LCE Module- Letter of Credit Export

Lifecycle of the letter of credit

LCE (Letter of Credit Export) allows Financial Institutions and Corporates to improve management and advising of letter of credit Export.

The LCE system covers the complete lifecycle of a transaction that includes:

- Reception of LC

To handle process from receipt of a new export documentary credit advice message, allocating it to a business unit or responsible party, approving the terms of the credit and managing its life cycle.

- Amendment

Process supports handing one or multiple amendments to a documentary credit and updating LC transaction with accepted amendments.

- Transfer workflow

Allows transferring already created documentary credit to a second beneficiary

- Pre- check of documents / Document presentation

Workflow supports creation of document sets using data from the documentary credit, collaboration with logistics providers and different departments within the company and presenting the documents to the nominated bank.

- Payment workflow

Supports entering and tracking payments for presented document sets.

- Message Box

For communication with your banks via the SWIFT network.

Distinctive features

- <u>Automatic Allocation functionality</u> allows for automatic distribution of incoming SWIFT messages to responsible business units, using multiple selection criteria

- <u>Tasks and Alarms</u> enable users to create permanent and transactional alerts and notifications on key dates and status changes in the system which helps avoid discrepancies and manage risk

- Master Template feature automatically accumulates required information from the documentary credit, presentation or manually entered data allowing 'one click' information transfer to all the documents to be presented

- Document Templates feature allows quick creation of wide variety of documents by extracting information from Master Template or exchanging information with other document templates
- Documents Pre-checking feature permits corporate users to minimize discrepancies in presented documents by letting nominated banks preview prepared documents before presentation takes place

- Direct Presentation functionality allows the nominated bank to do electronic examination of presented documents and then upload its cover letter to the Issuing Bank. This cover letter can be printed and sent by the Beneficiary directly to the Issuing Bank along with the documents required under the credit; thereby speeding up receipt of payment.

- Authorization levels to create a structured approval process for LCs and document sets allocating transactions to selected reviewers.

- Variety of alarms and risk monitoring tools to satisfy the most complex approval requirements.

LCE MASTER HOME PAGE

The master home page includes:

- Favorite transactions
- List of Alarms & Tasks
- Inbox/ Outbox
- Ancillary Messages & API messages

LCE TRANSACTION MENU

Once the user click on menu, it will be able to access different pages of transactions or list of transactions

Transactions	
Export LC List	Display the complete list of all Export Letter of Credit messages
Amendment List	Display the complete list of all Export Letter of Credit amendment messages
Document Set List	Display the complete list of all Export Letter of Credit documents presentation messages
Transaction Review Status	Display the list of all transaction which are in review
Transfer List	
Upload Swift Message	To upload Swift Messages
Blank Export LC	To manually enter a new LCE
Activated Alarm List	To display the list of all the alarm activated
Activated Task list	To display the list of all the task activated
Ancillary Messages	To display latest outgoing and incoming free format messages via SWIFT.
Inbox List	To display latest incoming or uploaded SWIFT messages
Outbox List	To display latest outgoing SWIFT messages
Reports	
Report templates	Displays a list of all the report templates
Generated Reports	Displays a list of all the generated reports
Tools	
Address Book list	Displays a list of all the Address Book entries.
Activity Log	Displays records of user activities in the system
Inbox message log	
Clause list	Displays a list of all the available clauses: A user-defined text that is populated into a field automatically or using a clause icon
Invoice list	Repository of all the invoices (manually entry or interfaced)
Settings	

Alarm / Task setup	To create task and/or alarm
Automatic Allocation	
Contact Email Replacement	
Document Template setup	To handle or add templates based on the type of documents (Amendment, Certificate of Origin…)
Fee Calculation setup	To create or manage credit line, bank or corporate fees.
Field Configuration	
Template Library Setup	To upload a document to be assigned to specific screen
Update Swift BIC	
WAM rules setup	To create some signing rules per messages and status
Data transfer	To upload transaction that has been issued outside of GlobalTrade
Email distribution list	To create group email function for notifications
Automatic Status change	To set up automatic change in status
Attachment library set up	
Quick Create	
New "instrument"	To create a new instrument (Letter of Credit for LCE for example)
Report template	To create a new template

EXPLICATION OF THE MENU

Export LC List

This page is used to display, sort and search for available LC transactions.

User are able to perform different actions:

- Search for LC transactions
- Sort the list by any column by clicking on its header. Click the column header again to switch between ascending/descending orders.
- Select an LC transaction to view in details

System ID	Creation Mode	Documentary Credit Numl	Bank Reference Number	Nominal CCY	Nominal Amount	Un-utilized Amount	Equivalent Un-utiliz
L2402140003	MANUAL	123123	§1§	EUR	12.00	12.00	12.00
L2311150001	MANUAL	testnaomi	testnaomi	EUR	250,000.00	250,000.00	250,000.00
L2402150004	MANUAL	Ref123	Bankref123	EUR	25,000.00	25,000.00	25,000.00
L2312200002	MANUAL	1234567812345678	1234567812345678	EUR	25,000.00	25,000.00	25,000.00

1-4 of 4

Amendment List

This page is used to display, sort and search for available LC Amendment transactions.

User are able to perform different actions:

- Search for Amendment transaction
- Sort the list by any column by clicking on its header. Click the column header again to switch between ascending/descending orders
- Select an amendment to view in details

Amendment List

System ID	Creation Mode	Documentary Credit Numl	Bank Reference Number	Category 1	Category 2	Category 3	Category 4
L1708040222/A003	MANUAL	6476875898	(empty)	(empty)	(empty)	(empty)	(empty)
L1708040222/A002	MANUAL	6476875898	(empty)	(empty)	(empty)	(empty)	(empty)
L2310250604/A001	MANUAL	LC6980	test amend	(empty)	(empty)	(empty)	(empty)
L2309220598/A001	MANUAL	EB1704010090	646464564645	(empty)	South America	South America	SSAG
L2305080584/A003	MANUAL	55X-DE-8404194	tttt	(empty)	(empty)	(empty)	(empty)

1-10 of 171

Document Set List

This page is used to display, sort and search for available document sets.

User are able to perform different actions:

- Search for document sets
- Sort the list by any column by clicking on its header. Click the column header again to switch between ascending/descending orders.
- This list of document sets is sorted by Last Updated
- Select a document set to view in detail

- Click the System Doc Set No. link to display a document set in detail

Transaction Review Status

This page allows the user to have an overview of all the pending, approved or declined transactions. User will be able to filter or search to retrieve instruments.

Screen ID: **SC332L** | EXPORT LC > LC REVIEW > TRANSACTION REVIEW STATUS ? Need help?

System ID	Documentary Credit Number	Bank Reference Number	Nominal CCY	Nominal Amount	Un-utilized Amount	Equivalent Un-utilized Am
L2306280593	ILC21BH00123	(empty)	USD	100.00	100.00	94.39
L2303080579	ILC21BH00123	JMTESTBank	USD	100.00	-1,099,900.00	-1,038,229.19
L2306150588	ILC23BH00987	(empty)	USD	100.00	100.00	94.39
L2301250574	445677	445677	EUR	5,000.00	5,000.00	5,000.00
L2206150556	IB204070029	AB204070029	USD	2,500,000.00	2,187,674.60	2,065,012.84
L2110200545	LCG0372202100792	00201-11-5441689	USD	1,889,010.00	100,000.00	94,393.05
L1711270241	EL1408070123	SCB1408070123	EUR	300,000.00	300,000.00	300,000.00
L2110130543	IB004	BK004	EUR	20,000.00	20,000.00	20,000.00
L2109240536	IB001	BK001	EUR	20,000.00	20,000.00	20,000.00
L2010050510	(empty)	(empty)	EUR	0.00	0.00	0.00

Transfer List

This page allows the user to have an overview of all the transferred Export LC. User will be able to filter or search to retrieve instruments.

System ID	Documentary Credit Number	Bank Reference Number	Category 1	Category 2	Category 3	Category 4	Category 5	
L2010080514	087320010614	3918 LCE0287689	EL	Test 111	(empty)	(empty)	(empty)	(e
L2110130544	L2110130544	IBL2110130544	(empty)	(empty)	(empty)	(empty)	(empty)	(e
L2010070511	ISBK15051011	AE1411210062	(empty)	(empty)	(empty)	(empty)	(empty)	(e

Receiving Export Letter of credit

Letters of Credit can be received by the Head Office or by its subsidiary via Konsole, SWIFT, paper or email.

Option 1

Users can receive Export LC directly in the system using the Konsole Channel. It means banks can send directly from Konsole details of the Export LC and all the attachments linked to it. Users will receive a notification and will be able to access the message from API messages box and in the Export LC list.

Option 2

SWIFT messages received directly into the system should be allocated to the corresponding subsidiary. They appear in the Inbox.
SWIFT messages received by email should be uploaded manually into the Inbox.
To create a Letter of Credit, users need to process the corresponding message from the Inbox.

Option 3

If users have received the LC via paper or a non-SWIFT electronic format, they have to enter the information manually using a "Blank LC Form" access the LC Export system and select the "Blank Export LC" option in the "Transactions" menu

Upload Swift Message

On this page, users will be able to select a file of an Export LC and upload it into the system.

System will then inform the users if the file(s) have been successfully transferred or not. Clicking on "Go" will bring the user back to the Inbox page.

Process export documentary credit advice messages in order to create a new Export LC transaction

In the 'Inbox', users can access the incoming or uploaded message by clicking on its "Bundle Reference No." User can review the message.

If no error messages are displayed or displayed errors are not important , user can just click on the process icon from the transaction or from the inbox itself.

The new Export LC is now recorded in the system and will be displayed in the Export LC List in "New" status. A system ID is automatically assigned to this transaction.

Create Export LC transactions by completing a blank form

This page is used for entering LC transaction data manually into the LC form. It is required when LC transaction data is sent to beneficiary by fax or e-mail.

On this page you can manually create an Export LC transaction by entering the data provided from the advising bank.

User will be able to enter all information, at minima the mandatory ones :

Enter the corporate reference number in the "Corporate Ref. No.(21A)" mandatory field
Enter the "Issuing Bank Ref. No.(20)" mandatory field
Enter the "Advising Bank Reference Number (21P)" mandatory field
To input amount currency type, select the required currency from drop-down list next to the "Currency and Amount (32B)" mandatory field
Enter the "Amount" mandatory field with data in standard amount format
Select the mandatory transaction issue date from "Calendar" pop up window next to "Date of Issue (31C)" field
Enter the two mandatory fields of the "Date and Place of Expiry (31D)"; to enter the "date" field, click the Calendar icon
To input mandatory applicable rules, select required option from the "Applicable Rules (40E)" drop-down list
Enter the mandatory "Applicant (50)" field
Enter the mandatory "Advising Bank Name and Address (58D)" field
Enter either "Issuing Bank Name and Address (52D)" or "Non-Bank Issuer (50B)" field
Select the "Available By…(41D)" mandatory field from drop-down list with options: "BY ACCEPTANCE", "BY DEF PAYMENT", "BY MIXED PAYMENT", "BY NEGOTIATION" or "BY PAYMENT"
Enter mandatory "Days Allowed For Presentation" field
Enter the mandatory "Available With…(41D)" field
Select documentary credit form from the following options available in drop-down list "Form of Documentary Credit (40A/B): "IRREVOCABLE", "REVOCABLE", "IRREVOCABLE TRANSFERRABLE", "REVOCABLE TRANSFERABLE", "IRREVOCABLE STANBY", "REVOCABLE STANBY", "IRREVOCABLE TRANSFERRABLE STANDBY"

Select confirmation instructions from "Confirmation Instructions (49)" drop-down list options: "CONFIRM", "WITHOUT", "MAY ADD"
Enter the mandatory "Beneficiary (59)" field
Input the mandatory "Description of Goods and /or Services (45A)" field

There are 2 ways a user can save the LCE Transaction :

- "Save as draft" - This means that LC has not been issued yet. Information pertaining to LC has only been saved as a draft. The status of the application will be "Draft".
- "Save" : The new LC is created and the status will be " New".

After processing a Swift message or saving a "blank LC form", the user will be able to view the LC details on the view page.

EDIT A LETTER OR CREDIT

LCE transactions can be modified only it the LC transaction is with the following status : "Draft" or "New".

To display an LC transaction created, user can click on " Menu" and then on "Export LC List". Then user will be able to select the LC he wish to see on the list to display the content of the message

Once on the Letter of Credit transaction page, user can click on "Edit", this will open a new page, which is fully editable by the user. Users can proceed with their changes and click the "Save" button.

Input internal information

Internal Information page is used to enter the data not accessible to the bank, used for internal purpose only.

On the Export LC page, user can click the "Edit Internal Info" button.

The information on the "Edit Internal Information" page is fully configurable.

When your admin users configure the fields, they may decide to make some of them mandatory. For example, you have to fill in the "Manager Name" and the "Manager Email" fields.

User needs to enter at minima the mandatory fields marked by red asterisks.

It will then be able to click the "Save" button to save entered data. The transaction page loads with saved data in the "Internal Information" section.

Select reviewers

While transaction is created by one business unit, it may be accessible to other registered units selected as reviewers for collaboration. Reviewers may be updated in "New" and "Allocated" statuses.

Adding reviewers and a responsible user is a mandatory step if you decide to allocate an Export LC. You should select at least one reviewer for an Export LC and mark user as default before you can allocate LC.

Users need to go on the selected transaction and click on the tab "Reviewers".
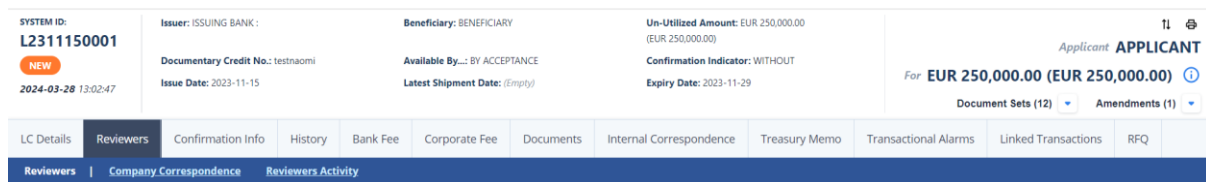
User can click the "Add Unit" button. The "Select Units" pop up window with the list of all registered with corporate head office business units loads

"Select" check-box(s) for selected business unit(s) and click "Insert" button.
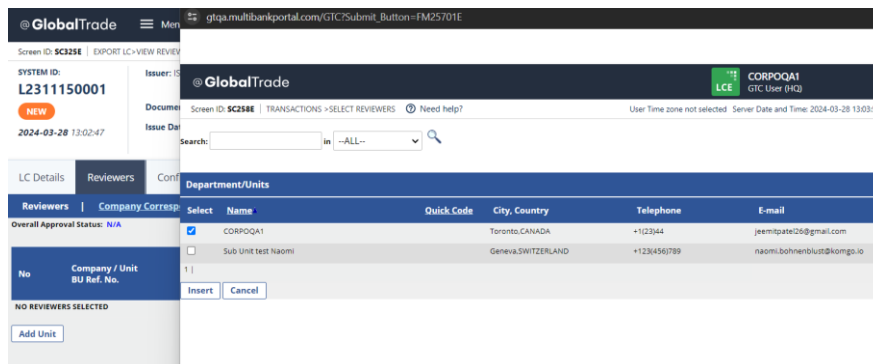
User can select required contact name information from the "Contact Name" drop-down list displaying all registered users for the selected business units. The "Contact E-Mail" field is pre-filled automatically by e-mail address associated with selected contact name

Click the "Save" button.

The "Update BU Ref. No" button becomes visible for the logged in reviewer in the "BU Ref. No." column.

It is used to enter/update the reference number of a subsidiary (Business Unit).
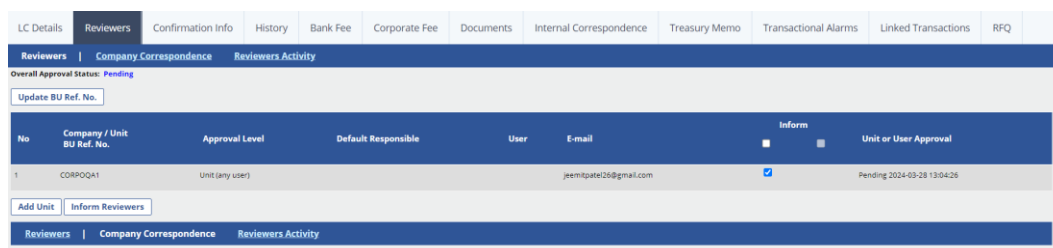
To inform the selected reviewers tick the "Inform" check-box for reviewers with displayed name and e-mail address and click "Inform Reviewers" button. The notification e-mail is sent to selected reviewers e-mail address

Click the "Edit" button to update the list of reviewers.
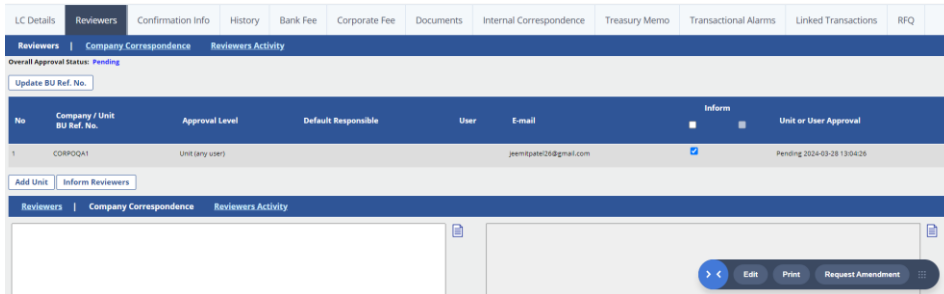
Edit Confirmation Information

This page is used to enter confirmation information related to the LC transaction. User can click on the tab " Confirmation Info" and then click on "edit".
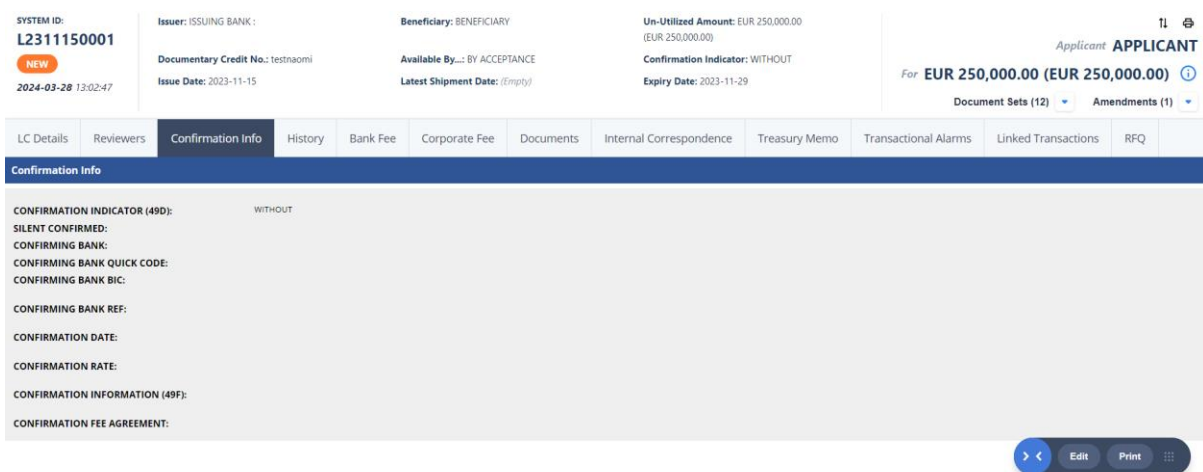
Clicking on "edit" will allow the user to mark "Confirmation Indicator (49D)" or "Silent Confirmed" check-box. Then all fields become editable. User can enter confirmation information on the page and then click on "save"

Allocate an Export LC and make it Operable

To allocate an LC to a company or user, users can click the "Allocate" button on the transaction page, when LC in the "New" status.

SYSTEM ID:
L2311150001
`NEW`
2024-03-28 13:02:47

Issuer: ISSUING BANK :
Documentary Credit No.: testnaomi
Issue Date: 2023-11-15

Beneficiary: BENEFICIARY
Available By...: BY ACCEPTANCE
Latest Shipment Date: *(Empty)*

Un-Utilized Amount: EUR 250,000.00
(EUR 250,000.00)
Confirmation Indicator: WITHOUT
Expiry Date: 2023-11-29

Applicant **APPLICANT**
For **EUR 250,000.00 (EUR 250,000.00)**
Document Sets (12) ▾   Amendments (1) ▾

| LC Details | Reviewers | Confirmation Info | History | Bank Fee | Corporate Fee | Documents | Internal Correspondence | Treasury Memo | Transactional Alarms | Linked Transactions | RFQ |

General | Payment and Shipment | Goods and Documents | Other Conditions | Internal Information | Amendments | Transfer | Documents

CORPORATE REF. NO. (21A):	testnaomi	CREATION MODE:	MANUAL ✎
CUSTOMER BUSINESS REFERENCE (21T):	testnaomi	BANK REFERENCE NUMBER (21P):	testnaomi
DOCUMENTARY CREDIT NUMBER (20):	testnaomi	BANK BUSINESS REFERENCE (21S):	testnaomi
TRANSFERRING BANK REF (21N):	testnaomi	THIRD BANK/NON-BANK REFERENCE NUMBER (20):	
REFERENCE TO PRE-ADVICE (23):		FIRST ADVISING BANK REFERENCE NUMBER (21B):	
CURRENCY AND AMOUNT (32B):	EUR 250,000.00	PERCENTAGE CREDIT AMOUNT TOLERANCE (39A):	+ 12 % / - 12 % (280,000.00 / 220,000.00)
DATE OF ISSUE (31C):	2023-11-15	MAX. CREDIT AMOUNT (39B) (OBSOLETE):	
ADVICE CREATION DATE (13E):	2023-11-15 14:49:44		
DATE AND PLACE OF EXPIRY (31D):	2023-11-29 GVA	ADDITIONAL AMOUNTS COVERED (39C):	ADDITIONAL AMOUNTS COVERED
APPLICABLE RULES (40E):	EUCP LATEST VERSION		
APPLICABLE RULES (DETAILS IF OTHER) (40E):			
LATEST DATE OF SHIPMENT (44C):		UN-UTILIZED AMOUNT:	EUR 250,000.00
APPLICANT (50):	APPLICANT	APPLICANT QUICK CODE:	APPLICANT OFFICE NAME:
		TAX IDENTIFICATION NO.:	
APPLICANT BANK (51D):	APPLICANT BANK :		
ISSUING BANK (52D):	ISSUING BANK :	ISSUING BANK QUICK CODE:	ISSUING BANK OFFICE NAME:

› ‹ Edit   Edit Internal Info   Allocate   Make Operable   Make Operable   ··· More

When LC is allocated, the responsible party or reviewer(s) receive an email notification advising them to review the new LC.

gtc-qa-no-reply@komgo.io
To: 🔴 Naomi Bohnenblust
Thu 15-Feb-24 2:17 PM

Please log into https://gtqa.multibankportal.com/dl.gtc?l=0e39f40b-1636-48d0-9357-04e4f62cfd10 to review transaction no. L2402150004 with details of a letter of credit. Please also see message, if any, added at Unit Review.

For more information of the transaction please contact the undersigned.
Naomi
Bohnenblust
naomi.bohnenblust@komgo.io
CORPOQA1

To approve participation of selected reviewer in LC transaction click "Approve" button. The reviewer status on the page will change to "Approved"

To decline participation of selected reviewer in LC transaction click "Decline" button. The reviewer status on the page will change to "Declined"

If participation of selected reviewer is not required in LC transaction, click "Not Applicable" button.

The reviewer status on the page will change to "Not Applicable"

Now user can use the transaction page to:

- Create new Document Sets – upload or create documents for presentation to the nominated bank. Click the "Create New Document Set" button (see the Document Set section for details)
- Reject Allocation if the LC was routed to the wrong company or user. Click the "Reject Allocation" button.
- Suspend the LC to keep LC on hold until a later date. Click the "Suspend" button.

Changing an Export LCs status to "Operable" indicates that this LC complies with contractual terms and goods can be shipped.

To mark an LC as "Operable", click the "Make Operable" button for an LC in "New" or "Allocated" status.

Once an LC has been allocated or made operable, document sets can be created

Add Bank or corporate fees

This functionality is used to record bank or corporate fees related to an LC transaction

Bank Fees or Corporate Fees can be entered when transaction is in any status except "Archived"

Calculation From and Calculation To fields are available but do not perform fee calculation in this section

User can click on "Edit/ Add Fees" to access the following page :

User can use calendar icons to enter "Booked Date"/"Date Paid" fields. The "Booked Date" fields are pre-filled with the current date.

To set the same "Booked Date" for all new fees, user can click the master calendar icon

To set the same "Date paid" for all new fees, user can click the master calendar icon

User can select the "Fee Type" from the drop-down list of available fees.

User can select currency and enter fee amounts in. To set the same currency for all new fees, click the master currency selector

Then user can enter "Booking reference", "Description", and "Account"

Clicking on the "More " link to go to the extended page for the fields

User can then:

- Enter "Interest rate or amount"
- Choose the "Calculation Method". If they select the "Fixed Amount" option, they may fill the "Min/Max" field
- Use calendar icons to enter the "Calculation From" and "Calculation To" dates; the
- "Number of days" is automatically calculated, but they may edit it.
- Specify the "Multiplier"

User can add up to 5 fees at once and then click on "save".

Clicking on "edit" or "delete" will allow to user to modify or delete previous fees.

Transaction History

This page is used to store the data on all related transactions pertaining to current LC (e.g. Amendments, Document Sets, Free Format messages, Transfer).

The page lists links to the view pages of LC/amendment/document sets/free format messages and transfer, related SWIFT messages, transaction statuses, and uploaded documents.

Adding document

User can click on the "Documents" tab and click on "Upload Attachment" to upload a document

Adding Internal Correspondence

To exchange internal information with Business Units or transaction reviewers users can add text notes on the "Internal Correspondence" page (up to 350 characters of text at one time on this page).

To add internal correspondence text on the page user can click the "Add Notes"

Adding Treasury Memo

To share internal information only with the Corporate Treasury system users can add notes on the Treasury tab. Business Unit users do not have access to the "Treasury Memo" folder.

Transactional Alarms

This functionality is used to create the user configured notification messages triggered by the LC transaction to be sent to the selected transaction parties.

To create a new alarm users can :

- click the "Edit" button on the selected transaction.

- Enter a name into the mandatory "Alarm Name" field.
- Enter the purpose and description of the alarm into the "Alarm Description" field.
- Enter a date into the "Activate on Date" field using the Calendar icon (optional).
- If you fill the "Activate on Date" field, the transactional alarm will be activated on the entered date regardless of any actions conducted for this transaction.
- "From": Select the party that will be the sender of the alarm from drop-down options.
  - o "Activate for": select the party that should be notified of the alarm. Options:
  - o "Myself" (selected by default): the alarm creator will be notified.
  - o "My Company": all users of the alarm creator's company will be notified.
  - o "Transaction Party": users of selected parties will be notified.
- "By E-mail": tick check box if you want to receive alarm by e-mail
- When you select the "Transaction Party" option, you will see a list of parties with "Select" and "By E-Mail" check boxes. Check the "Select" checkbox to select a party to be notified. For the selected parties, check the "By E-Mail" check box to notify it by email.

If users would like to notify other parties (optional), enter their email addresses into the "Notification E-mail(s)" field. Separate email addressed by semicolons.

Fields conditions allow users to select the required field, which will be the trigger.

In the field "Operator", select an operator ("=", "-", or "+") and enter/select a condition into the "Condition" field.

If users add another operator and condition for the same "Field Condition", the condition will be overwritten.

To add the alarm to the list of transactional alarms, click the "Add Alarm" button.

Repeat the above steps to add more alarms for a transaction.

To remove an alarm from the "Alarm" section, mark its "Select" check box and click the "Delete Alarm" button.

Click the Save button to save modifications.

Triggered alarms are displayed on the Master Home Page in the Alarm section and on the list of activated alarms for the notified user.

Linked Transactions

This functionality is used to link transactions of the same or different type with current LC transaction.

You can link transactions in any statuses from different @GlobalTrade Systems. User can click on the tab " Link Transactions".

The user can and then click on "Link new transactions".

Users can enter the entire System ID or part of it in the "Search for System ID" field or click on a select System link. For example, Guarantee Issuance will load the "Linkable transactions list" with the list of all transactions of the selected system.


System ID	Currency &Amount	Unit	Counterparty	Expiry	Status	
G24032700133	EUR 597,460.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2024-03-29	Issued	Link
G24032700132	EUR 8,426.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2026-03-27	Applied	Link
G24032700131	EUR 0.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12		In Process	Link
G24032700130	EUR 121,212.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2026-03-18	Applied	Link
G24032700129	EUR 1,110.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2026-03-26	Applied	Link
G24032700128	EUR 3,650.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2026-03-31	Applied	Link
G24032700127	EUR 250.00	NAomi test 123 ALAND ISLANDS	Beneficiary demo Adrien Lachenal 12	2024-03-30		

Users will then be able to see the link of all transactions linked to this specific Export LC.

Send an email

User can send emails from the main view pages of the Export LC form and amendment in any status by clicking the "Create Email" button.
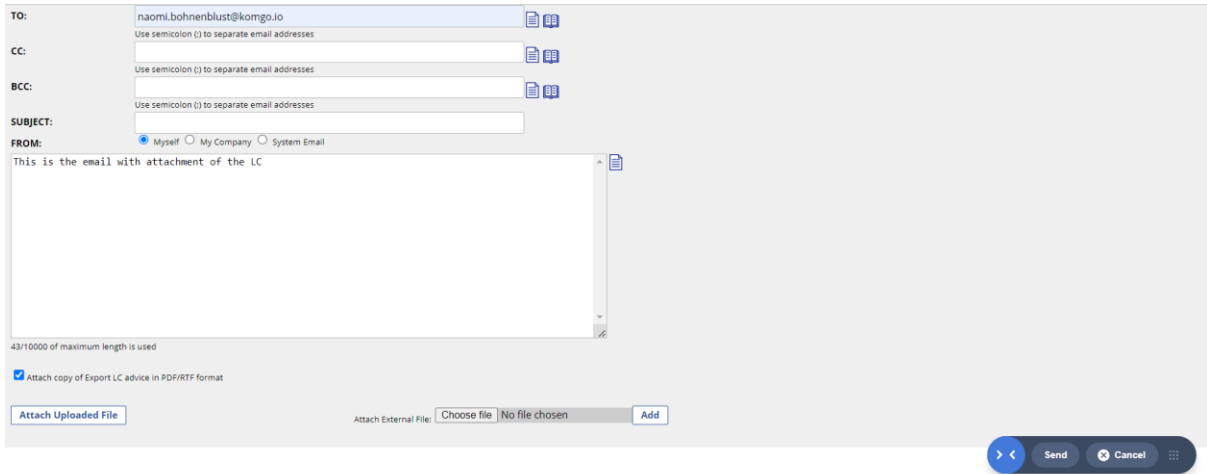
User will then be able to :

- Enter recipient addresses separated by semicolon in the "To:" and "Cc:" fields, specify the message "Subject" and enter the message text.
- To attach a copy of the application, mark the checkbox and select the message attachment option.
- To attach documents already uploaded for this transaction, click the "Attach Uploaded File" button and select the required files from the pop-up list.
- The type of advice depends on the transaction where you clicked the "Create Email" button.
- To attach documents from your computer, click the "Browse" button, select the file, and click the "Add" button. Click the "Send" button.

Transfer Export LC transaction

An Export Documentary Credit Transfer is a change to a transaction order to facilitate reselling letter of credit assets to the Secondary Beneficiary.

Transfer transaction is possible to create when the "Form of Documentary Credit (40A/B)" field on the "Edit LC Details" page is the one of the following options: IRREVOCABLE TRANSFERABLE or REVOCABLE TRANSFERABLE.
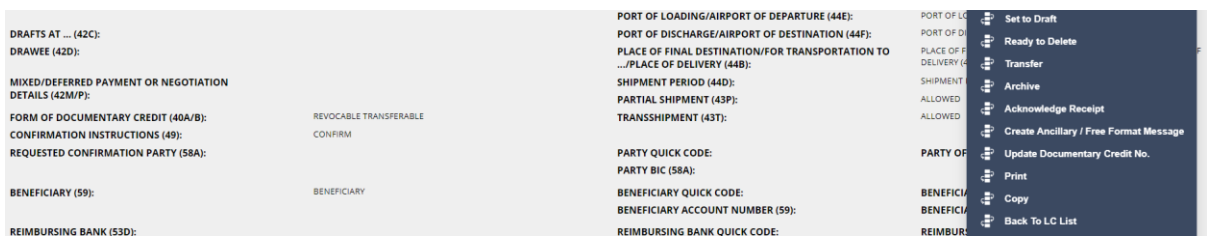
User can then :

- click the "Transfer" button. The new page displays LC transaction data in view mode and transfer data in editable mode
- Enter "Second Beneficiary (59B)" mandatory field with data
- "Currency and Amount (32B)" field should be defaulted to the 'Total Un-Utilized Amount' of LC, but can be changes
- Enter any other optional editable fields with data, if required
- Select "Send Message By", "Formatted As" and "Send Attachment By" options by clicking "Select Channel" button

- To discard entered data click the "Cancel" button
- To save the entered data click the "Save" button

RFQ: Send for bidding

Once on the Export LC page, user will have the possibility to click on "more" and then "send for bidding" option is available. The RFQ will then be sent to Market product for banks to reply. Once the best quotation is selected, data will be brought back automatically to the RFQ tab and estimated fees.

AMENDING AN EXPORT LC

An Export Documentary Credit Amendment is a change to a transaction order (documentary credit) received by the Exporter from Importer via a financial institution.

When an amendment is recorded, its status is "New". It is possible to edit amendment data in this status

- From the "New" status, the amendment can be changed to "Ready to Accept" or "Ready to Refuse". It is not possible to update amendment data in these statuses
- From the "Ready to Accept" status amendment can be set to "Accepted". It is possible to change the amendment status back to "New" from Accepted status
- From the "Ready to Refuse" status amendment can be changed to "Refused". It is not possible to edit the amendment in these statuses
- It is possible to change the amendment status to "New" from "Refused" status

Record an Amendment

An amendment may be recorded by Head Office or a Business Unit, from SWIFT/DTA messages, directly from Konsole channel or manually

Record an Amendment from a SWIFT Message

To record an amendment by uploading a SWIFT/DTA message, user can :

- Select the "Transactions > Upload SWIFT Message" navigation menu
- On the loaded "Upload messages page, click the "Browse" button to select up to 5 required messages on computer hard drive or network
- Click the "Upload" button
- On the loaded "Results" page, click the "Go" button
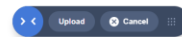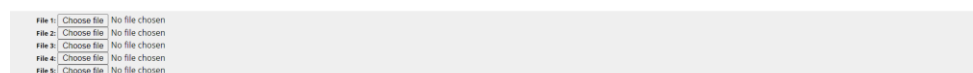
- The page loads displaying uploaded message(s) in "New" status
- Process the message as described in the Export LC creation section

Receiving from Konsole channel

An amendment can be received directly from the bank from Konsole product and will appear directly on the API messages from the inbox and on the amendment list. Workflow is then the same as the amendment manually entered.

Record an Amendment Manually

An amendment may be recorded manually. Amendment may be updated when transaction is in "New" or "Allocated" status. It is possible to record multiple amendments for the same transaction.

Once on the "View Transaction page of transaction, user can click on the "amend" button.

The new page displays data in view mode on the left and amendment data in editable mode on the right, prefilled with transaction information, user will need to :

- Enter "Amendment Date" mandatory field with date of amendment
- Enter new amount into "Currency and Amount (32B)" mandatory field, if required
- Enter new date and place of expiry into "Date and Place of Expiry (31D)" mandatory field, if required
- Enter new applicant data into "Applicant (50)" mandatory field, if required
- Update available by information into "Available By…(41A)", if required
- Update days allowed for presentation data in "Days Allowed for Presentation" , if required
- Enter available with data in "Available With…(41A)", if required
- Update confirmation instructions data in "Confirmation Instructions (49)" , if required
- Enter new beneficiary information in "Beneficiary (59)", if required
- Enter narrative information in "Narrative (79)" field, if required
- Update any other editable fields on page with new data, if required
- Click the "Save" button.

The new page loads with all updated information displayed in red colour.

INCREASE AMOUNT BY(32B):			EUR 0.00	
DECREASE AMOUNT BY(33B):		①	EUR 12.00	
PERCENTAGE CREDIT AMOUNT TOLERANCE (39A):	+ 12% / - 12%		+ 12 % / - 12 %	
DATE AND PLACE OF EXPIRY (31D):	2023-11-29 GVA		2023-11-29 GVA	
APPLICABLE RULES (40E):	EUCP LATEST VERSION		EUCP LATEST VERSION	
APPLICABLE RULES (DETAILS IF OTHER) (40E):				
ADDITIONAL AMOUNTS COVERED (39C):	ADDITIONAL AMOUNTS COVERED	①	ADDITIONAL AMOUNTS COVERED123	
APPLICANT (50):	APPLICANT	APPLICANT QUICK CODE	APPLICANT	APPLICANT QUICK CODE
		APPLICANT OFFICE NAME		APPLICANT OFFICE NAME
BENEFICIARY (59):	BENEFICIARY	BENEFICIARY QUICK CODE	BENEFICIARY	BENEFICIARY QUICK CODE
		BENEFICIARY ACCOUNT NUMBER		BENEFICIARY ACCOUNT NUMBER
NON-BANK ISSUER (50B):		NON-BANK ISSUER QUICK CODE		NON-BANK ISSUER QUICK CODE
		NON-BANK ISSUER OFFICE NAME		NON-BANK ISSUER OFFICE NAME
FORM OF DOCUMENTARY CREDIT (40A/B):	REVOCABLE TRANSFERABLE	①	REVOCABLE	

REJECT OR ACCEPT AMENDMENT

User can click the "Edit Acceptance" button to have the new page loading.

FORM OF DOCUMENTARY CREDIT (40A/B):	REVOCABLE TRANSFERABLE		①	REVOCABLE

General | Payment and Shipment | Goods and Documents | Other Conditions | Response to Bank | Amendments

	Current LC		LC Amendment
AVAILABLE BY... (41A):	BY ACCEPTANCE		BY ACCEPTANCE
AVAILABLE WITH... (41D):	me		
PERIOD FOR PRESENTATION (48):	post BL	❯ ❮ Edit Edit Acceptance Ready to Accept Accept Ready to Delete ··· More	
DAYS ALLOWED FOR PRESENTATION:	12		12

| To accept an amendment	To refuse an amendment
User can select the "Accepted" option in "Acceptance Instructions" field	User can select the "Refused" option in "Acceptance Instructions" field
User can enter 'Customer Contact' with data, select 'Message' and 'Attachment' Channels as well as 'Format' options, and complete all other required fields with data If users wish to discard the entered data, click the "Cancel" button. User can save the entered acceptance/refusal data, click the "Save" button. User can click the "Send Response" button. The page reloads in the corresponding status: "Accepted" or "Refused".	

DOCUMENT PRESENTATION

This functionality is used to prepare an electronic documentary presentation by multiple registered or not registered system users.

Once an Export LC is in the 'Operable' status, users can create document sets. To create a new presentation, click on the Create New Document Set button.
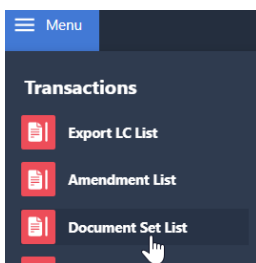
This page lists all document sets (presentations/drawings) existing in the LCE system.

Click the System Doc Set No. link to display a document set in detail.

To create a new set of document, select the correct Export LC and once on the page of the transaction and click on "Create New Document Set'. Multiple document sets can be created for a single LC. A running number is used to track all document sets created.

Presentation data may be updated in "In Process", "Ready for Processing", "Goods Shipped", "Sent to HO" and "Received by HO" statuses.

User will be automatically redirect to the presentation page.

A 'System Doc Sets No.' is automatically assigned to this particular document set. This number serves as a link to this document set when seen throughout the system.

Click 'Edit/Upload' to enter the presentation details and/or upload documents:

In order to send the information to the bank. On the presentation page, the user is required to:

- Select the '*Nominated Bank*' for the presentation by clicking on the "address book" icon
- Select how the documents will be presented and the format of the cover letter.
- Select a cover letter template, if needed
- Channel for presentation available : @GlobalTrade, E-Mail, PAPER/FAX, Konsole
- Enter the currency and amount of the presentation in the '*Value of Drawing*' field
- Enter the '*Presentation Date*'. This can be filled in at any time before presenting.
- Upload completed documents if any

To discard entered changes to the page click the "Cancel" button, Otherwise click on "Save".

Once all documents are in "Finalized" status, they can be printed from anywhere in the world by a registered user, and presented to the bank.

If you use templates, open them and print while in preview mode. If documents are uploaded as one file they can be printed by the program with which they are opened.

Click the "Set to Presented" button to change the status of this document set to "Presented"

SYSTEM DOC SET NO:	Issuer: ISSUING BANK :	Presentation Reference: D000012	Un-Paid Drawing Amount:	EUR 12.00 (EUR 12.00)	↑↓ 🖶
L2311150001/D012					Presented To **ADVISING BANK**
SYSTEM ID:	Documentary Credit No: testnaomi	Presentation Date: 2024-03-28	Un-Utilized Amount: EUR 249,988.00 (EUR 249,988.00)		for **EUR 250,000.00** (EUR 250,000.00) ⓘ
L2311150001					
PRESENTED	Issue Date: 2023-11-15	Shipment Date: (Empty)	Tenor: 12 days		Document Sets (12) ▾ Amendments (2) ▾
2024-04-05 12:32:10					Notifications (0) ▾

| Presentation | Reviewers | Master Template | Prechecking | Financing Info | Internal Correspondence | Bank Correspondence | Transaction History | Shipment Data | Invoice Data |

Acceptance workflow:

User can :

- Set the drawing to "Accepted" status
- Set the drawing to "Paid" status when the bank accepts presentation
- Set the drawing set to "Archived" status. It is NOT possible to edit the presentation data

Click the "Edit Acceptance" button to enter all the information regarding payments and drawing amount.

- Enter the drawing amount in "Total Amount of Utilization" mandatory field, if required
- Enter "Acceptance/Rejection date" field, if required
- Enter the date in "Presentation Date" mandatory field
- Enter payment information, if required
- Enter the "Nominated Bank Reference No." field, if required
- Select option in "Dispatch Documents" drop-down list, if required
- Enter the data into "Courier Name" field, if required
- Select discrepancy status in "Discrepancy Status" drop-down list, if require
- Enter internal discrepancy information by typing in or from Clause List into "Internal Discrepancy" field, if required
- Select codes in "Internal Discrepancy Codes" selection box, if required
- Enter external discrepancy information by typing in or from Clause List into "External Discrepancy" field, if required
- Select codes in "External Discrepancy Codes" selection box, if required
- Enter data into "Discrepancies Agreed Upon With" field, if required
- Enter the text from Clause List or by typing in into "Additional Remarks" field, if required
- Enter contact information into "Advising Bank Contact" field
- Enter data into "Bank to Corporate Information" field, if required

Rejection workflow:

User can :

- Set the drawing to "Rejected" status
- Set the drawing back to "Presented" status or set the drawing to "Archived" status. It is NOT possible to edit the presentation data

Discrepant workflow:

User can :

- Set the drawing to "Discrepant" status
- Set the drawing to "Sent for Acceptance" status or back to "Goods Shipped, "Ready for Processing" or "Archived" status. It is possible to edit the presentation data

PRE CHECKING OF DOCUMENTS

This functionality is used to minimize possibility of discrepancies in prepared documents by sending them to pre-checking bank in order to review and provide a feedback.

To send documents for pre-checking user can :

- Click the "Pre-checking" tab on the drawing view page.
- To update pre-checking information click "Edit" button

- To enter pre-checking bank name and address, company ID (COID) and Bank Identification Code (BIC), click "Select Pre-Checking Bank" button. The pop-up page loads with the list of available banks.

- Click the "Insert Address" button next to selected bank entry. The pop up page closes and selected bank data is entered into the related mandatory fields
- Enter any other data in on page if required
- To discard entered data click "Cancel" button.
- To save entered data click "Save" button.
- To send the selected document templates to the bank for pre-checking, click the "Send for Pre-checking" button. Page re-loads displaying sequential pre-checking number next to "Number of Pre-Checking" field and the document templates are sent to the bank
- To send an optional pre-checking message to the bank, enter the text manually or select from Clause list (5) into "New Message to Bank" field and click "Add Message" button
- To load the list of documents click "Back to Document Set List" button.

RECORD A PAYMENT

Users can record payments for Document Sets in the "Accepted" status only.

It is possible to record multiple payments for the same drawing. To do so, click on the "Record payment" once on the drawing accepted page.

User will be redirected to the following page and will need to enter the following information:

- Enter the date of the payment in the "Payment Date" mandatory field using the "Calendar"
- Enter the amount of payment into the "Drawing/Settlement Amount" mandatory field
- Enter other optional editable fields with data, if required
- To upload one or several documents, click the "Upload attachment" button
- Click on "save" or "cancel"

MASTER TEMPLATE

This functionality is used for inputting, storage and transferring, by a single button click, all required data into selected electronic document templates to speed up document preparation by responsible parties.

Information in the Export LC Master Template is populated from the LC and the presentation page.

The '*Master Template*' is a collection of common fields used in document templates. Information in the master template is populated from the LC and the presentation information. All additional fields may be entered by a user.

User can click the '*Master Template*' folder from the transaction page or directly from the presentation page.

SYSTEM DOC SET NO:
L2311150001/D014
SYSTEM ID:
L2311150001
IN PROCESS
2024-04-05 12:37:28

Issuer: ISSUING BANK :

Documentary Credit No: testnaomi

Issue Date: 2023-11-15

Presentation Reference: D000015

Presentation Date: *(Empty)*

Shipment Date: *(Empty)*

Un-Paid Drawing Amount: EUR 0.00 (EUR 0.00)

Un-Utilized Amount: EUR 247,488.00 (EUR 247,488.00)

Tenor: *(Empty)*

Presented To **ADVISING BANK**
for **EUR 250,000.00 (EUR 250,000.00)** ⓘ

Document Sets (15) ▼ Amendments (2) ▼
Notifications (0) ▼

Presentation	Reviewers	Master Template	Prechecking	Financing Info	Internal Correspondence	Bank Correspondence	Transaction History	Shipment Data	Invoice Data

Documents | **Presentation Info** | **Acceptance Info** | **Payment Information**
Default Responsible

Add Templates

Documents | **Presentation Info** | **Acceptance Info** | **Payment Information**

SEND MESSAGE BY: to
FORMATTED AS: SWIFT
SEND ATTACHMENT BY: to
OUR COVER LETTER:
DRAWING AMOUNT: EUR 0.00
TENOR: Not selected
MATURITY DATE:

USING

BANK COVER LETTER:

ESTIMATED SHIPMENT DATE:
ACTUAL SHIPMENT DATE:
PRESENTATION DATE:

BENEFICIARY REFERENCE NUMBER: testnaomi
PRESENTATION REFERENCE: D000015

> < Edit | Sent to HO | Send for Acceptance | Set to Presented | Edit Templates/Issuers | ··· More

Clicking on "Add Templates" will allow the user to select which template should be added with this specific Export LC.

L2404050623/D001
SYSTEM ID:
L2404050623
IN PROCESS
2024-04-05 14:36:18

Documentary Credit No: 123123123
Issue Date: 2024-04-05

Presentation Date: *(Empty)*
Shipment Date: *(Empty)*

Amount: (EUR 0.00)
Un-Utilized Amount: EUR 123,123.00 (EUR 123,123.00)
Tenor: *(Empty)*

Presented To **advising bank**
for **EUR 123,123.00 (EUR 123,123.00)** ⓘ

Document Sets (1) ▼ Amendments (0) ▼
Notifications (0) ▼

Select Documents

Required Document Templates | **Instructions**

Add	Template Type	Template Name	Originals/Copies	Description (Optional)	
☑	Beneficiary`s Certificate Documents	Beneficiary Certificate	2 / 3		Add More
☑	Beneficiary`s Certificate Documents	Beneficiary Certificate	4 / 4		
☑	Beneficiary`s Certificate Documents	SBLC - Beneficiary Written Statement	1 / 3		Add More
☐	Beneficiary`s Certificate Documents	SBLC - Readiness for Acceptance Notification			
☐	Beneficiary`s Certificate Documents	SBLC - Service Completion Notification			
☐	Bill of Exchange/Financial Documents	Bill of Exchange			
☐	Bill of Exchange/Financial Documents	TEST BILL OF EXCHANGE			
☐	Certificates of Origin	EU Certificate of Origin			
☐	Insurance Documents	Insurance Certificate AB			
☐	Insurance Documents	SE-AXA Insurance Certificate			
☐	Invoices	Invoice			
☐	Invoices	Invoice Test			
☐	Ocean Transport Documents	Bill of Lading			

> < 🖫 Save | ⊗ Cancel

Once selected, click on "save" to save your choice. It will then be part of the Export LC under the Template section.

User will be able to tick boxes based on the action/ state of each template: Finalize; Inform Issuer; Delete.

Default Responsible

Add Templates Finalize | Inform Issuer | Delete

No.	Template Name / Description	O/C	Issuer	Document Status	Size	Document	Updated On	Finalize ☐	Issuer ☐	Delete ☐
1	Beneficiary Certificate	4/4	Naomi Bohnenblust CORPORATE TREASURY	In Process 2024-04-05 14:41:31	0.0 MB	▤	2024-04-05 14:41:31	☐	☐	☐
2	Beneficiary Certificate	2/3	Naomi Bohnenblust CORPORATE TREASURY	In Process 2024-04-05 14:41:31	0.0 MB	▤	2024-04-05 14:41:31	☐	☐	☑
3	SBLC - Beneficiary Written Statement	1/3	Naomi Bohnenblust CORPORATE TREASURY	In Process 2024-04-05 14:41:31	0.0 MB	▤	2024-04-05 14:41:31	☐	☐	☐

(Total Finalized files size: 0.0 MB)

Documents | **Presentation Info** | **Acceptance Info** | **Payment Information**

- To delete one template from the list click "Delete"
- To inform the document issuer click "Inform Issuer" button. The email notification is sent to respective issuer and the document template status is changed to "Sent to Issuer"
- To finalize the document template click "Finalize" button. The email notification is sent to respective issuer and the status of the document is changed to "Finalized". The document template in "Finalized" status is not editable

DELETE TRANSACTIONS

Pre- requisite: To completely remove a transaction, it should be set to the "Ready to Delete" status first.

Click the "Delete" button.

The Export LC list page loads with selected transaction removed from the list.

BANK CORRESPONDENCE

This page is used to enter correspondence notes between bank and corporate users of the same document set. This information is visible both to bank and corporate users.

The "Bank Correspondence" feature enables Corporate or Business Unit users to communicate with the bank about a respective drawing.

The feature is available if presentation channel is "@GlobalTrade" or Konsole and the Document Set is presented to the bank. The rest of functionality is similar to the "Internal Correspondence" page.

INVOICE DATE & SHIPMENT DATA

This page is used to review and enter information on invoices related to the document set.

The "Invoice Data" feature allows Corporate or Business Unit users to record invoices related to the drawing.

The feature is available in "In Process", "Ready for Processing", "Goods Shipped", "Sent to HO" and "Received by HO" statuses of the Document Set.

To view the invoices click the "Invoice Data" tab on the view drawing page.

To upload the list of existing invoices select the file on computer hard drive or network by clicking "Browse"

To upload the selected invoice click "Upload" button. Page reloads displaying invoices added to the page

To edit the page click "Edit" button.

- Select Protection Type option from "Protection Type" drop-down list
- Enter Submission Number by typing in into "Submission Number" field.
- Update Maturity Date in "Maturity date" field (if required)
- Select Payment Mode option from "Payment Mode" drop-down list

- Enter the number into "Invoice Number" field
- Select currency type in "Currency" field
- Enter amount in standard amount format into "Invoice Amount" field
- Enter the date from Calendar pop-up window into "Invoice Date" field
- Enter Account Number into "Account Number" field
- Enter the other information (if required) into "Misc" field

- To remove added invoice click "Remove" button
- To update all invoices (if more than 1 invoice exists on page) with data from first invoice click "Update All" button
- To add new invoices, enter the numeric value of invoices into "Number" field (15) and click "Add New Invoices" button
- To add invoices from the list of already existing invoices click "Add Existing Invoices" button