In this page, user will find more information about the Admin module and more specifically on :

- GlobalTrade modules
- Common components
- How to log in
- Sign out
- Reset a password
- Navigation & Menu

Overview of Globaltrade modules

The @GlobalTrade platform is a corporate multi-bank trade finance web-based software application that enables corporates to connect with multiple financial institutions and consolidating all trade finance instruments. The platform consists of various Systems and each system has distinctive features, which users can avail based on their requirements.

The systems of the @GlobalTrade platform are shown in the following image:

- GTI (Guarantee Issuance System) is a corporate multi-bank web tool, which helps you to handle issuance of different types of guarantees: Standby Letters of Credit, Bank guarantee, Corporate guarantee, Surety bond, and Comfort letter. GTI System allows corporations to improve management of Standby Letters of Credit and Guarantees across all their business units and banks. It simplifies allocation and monitoring of credit facilities.
- GTR (Guarantee Receipt System) is a corporate multi-bank web tool, which helps you to handle different types of guarantees: Standby Letters of Credit, Bank guarantee, Corporate guarantee, Surety bond, and Comfort letter. GTR System enables treasury to monitor all received guarantees and allocate them to respective business units.

- DCE (Export Documentary Collection System) is a corporate multi-bank web tool, which helps user to capture DCE information in the System, update this information in the real time, collaborate with internal and external parties on document preparation, make paper and/or electronic presentations, record acceptance information and payments.
- RFM (Receivables Finance Management System)
- DCI (Import Documentary Collection System)
- LCI (Import Letter of Credit System) is a corporate multi-bank web tool, which helps Corporate Customers to improve Import Documentary Credit management across all their divisions and multiple banks and simplifies the allocation and monitoring of credit facilities.
- LCE (Export Letter of Credit System) is a corporate multi-bank web tool, which helps user to capture LC information in the System, update this information with accepted amendments, collaborate with internal and external parties on document preparation, make paper and/or electronic presentations and record acceptance information, discrepancies and payments.
- Market (RFQ module)

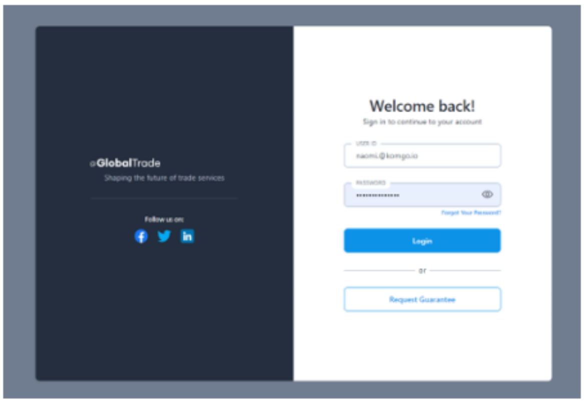
Common Components

- Company and User Profile – user lists, user management, company lists, company management
- System Tools - Address Book of company business partners, Clause list of frequently used text entries and Activity log feature recording all system activities
- System Configuration & Set-up - allows setting various tasks and alarm notifications, replacement of contact e-mails, fee calculation set up, automatic allocation, document template set up, updating BIC data, configuration of internal information data and approval module set up
- Reports - includes set up of different report templates, report schedules and generated reports
- Message Box – incoming and outgoing SWIFT and DTA messages as well as free format message handling
- Activated Alarms list – view and update generated alarms related to your user
- Activated Tasks list – view and update generated tasks related to your user

How to log in

User can connect simply by having an Internet connection and by opening a web browser such as Microsoft Edge or Google Chrome.

Connect easily with your email address & password or using SSO if set up with the user's company.

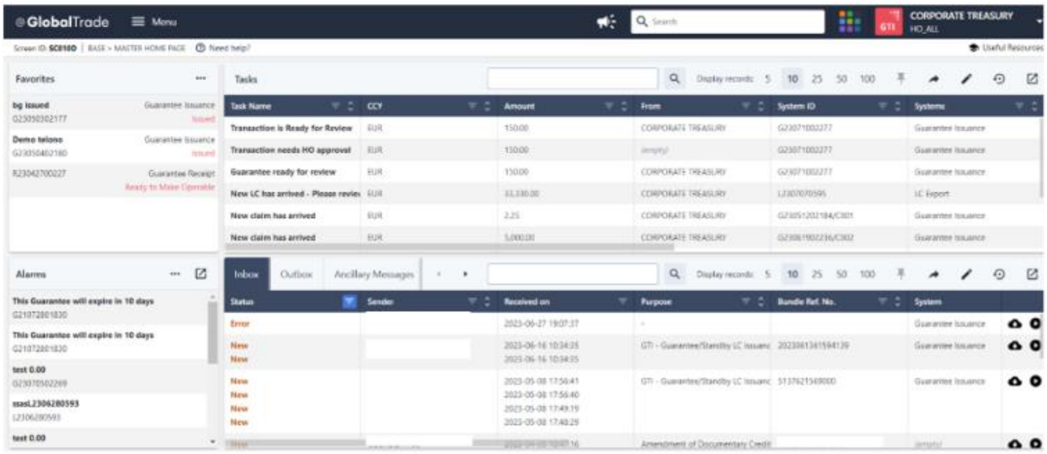


The “Request Guarantee” is a one time link for unregistered user to request a guarantee only, no other functionalities available.

If you are registered with more than one company, you will be directed to the page to choose the correct company. Select & Click the company from the drop-down list of companies. This option to switch between different entities is also available on the master page on the top right.

You will enter the Master Home page of the selected company .This is your dashboard, where you can see a summary of all transactions.

Top Left: At any page, you can click the @GlobalTrade to go back to the Master Home Page.



Top Right, you will see a multi-color icon, Click to access the different systems, specified in your profile.

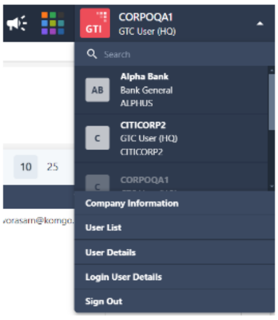
- GTI Guarantee Issuance
- GTR Guarantee Receipt
- LCI Letter of Credit Import
- LCE Letter of Credit Export

Sign out

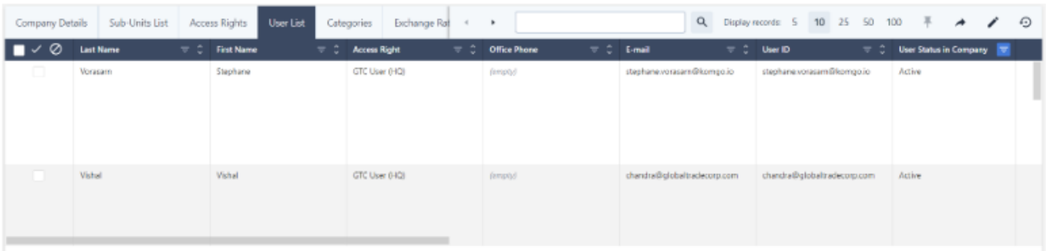
User clicks Sign Out to log off from the system

Reset a password

Click on the user list on the right to display the list of all the users.

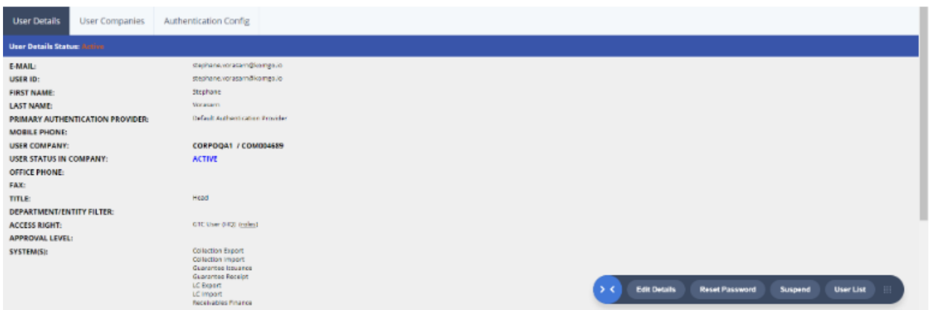


Once on the user list, click on the line of the user that needs to reset password.



If it is for the user connected, he will be able to change it directly in the UI" by clicking on "Change password"

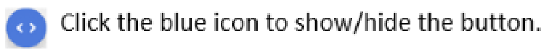
If it is for another user, it will say “reset password” and the user will receive an email to reset password.



Navigation & Menu explication

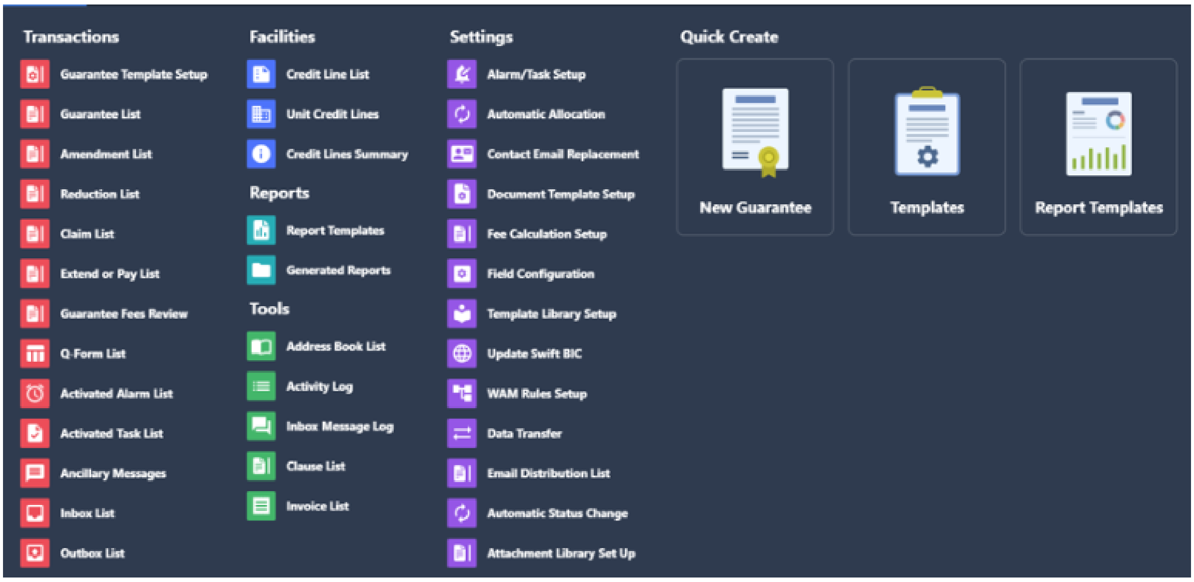
System buttons are in grey colour that you see on the pages, for example, “Edit Details”, “Save”, “Cancel”, “Set to New”, etc. For user convenience, the buttons are displayed both at the top and at the bottom of the page.

Always use the buttons on the page. Do not use “Enter”, “Back” and “Forward” buttons of your internet browser. This will interrupt your transaction.



You may not be able to see or select all the available options. It is determined by your user's access rights. Once you click on “Menu”, the following options are available:

- Company and User Profile : Company listings, Company management, User lists, User management…
- Transactions: To display messages based on the type of messages: issuance, amendment…
- Facilities : Credit lines list and set up
- Tools: Address Book of company business partners and Clause list of frequently used text entries
- Settings: System Configuration and setup. This allows setup for various Tasks and Alarm notifications, Automatic allocation, Field configuration of internal information data, Template library setup, Approval module setup (WAM), Automatic status change & System prompt setup.
- Reports - Setup of different Report templates, report schedules and generated reports



Transactions	
Guarantee template setup	To display the list of all saved template of guarantee or letter of credit
Guarantee list	To display the list of all guarantees
Amendment list	To display the list of all the amendment messages of guarantees
Reduction list	To display the list of all the reduction messages of guarantees
Claim list	To display the list of all the claim messages of guarantees
Extend or Pay list	To display the list of all the extend or pay messages of guarantees
Guarantee fees review	To display the list of all fees (linked to the Bank Fee on the guarantee page)
Q Form list	
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
Facilities	
Credit line list	To display the list of all credit lines
Unit Credit lines	To display the list of all credit lines per unit
Credit lines Summary	To display the list of all credit lines per bank
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	Only applied to Export LC or Guarantee Receipt, not applicable to GTI
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.
Template Library Setup	To upload a document to be assigned to specific screen

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	In T&Cs of the Guarantees in attachment format
Quick Create	
New "instrument"	To create a new instrument (Guarantee for GTI for example)
Templates	To create a new instrument based on a template
Report template	To create a new template