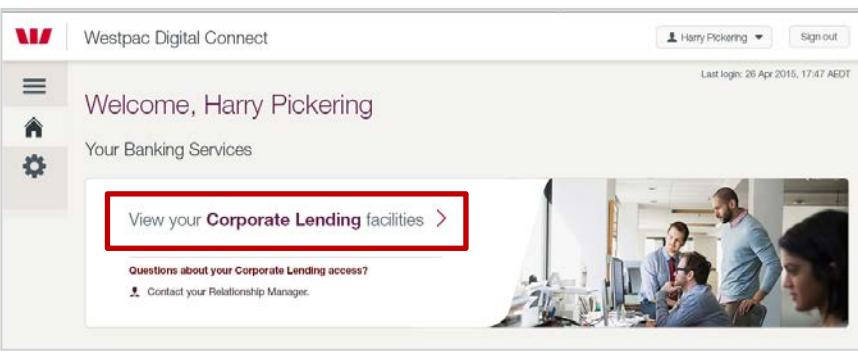
### Browser requirements

The Westpac Corporate Lending portal will operate with the following web browsers.

Web Browser	Minimum Version
Windows Internet Explorer	11.0
Mozilla Firefox	42.0
Google Chrome	46.0
Apple Safari	9.0

# Sign-in

## Key Steps

Step	Action
1.	<p>Browse to <a href="http://www.westpac.com.au">www.westpac.com.au</a> and select <b>Westpac Digital Connect</b> from the drop down menu.</p> 
2.	<p>Enter your Customer ID and Password on the Welcome screen.</p> 
3.	<p>Click <b>View your Corporate Lending facilities</b> to access the lending home page dashboard.</p> 

# Dashboard

## Overview

The dashboard shows a summary of your recent transactions and submissions in the portal.

To start a workflow task, click on the relevant task name in the top menu bar.

Westpac Corporate Lending Dashboard

[View Facilities List](#) [Search Transactions](#) [Request Drawdown](#) [Request Guarantee](#) [Request Rollover](#)

**Pending Transactions**  
Transactions awaiting internal review prior to submission to Westpac.

Initiated	System ID	Type	Amount
22/08/2018	<a href="#">BK18080000004151</a>	Rollover	AUD 50.00
22/08/2018	<a href="#">LN18080000004145</a>	Drawdown	AUD 100.00

[View all pending transactions](#)

**Upcoming Events**

Event ID	Event Description	Date
<a href="#">LN18070000003925</a>	Rollover Date: 27/08/2018: USD 15,000,000.00	27/08/2018
<a href="#">LN18080000004116</a>	Rollover Date: 07/09/2018: AUD 9,557,832.30	07/09/2018
<a href="#">LN18080000004120</a>	Rollover Date: 07/09/2018: USD 15,786,982.12	07/09/2018
<a href="#">LN18080000004123</a>	Rollover Date: 07/09/2018: AUD 50.00	07/09/2018
<a href="#">LN18080000004132</a>	Rollover Date: 07/09/2018: USD 4,094,796.32	07/09/2018

[View all events](#)

<
August
>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

2017 **2018** 2019

**Recent Submissions**  
Transactions that have been reviewed and submitted to Westpac for approval.

Submitted	System ID	Type	Amount
16/08/2018	<a href="#">BK18080000004136</a>	Rollover	USD 3,874,796.32
16/08/2018	<a href="#">BK18070000003953</a>	Rollover	USD 15,000,000.00
16/08/2018	<a href="#">BK18080000004121</a>	Rollover	USD 15,786,982.12

**Recent Transactions**  
Transactions that have been approved by Westpac.

Approved	System ID	Type	Amount
16/08/2018	<a href="#">LN18070000003927</a>	Loan	AUD 8,000,000.00
07/08/2018	<a href="#">LN18080000004116</a>	Loan	AUD 9,557,832.30
07/08/2018	<a href="#">LN18080000004120</a>	Loan	USD 15,786,982.12

## Dashboard Sections

Dashboard Section	Purpose
Pending transactions	Shows a list of the recent transactions which are awaiting internal review at your organisation before being submitted to Westpac.
Upcoming events	Shows upcoming events, such as drawdown dates.
Calendar	Shows the dates when upcoming transactions are due.
Recent Submissions	Shows a list of recent submissions to Westpac.
Recent Transactions.	Shows a list of recent transactions that have been approved and processed by Westpac.



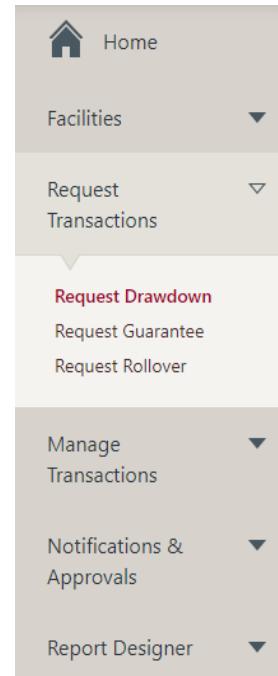
## Navigation

You can navigate through the portal screens in two ways:

Via the menu bar on the home page dashboard.

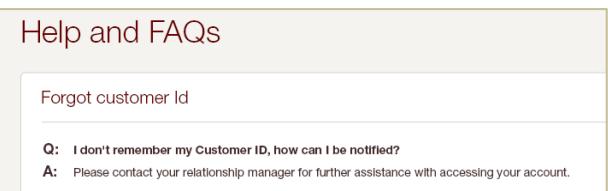
OR

Via the left-hand side menu.



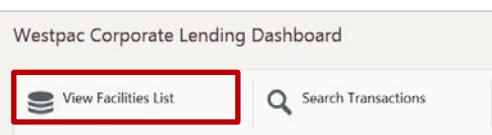
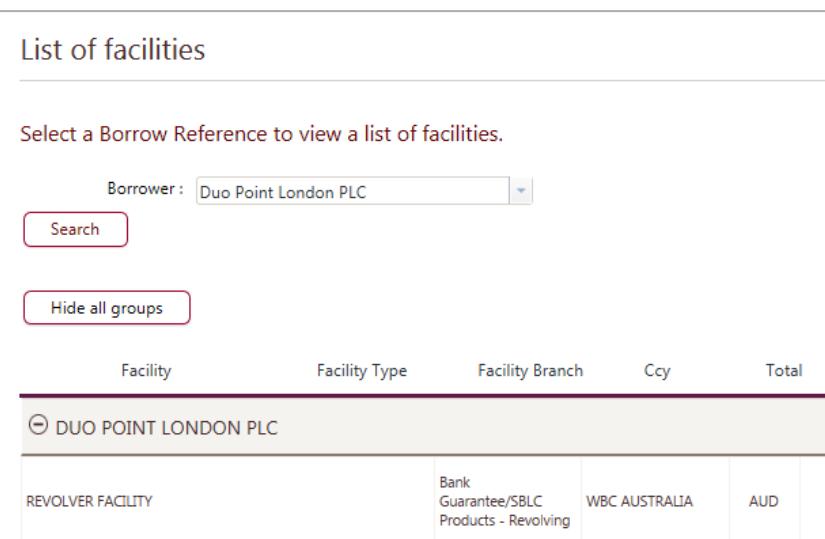
## Help

If you need assistance, click [Help and FAQs] in the menu at the bottom of the screen to display the Help section.



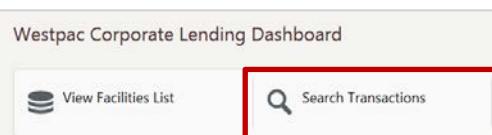
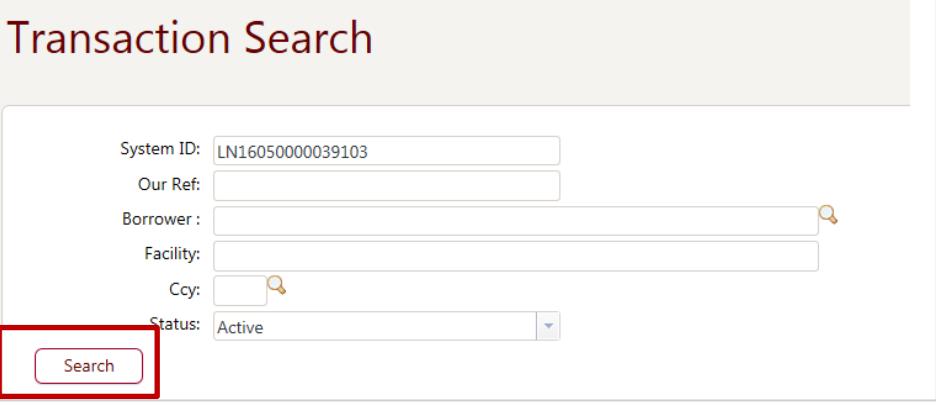
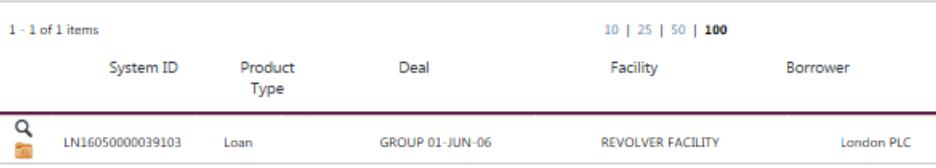
# View Facilities List

## How to view your list of loan facilities

Process	
Step	Action
1.	<p>Click <b>View Facilities List</b> on the home page dashboard.</p> 
2.	<p>On the Facilities List screen, use the drop-down menu to select a Borrow Reference for the list of facilities you want to view. Then click <b>Search</b>.</p> 
3.	<p>The list of facilities for the selected Borrow Reference will be displayed.</p> 

# Search Transactions

## How to search for transactions

Process	
Step	Action
1.	<p>Click <b>Search Transactions</b> on the home page dashboard.</p> 
2.	<p>Enter the search criteria for the transaction and then click <b>Search</b>.</p> 
3.	<p>The search results will display. Click on <b>System ID</b> to view the transaction details.</p> 

# Terminology: "Bank Sort"

## Things to note

**Action: Entering bank account BSB**

Please note, when entering your bank account details for a rollover, guarantee or drawdown, the **Bank Sort Code** refers to your bank account BSB.

Please always enter a six-digit BSB in this field.

**Bank Account Details**

Provide Bank Account Details:  Yes  No

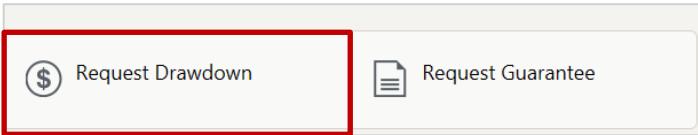
\* Bank Sort Code:

\* Bank Account Number:

\* Bank Account Name:

# Request Drawdown

## How to request a loan drawdown for a Bilateral Facility

Process									
Step	Action								
1.	<p>Click <b>Request Drawdown</b> on the home page dashboard.</p> 								
2.	<p>Select the Borrower for the loan drawdown, then click <b>Search</b> to display the related facilities.</p> <p><b>List of facilities</b></p> <p>Select a Borrower Reference to get a list of facilities for Loan Drawdown.</p> <p><small> ⓘ Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions</small></p> <p>Borrower Reference: <input style="border: 2px solid red;" type="text" value="URSTADT BIDDLE PROPERTIES"/></p> <p>Deal Name: <input type="text" value="DEAL-107363"/></p> <p><b>Search</b></p>								
3.	<p>Click the facility name to start the drawdown process.</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Type</th> <th>Branch</th> <th>CCY</th> </tr> </thead> <tbody> <tr> <td><b>FACILITY C</b></td> <td>Revolving Cash Advance</td> <td>WBC AUSTRALIA</td> <td>AUD</td> </tr> </tbody> </table>	Facility	Type	Branch	CCY	<b>FACILITY C</b>	Revolving Cash Advance	WBC AUSTRALIA	AUD
Facility	Type	Branch	CCY						
<b>FACILITY C</b>	Revolving Cash Advance	WBC AUSTRALIA	AUD						

Step	Action
4.	<p>Enter the loan details and bank account details. All fields with a red asterisk are mandatory to complete.</p> <p>Note the field <b>Actual Available (incl. Pending)</b> which shows the limit available after adjusting any pending requests.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <h3 style="color: #800000; margin: 0;">Request Drawdown</h3> <hr/> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>General Details</b></p> <p>System ID: LN2009000831177</p> <p>Customer Reference: <input type="text"/></p> <p><b>Facility details</b></p> <p>Deal: DEAL-107363</p> <p>Facility: TERM DEBT FACILITY C *CP*</p> <p>Effective Date: (dd/mm/yyyy) 28/03/2019</p> <p>Expiry Date: 31/01/2022</p> <p>Maturity Date: (dd/mm/yyyy) 28/02/2022</p> <p>Limit: AUD 23,601,091.89</p> <p>Available: AUD 3,325,862.90</p> <p>Actual Available (incl. Pending): <span style="border: 2px solid red; padding: 2px;">AUD 2,822,862.90</span></p> </div> <hr/> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Loan Details</b></p> <p>Customer Name: URSTADT BIDDLE PROPERTIES</p> <p>Application Date: 23/09/2020</p> <p>*Base Rate Type: <input type="text" value="BBSY / BBSW"/></p> <p>*Loan Amount: <input style="width: 40px;" type="text" value="AUD"/> <input type="text" value="500,000.00"/></p> <p>*Effective Date: (dd/mm/yyyy) <input type="text" value="30/09/2020"/> <input type="button" value="Calendar"/></p> <div style="background-color: #f0f8ff; padding: 5px; margin-top: 10px;"> <p>The Effective Date displayed is calculated as per the Deal Agreement. Effective Date :</p> <ul style="list-style-type: none"> <li>Can be future dated</li> <li>Cannot be prior to calculated effective date</li> </ul> </div> <p>*Rollover Frequency: <input type="text" value="3 Month(s)"/></p> <p>*Rollover Date: (dd/mm/yyyy) <input type="text" value="30/12/2020"/> <input type="button" value="Calendar"/></p> <p>Maturity Date: (dd/mm/yyyy) <input type="text"/></p> </div> </div>

Step	Action
5	<p>Click <b>Save</b> to keep the details for later use or click <b>Submit</b> to send for approval. Enter your BSB in the Bank Sort Code field.</p> <p><b>Bank Account Details</b></p> <p>Remittance Comments: <input type="text" value="Duo 144"/> </p> <p>Bank Sort Code: <input type="text" value="032444"/></p> <p>Bank Account Number: <input type="text" value="654321"/></p> <p>Bank Account Name: <input type="text" value="Duo Point Projects"/></p> <p><b>Submit Loan Initiation</b></p> <p>Your drawdown request (LN16070000097042) is awaiting an internal review. This drawdown request can be viewed in "Pending Approvals". <a href="#">Review and print the transaction details.</a></p> <p>The transaction will then be displayed on the home page dashboard and under the '<b>Notifications &amp; Approval</b>' section (inside bar menu) for your organisation's Approver to review and approve.</p>

## Alternative Reference Rates and their impact on you

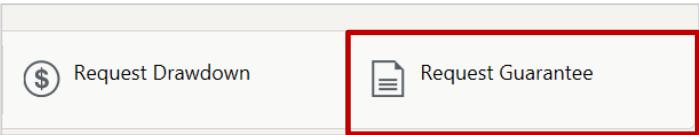
As a part of global transitioning from the LIBOR rates to Alternative Reference Rates (ARR), there are new base rate types available to you, in line with your Facility Agreement.

The Corporate Lending Portal will allow you to select one of these new base rates in the drop down for Base Rate type. The Reference rates as disclosed in your Facility Agreement will be available in the Corporate Lending Portal.



# Request a Guarantee

## How to request a guarantee for a Bilateral Facility

Process																					
Step	Action																				
1	<p>Click <b>Request Guarantee</b> on the home page dashboard.</p> 																				
2	<p>Select the Borrow Reference and Deal Name, then click <b>Search</b> to display the related facilities.</p> <p>Select a Borrower Reference to get a list of facilities for Bank Guarantee.</p> <p><small> ⓘ Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions</small></p> <p>Borrower Reference: <input style="border: 2px solid red;" type="text" value="URSTADT BIDDLE PROPERTIES"/></p> <p>Deal Name: <input type="text" value="DEAL-1055"/></p> <p><b>Search</b></p>																				
3	<p>Click the facility name to start the guarantee process.</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Type</th> <th>Branch</th> <th>CCY</th> <th>Total</th> <th>Pending Requests</th> <th>Available</th> <th>Expiry Date</th> <th>Maturity Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>TEST FACILITY</td> <td>Multi-Option Credit Facility</td> <td>WBC AUSTRALIA</td> <td>AUD</td> <td>13,741,752.00</td> <td>0.00</td> <td>3,001,467.98</td> <td>31/12/2500</td> <td>31/12/2500</td> <td>Active</td> </tr> </tbody> </table>	Facility	Type	Branch	CCY	Total	Pending Requests	Available	Expiry Date	Maturity Date	Status	TEST FACILITY	Multi-Option Credit Facility	WBC AUSTRALIA	AUD	13,741,752.00	0.00	3,001,467.98	31/12/2500	31/12/2500	Active
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TEST FACILITY	Multi-Option Credit Facility	WBC AUSTRALIA	AUD	13,741,752.00	0.00	3,001,467.98	31/12/2500	31/12/2500	Active												

Step	Action																
4	<p>Check if an indemnity is in place</p> <p><b>Note:</b> If there is no Indemnity in place for a given facility, the screen will display a link to the Indemnity form. Please complete the Indemnity form and email the form to your Lending Service Manager. Proceed to complete the remaining fields to submit the guarantee request.</p> <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"><h3>Request Guarantee</h3><hr/><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><b>General Details</b></div><div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>System ID: LN20090000862052</p><p>Customer Reference: <input type="text"/></p></div><div style="width: 45%;"></div></div><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><b>Facility details</b></div><table border="0"><tr><td>Deal:</td><td>DEAL-1055</td></tr><tr><td>Facility:</td><td>TEST FACILITY</td></tr><tr><td>Effective Date: (dd/mm/yyyy)</td><td>06/04/2000</td></tr><tr><td>Expiry Date:</td><td>31/12/2500</td></tr><tr><td>Maturity Date: (dd/mm/yyyy)</td><td>31/12/2500</td></tr><tr><td>Limit:</td><td>AUD 13,741,752.00</td></tr><tr><td>Available:</td><td>AUD 3,001,467.98</td></tr><tr><td>Actual Available (incl. Pending): </td><td>AUD 3,001,467.98</td></tr></table><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><b>Applicant Details</b></div><div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Borrower: URSTADT BIDDLE PROPERTIES</p><div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"><p>Blanket Indemnity: Not Available</p><p>Facility Indemnity: Not Available</p></div><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><p>Please complete the <a href="#">Indemnity form</a> and submit it to your Client Experience Manager.</p><p>The Indemnity form(PDF) is the property of Westpac Banking Corporation ABN 33 007 457 141 (Westpac) and must only be accessed or downloaded by customer's of Westpac which are requesting the issue of Contingent Instruments by Westpac</p></div></div></div></div>	Deal:	DEAL-1055	Facility:	TEST FACILITY	Effective Date: (dd/mm/yyyy)	06/04/2000	Expiry Date:	31/12/2500	Maturity Date: (dd/mm/yyyy)	31/12/2500	Limit:	AUD 13,741,752.00	Available:	AUD 3,001,467.98	Actual Available (incl. Pending):	AUD 3,001,467.98
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Available:	AUD 3,001,467.98																
Actual Available (incl. Pending):	AUD 3,001,467.98																

- 5 Enter the applicant details, beneficiary details, guarantee details, type of guarantee and additional information field.

When selecting type of guarantee, please refer to the table below to select the correct type.

Populate additional information field with detail in relation to the type of guarantee.

#### Beneficiary Details

\* Beneficiary Name:  

\* ABN Or ACN:

#### As a trustee

Is the beneficiary a trustee?  Yes  No

\* Address Line 1:

Address Line 2:

\* City, Suburb Or Town: Advanced Payment Guarantee

Bid / Tender Bond

Credit Security Bond

Defects and Liability

Deposit Bond

Facility Guarantee

Lease / Rental Bond

Maintenance Bond

Payment Guarantee

Performance Bond

Practical Completion Guarantee

Security for Contract Performance

Warranty Period Bond

Workcover Guarantee

#### Guarantee Details

Effective Date: (dd/mm/yyyy)

\* Type of Guarantee:  

\* Guarantee Amount:

\* Term:  

\* Delivery Address:  

Additional Information:

5	The definition of each Purpose Type of Guarantee is as below:																																
	<table border="1"> <thead> <tr> <th>Purpose Type of Guarantee</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Advance Payment Guarantee</td><td>A guarantee that could be used when you (contractor/seller) require an advance payment to finance operations which underwrites your obligations to complete the related work successfully.</td></tr> <tr> <td>Bid/Tender Bond</td><td>A bond that could be required to be submitted as part of your response to a bid/tender.</td></tr> <tr> <td>Credit Security Bond</td><td>A bond that could be required to cover the risk that you breach your obligations under a contract.</td></tr> <tr> <td>Defects &amp; Liabilities</td><td>A guarantee that could be provided to the employer to retain a certain percentage to cover hidden defects in completed works.</td></tr> <tr> <td>Deposit Bond</td><td>A bond that could be used as a substitute for you (purchaser) paying a cash deposit for the period of time between the sale and settlement on a property or asset.</td></tr> <tr> <td>Environmental Guarantee</td><td>A guarantee that could be required to protect the owner of land against environmental damage (e.g. water contamination, pollution).</td></tr> <tr> <td>Facility Guarantee</td><td>A guarantee that could provide security to a bank to advance money or grant a credit facility to a company/ individual.</td></tr> <tr> <td>Lease/Rental Bond</td><td>A guarantee that could be used to secure your obligation to pay rent under a lease.</td></tr> <tr> <td>Maintenance Bond</td><td>A guarantee that could be required after completion of a project, to ensure that you (contractor/seller) are obliged to continue to provide services after completion of the project.</td></tr> <tr> <td>Payment Guarantee</td><td>A guarantee that could be used to give a seller/counterparty confidence that you will pay the amount due on the agreed date.</td></tr> <tr> <td>Performance Bond</td><td>A bond that could be required when a contract has been awarded and underwrites your obligation to complete the project successfully.</td></tr> <tr> <td>Practical Completion Guarantee</td><td>A guarantee that underwrites your obligation to complete all work in accordance with the contract.</td></tr> <tr> <td>Security for Contract Performance</td><td>A bond that could be required when a contract has been awarded and underwrites your obligation to complete your obligations under the contract successfully.</td></tr> <tr> <td>Warranty Period Bond</td><td>A form of warranty that is guaranteed by the retention of performance security and corresponding bank guarantee, at the end of the period of the performance contract.</td></tr> <tr> <td>Workcover Guarantee</td><td>A guarantee that is required if you are a licensed specialised insurer or you choose to self-insure your business' workers compensation liabilities instead of taking out a workers compensation insurance policy.</td></tr> </tbody> </table>	Purpose Type of Guarantee	Description	Advance Payment Guarantee	A guarantee that could be used when you (contractor/seller) require an advance payment to finance operations which underwrites your obligations to complete the related work successfully.	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6

Click **Save** to keep the details for later use; or click **Submit** to send for approval. Enter your BSB in the Bank Sort Code field.

Bank Account Details

Bank Sort Code	667
Bank Account Number	032444
Bank Account Name	Duo Point Holdings

Cancel Help Save Submit

A confirmation message will be displayed on your screen.

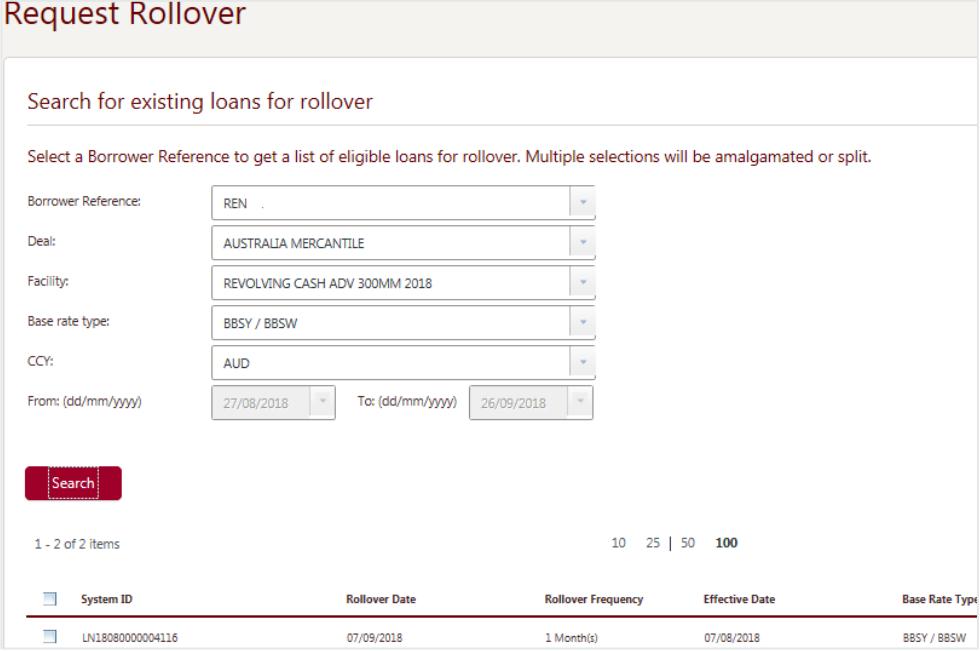
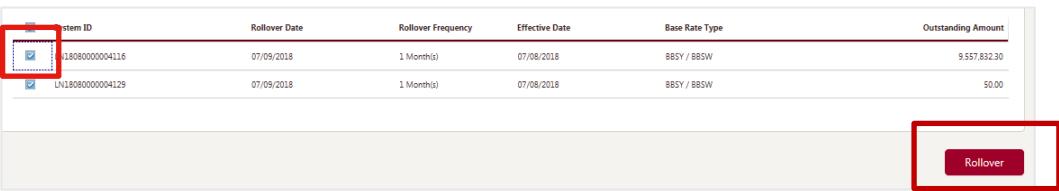
## Submit Bank Guarantee Initiation

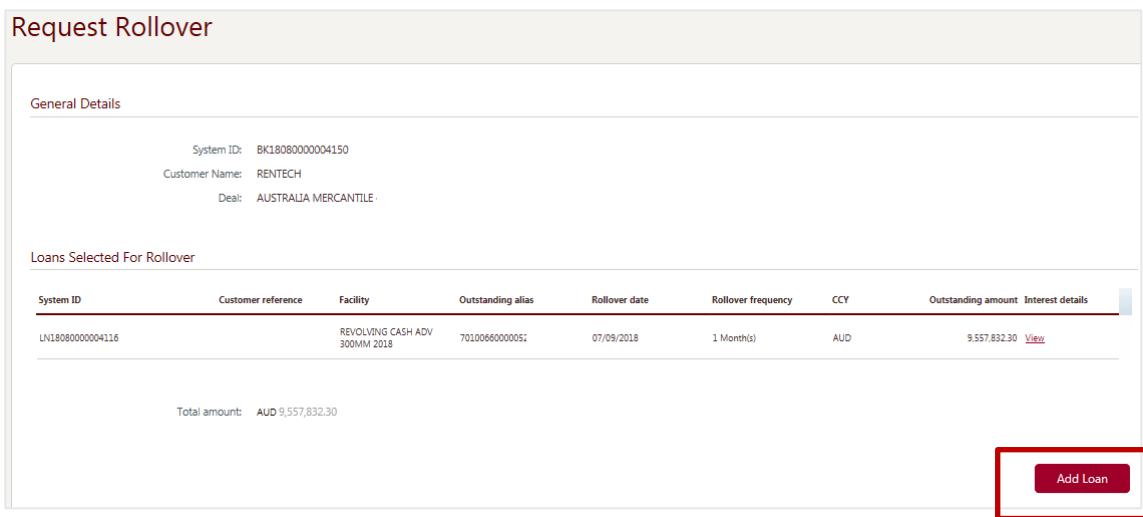
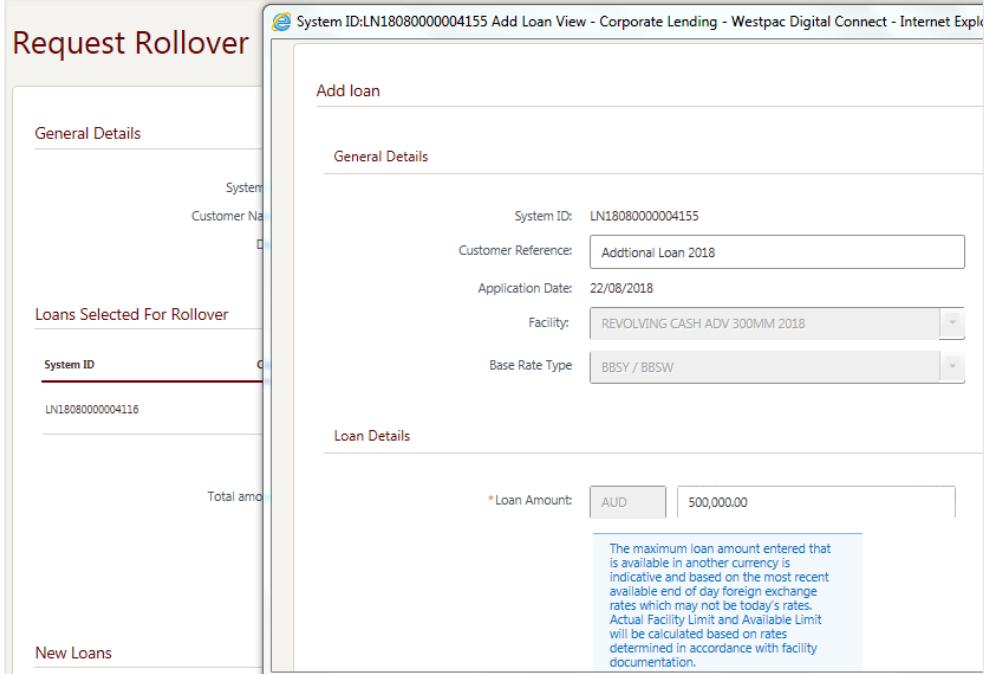
Your guarantee request (LN16070000097046) is awaiting an internal review. This guarantee request can be viewed in "Pending Approvals".  
Review and print the transaction details.

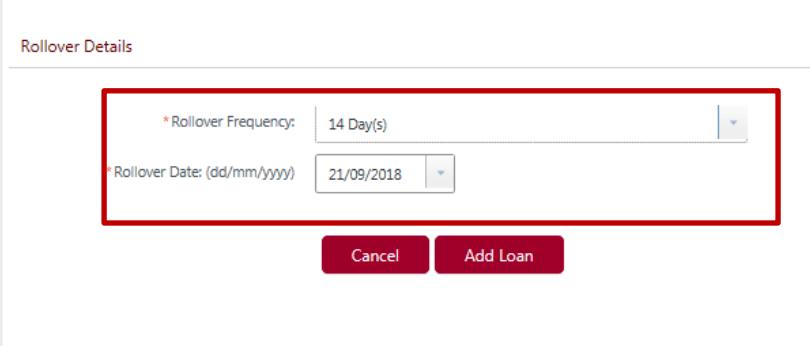
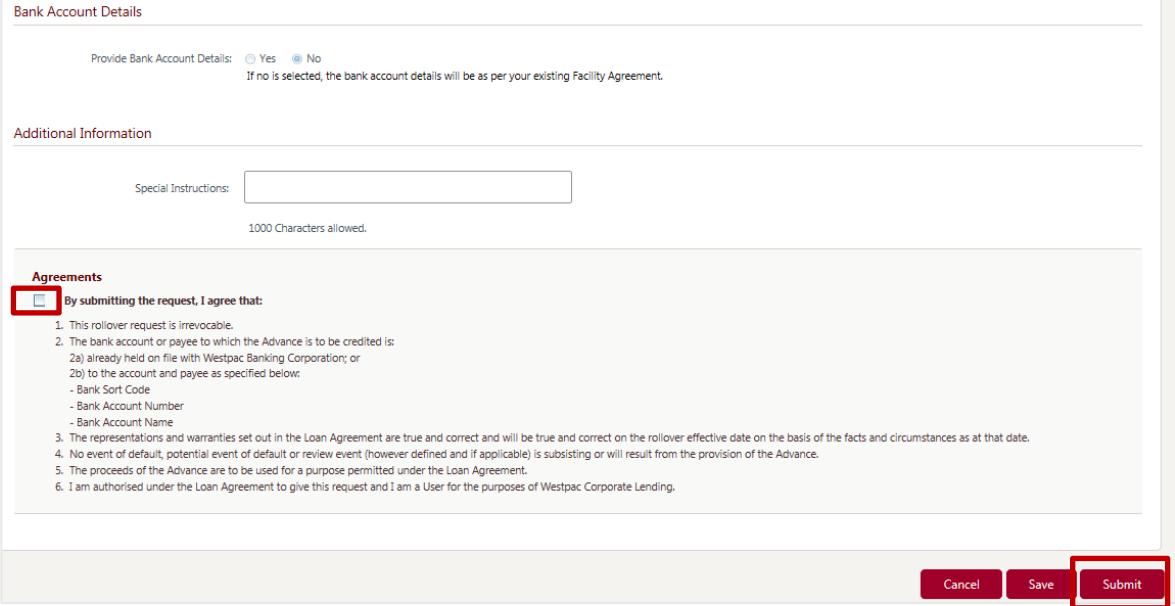
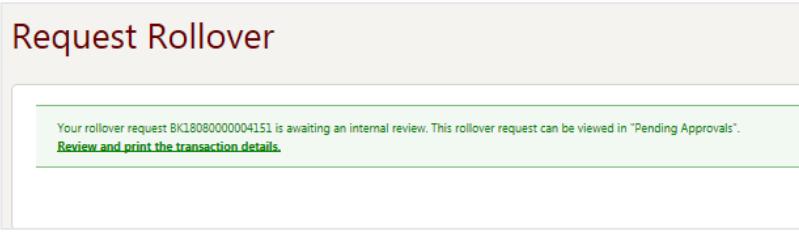
The transaction will then be displayed on the home page dashboard and under the '**Notifications & Approval**' section (inside bar menu) for your organisation's Approver to review and approve.

# Request a Standard Rollover

How to request a standard rollover for Bilateral Facilities.

Process	
Step	Action
1	<p>Click <b>Request Rollover</b> on the home page dashboard.</p> 
2	<p>Search for existing loans to rollover.</p> <p><b>Request Rollover</b></p> 
3	<p>Select the loan to rollover by clicking the check box, then click <b>Rollover</b>.</p> 

Step	Action
4	<p>Complete the rollover request for the selected loan. If you wish to add a loan, click <b>Add Loan</b></p> <p><b>Request Rollover</b></p>  <p>The screenshot shows the 'Request Rollover' page. Under 'General Details', it lists System ID: BK18080000004150, Customer Name: RENTECH, and Deal: AUSTRALIA MERCANTILE. Below this is a table titled 'Loans Selected For Rollover' with one row. The row contains columns for System ID (LN18080000004116), Customer reference (REvolving CASH ADV 300MM 2018), Facility (70100660000052), Outstanding alias (REvolving CASH ADV 300MM 2018), Rollover date (07/09/2018), Rollover frequency (1 Month(s)), CCY (AUD), Outstanding amount (9,557,832.30), and Interest details (View). A total amount of AUD 9,557,832.30 is shown. At the bottom right of the page is a red-bordered 'Add Loan' button.</p>
5	<p>Enter the loan details in the pop up window.</p>  <p>The screenshot shows the 'Add loan' pop-up window. It has two main sections: 'General Details' and 'Loan Details'. In 'General Details', the System ID is LN18080000004155, Customer Reference is Additional Loan 2018, Application Date is 22/08/2018, Facility is REVOLVING CASH ADV 300MM 2018, and Base Rate Type is BBSY / BBSW. In 'Loan Details', the Loan Amount is set to AUD 500,000.00. A note at the bottom states: 'The maximum loan amount entered that is available in another currency is indicative and based on the most recent available end of day foreign exchange rates which may not be today's rates. Actual Facility Limit and Available Limit will be calculated based on rates determined in accordance with facility documentation.'</p>

Step	Action
6	<p>Select the <b>Rollover Frequency</b> from the drop down list. This will automatically populate the <b>Rollover Date</b> field. <b>** Note: Please do not change the Rollover Date by using the calendar.</b></p> 
7	<p>To submit the request, check the agreement box and Click <b>Submit</b>.</p> 
8	<p>You will receive an onscreen confirmation message.</p> 

Note that when requesting a rollover, you can also view the projected interest and interest accrued by selecting **View** in the **Interest Details** column.

**Interest details**

[View](#)

Interest cycle frequency: Monthly

Base rate type: BBSY / BBSW

Base rate: 1.98%

Margin: 1.00%

Interest rate: 2.98%

Total Interest Due as of 22/Aug/2018: AUD 0.00

Interest Schedule

1 - 1 of 1 items

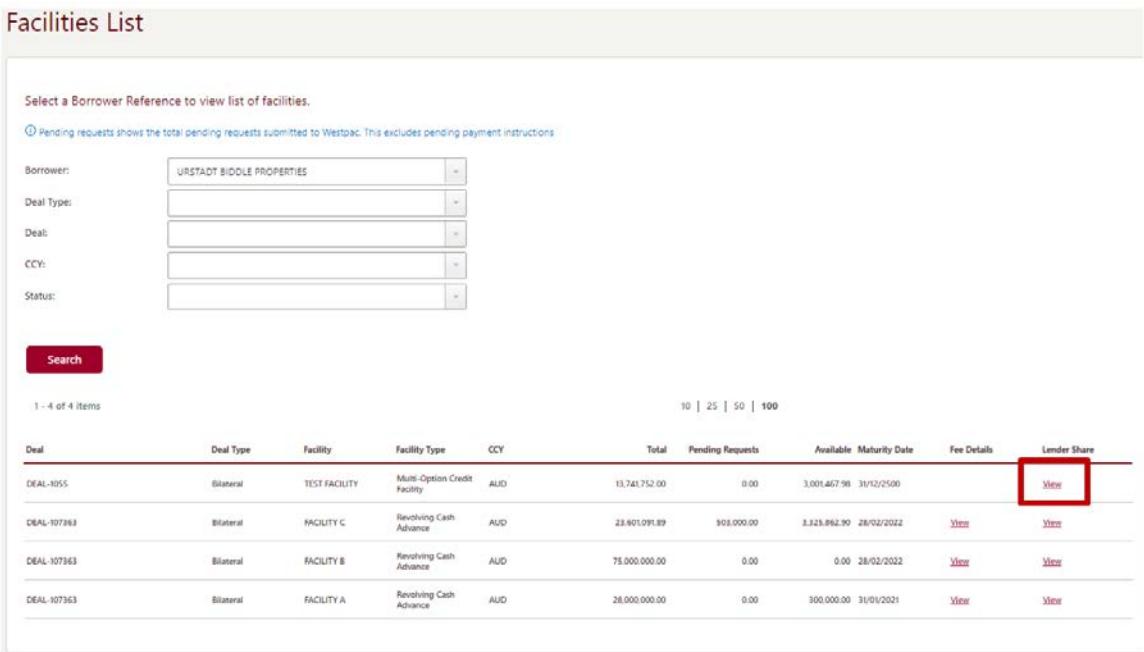
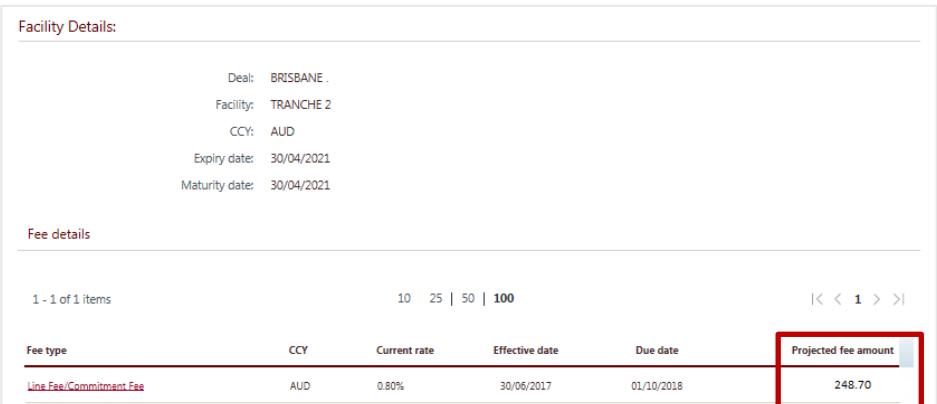
10 25 | 50 100

| < < 1 > > |

Interest cycle	Start date	End date	Due date	Projected interest (at end of cycle)	Accrued to date	Paid to date
1	07/08/2018	06/09/2018	07/09/2018	24.526.46	0.00	0.00

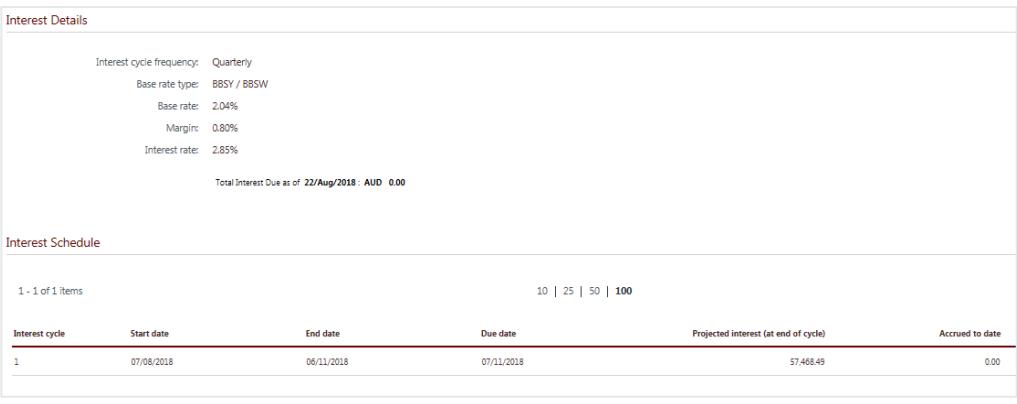
# View Fees

## How to view fees

Process																																																								
Step	Action																																																							
1	<p>Review your list of facilities and click <b>View</b> to access fee information for the chosen facility.</p> <p><b>Facilities List</b></p>  <p>Select a Borrower Reference to view list of facilities.</p> <p><small>① Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions.</small></p> <p>Borrower: URSTADT BIDDLE PROPERTIES</p> <p>Deal Type: <input type="button" value="▼"/></p> <p>Deal: <input type="button" value="▼"/></p> <p>CCY: <input type="button" value="▼"/></p> <p>Status: <input type="button" value="▼"/></p> <p><b>Search</b></p> <p>10   25   50   100</p> <table border="1"> <thead> <tr> <th>Deal</th> <th>Deal Type</th> <th>Facility</th> <th>Facility Type</th> <th>CCY</th> <th>Total</th> <th>Pending Requests</th> <th>Available</th> <th>Maturity Date</th> <th>Fee Details</th> <th>Lender Share</th> </tr> </thead> <tbody> <tr> <td>DEAL-1055</td> <td>Bilateral</td> <td>TEST FACILITY</td> <td>Multi-Option Credit Facility</td> <td>AUD</td> <td>13,741,752.00</td> <td>0.00</td> <td>3,001,467.98</td> <td>31/12/2500</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>DEAL-107363</td> <td>Bilateral</td> <td>FACILITY C</td> <td>Revolving Cash Advance</td> <td>AUD</td> <td>23,901,091.89</td> <td>303,000.00</td> <td>3,323,862.90</td> <td>28/02/2022</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>DEAL-107363</td> <td>Bilateral</td> <td>FACILITY B</td> <td>Revolving Cash Advance</td> <td>AUD</td> <td>75,000,000.00</td> <td>0.00</td> <td>0.00</td> <td>28/02/2022</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>DEAL-107363</td> <td>Bilateral</td> <td>FACILITY A</td> <td>Revolving Cash Advance</td> <td>AUD</td> <td>28,000,000.00</td> <td>0.00</td> <td>300,000.00</td> <td>31/01/2021</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Deal	Deal Type	Facility	Facility Type	CCY	Total	Pending Requests	Available	Maturity Date	Fee Details	Lender Share	DEAL-1055	Bilateral	TEST FACILITY	Multi-Option Credit Facility	AUD	13,741,752.00	0.00	3,001,467.98	31/12/2500	<a href="#">View</a>	<a href="#">View</a>	DEAL-107363	Bilateral	FACILITY C	Revolving Cash Advance	AUD	23,901,091.89	303,000.00	3,323,862.90	28/02/2022	<a href="#">View</a>	<a href="#">View</a>	DEAL-107363	Bilateral	FACILITY B	Revolving Cash Advance	AUD	75,000,000.00	0.00	0.00	28/02/2022	<a href="#">View</a>	<a href="#">View</a>	DEAL-107363	Bilateral	FACILITY A	Revolving Cash Advance	AUD	28,000,000.00	0.00	300,000.00	31/01/2021	<a href="#">View</a>	<a href="#">View</a>
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2	<p>A new window will open with fee details.</p> <p><b>Facility Details:</b></p>  <p>Deal: BRISBANE .</p> <p>Facility: TRANCHE 2</p> <p>CCY: AUD</p> <p>Expiry date: 30/04/2021</p> <p>Maturity date: 30/04/2021</p> <p><b>Fee details</b></p> <p>1 - 1 of 1 items</p> <table border="1"> <thead> <tr> <th>Fee type</th> <th>CCY</th> <th>Current rate</th> <th>Effective date</th> <th>Due date</th> <th>Projected fee amount</th> </tr> </thead> <tbody> <tr> <td>Line Fee/Commitment Fee</td> <td>AUD</td> <td>0.80%</td> <td>30/06/2017</td> <td>01/10/2018</td> <td>248.70</td> </tr> </tbody> </table>	Fee type	CCY	Current rate	Effective date	Due date	Projected fee amount	Line Fee/Commitment Fee	AUD	0.80%	30/06/2017	01/10/2018	248.70																																											
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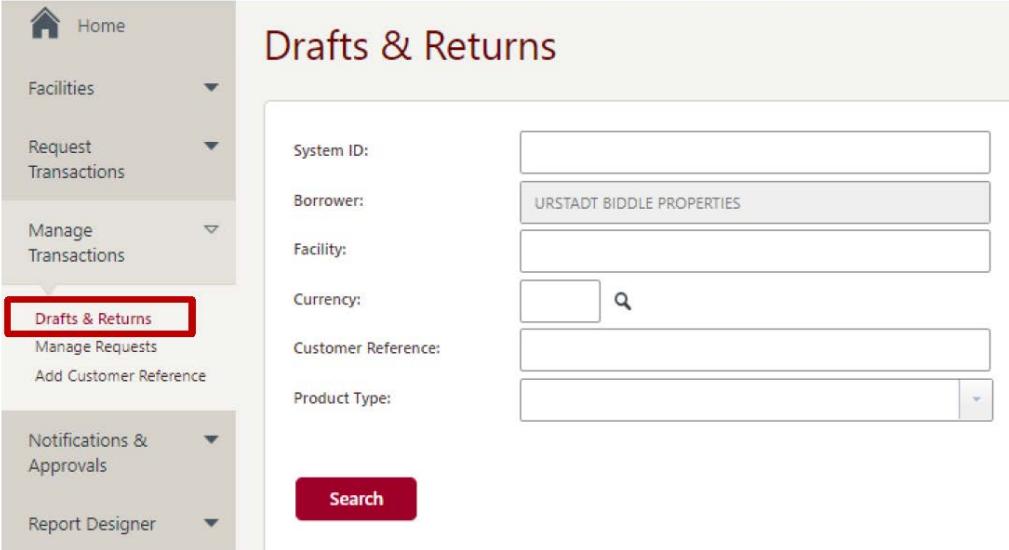
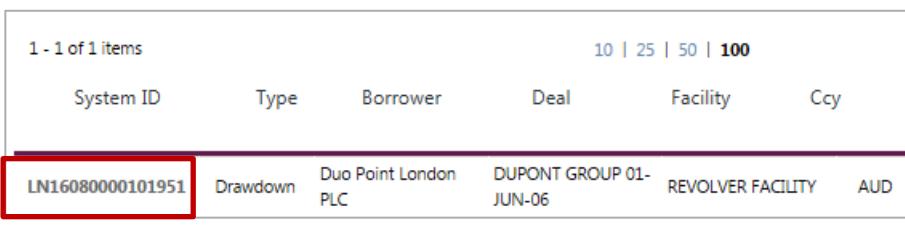
# View Interest

## How to view interest details for a facility

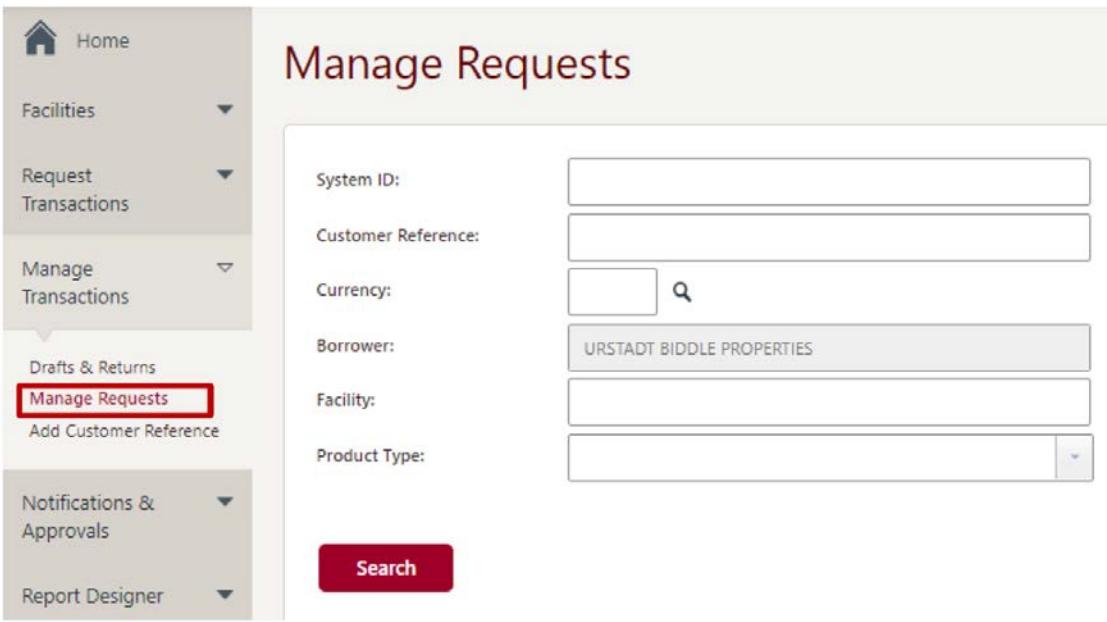
Process	
Step	Action
1	<p>Search for the facility that you need to review. Click <b>View Interest Details</b> link to display the interest details.</p> 
2	<p>A new window will open with interest details.</p> 

# Manage Transactions

## Drafts & Returns

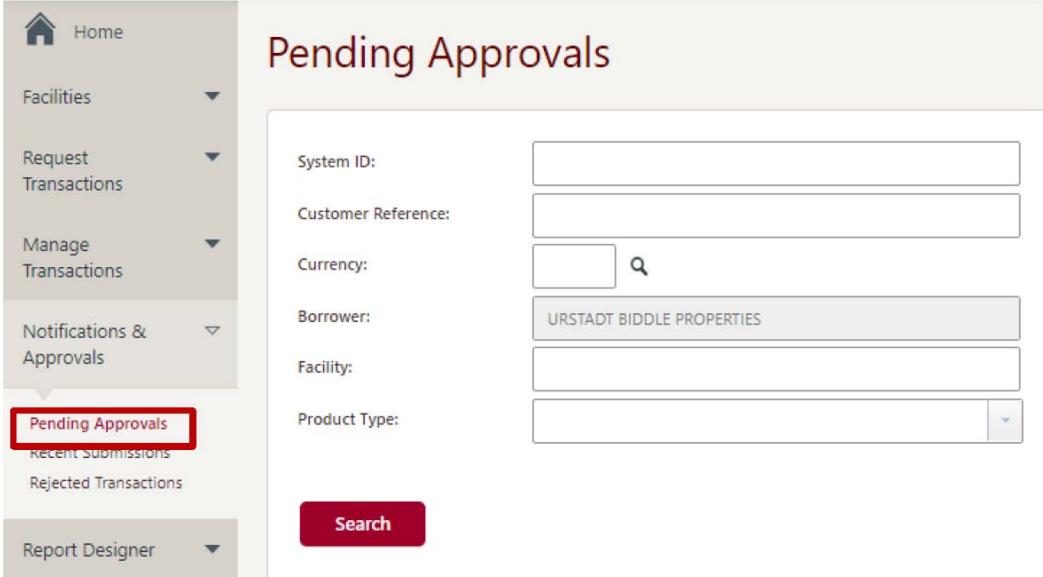
Process	
Step	Action
1	<p>This section contains transactions which have been saved for later use or returned to you by the organisation's Approver for further work.</p> <p>In the left-hand menu, select <b>Manage Transactions</b>, then <b>Drafts &amp; Returns</b>. <b>Input facility details and select search.</b></p>  <p>You can search for specific transactions by entering criteria in the search fields.</p>
2	<p>To select a transaction, click the <b>System ID</b> number.</p> 

# Manage Requests

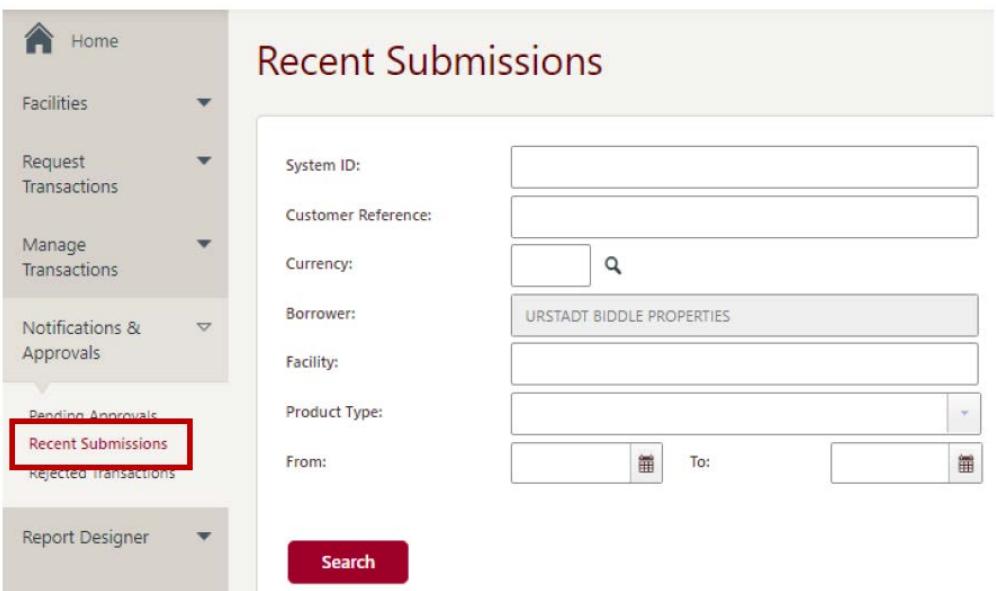
Process	
Step	Action
1	<p>This section contains transactions which are in progress and have not been submitted to Westpac.</p> <p>In the left-hand menu, select <b>Manage Transactions</b>, then <b>Manage Requests</b>. <b>Input facility details and select search.</b></p> 
2.	<p>To delete a transaction that is no longer required, select the check box, then click <b>Delete transaction</b>.</p> 

# Notifications and Approvals

## View Pending Approvals' List

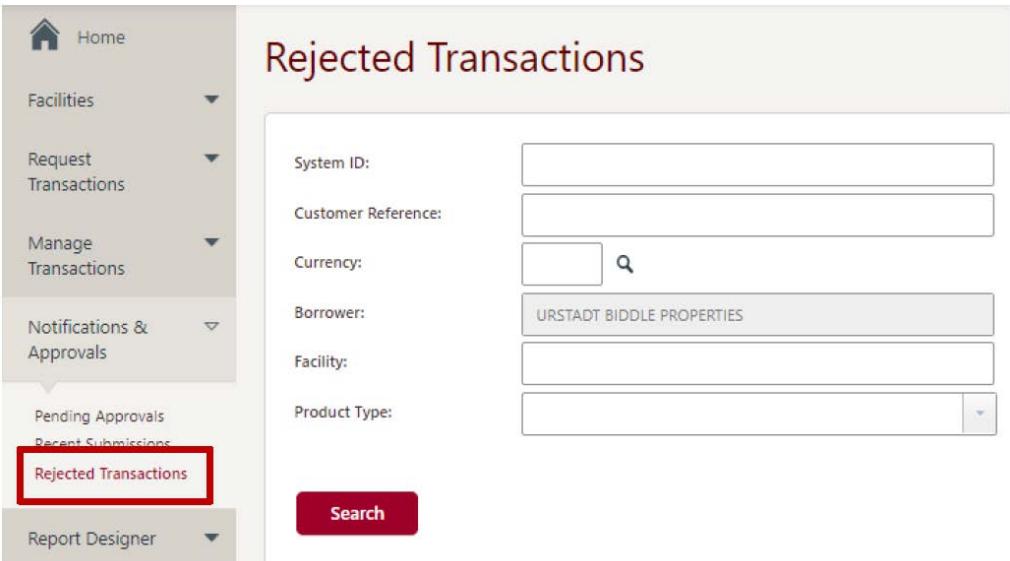
Process	
Step	Action
1.	<p>In the left-hand menu, select <b>Notifications &amp; Approvals</b>, then <b>Pending Approvals</b>.</p> <p>The list of transactions submitted for approval is displayed. You can search for specific transactions by entering criteria in the search fields.</p> 
2.	<p>Your organisation's Approver will action these requests.</p> 

## View Recent Submissions' List

Process																						
Step	Action																					
1.	<p>In the left-hand menu, select <b>Notifications &amp; Approvals</b>, then <b>Recent Submissions</b>.</p> <p>The list of recently submitted transactions is displayed. You can search for specific transactions by entering criteria in the search fields.</p> 																					
2.	<p>The specific transactions will be displayed.</p> <table border="1"> <thead> <tr> <th>System ID</th> <th>Borrower</th> <th>Deal</th> <th>Facility</th> <th>Type</th> <th>Status</th> <th>Ccy</th> </tr> </thead> <tbody> <tr> <td> LN1608000101976</td> <td>Duo Point London PLC</td> <td>GROUP 01-JUN-06</td> <td>REVOLVER FACILITY</td> <td>New Drawdown</td> <td>Submitted (Sent)</td> <td></td> </tr> <tr> <td> </td> </tr> </tbody> </table>	System ID	Borrower	Deal	Facility	Type	Status	Ccy	 LN1608000101976	Duo Point London PLC	GROUP 01-JUN-06	REVOLVER FACILITY	New Drawdown	Submitted (Sent)								
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## View Rejected Transactions' List

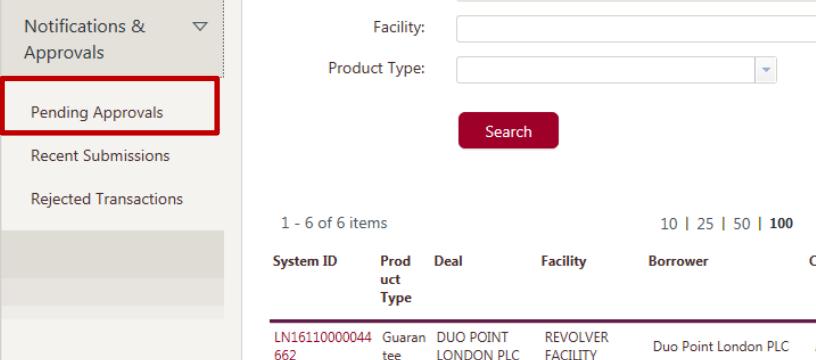
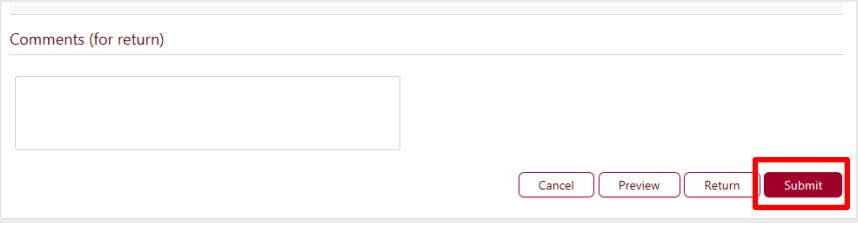
### 9.3.1 Process

Step	Action
1.	<p>This section contains transactions which have been returned by Westpac for your action.</p> <p>In the left-hand menu, select <b>Notifications &amp; Approvals</b>, then <b>Rejected Transactions</b>.</p> <p>The list of rejected transactions is displayed. You can search for specific transactions by entering criteria in the search fields.</p> 
2.	<p>The specific rejected transactions will be displayed.</p> 

# Approvals

## How to approve or return transactions

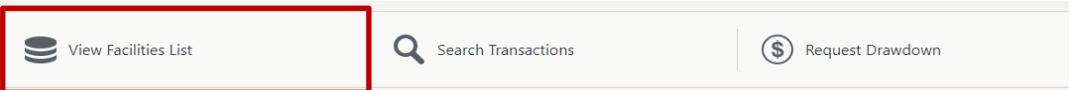
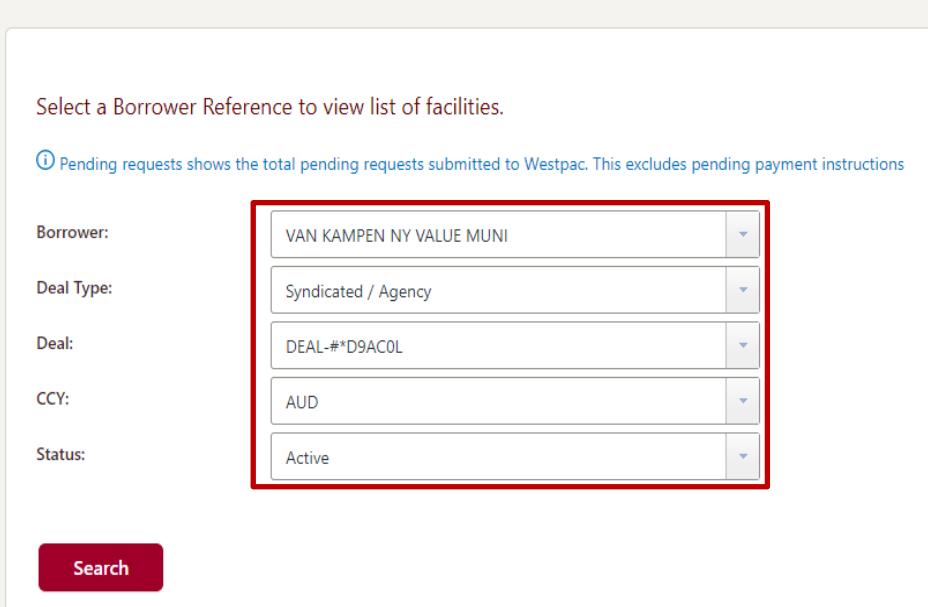
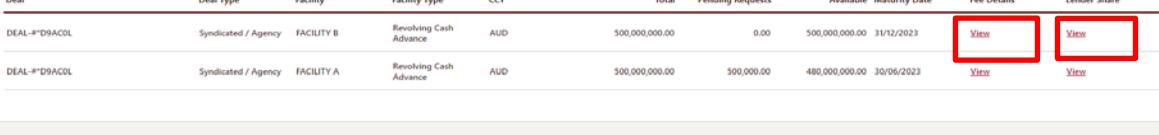
**Note:** This section is for users who are Approvers and have the authority to approve or return transactions before they are submitted to Westpac.

Process	
Step	Action
1.	<p>In the left-hand menu, select <b>Notifications &amp; Approvals</b>, then <b>Pending Approvals</b>.</p>  <p>A list of pending approvals is displayed.</p>
2.	<p>In this example, the user is Raymond Jaron and he has authority to approve any transactions he did not create.</p> <p>To approve a transaction, click the <b>System ID</b> number.</p> 
3.	<p>Review the transaction and then click <b>[Submit]</b> to approve it.</p> 

Step	Action																		
	<p>A confirmation message is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"><p><b>Submit Loan Initiation</b></p><p>The drawdown request (LN16110000044407) has been successfully released to Westpac and is awaiting an outcome. This drawdown request can be viewed in "Recent Submissions". Review and print the transaction details.</p><p>LAST LOGGED: NOV 11, 2010 2:21</p></div> <p>The request will be automatically forwarded to Westpac for action.</p> <p>The request will be displayed under Recent Submissions on the home page dashboard.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>System ID</th><th>Product Type</th><th>Deal</th><th>Facility</th><th>Borrower</th><th>Effective Date</th><th>CCY</th><th>Current Amount</th><th>Status</th></tr></thead><tbody><tr><td><a href="#">BK20090000446690</a></td><td>Rollover</td><td>DEAL-107363</td><td>FACILITY A</td><td>URSTADT BIDDLE PROPERTIES</td><td>23/09/2020</td><td>AUD</td><td>2,000,000.00</td><td>In Progress</td></tr></tbody></table></div>	System ID	Product Type	Deal	Facility	Borrower	Effective Date	CCY	Current Amount	Status	<a href="#">BK20090000446690</a>	Rollover	DEAL-107363	FACILITY A	URSTADT BIDDLE PROPERTIES	23/09/2020	AUD	2,000,000.00	In Progress
System ID	Product Type	Deal	Facility	Borrower	Effective Date	CCY	Current Amount	Status											
<a href="#">BK20090000446690</a>	Rollover	DEAL-107363	FACILITY A	URSTADT BIDDLE PROPERTIES	23/09/2020	AUD	2,000,000.00	In Progress											

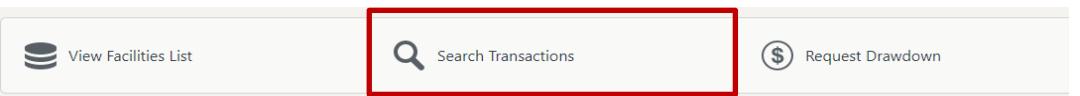
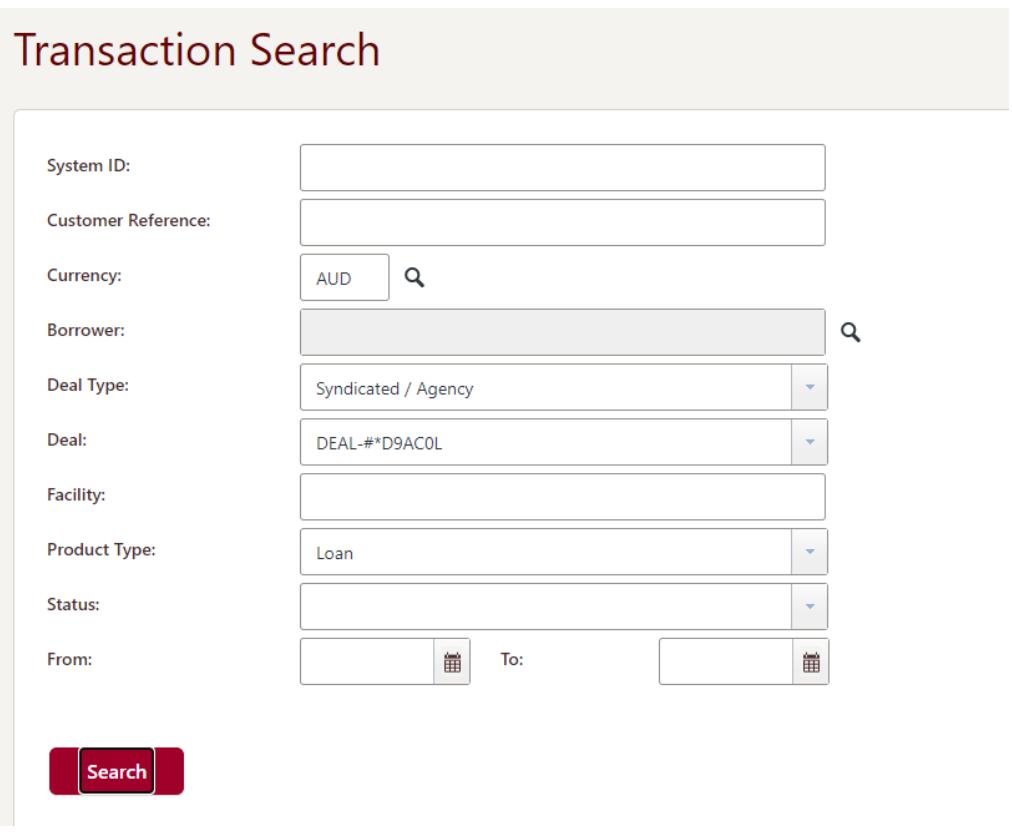
# View Agency Facilities

How to view Agency Facilities, fees and lenders share.

Process																																		
Step	Action																																	
1.	<p>Select <b>View Facilities List</b> on Dashboard screen.</p> 																																	
2.	<p>Select Borrower, Deal Type, Deal, Currency (CCY) and Facility status from the dropdown options</p> <p><b>Facilities List</b></p>  <p>Select a Borrower Reference to view list of facilities.</p> <p><small> ⓘ Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions</small></p> <p><b>Search</b></p>																																	
3.	<p>Select View to view fees and Lender banks' shares.</p>  <table border="1"> <thead> <tr> <th>Deal</th> <th>Deal Type</th> <th>Facility</th> <th>Facility Type</th> <th>CCY</th> <th>Total</th> <th>Pending Requests</th> <th>Available</th> <th>Maturity Date</th> <th>Fee Details</th> <th>Lender Share</th> </tr> </thead> <tbody> <tr> <td>DEAL-#*D9AC0L</td> <td>Syndicated / Agency</td> <td>FACILITY B</td> <td>Revolving Cash Advance</td> <td>AUD</td> <td>500,000,000.00</td> <td>0.00</td> <td>500,000,000.00</td> <td>31/12/2023</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> <tr> <td>DEAL-#*D9AC0L</td> <td>Syndicated / Agency</td> <td>FACILITY A</td> <td>Revolving Cash Advance</td> <td>AUD</td> <td>500,000,000.00</td> <td>500,000.00</td> <td>480,000,000.00</td> <td>30/06/2023</td> <td><a href="#">View</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Deal	Deal Type	Facility	Facility Type	CCY	Total	Pending Requests	Available	Maturity Date	Fee Details	Lender Share	DEAL-#*D9AC0L	Syndicated / Agency	FACILITY B	Revolving Cash Advance	AUD	500,000,000.00	0.00	500,000,000.00	31/12/2023	<a href="#">View</a>	<a href="#">View</a>	DEAL-#*D9AC0L	Syndicated / Agency	FACILITY A	Revolving Cash Advance	AUD	500,000,000.00	500,000.00	480,000,000.00	30/06/2023	<a href="#">View</a>	<a href="#">View</a>
Deal	Deal Type	Facility	Facility Type	CCY	Total	Pending Requests	Available	Maturity Date	Fee Details	Lender Share																								
DEAL-#*D9AC0L	Syndicated / Agency	FACILITY B	Revolving Cash Advance	AUD	500,000,000.00	0.00	500,000,000.00	31/12/2023	<a href="#">View</a>	<a href="#">View</a>																								
DEAL-#*D9AC0L	Syndicated / Agency	FACILITY A	Revolving Cash Advance	AUD	500,000,000.00	500,000.00	480,000,000.00	30/06/2023	<a href="#">View</a>	<a href="#">View</a>																								

# View Agency Transactions

## How to view Agency Transactions

Process	
Step	Action
1.	<p>Select <b>Search Transactions</b> on Dashboard screen.</p> 
2.	<p>Apply filters on various fields as needed. Note that these fields are not mandatory. Click Search.</p> 

3.

Select the hyperlink under System ID to view consolidated summary about a transaction.



1 - 19 of 19 items									Download File
System ID	Product Type	Deal Type	Deal	Facility	Borrower	Effective Date	CCY	Loan Amount	Loan Status
<a href="#">LN20090000572452</a>	Loan	Syndicated / Agency	DEAL-#D9AC0L	FACILITY A	VAN KAMPEN NY VALUE MUNI	17/09/2020	AUD	20,000,000.00	Active
<a href="#">LN20090000073322</a>	Loan	Syndicated / Agency	DEAL-#D9AC0L	FACILITY A	VAN KAMPEN NY VALUE MUNI	09/04/2020	AUD	0.00	Inactive
<a href="#">LN20090000073314</a>	Loan	Syndicated / Agency	DEAL-#D9AC0L	FACILITY A	VAN KAMPEN NY VALUE MUNI	10/03/2020	AUD	0.00	Inactive

4.

Consolidated Summary View will open.

### Consolidated Summary View

System ID: LN20090000572452

#### Loan Details

Borrower: VAN KAMPEN NY VALUE MUNI  
 Outstanding alias: 811001300000695  
 Loan Amount: AUD 20,000,000.00  
 Outstanding Amount: AUD 20,000,000.00  
 Base rate: 0.14%  
 Margin: 1.10%  
 Rollover Date: 17/12/2020  
 Rollover Frequency: 3 Month(s)  
 Interest rate: 1.25%  
 Interest details: [View interest details](#)

#### Transaction Details

1 - 1 of 1 items

10 | 25 | 50 | 100

&lt; &lt; 1 &gt; &gt;

Release Date

Type

CCY

Amount

[17/09/2020](#)

New Drawdown

AUD

20,000,000.00

Select **View Interest Details** to see the interest on the loan.

### Consolidated Summary View

System ID: LN20090000572452

#### Loan Details

Borrower: VAN KAMPEN NY VALUE MUNI  
 Outstanding alias: 811001300000695  
 Loan Amount: AUD 20,000,000.00  
 Outstanding Amount: AUD 20,000,000.00  
 Base rate: 0.14%  
 Margin: 1.10%  
 Rollover Date: 17/12/2020  
 Rollover Frequency: 3 Month(s)  
 Interest rate: 1.25%  
 Interest details: [View interest details](#)

#### Transaction Details

System ID:LN20090000572452 Interest Details View - Corporate Lending - Westpac Digital Connect - Google Chrome

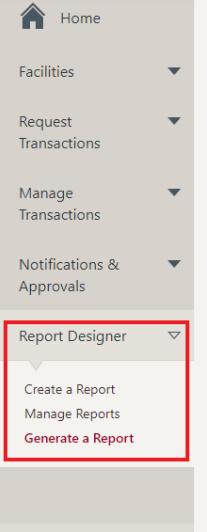
1 - 1 of 1 items

Interest cycle	Start date	End date	Due date	Projected interest (at end of cycle)	Accrued to date	Paid to date
1	17/09/2020	16/12/2020	17/12/2020	62,079.45	682.19	0.00

Total Interest Due as of 24/Sep/2020 : AUD 682.19

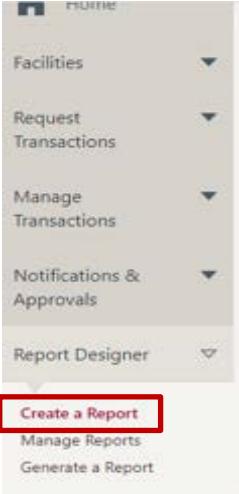
# View Standard Reports

## How to view Standard Reports

Process	
Step	Action
1.	<p>Select <b>Generate a Report</b> to view a list of standard reports.</p> 
2.	<p>Select desired report.</p> <p><b>Report Name</b></p> <hr/> <p><a href="#">Active Profile Report-Organisation</a></p> <hr/> <p><a href="#">Transaction History-Loan/Guarantee</a></p> <hr/> <p><a href="#">Transaction History-Rollover</a></p> <hr/> <p><a href="#">User Access Report</a></p> <hr/>

# Create Custom Report

## How to a create custom report

Process	
Step	Action
1.	<p>Select <b>Create a Report</b> to view a list of standard reports.</p> 

2. Add report description, borrower details and product type.

**Create a Report**

**General Details**

\* Report Name:

\* Report Description:

Publish Report

**Borrowers**

Data related to all borrowers will be displayed as no specific selection has been made

**Add Borrower**

**Products**

\* Product:

3. Select a list of fields from the dropdown to create the report.

**Products**

\* Product:

**Report Columns**

**Add Column**

\* Column:

**Add Column**

Select Order

4.

Save the report.

Products

\* Product:

Report Columns

Label	Column	
Borrower Name	Borrower Name	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Facility	Facility	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transaction Amount	Transaction Amount	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Save a Report

The report has been successfully saved.

**Note:** Your report will be visible in Generate a report.

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