Westpac WinTrade User Guide

Export Letters of Credit
Contents

Introduction ........................................................................................................................................................................5
- About this Guide ............................................................................................................................................................5
- Features ........................................................................................................................................................................5
- Further Information ........................................................................................................................................................5
- Process Flow ....................................................................................................................................................................6
- Action buttons ...............................................................................................................................................................7
  - Buttons on Other Export Letter of Credit Screens .......................................................................................................8
- Document Preparation ......................................................................................................................................................8

View an Export Letter of Credit ...........................................................................................................................................9
- Overview ...........................................................................................................................................................................9
- View an Export Letter of Credit ....................................................................................................................................10

Pre-check of Original Documents for an Export Letter of Credit .........................................................................................15
- Overview ..........................................................................................................................................................................15
- Send Images of Documents for an Export Letter of Credit to Westpac for Pre-Checking ......................................................16
- Approve Images of Documents for an Export Letter of Credit to Westpac for Pre-Checking ................................................23

Create, Print and View Remittance Letters ........................................................................................................................29
- Overview ..........................................................................................................................................................................29
- Create a Remittance Letter for an Export Letter of Credit ...............................................................................................30
- View/Print a Remittance Letter for an Export Letter of Credit ..........................................................................................35

Negotiate a Drawing In Process for an Export Letter of Credit .............................................................................................37
- Overview ..........................................................................................................................................................................37
- Request a Negotiation for an In Process Drawing for an Export Letter of Credit ...............................................................38
- Approve Negotiation for an In Process Drawing for an Export Letter of Credit .................................................................47

Negotiate a Drawing Partially Released for an Export Letter of Credit .....................................................................................50
- Overview ..........................................................................................................................................................................50
- Request a Negotiation of a Drawing that had been Partially Released for an Export Letter of Credit ......................................51
- Approve a Negotiation of a Drawing that had been Partially Released for an Export Letter of Credit ....................................60

Provide Disbursement Instructions for an Export Letter of Credit ...........................................................................................64
- Overview ..........................................................................................................................................................................64
- Provide Disbursement Instructions for an Export Letter of Credit .......................................................................................65
- Approve Disbursement Instructions for an Export Letter of Credit ....................................................................................74
View a Negotiation Repayment.........................................................................................................................77
  - Overview....................................................................................................................................................................77
  - View Negotiation Repayment for a Letter of Credit................................................................................................78

Transfer an Export Letter of Credit ..........................................................................................................................81
  - Overview....................................................................................................................................................................81
  - Transfer an Export Letter of Credit............................................................................................................................82
  - Approve a Transfer of an Export Letter of Credit.....................................................................................................86

Assign an Export Letter of Credit Proceeds.............................................................................................................88
  - Overview....................................................................................................................................................................88
  - Assign an Export Letter of Credit Proceeds.............................................................................................................89
  - Approve the Assigned Proceeds of an Export Letter of Credit..................................................................................93

Export Data for an Export Letter of Credit.............................................................................................................95
  - Overview....................................................................................................................................................................95
  - Export Data for an Export Letter of Credit.............................................................................................................96

Generate Reports for Export Letters of Credit..........................................................................................................100
  - Overview...................................................................................................................................................................100
  - Shipping Detail Report..............................................................................................................................................101
  - Issuance Report.......................................................................................................................................................101
  - Payment Report......................................................................................................................................................101
  - BA Maturity Report.................................................................................................................................................102
  - Outstanding Balance Report....................................................................................................................................102
  - Consolidated Activity Report..................................................................................................................................102
  - Transfer Details Report............................................................................................................................................103
  - Generate Reports for Export Letters of Credit.......................................................................................................104
  - Summary of Filter and Sort Types for Reports.........................................................................................................109
Introduction

About this Guide

Westpac WinTrade provides exporters with secure access to trade banking online – saving you time, simplifying administration and documentation, and allowing you to trade internationally in a fast and efficient way.

This guide explains how to use Westpac WinTrade to manage Export Letters of Credit. It explains how to use Westpac WinTrade to:

■ View an Export Letter of Credit
■ Request pre-check of original documents under an Export Letter of Credit
■ Create, print and view remittance letters
■ Negotiate a drawing in process under an Export Letter of Credit
■ Negotiate a drawing partially released under an Export Letter of Credit
■ Provide disbursement details for funds received under an Export Letter of Credit
■ View a negotiation repayment
■ Transfer an Export Letter of Credit
■ Assign proceeds of an Export Letter of Credit
■ Export data for an Export Letter of Credit
■ Generate reports for an Export Letter of Credit.

Features

Westpac WinTrade makes managing Export Letters of Credit simpler and quicker by providing customers with:

■ Online access to view their received Export Letters of Credit
■ Detailed reports which can be filtered and sorted.

Further Information

Further information on Export LCs is available in the Westpac WinTrade Quick Reference Guide and the Westpac WinTrade e-learning module.

If you require assistance on using Export LCs, please contact your International Enquiry Officer.
The status of the Letter of Credit is displayed at all times on the Manage Export LC transactions - List of Export LC transactions screen. This allows you to monitor its progress.

1. Export LC arrives from Overseas Bank
   Status: Released

2. Prepare Documents for Export LC

3. Precheck Documents

4. Create Remittance Letter for Export LC

5. Send Documents and Remittance Letter to Westpac

6. Westpac sends Documents to Overseas Bank
   Type: Drawing Status: Partially Released

7. Payment from Overseas Bank logged into Westpac WinTrade
   Type: Drawing Status: In process

8. Customer advises Westpac of disbursement details
   Type: Drawing Status: Received

9. Westpac disburses payment
   Type: Drawing Status: Released
Action buttons

These are the buttons that allow you to carry out actions on Export LCs.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiate</td>
<td>This button is used to negotiate an Export LC drawing which has a Partially released status.</td>
</tr>
<tr>
<td>Transfer LC</td>
<td>This button is used to transfer Export LCs to another party, e.g. a manufacturer or supplier. The LC must have been raised as transferable for this function to be used.</td>
</tr>
<tr>
<td>Remittance</td>
<td>This button is used to create a remittance letter for an Export LC drawing.</td>
</tr>
<tr>
<td>Documents</td>
<td>This button allows the customer to create export documents such as invoices. The use of this button is covered in the <em>Prepare Export Documents</em> User Guide.</td>
</tr>
<tr>
<td>Images</td>
<td>This button is used to upload or view document images attached to an Export LC.</td>
</tr>
<tr>
<td>Send memo</td>
<td>This button is inactive and greyed out. If you need to contact Westpac concerning a transaction, you should phone or fax Westpac.</td>
</tr>
<tr>
<td>Print preview</td>
<td>This button will give a print preview of the Export LC details on the current screen.</td>
</tr>
<tr>
<td>Assign proceeds</td>
<td>This button is used to instruct Westpac to disburse some of the proceeds to a different party when funds are received.</td>
</tr>
<tr>
<td>Delete</td>
<td>This button is used to delete transfers, assignment of proceeds or prechecks before they are approved and sent to Westpac.</td>
</tr>
<tr>
<td>Edit</td>
<td>This button is used to edit transactions with an <em>In process</em> status.</td>
</tr>
<tr>
<td>Create Precheck</td>
<td>This button is used to attach document images to an Export LC for pre-checking.</td>
</tr>
<tr>
<td>Export XML</td>
<td>This button allows the customer to save a transaction as an .xml file onto their system.</td>
</tr>
<tr>
<td>Approve</td>
<td>This button is used to approve transfers, assignment of proceeds or disbursements of an Export LC.</td>
</tr>
</tbody>
</table>
Buttons on Other Export Letter of Credit Screens

As you process an Export LC, the following common set of buttons will be displayed at the bottom of each screen.

![Button Icons]

*Note:* If the button is greyed out, the function for that button is unavailable at that time.

The table below lists the functions of each of these buttons:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous record</td>
<td>If there are previous similar transactions on an Export LC (e.g. payments or amendments), this button will take you to the screen for the previous transaction in the sequence. The button is inactive if there are no previous similar transactions.</td>
</tr>
<tr>
<td>Next record</td>
<td>If there have been previous similar transactions on an Export LC (e.g. payments or amendments), this button will take you to the screen for the next transaction in the sequence. This button will be active if you clicked on the <em>Previous record</em> button for this function. If there are no previous similar transactions, this button will be inactive.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>This button allows you to view any correspondence.</td>
</tr>
<tr>
<td>Comments</td>
<td>This button allows you to view any comments.</td>
</tr>
<tr>
<td>Print Preview</td>
<td>This button will give a print preview of the Export LC details on the current screen.</td>
</tr>
<tr>
<td>Cancel</td>
<td>This button takes you out of the transaction you are actioning or viewing. <em>Note:</em> Any changes to the transaction will not be saved.</td>
</tr>
<tr>
<td>Save as template</td>
<td>This button will always be inactive (greyed out) as Export LCs cannot be saved as a template.</td>
</tr>
<tr>
<td>Save as draft</td>
<td>This button is used when a transaction has not been completed. This may occur when the customer is waiting for some information. Once a transaction is saved as a draft, the status becomes <em>Incomplete</em>.</td>
</tr>
<tr>
<td>Save</td>
<td>This button will save the transaction that is being processed. It is necessary for the process to be completed when saving it. Once a transaction is saved, the status becomes <em>In process</em>.</td>
</tr>
<tr>
<td>Approve</td>
<td>This button is used to approve all Export LC transactions.</td>
</tr>
</tbody>
</table>

**Document Preparation**

There is a facility in Westpac WinTrade which allows customers to prepare their documents using data from the Export LC.

This is covered in the *Prepare Export Documents* User Guide.
Overview

Westpac electronically notifies the customer that an Export LC has been released to them.

The following procedure details how to view an Export LC.
Follow the steps below to view an Export Letter of Credit.

**Note:** The new Export LC will appear on the **Manage Export LCs** screen with the **Transactions** tab selected with a **Released** status shown in red.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | From the **Manage Export LCs** screen with the **Transactions** tab selected, click on the **Westpac reference** link of the Export LC.  
**Note 1:** The Export LC will have an **Issue** type and a **Released** status.  
**Note 2:** If you have not viewed this transaction before, it will be printed in **red italics**. |

**Result:** The Export LC – Issue – Released – Part 1 of 3 - Party information screen will be displayed.
2. View the details on this screen.

Note: The Correspondence and Comments buttons indicate that there is information attached to them. To view this information, click on the buttons. The Correspondence button will display the advice of the issuing bank’s letter of credit raised by your buyer, and the Comments button will display Westpac’s release note.

Click on the Part 2 - Payment link at the top left of the screen, or click on the Continue to Part 2> link.

Result: The Export LC – Issue – Released – Part 2 of 3 - Payment information screen will be displayed.
3. View the details on this screen.

Note: The Correspondence and Comments buttons indicate that there is information attached to them. This information is the same as on the previous screen.

If necessary, click on the Document presentation period (text) button to view the relevant details.

Click on the Part 3 - Shipment link at the top left of the screen, or click on the Continue to Part 3> link.

Result: The Export LC – Issue – Released – Part 3 of 3 - Shipment information screen will be displayed.
4. View the details on this screen.

Click the buttons to view the information attached to the **Shipment period details** (if required), **Description of goods**, **Documents required**, and **Additional conditions** (if required) fields.

When you have finished viewing the Export LC, click on the **Cancel** button.

**Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again.

**Note:** The transaction will now be shown in black on the screen.

This is the end of the process to view an Export LC.
5. The procedure to view an amendment is similar to viewing an Export LC. The changes on the screens for an amendment include:

- the amendments are shown in red type,

- on the Party information screen, a new Seq. No. (Sequence Number) field is displayed, and

- on the Shipment information screen, a new Narrative button is added.

**Note:** To compare the amendment to the original Export LC, use the Previous record and Next record buttons on the screens.

As the procedures are similar, the procedure to view an amendment is not included in this User Guide.
Pre-check of Original Documents for an Export Letter of Credit

Overview

Westpac WinTrade provides the capability for the documents under an Export LC to be pre-checked to ensure compliance before they are presented.

Before this can be done, the customer makes electronic images of the documents. These can be put in individual files named after the document type, e.g. Invoices, or sent as one file.

These files are then attached to the transaction and sent to Westpac for a pre-check.

There are two parts to sending images of documents for an Export LC to Westpac for pre-checking. The document images are added to the transaction in Westpac WinTrade, and then they are checked and approved before being sent to Westpac.

When the document images have been received by Westpac, the transaction appears on the home page screen with a Pre-check type and a Received status.

Once Westpac has completed the pre-check, the transaction type in Westpac WinTrade will remain as Pre-check and the status will change to In process. This will indicate that the user needs to action it.

The customer should review Westpac's discrepancy file and/or comments and fix any discrepant documents. These document images should then be placed in a file called Amended/Replaced Documents, then sent to Westpac using the same procedure as the first pre-check. The transaction types and statuses will be the same as the first pre-check.

Westpac will give the document images a second pre-check.

If there are still errors/discrepancies in the document images, Westpac will phone the customer to determine what steps should be taken. Any further document amendments will need to be done outside of Westpac WinTrade. The transaction will therefore remain with a Pre-check type and a Received status until original documents are lodged and processed.

If the documents are clean, Westpac will advise in the Comments. The customer is now required to lodge the original documents with a covering remittance letter which can be created in Westpac WinTrade.

Note: While this is being done, the transaction will still be shown with a Pre-check type and an In process status.
Send Images of Documents for an Export Letter of Credit to Westpac for Pre-Checking

Follow the steps below to send images of documents for an Export LC to Westpac for pre-checking.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Manage Export LCs</strong> screen with the <strong>Transactions</strong> tab selected, click on the radio button in front of the LC for which you want the documents pre-checked. <strong>Note:</strong> The transaction must have an <em>Issue</em> type and a <em>Released</em> status. Click on the <strong>Create Precheck</strong> button.</td>
</tr>
</tbody>
</table>

**Result:** The Export LC – Precheck – In process – Part 1 of 1 – Precheck information screen will be displayed.
2. Complete the following fields:
   - Amount,
   - Transport document number,
   - Voyage Number, and
   - Vessel Name.

   Click on the Save button.

   ![Screen Shot](image)

   **Result:** A message saying the transaction has been saved successfully will be displayed.

3. Click on the OK button.

   ![Warning Message](image)

   **Result:** The Manage Export LCs screen will be displayed again.
4. **Note:** The transaction will have a **Precheck** type and an **In process** status.

Click on the radio button in front of the **Precheck** transaction, then click on the **Images** button.

**Result:** The **Images – Manage document images for the selected transaction** screen will be displayed.
5. Select the name of the document image you wish to attach from the drop down menu for the **Document name** field.

**Note:** If there is only one file with a number of document images in it, the user should select **Precheck Documents** for the **Document name** field.

**Result:** The document image name will be displayed in the **Image comments** field.

**Note:** If required, you can amend the contents of the **Image comments** field.

Click on the **Browse** button.

**Result:** The **Choose file** window will be displayed.
6. Navigate to the document image you want to attach to the transaction.  
   **Note:** The only document images that can be attached to a transaction are those that have the following extensions:
   - .tif,
   - .pdf,
   - .jpg,
   - .jpeg,
   - .gif,
   - .bmp, and
   - .png.

   **IMPORTANT NOTE 1:** Document images with extensions such as .doc or .xls **cannot** be attached to a transaction.

   **IMPORTANT NOTE 2:** The maximum size of a document image that can be attached to the transaction is 1 MB.

   Click on the document image name, then click on the **Open** button.

   ![Choose file dialog box](image)

   **Result:** The Images - Manage document images for the selected transaction screen will be displayed again.
7. Click on the **Upload image** button.

**Result:** The image will be attached to the transaction.

8. Are there any more images to attach to the transaction?
   - If **Yes**, repeat Steps 5 to 7 for each image.
   - If **No**, go to the next Step.
9. Click on the Close button.

**Result:** The Manage Export LCs screen with the Transactions tab selected will be displayed.
Approve Images of Documents for an Export Letter of Credit to Westpac for Pre-Checking

Follow the steps below to approve images of documents for an Export LC to Westpac for pre-checking.

**Note:** When approving the images of documents for an Export LC, no changes can be made to the Precheck information screen. However, document images can be deleted and added by following the relevant steps in the previous procedure.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Manage Export LCs screen with the Transactions tab selected, click on the Westpac reference link of the LC for which you want the documents pre-checked.</td>
</tr>
</tbody>
</table>

**Note:** The transaction must have a Precheck type and an In process status.

**Result:** The Export LC – Precheck – In process – Part 1 of 1 – Precheck information screen will be displayed.
2. Review the information on this screen, then click on the **Cancel** button.

**Result:** The **Manage Export LCs** screen will be displayed again.

3. With the radio button in front of the Precheck transaction selected, click on the **Images** button.

**Result:** The **Images - Manage document images for the selected transaction** screen will be displayed.
4. Click on the file name link.

**Note:** Depending on your computer settings, a **File Download** window may be displayed. In this case, click on the **Open** button.

**Result:** The document image will be displayed on the screen.
5. View the document image/s in the file, using the scroll bar to view them all. When you have finished viewing the document image/s, click on the button at the top right of the window.

Result: The Images - Manage document images for the selected transaction screen will be displayed again.
6. Do you want to view any more document images attached to the transaction?
   If Yes, go back to Step 4.
   If No, go to the Next Step.

7. Click on the Close button.

Result: The Manage Export LCs screen will be displayed again.
8. Click on the **Approve** button.

Result: The **Approve** window will be displayed.

9. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.
Create, Print and View Remittance Letters

Overview

When presenting documents under an Export Letter of Credit, customers are required to send a remittance letter accompanying original documents submitted to the bank.

Westpac WinTrade allows you to generate a remittance letter.

The following procedures show how to create, view and print remittance letters for Export LCs.
Follow the steps below to create a remittance letter for an Export Letter of Credit.

**Note:** A remittance letter cannot be printed until it is created and saved.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Manage Export LCs</strong> screen with the <strong>Transactions</strong> tab selected, click on the radio button in front of the LC you want to create the remittance letter for. Click on the <strong>Remittance</strong> button.</td>
</tr>
</tbody>
</table>

**Result:** The **Export letter of credit – Advice – Advised - Generate remittance letter** screen will be displayed.
2. The **Generate remittance letter** screen is divided into five parts:

- Details section,
- List of documents table,
- Instructions to Westpac,
- Additional instructions, and
- Action buttons.

**Note 1:** The whole screen is not displayed at the same time. You will need to scroll down to see the bottom of the screen.

**Note 2:** The List of documents table may display different documents.
3. In the details section, the Westpac reference and Currency fields will default from the Export LC and cannot be changed.

The Date field will default to today's date. This date can be changed.

Complete the remaining fields in the details section.

Note: The information in the following fields must agree with the documents you have prepared:

- Drawee/buyer (Applicant),
- Amount,
- Tenor,
- Commodity (Description of goods), and
- Destination.

<table>
<thead>
<tr>
<th>Westpac reference:</th>
<th>Our reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X300555</td>
<td>03654321</td>
</tr>
<tr>
<td>Currency:</td>
<td>Amount:</td>
</tr>
<tr>
<td>USD</td>
<td>10202.50</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Contact phone:</td>
</tr>
<tr>
<td>JOHN CITIZEN</td>
<td>61-02-39064035</td>
</tr>
<tr>
<td>Date:</td>
<td>Tenor:</td>
</tr>
<tr>
<td>04/11/08</td>
<td>SIGHT</td>
</tr>
<tr>
<td>Drawee / buyer:</td>
<td>Commodity:</td>
</tr>
<tr>
<td>APPLICANT COMPANY</td>
<td>LYMENITE</td>
</tr>
<tr>
<td>Shipped per:</td>
<td>Destination:</td>
</tr>
<tr>
<td>MV COUGAR</td>
<td>SEOUL KOREA</td>
</tr>
</tbody>
</table>
4. Type the number of originals and number of copies of that document to be supplied in the **No. of originals** and **No. of copies** fields.

If a document that is to accompany the remittance letter is not included in the table, click on the **Other** check box. The name of the document/s will be added in Step 6.

**Note:** The documents selected must match the documents you have prepared and those required in the LC.

<table>
<thead>
<tr>
<th>Document name</th>
<th>No. of originals</th>
<th>No. of copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT TEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>BILL OF LADING</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>AIR WAVEILL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACKING LIST</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CERT OF ORIGIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERT OF WEIGHT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYTO CERT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURANCE CERT</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>CERT OF ANALYSIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select all</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. In the **Instructions to Westpac** section:

*If the proceeds are to be paid into your account when received*, click on the **Credit proceeds** radio button.

Select the account number the proceeds are to be paid into from the **Credit account** field drop down menu. The account name will be displayed in the field below it.

**Instructions to Westpac**

- Credit proceeds
- Negotiate documents
- Due to discrepancies, forward documents on an approval basis

Credit account: 03200123456

WESTPAC BANKING CORPORATION
6. In the **Additional instructions** section:
   If you clicked on the **Other** check box in Step 4, type the name of any additional documents (e.g. Inspection Certificate) in the **Additional instructions** text field.
   Do you want to add any other instructions to the remittance letter?
   **If Yes**, type the instructions in the **Additional instructions** text field, then go to the next step.
   **If No**, go to the **next Step**.

   **Additional instructions**
   This field allows you to freely enter text up to a maximum of 6 rows of 65 characters.

7. Click on the **Save** button.
   **Note:** The **Print** button is greyed out as the remittance letter cannot be printed until it is saved.

   **Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed.
   This is the end of the process to create a remittance letter for an Export LC.
View/Print a Remittance Letter for an Export Letter of Credit

Follow the steps below to view and/or print a remittance letter that has already been created for an Export Letter of Credit.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Manage Export LCs screen with the Transactions tab selected, click on the radio button in front of the LC you want to view or print the remittance letter for. Click on the Remittance button.</td>
</tr>
</tbody>
</table>

Result: The Export letter of credit – Advice – Advised - Generate remittance letter screen will be displayed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>View the remittance letter if required. To view the remittance letter as it will be printed or to print it, click on the Print button at the bottom of the screen to display the Remittance letter – Microsoft Internet Explorer window and go to Step 3. When you have finished viewing/printing it, click on the Cancel button at the bottom of the screen.</td>
</tr>
</tbody>
</table>

Result: The Manage Export LCs screen with the Transactions tab selected will be displayed again. This is the end of the process to view/print a remittance letter for an Export LC.
3. Click on the Printer icon ( ) to print the remittance letter on your default printer. If required, email or save the remittance letter as required using normal office procedures.

When the LC has printed, click on the button to close the screen.

Result: The Export letter of credit – Advice – Advised - Generate remittance letter screen will be displayed again.

4. Click on the Cancel button at the bottom of the screen.

Result: The Manage Export LCs screen with the Transactions tab selected will be displayed again.

This is the end of the process to print a remittance letter for an Export LC.
Negotiate a Drawing In Process for an Export Letter of Credit

Overview

When the documents under an Export LC are presented to Westpac to be checked, a Drawing will be created and sent to Westpac WinTrade. This Drawing will have an In Process status.

The customer can review the results of the document read and then provide Westpac with further instructions using Westpac WinTrade.

Following are the procedures for the customer to request a negotiation for an Export LC drawing that has an In Process status.
Follow the steps below to request a negotiation of an Export LC drawing that has an in process status.

### Request a Negotiation for an In Process Drawing for an Export Letter of Credit

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Manage Export LCs screen with the Transactions tab selected, click on the radio button in front of the Export LC that you are requesting to negotiate (A).&lt;br&gt;Note: The transaction must have a Drawing type (B) and an In process status (C).&lt;br&gt;Click on the Edit button (D).&lt;br&gt;<strong>Result:</strong> The Export LC – Drawing – In process – Part 1 of 3 – Summary information screen will be displayed.</td>
</tr>
</tbody>
</table>
2. Review this screen before proceeding.

Click on the **Part 2 – Charges** link at the top left of the screen or the **Continue to Part 2** link.

**Result:** The **Export LC – Drawing – In process – Part 2 of 3 – Charges** screen will be displayed.
3. Select the **Negotiate documents/Settlement instructions** radio button.

**Note:** If a negotiation is not required, select **Forward Documents**, then go to Step 10 to save or approve the transaction.

If required, select the account the charges are to be debited from using the **Account to debit for charges** field drop down menu.

**Note:** If no account is selected, Westpac will debit the charges from the credit account.

Click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3 >** link.

**Result:** The **Export LC – Drawing – In process – Part 3 of 3 – Payment instructions** screen will be displayed.
Click on the **New** button below the **List of accounts** table.

**Result:** The **Manage accounts – Account details** screen will be displayed.
5. Select the required account number in the **Account Number** field from the drop down menu.

**Note:** The currency of that account defaults in the **Currency** field.

Type the amount to be paid to this account in the **Amount** field.

**IMPORTANT NOTE:** This amount is in the currency of the account, **not** the transaction currency of the Export LC.

**Note:** If the Export LC is in foreign currency and the account is in local currency, if the **Amount** field is left blank, as shown in this example, it will default to 'Balance of Payment'.

Click on the **Save** button.

Result: The Export LC – Drawing – In process – Part 3 of 3 – Payment instructions screen will be displayed again.

6. Is the Export LC to be paid into more than one account?

**If Yes,** repeat **Steps 4 and 5** for the amount to be paid into each account.

**Note:** The Export LC can be paid into a maximum of six separate accounts.

**If No,** go to the **next Step**.
7. **Note:** The account(s) selected in Steps 4 and 5 are shown in the **List of accounts** table.

Click on the **New** button below the **List of foreign exchange instructions** table.

**Result:** The **Manage foreign exchange instructions – Foreign exchange instruction details** screen will be displayed.
8. The currency in the **Currency** field will default from the Export LC.

Type the amount of this currency in the **Amount** field.

If required:
- Click in the **FEC** checkbox, type your foreign exchange contract number in the **FEC/DCPK number** field, and type the contract rate in the **Contract rate** field, and/or
- Click in the **Pre-delivery** check box and type the pre-delivery rate in the **Pre-delivery rate** field, and/or
- Type the dealer’s reference number in the **Deal reference** field and the agreed rate in the **Spot** field.

**Note:** If no rate is entered in the rate or spot fields, Westpac will provide a rate.

Click on the **Save** button.

**Note:** If any of the rate fields has an incorrect rate entered because of market fluctuations, payment times or any other reason, Westpac will amend the rate. When viewing the payment screens in Westpac WinTrade, any amendments Westpac makes will not be shown in these fields. All amendments Westpac makes in payments will be part of the advice shown under the **Correspondence** button on the screens.

![Image of the currency and amount fields](image)

**Result:** The Export LC – Drawing – In process – Part 3 of 3 – Payment instructions screen will be displayed again.

9. Are any more foreign exchange instructions to be entered?

If **Yes**, repeat **Steps 7 and 8** for these foreign exchange instructions.

**Note:** There can be a maximum of six separate foreign exchange instructions.

If **No**, go to the **next Step**.
10. **Note:** The foreign exchange instruction(s) entered in Steps 7 and 8 are shown in the List of foreign exchange instructions table.

Save or approve the disbursement.

**To save the disbursement,** click on the Save button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the next Step.

**To approve the disbursement,** click on the Approve button.

**WARNING!** Approving the payment at this stage could release it with errors as it has not been checked.

**Result:** The Approve window will be displayed. Follow the procedure to approve or reject a transaction as given in the Orientation and Common Procedures User Guide.

**Note:** When Westpac has processed the transaction, it will appear on the home page with a Negotiation type and Released status.
11. Click on the OK button.

**Result:** The Manage Export LCs screen with the Transactions tab selected will be displayed again showing the transaction status as still **In process**. This is the end of the first part of the procedure to request a negotiation for an Export LC.

**Note:** the negotiation needs to be approved before it is complete and will be sent to Westpac.
Follow the steps below to approve a negotiation for an Export LC drawing.

**Note:** When approving a negotiation, no changes can be made to the screens.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | There are two ways to approve a negotiation for an Export LC drawing. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.  
If the approver does not need to check the negotiation, click on the radio button in front of the Export LC, and then on the Approve button. If this is done, the Approve window will be displayed. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.  
**WARNING!** The above procedure could release the Export LC negotiation with errors as it has not been checked.  
From the Manage Export LCs screen with the Transactions tab selected, click on the Westpac reference link of the Export LC negotiation that you want to approve.  
**Note:** The transaction will have a Drawing type and an In process status.  
| | **Result:** The Export LC – Drawing – In process – Part 1 of 3 – Summary information screen will be displayed. |
2. Review this screen before proceeding.

Click on the **Part 2 – Charges** link at the top left of the screen or the **Continue to Part 2** link.

**Result:** The **Export LC – Drawing – In process – Part 2 of 3 – Charges** screen will be displayed.

3. Review this screen for accuracy before proceeding.

Click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3** link.

**Result:** The **Export LC – Drawing – In process – Part 3 of 3 – Payment instructions** screen will be displayed.
4. Review this screen for accuracy before proceeding.
   Click on the **Approve** button.

Result: The **Approve** window will be displayed.

5. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.

   **Note**: When Westpac has processed the transaction, it will appear on the home page with a **Negotiation** type and **Released** status.
Negotiate a Drawing Partially Released for an Export Letter of Credit

Overview

When the documents have been presented to Westpac and then sent to the overseas bank, the Drawing transaction with a Partially Released status will appear in Westpac WinTrade.

This transaction may then be selected and a request for negotiation sent to Westpac.

Following are the procedures for the customer to request a negotiation for an Export LC drawing that has a Partially Released status.
Follow the steps below to request a negotiation of a drawing that has been partially released for an Export LC.

### Step 1.

From the **Manage Export LCs** screen with the **Transactions** tab selected, click on the radio button in front of the Export LC that you are requesting to negotiate. (A).

**Note:** The transaction must have a **Drawing** type (B) and a **Partially released** status (C).

Click on the **Negotiate** button (D).

**Result:** The Export LC – Drawing – Partially released – Part 1 of 3 – Summary information screen will be displayed.
2. **Review this screen before proceeding.**

Click on the **Part 2 – Charges** link at the top left of the screen or the **Continue to Part 2** link.

---

**Result:** The **Export LC – Drawing – Partially released – Part 2 of 3 – Charges** screen will be displayed.
3. **Note:** The **Negotiate Documents** radio button will default and cannot be changed.

If required, select the account the charges are to be debited from using the **Account to debit for charges** field drop down menu.

**Note 1:** If no account is selected, Westpac will debit the charges from the credit account.

**Note 2:** If interest is to be collected on a discount basis, please enter the details in the **Additional instructions** field, otherwise interest will be collected on a yield basis.

Click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3>** link.

**Result:** The **Export LC – Drawing – Partially released – Part 3 of 3 – Payment instructions** screen will be displayed.
4. Click on the **New** button below the **List of accounts** table.

Result: The **Manage accounts – Account details** screen will be displayed.
5. Select the required account number in the **Account Number** field from the drop down menu.

   **Note:** The currency of that account defaults in the **Currency** field.

   Type the amount to be credited to this account in the **Amount** field.

   **IMPORTANT NOTE:** This amount is in the currency of the account, not the transaction currency of the Export LC.

   **Note:** If the Export LC is in foreign currency and the account is in local currency, if the **Amount** field is left blank, as shown in this example, it will default to 'Balance of Payment'.

   Click on the **Save** button.

   ![Account Number and Amount Fields]

   **Result:** The Export LC – Drawing – Partially released – Part 3 of 3 – Payment instructions screen will be displayed again.

6. Is the Export LC to be paid into more than one account?

   If **Yes**, repeat **Steps 4 and 5** for the amount to be paid into each account.

   **Note:** The Export LC can be paid into a maximum of six separate accounts.

   If **No**, go to the next Step.
7. **Note:** The account(s) selected in Steps 4 and 5 are shown in the List of accounts table.

Click on the **New** button below the List of foreign exchange instructions table.

**Result:** The Manage foreign exchange instructions – Foreign exchange instruction details screen will be displayed.
8. The currency in the **Currency** field will default from the Export LC. Type the amount of this currency in the **Amount** field.

If required:
- Click in the **FEC** checkbox, type your foreign exchange contract number in the **FEC/DCPK number** field, and type the contract rate in the **Contract rate** field, and/or
- Click in the **Pre-delivery** check box and type the pre-delivery rate in the **Pre-delivery rate** field, and/or
- Type the dealer's reference number in the **Deal reference** field and the agreed rate in the **Spot** field.

**Note:** If no rate is entered in the rate or spot fields, Westpac will provide a rate.

Click on the **Save** button.

**Note:** If any of the rate fields has an incorrect rate entered because of market fluctuations, payment times or any other reason, Westpac will amend the rate. When viewing the payment screens in Westpac WinTrade, any amendments Westpac makes will not be shown in these fields. All amendments Westpac makes in payments will be part of the advice shown under the **Correspondence** button on the screens.

---

![Currency and Amount fields](image)

**Result:** The Export LC – Drawing – Partially released – Part 3 of 3 – Payment instructions screen will be displayed again.

9. Are any more foreign exchange instructions to be entered?

**If Yes**, repeat Steps 7 and 8 for these foreign exchange instructions.

**Note:** There can be a maximum of six separate foreign exchange instructions.

**If No**, go to the next Step.
10. **Note:** The foreign exchange instruction(s) entered in Steps 7 and 8 are shown in the List of foreign exchange instructions table.

Save or approve the disbursement.

**To save the disbursement,** click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

**To approve the disbursement,** click on the **Approve** button.

**WARNING!** Approving the payment at this stage could release it with errors as it has not been checked.

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

**Note:** When Westpac has processed the transaction, it will appear on the home page with a **Negotiation** type and **Released** status.
11. Click on the **OK** button.

**Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again showing the transaction status as **In process**.

This is the end of the first part of the procedure to request a negotiation for an Export LC.

**Note:** the negotiation needs to be approved before it is complete and will be sent to Westpac.
Follow the steps below to approve a negotiation for an Export LC drawing.

Note: When approving a negotiation, no changes can be made to the screens.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>There are two ways to approve a negotiation for an Export LC drawing. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.</td>
</tr>
</tbody>
</table>

If the approver does not need to check the negotiation, click on the radio button in front of the Export LC, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the Orientation and Common Procedures User Guide.

**WARNING!** The above procedure could release the Export LC negotiation with errors as it has not been checked.

From the **Manage Export LCs** screen with the **Transactions** tab selected, click on the **Westpac reference** link of the Export LC negotiation that you want to approve.

**Note:** The transaction will have a Drawing type and a Partially released status.

Result: The Export LC – Drawing – Partially released – Part 1 of 3 – Summary information screen will be displayed.
2. Review this screen before proceeding.

Click on the **Part 2 – Charges** link at the top left of the screen or the **Continue to Part 2 >** link.

Result: The Export LC – Drawing – Partially released – Part 2 of 3 – Charges screen will be displayed.
3. Review this screen for accuracy before proceeding.

Click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3** link.

Result: The Export LC – Drawing – Partially released – Part 3 of 3 – Payment instructions screen will be displayed.
4. Review this screen for accuracy before proceeding. Click on the **Approve** button.

**Result:** The **Approve** window will be displayed.

5. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.

**Note:** When Westpac has processed the transaction, it will appear on the home page with a **Negotiation** type and **Released** status.
Provide Disbursement Instructions for an Export Letter of Credit

Overview

If the customer has already advised Westpac on the disbursement for an Export LC, when Westpac receives the payment, they will comply with the customer's instructions and advise the customer by showing the transaction with a **Drawing** type with a **Released** status. There is then no need for any more action by the customer. If the customer views this transaction, they will see how the payment was disbursed.

**Note:** The customer can advise Westpac on the disbursement of an Export LC by entering it in the **Additional Instructions** section of their remittance letter (refer to page 34 of this User Guide).

If the customer has not advised Westpac on the disbursement for an Export LC, when Westpac receives the payment, they advise the customer through Westpac WinTrade. The customer then uses Westpac WinTrade to advise Westpac which account(s) they want the payment paid into, and Westpac arranges it.

This is done when the transaction type is **Drawing** and the status is **In process**.

There will be a number in brackets behind the **Drawing** type. This indicates the number of drawings that have been made on that transaction.

There are two parts to providing disbursement for an Export LC. The disbursement is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

The following procedure details how to advise Westpac on the disbursement for an Export LC.
Follow the steps below to provide disbursement instructions for an Export LC drawing in process.

**Step 1.**

From the **Manage Export LCs** screen with the **Transactions** tab selected, click on the radio button in front of the Export LC that you are advising Westpac about how the payment is to be disbursed. (A).

**Note:** The transaction must have a **Drawing** type (B) and an **In process** status (C).

Click on the **Edit** button (D).

**Result:** The Export LC – Drawing – In process – Part 1 of 3 – Summary information screen will be displayed.
2. Review the information on this screen, then click on the Part 2 – Charges link at the top left of the screen or the Continue to Part 2> link.

Result: The Export LC – Drawing – In process – Part 2 of 3 – Charges screen will be displayed.
Select the account the charges are to be debited from using the **Account to debit for charges** field drop down menu.

**Note:** If no account is selected, Westpac will debit the charges from the credit account.

If required, type any additional instructions in the **Additional Instructions** field, then click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3>** link.

**Result:** The Export LC – Drawing – In process – Part 3 of 3 – Payment instructions screen will be displayed.
4. Click on the **New** button below the **List of accounts** table.

**Result:** The **Manage accounts – Account details** screen will be displayed.
5. Select the required account number in the **Account Number** field from the drop down menu.

**Note:** The currency of that account defaults in the **Currency** field.

Type the amount to be credited to this account in the **Amount** field.

**IMPORTANT NOTE:** This amount is in the currency of the account, not the transaction currency of the Export LC.

**Note:** If the Export LC is in foreign currency and the account is in local currency, if the **Amount** field is left blank, as shown in this example, it will default to 'Balance of Payment'.

Click on the **Save** button.

**Result:** The **Export LC – Drawing – In process – Part 3 of 3 – Payment Instructions** screen will be displayed again.

6. Is the Export LC to be paid into more than one account?

   **If Yes,** repeat **Steps 4 and 5** for the amount to be paid into each account.

   **Note:** The LC can be paid into a maximum of six separate accounts.

   **If No,** go to the **next Step**.
7. **Note:** The account(s) selected in Steps 4 and 5 are shown in the **List of accounts** table.

Click on the **New** button below the **List of foreign exchange instructions** table.

---

### List of accounts (maximum 5 separate accounts)

<table>
<thead>
<tr>
<th>Account number</th>
<th>Currency</th>
<th>Amount</th>
<th>Rate of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>02349127658</td>
<td>AUD</td>
<td>100.00</td>
<td>Balance of Payment</td>
</tr>
</tbody>
</table>

---

### List of foreign exchange instructions (maximum 5 separate instructions)

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
<th>Rate</th>
<th>Rate type</th>
<th>FOC number</th>
<th>Deal reference</th>
</tr>
</thead>
</table>

---

**Result:** The **Manage foreign exchange instructions – Foreign exchange instruction details** screen will be displayed.
8. The currency in the **Currency** field will default from the Export LC. Type the amount of this currency in the **Amount** field.

If required:
- Click in the **FEC** checkbox, type your foreign exchange contract number in the **FEC/DCPK number** field, and type the contract rate in the **Contract rate** field, and/or
- Click in the **Pre-delivery** check box and type the pre-delivery rate in the **Pre-delivery rate** field, and/or
- Type the dealer’s reference number in the **Deal reference** field and the agreed rate in the **Spot** field.

**Note:** If no rate is entered in the rate or spot fields, Westpac will provide a rate.

Click on the **Save** button.

**Note:** If any of the rate fields has an incorrect rate entered because of market fluctuations, payment times or any other reason, Westpac will amend the rate. When viewing the payment screens in Westpac WinTrade, any amendments Westpac makes will not be shown in these fields. All amendments Westpac makes in payments will be part of the advice shown under the **Correspondence** button on the screens.

![Main menu](image1.png)

**Result:** The Export LC – Drawing – In process – Part 3 of 3 – Payment Instructions screen will be displayed again.

9. Are any more foreign exchange instructions to be entered?

**If Yes,** repeat **Steps 7 and 8** for these foreign exchange instructions.

**Note:** There can be a maximum of six separate foreign exchange instructions.

**If No,** go to the next **Step**.

---

**Currency**

- **Amount:**
  - **USD**
  - **100.00**

- **FEC/DCPK number:**
  - **0.0**

- **Pre-delivery rate:**
  - **0.0**

- **Deal reference:**
  - **0.0**

- **Spot:**
  - **0.0**

*If no rate is entered, rate will be provided by Westpac.*
10. **Note:** The foreign exchange instruction(s) entered in Steps 7 and 8 are shown in the **List of foreign exchange instructions** table.

Save or approve the disbursement.

**To save the disbursement,** click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the next **Step**.

**To approve the disbursement,** click on the **Approve** button.

**WARNING!** Approving the payment at this stage could release it with errors as it has not been checked.

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

**Note:** When Westpac has processed the transaction, it will appear on the home page with a **Drawing** type and **Released** status.
11. Click on the **OK** button.

Result: The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again showing the transaction status as still **In process**.

This is the end of the first part of the procedure to provide disbursement for an Export LC.

**Note:** the disbursement needs to be approved before it is complete and will be sent to Westpac.
Approve Disbursement Instructions for an Export Letter of Credit

Follow the steps below to approve the disbursement for an Export LC payment.

Note: When approving a disbursement, no changes can be made to the screens.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>There are two ways to approve a disbursement for an Export LC. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.</td>
</tr>
<tr>
<td></td>
<td>If the approver does not need to check the disbursement, click on the radio button in front of the Export LC, and then on the Approve button. If this is done, the Approve window will be displayed. Follow the procedure to approve or reject a transaction as given in the Orientation and Common Procedures User Guide.</td>
</tr>
<tr>
<td></td>
<td>WARNING! The above procedure could release the Export LC disbursement with errors as it has not been checked.</td>
</tr>
<tr>
<td></td>
<td>From the Manage Export LCs screen with the Transactions tab selected, click on the Westpac reference link of the Export LC disbursement that you want to approve.</td>
</tr>
<tr>
<td></td>
<td>Note: The transaction will have a Drawing type and an In process status.</td>
</tr>
<tr>
<td></td>
<td>The Export LC – Drawing – In process – Part 1 of 3 – Summary information screen will be displayed.</td>
</tr>
</tbody>
</table>
2. Review this screen before proceeding.

Click on the **Part 2 – Charges** link at the top left of the screen or the **Continue to Part 2 >** link.

**Result:** The Export LC – Drawing – In process – Part 2 of 3 – Charges screen will be displayed.

3. Review this screen for accuracy before proceeding.

Click on the **Part 3 – Payment** link at the top left of the screen or the **Continue to Part 3 >** link.

**Result:** The Export LC – Drawing – In process – Part 3 of 3 – Payment instructions screen will be displayed.
4. Review this screen for accuracy before proceeding. 

Click on the **Approve** button.

![Image of the Approve window](image)

<table>
<thead>
<tr>
<th>Account number</th>
<th>Currency</th>
<th>Amount</th>
<th>Balance of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>02594917968</td>
<td>AUD</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Result:** The **Approve** window will be displayed.

5. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

**Note:** When Westpac has processed the transaction, it will appear on the home page with a **Drawing** type and **Released** status.
View a Negotiation Repayment

Overview

When Westpac receives the payment for an Export letter of Credit for a Negotiated Drawing, the negotiation will be repaid and the customer debited interest and charges.

This will show on the Manage Export LCs screen with the Transactions tab selected as a transaction with a Negotiation Payment type and a Released status.

The customer may view this disbursement.

The following procedure details how to view the disbursement.
Follow the steps below to view the negotiation payment for an Export LC.

**Note:** The customer can only view this transaction. There is no action the customer can take on it.

---

### Step 1

1. From the Manage Export LCs screen with the Transactions tab selected, click on the Westpac reference link of the Export LC negotiation payment.

**Note:** The transaction will have a Negotiation Payment type and a Released status.

---

**Result:** The Export LC – Negotiation payment – Released – Part 1 of 3 – Summary information screen will be displayed.
2. Click on the **Correspondence** button.

Result: The **Correspondence** window will be displayed.

3. View the customer advice from Westpac.

**Note**: To view the complete advice, click on the **Print** button. If required, print it using normal office procedures. Close the advice by clicking on the **Cancel** button.

Result: The Export LC – Negotiation payment – Released – Part 1 of 3 – Summary information screen will be displayed again.
4. **Click on the **Cancel** button.**

**Result:** The **Manage Export LCs** screen will be displayed again.

This is the end of the procedure to view a negotiation payment for an Export LC.

**Note:** The **Charges** and **Payment** screens will be blank with no data showing as all the information is included in the **Customer advice**.
Transfer an Export Letter of Credit

Overview

Export Letters of Credit can be transferred to a third party if allowed in the LC terms and conditions.

Note: The Export LC may only be transferred if the LC has specified that it is a transferable LC.

There are two parts to transferring an Export LC. The transaction is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

Note: If you wish to amend a transfer an Export LC, please contact your International Enquiry Officer.

Following are the procedures for the customer to transfer an Export LC.
Transfer an Export Letter of Credit

Follow the steps below to transfer an Export Letter of Credit.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | From the Manage Export LCs screen with the Transactions tab selected, click on the radio button in front of the LC you want to transfer.  
Note: The transaction must have an Issue type and a Released status.  
Click on the Transfer LC button.  
Note: If the LC is not transferable, the Transfer LC button will be greyed out. |

2. **Note:** The *Transfer LC Number* field (A) will be populated by Westpac when the transaction is released.

Select either the **Full Transfer** or **Partial Transfer** radio button (B).

The *Request Date* field (C) will be completed by Westpac when the transaction is released.

Select the party you are transferring the LC to from the **Transferee (2nd Beneficiary)** field drop down menu (D).

**Note:** It may be necessary to add the beneficiary according to the procedure in the *Orientation and Common Procedures User Guide*.

Select the beneficiary’s bank from the **Beneficiary bank** field drop down menu (E).

**Note:** It may be necessary to add the beneficiary bank according to the procedure in the *Orientation and Common Procedures User Guide*.

Type the Value of the transfer in the **Transfer amount** field (F).

If required, click on **Description of Goods** (G) and make any necessary changes.

**Note 1:** If **Full Transfer** was selected, this field will default to the full value of the LC.

**Note 2:** The **Presentation period days** and **Expiry date** fields (H) and **Latest ship date** field (I) will default but they may be amended.

Go to the next Step.
3. Save or approve the transfer.

   **To save the transfer,** click on the **Save** button.

   **Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

   **To approve the transfer,** click on the **Approve** button.

   **WARNING!** Approving the transaction at this stage could release the Export LC transfer with errors as it has not been checked.

   **Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

4. Click on the **OK** button.

   **Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again.
5. **Note:** The transaction will have no **Westpac reference**, a **TR** document type, an **Issue** type and an **In process** status.

This is the end of the first part of the procedure to transfer an Export LC.

**Note:** The transfer needs to be approved before it will be sent to Westpac. The approval process starts on the next page.
Approve a Transfer of an Export Letter of Credit

Follow the steps below to approve the transfer of an Export Letter of Credit.

**Note:** When approving the transfer of an Export LC, changes can be made to the screens if there is a need to edit it.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>There are two ways to approve the transfer of an Export LC. It is recommended that the approver check the details on it before approving it, as shown in the following procedure. If the approver does not wish to check the transfer of the Export LC, click on the radio button in front of the LC to be approved, and then on the Approve button. If this is done, the Approve window will be displayed. Follow the procedure to approve or reject a transaction as given in the Orientation and Common Procedures User Guide. <strong>WARNING!</strong> The above procedure could release the transfer of the Export LC with errors as it has not been checked. From the Manage Export LCs screen with the Transactions tab selected, click on the radio button in front of the LC whose transfer you want to approve, then click on the Edit button. <strong>Note:</strong> The transaction will have no Westpac reference, a TR document type, an Issue type and an In process status.</td>
</tr>
</tbody>
</table>
2. Review this screen for accuracy. Click on the **Approve** button.

Result: The **Approve** window will be displayed.

3. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.
Assign an Export Letter of Credit Proceeds

Overview

Customers may assign some or all of the proceeds from an Export Letter of Credit to a third party.

There are two parts to assigning the proceeds of an Export LC. The transaction is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

The following procedure details how to assign Export LC proceeds.
Assign an Export Letter of Credit Proceeds

Follow the steps below to assign an Export Letter of Credit proceeds.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Manage Export LCs</strong> screen with the <strong>Transactions</strong> tab selected, click on the radio button in front of the LC for which you want to assign the proceeds. <strong>Note:</strong> The transaction must have an <strong>Issue</strong> type and a <strong>Released</strong> status. Click on the <strong>Assign proceeds</strong> button.</td>
</tr>
</tbody>
</table>

**Result:** The **Assignment of Proceeds** – **Issue** – **In process** – **Part 1 of 1** – Assignment of Proceeds information screen will be displayed.
2. **Note:** The **Assignment Trn. No.** field (A) will be populated by Westpac when the transaction is released.

Select either the **Full assignment** or **Partial assignment** radio button (B).

The **Request Date** field (C) will be completed by Westpac when the transaction is released.

Select the party you are assigning the proceeds to from the **Assignee** field drop down menu (D).

**Note:** It may be necessary to add the assignee according to the procedure in the **Orientation and Common Procedures User Guide**.

Select the beneficiary's bank from the **Beneficiary bank** field drop down menu (E).

**Note:** It may be necessary to add the beneficiary bank according to the procedure in the **Orientation and Common Procedures User Guide**.

Type the value of the assignment in the **Assignment Amount** field (F).

**Note:** If **Full Assignment** was selected, this field will default to the full value of the LC.

Go to the next Step.
3. Save or approve the assignment of Export LC proceeds.

   **To save the assignment**, click on the **Save** button.

   **Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

   **To approve the assignment**, click on the **Approve** button.

   **WARNING!** Approving the transaction at this stage could release the Export LC proceeds assignment with errors as it has not been checked.

   **Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

4. Click on the **OK** button.

   **Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again.
5. **Note:** The transaction will have no **Westpac reference**, an **AP** document type, an **Issue** type and an **In process** status.

This is the end of the first part of the procedure to assign the proceeds of an Export LC.

**Note**: The transaction needs to be approved before it will be sent to Westpac. The approval process starts on the next page.
Approve the Assigned Proceeds of an Export Letter of Credit

Follow the steps below to approve the assigned proceeds of an Export Letter of Credit.

**Note:** When approving the assigned proceeds of an Export LC, changes can be made to the screens if there is a need to edit it.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | From the **Manage Export LCs** screen with the **Transactions** tab selected, click on the radio button in front of the Export LC for which you are approving the assigned proceeds (A).  
**Note:** The transaction must have a document type **AP** (A), an **Issue** type (C) and an **In process** status (D).  
Click on the **Edit** button (E). |

**Result:** The **Assignment of Proceeds – Issue – In process – Part 1 of 1 – Assignment of Proceeds information** screen will be displayed.
2. Review this screen for accuracy. Click on the **Approve** button.

Result: The **Approve** window will be displayed.

3. Follow the procedure to approve or reject a transaction as given in the *Orientation and Common Procedures User Guide*.
Export Data for an Export Letter of Credit

Overview

Westpac WinTrade provides customers with the facility to download data in .xml format from their Export Letters of Credit to their ERP systems.

The following procedure details how to export data for an Export LC.
Export Data for an Export Letter of Credit

Follow the steps below to export data for an Export Letter of Credit.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the <strong>Manage Export LCs</strong> screen with the <strong>Transactions</strong> tab selected, click on the radio button in front of the LC that you want to export data for. Click on the <strong>Export XML</strong> button.</td>
</tr>
</tbody>
</table>

**Result:** A **File Download** window will be displayed.
2. This is a standard Microsoft security warning advising that files from the internet may contain viruses.

Click on the Save button.

Result: The Save As window will be displayed.

3. Select the folder you wish to save the file in from the drop down menu of the Save in field.

Type the name you want to save the file under in the File name field with the extension .xml.

WARNING! The file extension must be .xml.

Click on the Save button.

Result: The Download complete window will be displayed.
4. Click on the **Close** button.

   ![](image1.png)

**Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed again.

5. If you wish to view the .xml file, minimise all of the applications you have open by clicking on the minimise button ( ![ minimise button ] ) at the top right of the screens.

   Navigate to the file you saved in Step 3 using normal business procedures.

   Double click on the file name.

   ![](image2.png)

**Result:** The .xml file will be displayed.
6. Process this file following normal business procedures.

This is the end of the procedure to export data for an Export Letter of Credit.
Generate Reports for Export Letters of Credit

Overview

Westpac WinTrade has seven reports available for Export Letters of Credit. You can customise the way the information is presented in each report by filtering and sorting the data. The filter types and sort types for each report is shown after the procedure.

The reports you can generate are:

- Shipping Detail Report,
- Issuance Report,
- Payment Report,
- BA Maturity Report,
- Outstanding Balance Report,
- Consolidated Activity Report, and
- Transfer Details Report.

Each of these reports can be generated in either PDF format or MS Excel. What is contained in each of the reports is shown on the following pages. The procedure to generate reports for Export LCs starts on page 104 of this user guide.
### Shipping Detail Report

The Shipping Detail Report shows the following columns:
- Opening Bank Transaction Number
- Advising Bank Transaction Number
- Expiry Date
- Latest Shipping Date
- Ship From
- Ship To
- Shipping Terms
- Shipping Text

### Issuance Report

The Open Letter of Credit Report shows the following columns:
- Opening Bank Name
- Buyer
- Opening Bank Transaction Number
- Advising Bank Transaction Number
- Confirmed Balance
- Unconfirmed Balance
- Currency
- Term
- Expiry Date

### Payment Report

The Payment Report shows the following columns:
- Opening Bank Name
- Advising Bank Transaction Number
- Buyer
- Opening Bank Transaction Number
- Sequence Number
- Payment Amount
- Currency
- Payment date
BA Maturity Report

The BA Maturity Report shows the following columns:

- Opening Bank Name
- Advising Bank Transaction Number
- Buyer
- Opening Bank Transaction Number
- Sequence Number
- Payment Amount
- Currency
- Payment date
- Maturity Date

Outstanding Balance Report

The Outstanding Balance Report shows the following columns:

- Opening Bank Name
- Buyer
- Opening Bank Transaction Number
- Advising Bank Transaction Number
- Currency
- Base Currency
- Foreign Confirmed Amount
- Base Confirmed Amount
- Foreign Unconfirmed Amount
- Base Unconfirmed Amount
- Expiry Date
- Transaction Date

Consolidated Activity Report

The Consolidated Activity Report shows the following columns:

- Our Bank Reference Number
- Our Reference Number
- Other Bank Reference Number
- Buyer/Seller
- Currency
- Confirmed Balance
- Unconfirmed Balance
- Expiry Date
- Maturity Date
The Export Transfer Report shows the following columns:

- Parent LC Number
- Transfer LC Number
- Issue Date
- Currency
- Amount
- Expiry Date
- Beneficiary Name
- Status
Follow the steps below to generate reports for Export LCs.

Step | Action
--- | ---
1. | With any of the product home page screens displayed with the **Transactions** tab selected, click on the **Reports** link at the top left of the screen.

**Result:** The **Prepare reports** window will be displayed.

2. | Select **Export LC** from the drop down menu for the **List of products** field.

Click on the **Continue** button.

**Result:** The **Prepare reports – List of export LC reports** window will be displayed.
3. Select the type of report you require from the Report drop down menu. Select the filter type you require from the Filter drop down menu. The filters available will depend on the type of report selected.

Select the sort type you require from the Sort drop down menu. The sort types available will depend on the type of report selected.

**Note:** A table giving a summary of filter and sort types for reports in on page 109.

Select the file type you require (PDF or MS Excel) from the Output drop down menu.

Click on the Continue button.

---

**Result:** The Prepare reports – List of export LC reports window will change to reflect the filter type selected in this step. In this example, it will display date fields.
4. **Note:** In this example, the report is being filtered by expiry date. If the report is being filtered by another type, the fields on this screen will be different.

Select the earliest expiry date from the calendar or type it in the **Start date** field.
Select the latest expiry date from the calendar or type it in the **End date** field.

**Note:** The date format must be DD/MM/YY.

Click on the **Print preview** button.

---

**Result:** The report will be displayed in the format selected (PDF or MS Excel) in the previous step. In this example, it is displayed in MS Excel format.
5. **Note:** Depending on your computer settings, a **File Download** window may be displayed. In this case, click on the **Open** button. View, print, action or save the report file as per your normal office procedures as required.

When finished with the report, click on the **X** button to close the screen.

**Note:** The **Prepare reports – List of export LC reports** window reflecting the filter type selected will still be displayed as shown in the next step.
6. Do you want to generate another report?
   If Yes, click on the **Back** button and go back to **Step 2**.
   If No, click on the **Close** button.

**Result:** The **Manage Export LCs** screen with the **Transactions** tab selected will be displayed.

This is the end of the procedure to generate reports for Export LCs.
### Summary of Filter and Sort Types for Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Filter Type</th>
<th>Sort Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Detail Report</td>
<td>Advising Bank Transaction Number</td>
<td>Advising Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Opening Bank Transaction Number</td>
<td>Opening Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Expiry Date</td>
<td>Expiry Date</td>
</tr>
<tr>
<td></td>
<td>Latest Shipping Date</td>
<td>Latest Shipping Date</td>
</tr>
<tr>
<td></td>
<td>Client Reference Number</td>
<td>Client Reference Number</td>
</tr>
<tr>
<td>Issuance Report</td>
<td>Advising Bank Transaction Number</td>
<td>Advising Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Opening Bank Transaction Number</td>
<td>Opening Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Expiry Date</td>
<td>Expiry Date</td>
</tr>
<tr>
<td></td>
<td>Confirmed Amount</td>
<td>Confirmed Amount</td>
</tr>
<tr>
<td></td>
<td>Unconfirmed Amount</td>
<td>Unconfirmed Amount</td>
</tr>
<tr>
<td>Payment Report</td>
<td>Advising Bank Transaction Number</td>
<td>Buyer</td>
</tr>
<tr>
<td></td>
<td>Transaction Date</td>
<td>Advising Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Payment Date</td>
<td>Payment Amount</td>
</tr>
<tr>
<td></td>
<td>Payment Amount</td>
<td>Payment Date</td>
</tr>
<tr>
<td></td>
<td>Client Reference Number</td>
<td>Client Reference Number</td>
</tr>
<tr>
<td>BA Maturity Report</td>
<td>Advising Bank Transaction Number</td>
<td>Buyer</td>
</tr>
<tr>
<td></td>
<td>Transaction Date</td>
<td>Advising Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Payment Date</td>
<td>Payment Amount</td>
</tr>
<tr>
<td></td>
<td>Payment Amount</td>
<td>Payment Date</td>
</tr>
<tr>
<td></td>
<td>Client Reference Number</td>
<td>Client Reference Number</td>
</tr>
<tr>
<td>Outstanding Balance Report</td>
<td>Advising Bank Transaction Number</td>
<td>Advising Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Opening Bank Transaction Number</td>
<td>Opening Bank Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Transaction Date</td>
</tr>
<tr>
<td></td>
<td>Confirmed Amount</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td>Unconfirmed Amount</td>
<td>Client Reference Number</td>
</tr>
<tr>
<td>Consolidated Activity Report</td>
<td>Transaction Date</td>
<td>Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Transaction Number</td>
<td>Transaction Date</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
<td>Amount</td>
</tr>
<tr>
<td>Transfer Details Report</td>
<td>Transaction Date</td>
<td>Transaction Number</td>
</tr>
<tr>
<td></td>
<td>Transaction Number</td>
<td>Transaction Date</td>
</tr>
<tr>
<td></td>
<td>Amount</td>
<td>Amount</td>
</tr>
</tbody>
</table>