

# 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

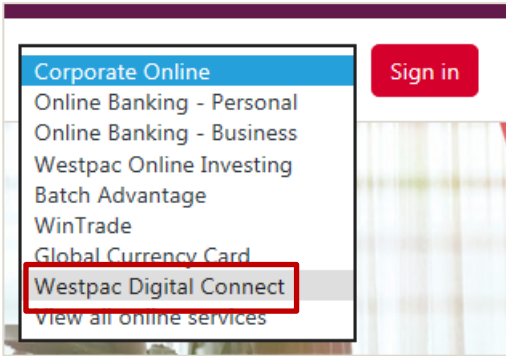
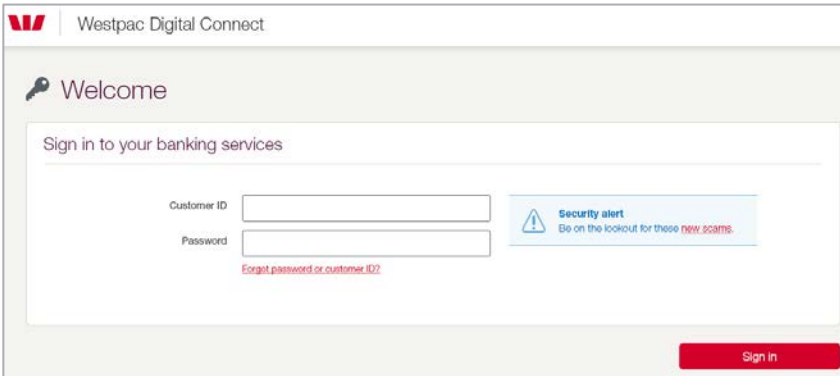
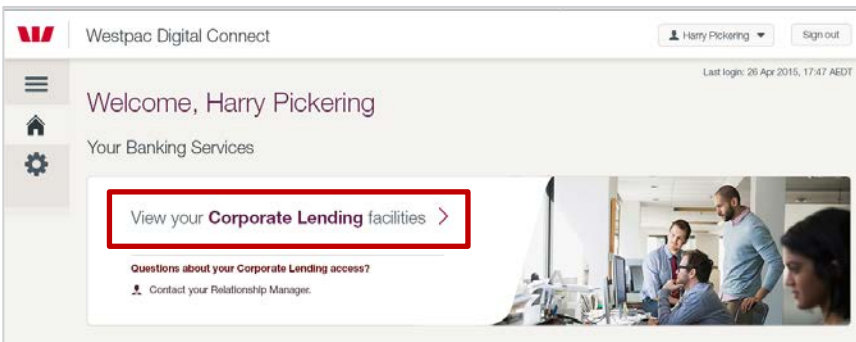
The Westpac Corporate Lending portal will operate with the following web browsers.

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	BK18080000004151	Rollover	AUD 50.00
22/08/2018	LN18080000004145	Drawdown	AUD 100.00

[View all pending transactions](#)

### Upcoming Events

LN18070000003925  
Rollover Date: 27/08/2018: USD 15,000,000.00

LN180800000004116  
Rollover Date: 07/09/2018: AUD 9,557,832.30

LN180800000004120  
Rollover Date: 07/09/2018: USD 15,786,982.12

LN180800000004129  
Rollover Date: 07/09/2018: AUD 50.00

LN180800000004132  
Rollover Date: 07/09/2018: USD 4,094,796.32

[View all events](#)

### Calendar

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	BK18080000004136	Rollover	USD 3,874,796.32
16/08/2018	BK18070000003953	Rollover	USD 15,000,000.00
16/08/2018	BK18080000004121	Rollover	USD 15,786,982.12

### Recent Transactions

Transactions that have been approved by Westpac.

Approved	System ID	Type	Amount
16/08/2018	LN18070000003927	Loan	AUD 8,000,000.00
07/08/2018	LN18080000004116	Loan	AUD 9,557,832.30
07/08/2018	LN18080000004120	Loan	USD 15,786,982.12

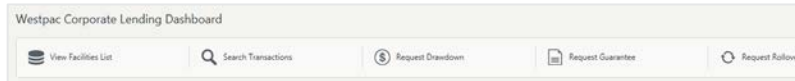
## Dashboard Sections

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.

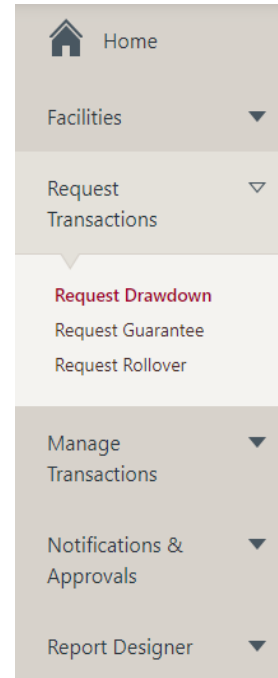
## Navigation

You can navigate through the portal screens in two ways:

Via the menu bar on the home page dashboard.  
OR

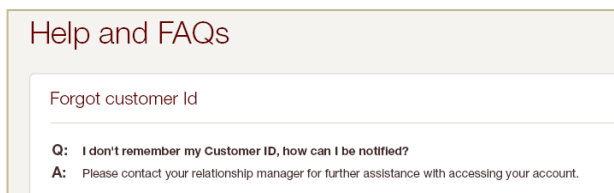
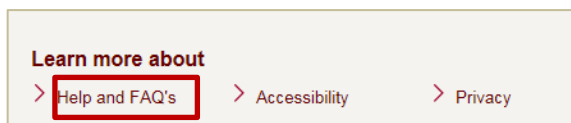


Via the left-hand side menu.



## 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.

Click **View Facilities List** on the home page dashboard.

Westpac Corporate Lending Dashboard

View Facilities List

Search Transactions

2.

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 **Search**.

Select a Borrow Reference to view a list of facilities.

Borrower : Beta 1 Project 19

Search

Hide all groups

Beta 1 Project 19

Iron Ore Holdings NSW

East Engineering Group Pty Limited

Duo Point London PLC

Revson Industries Pty Ltd

3.

The list of facilities for the selected Borrow Reference will be displayed.

List of facilities

Select a Borrow Reference to view a list of facilities.

Borrower : Duo Point London PLC

Search

Hide all groups

Facility

Facility Type

Facility Branch

Ccy

Total

DUO POINT LONDON PLC

REVOLVER FACILITY

Bank Guarantee/SBLC Products - Revolving






WBC AUSTRALIA

AUD

# Search Transactions

## How to search for transactions

Process

Step	Action										
1.	<div>Click <b>Search Transactions</b> on the home page dashboard.</div> <div><div>Westpac Corporate Lending Dashboard</div><div><div> View Facilities List</div><div> Search Transactions</div></div></div>										
2.	<div>Enter the search criteria for the transaction and then click <b>Search</b>.</div> <div><div>Transaction Search</div><div><div>System ID: <input type="text" value="LN16050000039103"/></div><div>Our Ref: <input type="text"/></div><div>Borrower : <input type="text"/></div><div>Facility: <input type="text"/></div><div>Ccy: <input type="text"/></div><div>Status: <input type="text" value="Active"/></div><div><input type="button" value="Search"/></div></div></div>										
3.	<div>The search results will display. Click on <b>System ID</b> to view the transaction details.</div> <div><div>1 - 1 of 1 items</div><div>10   25   50   100</div><table><tr><th>System ID</th><th>Product Type</th><th>Deal</th><th>Facility</th><th>Borrower</th></tr><tr><td> LN16050000039103</td><td>Loan</td><td>GROUP 01-JUN-06</td><td>REVOLVER FACILITY</td><td>London PLC</td></tr></table></div>	System ID	Product Type	Deal	Facility	Borrower	 LN16050000039103	Loan	GROUP 01-JUN-06	REVOLVER FACILITY	London PLC
System ID	Product Type	Deal	Facility	Borrower							
 LN16050000039103	Loan	GROUP 01-JUN-06	REVOLVER FACILITY	London PLC							

# 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: 032000

\* Bank Account Number: 764556

\* Bank Account Name: Western Group

# Request Drawdown

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

Process

Step

Action

1.

Click **Request Drawdown** on the home page dashboard.

\$

Request Drawdown

Request Guarantee

2.

Select the Borrower for the loan drawdown, then click **Search** to display the related facilities.

List of facilities

Select a Borrower Reference to get a list of facilities for Loan Drawdown.

ⓘ Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions

Borrower Reference:

URSTADT BIDDLE PROPERTIES

Deal Name:

DEAL-107363

Search

3.

Click the facility name to start the drawdown process.

Facility

Type

Branch

CCY

FACILITY C

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> <h3>Request Drawdown</h3> <div> <h4>General Details</h4> <p>System ID: LN20090000831177</p> <p>Customer Reference: <input type="text"/></p> <h4>Facility details</h4> <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><b>Actual Available (incl. Pending): ? AUD 2,822,862.90</b></p> </div> <h4>Loan Details</h4> <p>Customer Name: URSTADT BIDDLE PROPERTIES</p> <p>Application Date: 23/09/2020</p> <p>* Base Rate Type: BBSY / BBSW</p> <p>* Loan Amount: AUD 500,000.00</p> <p>* Effective Date: (dd/mm/yyyy) 30/09/2020</p> <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> <p>* Rollover Frequency: 3 Month(s)</p> <p>* Rollover Date: (dd/mm/yyyy) 30/12/2020</p> <p>Maturity Date: (dd/mm/yyyy)</p> </div>

Step	Action
5	<div><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><div><div>Bank Account Details</div><div><div>Remittance Comments</div><div>Duo 144</div></div><div><div>Bank Sort Code</div><div>032444</div></div><div><div>Bank Account Number</div><div>654321</div></div><div><div>Bank Account Name</div><div>Duo Point Projects</div></div></div><div><div>Cancel</div><div>Help</div><div>Save</div><div>Submit</div></div><p>A confirmation message will be displayed on your screen.</p><div><div>Submit Loan Initiation</div><div><div>Your drawdown request (LN16070000097042) is awaiting an internal review.This drawdown request can be viewed in "Pending Approvals".</div><div>Review and print the transaction details.</div></div></div><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></div>

## 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.

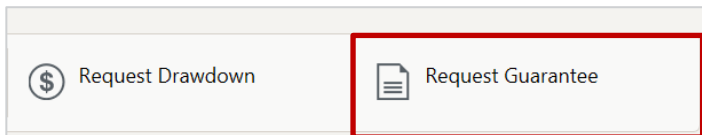

The Corporate Lending Portal will allow you to select one of these new base rates in the drop down for Base Rate type. The Reference rates as disclosed in your Facility Agreement will be available in the Corporate Lending Portal.



# 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 Borrower 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> Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions</p> <p>Borrower Reference: <input 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> <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><b>TEST FACILITY</b></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	<b>TEST FACILITY</b>	Multi-Option Credit Facility	WBC AUSTRALIA	AUD	13,741,752.00	0.00	3,001,467.98	31/12/2500	31/12/2500	Active
Facility	Type	Branch	CCY	Total	Pending Requests	Available	Expiry Date	Maturity Date	Status												
<b>TEST FACILITY</b>	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><b>Check if an indemnity is in place</b></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> <h3>Request Guarantee</h3> <div> <h4>General Details</h4> <p>System ID: LN20090000862052</p> <p>Customer Reference: <input type="text"/></p> <h4>Facility details</h4> <p>Deal: DEAL-1055</p> <p>Facility: TEST FACILITY</p> <p>Effective Date: (dd/mm/yyyy) 06/04/2000</p> <p>Expiry Date: 31/12/2500</p> <p>Maturity Date: (dd/mm/yyyy) 31/12/2500</p> <p>Limit: AUD 13,741,752.00</p> <p>Available: AUD 3,001,467.98</p> <p>Actual Available (incl. Pending): ⓘ AUD 3,001,467.98</p> <h4>Applicant Details</h4> <p>Borrower: URSTADT BIDDLE PROPERTIES</p> <div> <p>Blanket Indemnity: Not Available</p> <p>Facility Indemnity: Not Available</p> <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>

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:

\* State:

\* Postcode:

\* Country:

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:

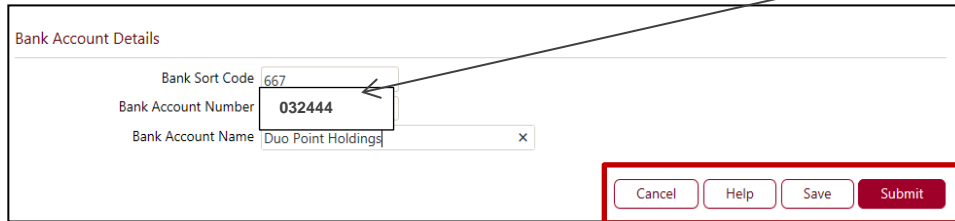
5

The definition of each Purpose Type of Guarantee is as below:

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.
Bid/Tender Bond	A bond that could be required to be submitted as part of your response to a bid/tender.
Credit Security Bond	A bond that could be required to cover the risk that you breach your obligations under a contract.
Defects & Liabilities	A guarantee that could be provided to the employer to retain a certain percentage to cover hidden defects in completed works.
Deposit Bond	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.
Environmental Guarantee	A guarantee that could be required to protect the owner of land against environmental damage (e.g. water contamination, pollution).
Facility Guarantee	A guarantee that could provide security to a bank to advance money or grant a credit facility to a company/ individual.
Lease/Rental Bond	A guarantee that could be used to secure your obligation to pay rent under a lease.
Maintenance Bond	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.
Payment Guarantee	A guarantee that could be used to give a seller/counterparty confidence that you will pay the amount due on the agreed date.
Performance Bond	A bond that could be required when a contract has been awarded and underwrites your obligation to complete the project successfully.
Practical Completion Guarantee	A guarantee that underwrites your obligation to complete all work in accordance with the contract.
Security for Contract Performance	A bond that could be required when a contract has been awarded and underwrites your obligation to complete your obligations under the contract successfully.
Warranty Period Bond	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.
Workcover Guarantee	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.

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

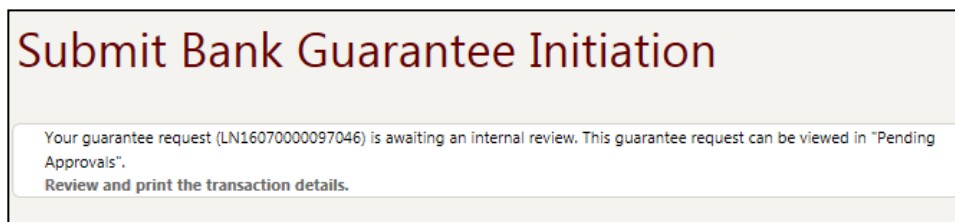
Bank Sort Code 667

Bank Account Number 032444

Bank Account Name Duo Point Holdings x

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

Click **Request Rollover** on the home page dashboard.

Request Guarantee

Request Rollover

2

Search for existing loans to rollover.

Request Rollover

Search for existing loans for rollover

Select a Borrower Reference to get a list of eligible loans for rollover. Multiple selections will be amalgamated or split.

Borrower Reference:

REN

Deal:

AUSTRALIA MERCANTILE

Facility:

REVOLVING CASH ADV 300MM 2018

Base rate type:

BBSY / BBSW

CCY:

AUD

From: (dd/mm/yyyy)

27/08/2018

To: (dd/mm/yyyy)

26/09/2018

Search

1 - 2 of 2 items

102550100

System ID

Rollover Date

Rollover Frequency

Effective Date

Base Rate Type

LN18080000004116

07/09/2018

1 Month(s)

07/08/2018

BBSY / BBSW

3

Select the loan to rollover by clicking the check box, then click **Rollover**.

System ID

Rollover Date

Rollover Frequency

Effective Date

Base Rate Type

Outstanding Amount

LN18080000004116

07/09/2018

1 Month(s)

07/08/2018

BBSY / BBSW

9,557,832.30

LN18080000004129

07/09/2018

1 Month(s)

07/08/2018

BBSY / BBSW

50.00

Rollover

Step

Action

4

Complete the rollover request for the selected loan. If you wish to add a loan, click **Add Loan**

Request Rollover

General Details

System ID: BK18080000004150

Customer Name: RENTECH

Deal: AUSTRALIA MERCANTILE

Loans Selected For Rollover

System ID	Customer reference	Facility	Outstanding alias	Rollover date	Rollover frequency	CCY	Outstanding amount	Interest details
LN18080000004116		REVOLVING CASH ADV 300MM 2018	701006600000051	07/09/2018	1 Month(s)	AUD	9,557,832.30	<a href="#">View</a>

Total amount: AUD 9,557,832.30

Add Loan

5

Enter the loan details in the pop up window.

Request Rollover

General Details

System ID: LN18080000004155

Customer Name: Additional Loan 2018

Application Date: 22/08/2018

Facility: REVOLVING CASH ADV 300MM 2018

Base Rate Type: BBSY / BBSW

Loan Details

\*Loan Amount: AUD 500,000.00

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.

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> <div> <p>Rollover Details</p> <div> <p>* Rollover Frequency: 14 Day(s)</p> <p>* Rollover Date: (dd/mm/yyyy) 21/09/2018</p> <p>Cancel Add Loan</p> </div> </div>
7	<p>To submit the request, check the agreement box and Click <b>Submit</b>.</p> <div> <p>Bank Account Details</p> <p>Provide Bank Account Details: <input type="radio"/> Yes <input checked="" type="radio"/> No If no is selected, the bank account details will be as per your existing Facility Agreement.</p> <p>Additional Information</p> <p>Special Instructions: <input type="text"/> 1000 Characters allowed.</p> <p><b>Agreements</b></p> <p><input checked="" type="checkbox"/> By submitting the request, I agree that:</p> <ol style="list-style-type: none"> <li>1. This rollover request is irrevocable.</li> <li>2. The bank account or payee to which the Advance is to be credited is: <ul style="list-style-type: none"> <li>2a) already held on file with Westpac Banking Corporation; or</li> <li>2b) to the account and payee as specified below: <ul style="list-style-type: none"> <li>- Bank Sort Code</li> <li>- Bank Account Number</li> <li>- Bank Account Name</li> </ul> </li> </ul> </li> <li>3. The representations and warranties set out in the Loan Agreement are true and correct and will be true and correct on the rollover effective date on the basis of the facts and circumstances as at that date.</li> <li>4. No event of default, potential event of default or review event (however defined and if applicable) is subsisting or will result from the provision of the Advance.</li> <li>5. The proceeds of the Advance are to be used for a purpose permitted under the Loan Agreement.</li> <li>6. I am authorised under the Loan Agreement to give this request and I am a User for the purposes of Westpac Corporate Lending.</li> </ol> <p>Cancel Save <b>Submit</b></p> </div>
8	<p>You will receive an onscreen confirmation message.</p> <div> <p>Request Rollover</p> <p>Your rollover request BK18080000004151 is awaiting an internal review. This rollover request can be viewed in "Pending Approvals". <a href="#">Review and print the transaction details.</a></p> </div>

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

Review your list of facilities and click **View** to access fee information for the chosen facility.

#### Facilities List

Select a Borrower Reference to view list of facilities.

ⓘ Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions

Borrower:

Deal Type:

Deal:

CCY:

Status:

Search

1 - 4 of 4 items

10 | 25 | 50 | 100

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	3,001,467.96	31/12/2500	<a href="#">View</a>	<a href="#">View</a>
DEAL-107363	Bilateral	FACILITY C	Revolving Cash Advance	AUD	23,601,091.89	\$03,000.00	3,325,862.90	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>

2

A new window will open with fee details.

#### Facility Details:

Deal: BRISBANE .  
 Facility: TRANCHE 2  
 CCY: AUD  
 Expiry date: 30/04/2021  
 Maturity date: 30/04/2021

#### Fee details

1 - 1 of 1 items

10 | 25 | 50 | 100

|< < 1 > >|

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



# View Interest

## How to view interest details for a facility

Process

Step

Action

1

Search for the facility that you need to review. Click **View Interest Details** link to display the interest details.

Home

Facilities

Facilities List

Transaction Search

Request Transactions

Manage Transactions

Notifications & Approvals

Consolidated Summary View

System ID: LN18070000003927

Loan Details

Borrower: REN

Converted From (Rollover): BK180700000039

Outstanding alias: 701006600000522

Customer Reference: rollover

Loan Amount: AUD 8,000,000.00

Outstanding Amount: AUD 8,000,000.00

Base rate: 2.05%

Margin: 0.8%

Rollover Date: 07/11/2018

Rollover Frequency: 3 Month(s)

Interest rate: 2.85%

Interest details: [View interest details](#)

Repayment details: [View repayment details](#)

2

A new window will open with interest details.

Interest Details

Interest cycle frequency: Quarterly

Base rate type: BBSY / BBSW

Base rate: 2.04%

Margin: 0.80%

Interest rate: 2.85%

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

Interest Schedule

1 - 1 of 1 items

10 | 25 | 50 | 100

Interest cycle	Start date	End date	Due date	Projected interest (at end of cycle)	Accrued to date
1	07/08/2018	06/11/2018	07/11/2018	57,468.49	0.00

# 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>. Input facility details and select search.</p> <div><div><div><div>Home</div><div>Facilities</div><div>Request Transactions</div><div>Manage Transactions</div><div><div>Drafts &amp; Returns</div><div>Manage Requests</div><div>Add Customer Reference</div></div><div><div>Notifications &amp; Approvals</div></div><div><div>Report Designer</div></div></div><div><div><div>Drafts &amp; Returns</div></div><div><div>System ID:</div><div></div></div><div><div>Borrower:</div><div>URSTADT BIDDLE PROPERTIES</div></div><div><div>Facility:</div><div></div></div><div><div>Currency:</div><div><div></div><div>Q</div></div></div><div><div>Customer Reference:</div><div></div></div><div><div>Product Type:</div><div></div></div><div><div>Search</div></div></div></div></div> <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> <div><div><div>1 - 1 of 1 items</div><div>10   25   50   100</div><table><thead><tr><th>System ID</th><th>Type</th><th>Borrower</th><th>Deal</th><th>Facility</th><th>Ccy</th></tr></thead><tbody><tr><td>LN16080000101951</td><td>Drawdown</td><td>Duo Point London PLC</td><td>DUPONT GROUP 01-JUN-06</td><td>REVOLVER FACILITY</td><td>AUD</td></tr></tbody></table></div></div>	System ID	Type	Borrower	Deal	Facility	Ccy	LN16080000101951	Drawdown	Duo Point London PLC	DUPONT GROUP 01-JUN-06	REVOLVER FACILITY	AUD
System ID	Type	Borrower	Deal	Facility	Ccy								
LN16080000101951	Drawdown	Duo Point London PLC	DUPONT GROUP 01-JUN-06	REVOLVER FACILITY	AUD								

## Manage Requests

Process

Step

Action

1

This section contains transactions which are in progress and have not been submitted to Westpac.

In the left-hand menu, select **Manage Transactions**, then **Manage Requests**. **Input facility details and select search.**

Home

Facilities

Request Transactions

Manage Transactions

Drafts & Returns

Manage Requests

Add Customer Reference

Notifications & Approvals

Report Designer

Manage Requests

System ID:

Customer Reference:

Currency:

Borrower:

Facility:

Product Type:

Search

2.

To delete a transaction that is no longer required, select the check box, then click **Delete transaction**.

☒

System ID

Borrower

Deal

Facility

Ccy

Amount

User Name

Appl

Product Type

☒

LN1608000010  
1951

Duo Point London PLC

DUPONT GROUP 01-  
JUN-06

REVOLVER FACILITY

AUD

62,737.56

Clarke Steve

05/08/  
2016

Drawdown

Delete transaction(s)

# Notifications and Approvals

## View Pending Approvals' List

Process

Step

Action

1.

In the left-hand menu, select **Notifications & Approvals**, then **Pending Approvals**.

The list of transactions submitted for approval is displayed. You can search for specific transactions by entering criteria in the search fields.

Home

Facilities

Request Transactions

Manage Transactions

Notifications & Approvals

Pending Approvals

Recent Submissions

Rejected Transactions

Report Designer

Pending Approvals

System ID:

Customer Reference:

Currency:

Borrower:

Facility:

Product Type:

Search

2.

Your organisation's Approver will action these requests.

1 - 1 of 1 items

10 | 25 | 50 | 100

System ID	Type	Borrower	Deal	Facility	Ccy	Amount
LN16080000100801	Drawdown	Duo Point London PLC	IGROUP 01-JUN-06	REVOLVER FACILITY	AUD	25,410.00

## 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> <div><div><div>Home</div><div>Facilities</div><div>Request Transactions</div><div>Manage Transactions</div><div>Notifications &amp; Approvals</div><div>Pending Approvals</div><div>Recent Submissions</div><div>Rejected Transactions</div><div>Report Designer</div></div><div><div>Recent Submissions</div><div><div>System ID:</div><div>Customer Reference:</div><div>Currency:</div><div>Borrower:</div><div>Facility:</div><div>Product Type:</div><div>From:</div><div>To:</div></div><div>URSTADT BIDDLE PROPERTIES</div><div>Search</div></div></div>																
2.	<p>The specific transactions will be displayed.</p> <table><tr><th></th><th>System ID</th><th>Borrower</th><th>Deal</th><th>Facility</th><th>Type</th><th>Status</th><th>Ccy</th></tr><tr><td></td><td>LN16080000101976</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></table>		System ID	Borrower	Deal	Facility	Type	Status	Ccy		LN16080000101976	Duo Point London PLC	GROUP 01-JUN-06	REVOLVER FACILITY	New Drawdown	Submitted (Sent)	
	System ID	Borrower	Deal	Facility	Type	Status	Ccy										
	LN16080000101976	Duo Point London PLC	GROUP 01-JUN-06	REVOLVER FACILITY	New Drawdown	Submitted (Sent)											

# View Rejected Transactions' List

9.3.1 Process

Step

Action

1.

This section contains transactions which have been returned by Westpac for your action.

In the left-hand menu, select **Notifications & Approvals**, then **Rejected Transactions**.

The list of rejected transactions is displayed. You can search for specific transactions by entering criteria in the search fields.

Home

Facilities

Request Transactions

Manage Transactions

Notifications & Approvals

Pending Approvals

Recent Submissions

Rejected Transactions

Report Designer

Rejected Transactions

System ID:

Customer Reference:

Currency:

Borrower:

Facility:

Product Type:

URSTADT BIDDLE PROPERTIES

Search

2.

The specific rejected transactions will be displayed.

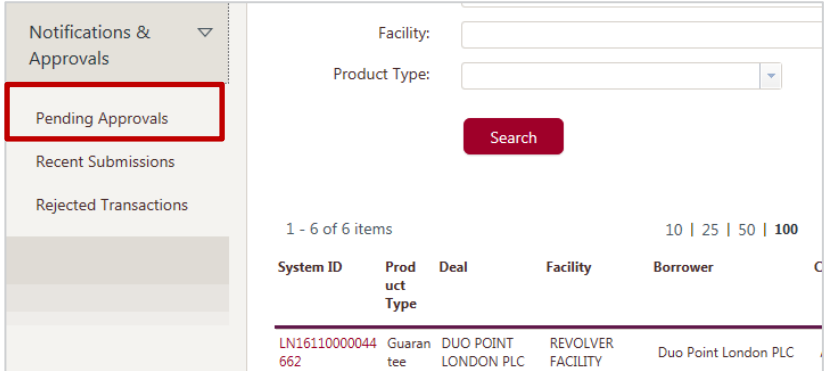
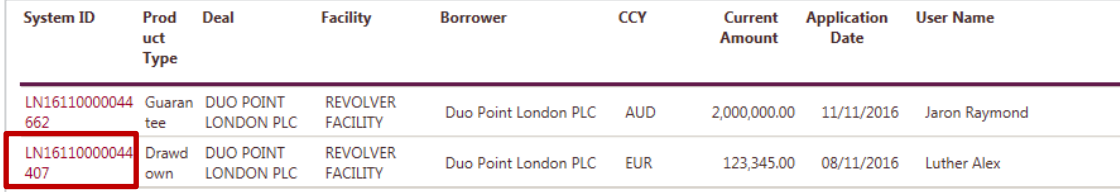
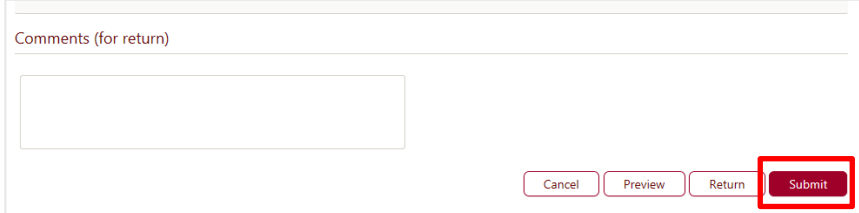
	System ID	Borrower	Deal	Facility	Type	Status	Ccy
<div> <div>LN16080000101976</div> <div>Duo Point London PLC</div> <div>GROUP 01-JUN-06</div> <div>REVOLVER FACILITY</div> <div>New Drawdown</div> <div>Submitted (Sent)</div> </div>							



# 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 [Submit] to approve it.</p> 



Step

Action

A confirmation message is displayed.

Last login: NOV 11, 2018 2:21

## Submit Loan Initiation

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.

The request will be automatically forwarded to Westpac for action.

The request will be displayed under Recent Submissions on the home page dashboard.

System ID	Product Type	Deal	Facility	Borrower	Effective Date / CCY	Current Amount	Status
<a href="#">BN20090000446630</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.

Select **View Facilities List** on Dashboard screen.

View Facilities List

Search Transactions

Request Drawdown

2.

Select Borrower, Deal Type, Deal, Currency (CCY) and Facility status from the dropdown options

Facilities List

Select a Borrower Reference to view list of facilities.

Pending requests shows the total pending requests submitted to Westpac. This excludes pending payment instructions

Borrower:

VAN KAMPEN NY VALUE MUNI

Deal Type:

Syndicated / Agency

Deal:

DEAL-#\*D9AC0L

CCY:

AUD

Status:

Active

Search

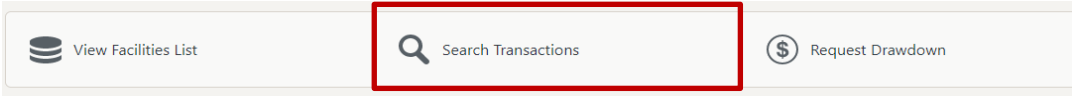
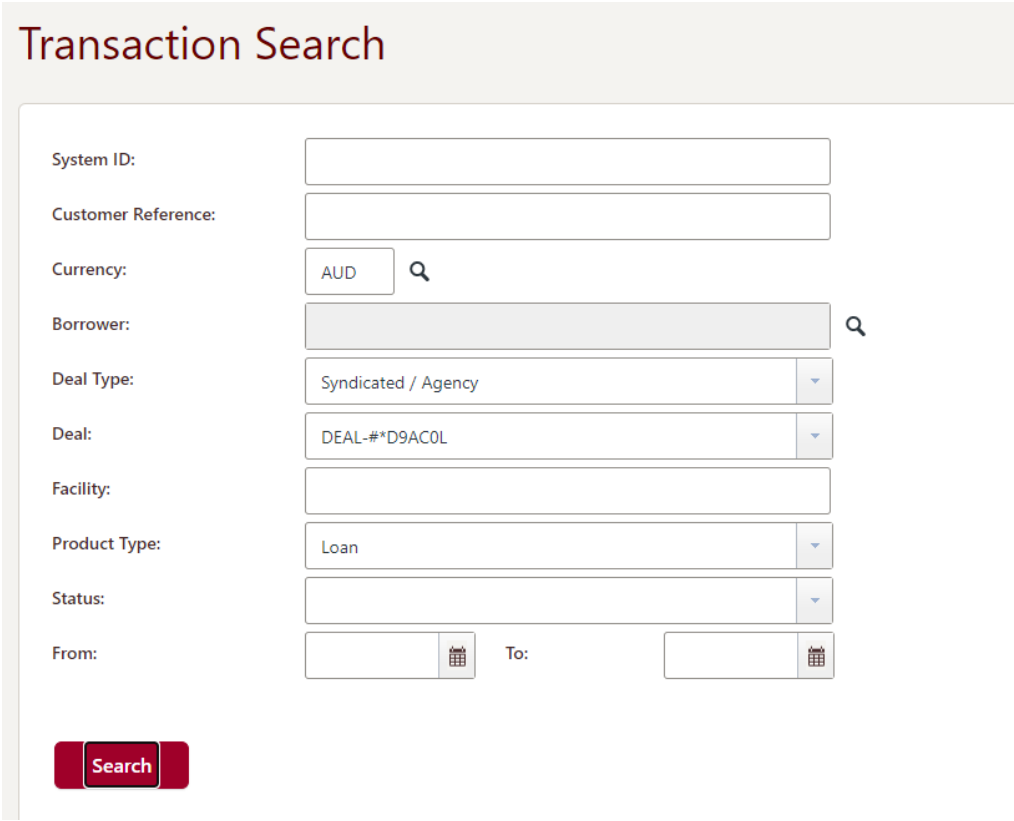
3.

Select View to view fees and Lender banks' shares.

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	View	View
DEAL-#*D9AC0L	Syndicated / Agency	FACILITY A	Revolving Cash Advance	AUD	500,000,000.00	500,000.00	499,500,000.00	30/06/2023	View	View

# 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 10 | 25 | 50 | 100 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-4*DSACOL	FACILITY A	VAN KAMPEN NY VALUE MUNI	17/09/2020	AUD	20,000,000.00	Active
<a href="#">LN20090000073322</a>	Loan	Syndicated / Agency	DEAL-4*DSACOL	FACILITY A	VAN KAMPEN NY VALUE MUNI	09/04/2020	AUD	0.00	Inactive
<a href="#">LN20090000073314</a>	Loan	Syndicated / Agency	DEAL-4*DSACOL	FACILITY A	VAN KAMPEN NY VALUE MUNI	10/01/2020	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

< < 1 > >

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

uat.wibdigital.westpac.com.au/corporatelending/portal/screen/ReportingPopup?option=INTEREST\_DETAILS

Base rate: 0.14%  
 Margin: 1.10%  
 Interest rate: 1.25%

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

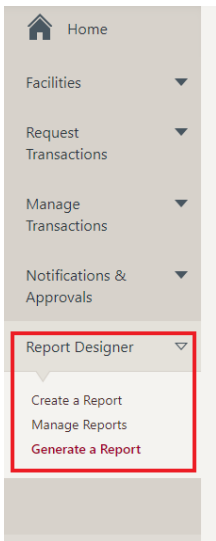

#### Interest Schedule

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	17/09/2020	16/12/2020	17/12/2020	62,079.45	682.19	0.00

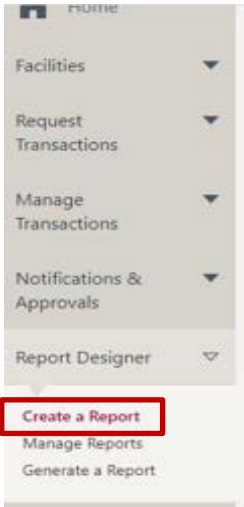
# View Standard Reports

## 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> 

# Create Custom Report

## How to a create custom report

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

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:

- Audit
- Loan/Guarantee
- Rollover

3.

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

**Products**

\* Product:

**Report Columns**

[Add Column](#)

☐ Select Order

**Add Column**

\* Column:

- System ID
- Type
- Deal
- Facility
- Customer Reference
- Transaction Amount
- Application Date
- Issue Date
- Facility Maturity Date
- Currency
- Loan / Guarantee Amount
- Outstanding Amount
- Base Rate Type
- Borrower Name
- Initiator User Last Name
- Initiator User First Name
- Controller User Last Name
- Controller User First Name

4.













Save the report.

Products

\* Product:

Loan/Guarantee

Report Columns

Label	Column	
Borrower Name	Borrower Name	   
Facility	Facility	   
Transaction Amount	Transaction Amount	   

Add Column

☐ Select Order

Save

Cancel

Save a Report

The report has been successfully saved.

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





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