CommBiz Global Trade User Guide

Global Trade Reports

Reports – Overview

Trade reports provide a consolidated view of transaction specific information to users that can be useful for reconciliation and record keeping purposes.





1) Report & Analytics:

In the main screen, please select "Report & Analytics" by clicking in the sheet and then catagories will be available as per below.

-	CommBiz	Global Trade				Settings	合 Log off
Home	Reports & Analytics	Inquires & Searches					
Client Logge	d in as: INTERCU	LTURAL MATT	Last login: 24/01/2022 08:20:18				
Reports & Ar Trade Servi Reports Trade Servi Guaranteed Credit Repo Trade Servi Reports	whytes vices Reports ces - Receivable ces Standby Letter of fs ces - Payable ces - Transaction						

Upon your click in the one of the categories, for example, "Trade Services – Payable Reports" the following screen will open. Please complete the fields marked with a red star. There are also certain fields with look up option, please select the "Base Report Name" and then click in "search".

Istanding Import Letters Of Credit			Required F
Derived Report Name	Base Report Name	• Format	
	Outstanding Import Letters of Credit	DHTML	
elivery Options 🚯	Designated Owner		
frk X	VINOTH,S TESTO1		
nare Private O Public	Favorite		
Report Specific Field Details			
Customer ID	Product Type	C Deference O Importer Deference	
porter Name	Exporter Country/Jurisdiction	Currency	
#*#	AA.	th .	
iginal LC Amount	Outstanding LC Amount	Tenor Type	
om	From To	Select	
or			

Please see below the screen when you click on "look up" icon.

	arch				
Report Ca rade Serv	itegory ices - Payable Reports	Base Report Name Lookup		0	
port Type		🖌 Hide Search			
I Reports	-	Base Report Name			
MICD	Reset				
		Search Reset			
General	e Reports View /				
General	e Reports View 2				
General earch Re	sults - Generate Repor	Base Report Name (1 - 6 of 6)		022 8:44 AM (3MT-05.00)	60
arch Re	sults - Generate Repor	Base Report Name (1 - 6 of 6) Base Report Name 1+	Report Category	022 8-44 AM (SMT-05.00) # Category	C &
uch Re	sults - Generate Repor	Base Report Name (1 - 5 of 6) Base Report Name 1 - Import Bill Settlement Analysis and Funding	Report Category Trade Services - Payable Reports	022 8 44 AM (SMT-05.00) † Category bis Reports	C C Rc Privato
urch Re	sults - Generate Report	Base Report Name (1 - 6 of 6) Base Report Name 1- Import Bill Settlement Analysis and Funding Import Bills - Charge Summary	Report Category Trade Services - Payable Reports Trade Services - Payable Reports	022 II 44 AM (SMT-05.00) 1 Category bie Reports	CC Ri Private
uch Re	e Reports View / sults - Generate Repor Import Bill Settlement Import Bills - Charge CD-300-11Me/17-Po	Base Report Name (1 - 6 of 6) Base Report Name 1 - Import Bill Settlement Analyse and Funding Import Bills - Charge Summary Import Letter of Credit Datalis	Report Category Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports	022 8 44 AM (3MT-05.00) 1 Category bie Reports bie Reports	CC R(Private Private Pubsc
uch Re	e Reports View J sults - Generate Repor Import Bill Stettement Import Bills - Charge CD-380-13May 17-Po CD-380-13May 17-Po	Base Report Name (1 - 5 of 6) Base Report Name 1 Import Bill Settlement Analysis and Funding Import Bills - Charge Summary Import Letter of Credit Datals Import Letter of Credit Datals	Report Category Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports	022 II: 44 AM (3AT-05,00) T Category bie Reports bie Reports bie Reports bie Reports	CC Re Private Private Public Public
urch Re 實 合 合 合 合	e Reports View J sults - Generate Repor Import Bill Stellemann Import Bills - Charge CD-380-11Map 17-Po CD-380-11Map 17-Pre	Base Report Name (1 - 6 of 6) Base Report Name 1 - Import Bills - Charge Summary Import Letter of Credit Datalis Import Letter of Credit Text Outstanding Import Bills	Report Category Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports	022 II. 44 AM (SMT-05.00) I Category bie Reports bie Reports bie Reports bie Reports bie Reports	C C Re Private Private Public Public
seneral Re 費合合合合合	e Reports View J sults - Generate Repor Import Bill Settlemen Import Bills - Charge CD-390-11May 17-Po CD-390-11May 17-Po CD-390-06Mey 17-Po	Base Report Name (1 - 6 of 6) Base Report Name 1 - Import Bill Settlement Analysis and Funding Import Bills - Charge Summary Import Letter of Credit Details Import Letter of Credit Details Import Letter of Credit Set Outstanding Import Letters of Credit Outstanding Import Letters of Credit	Report Category Trade Services - Payable Reports Trade Services - Payable Reports	022 8 44 AM GMT-05.00) t Category bie Reports bie Reports bie Reports bie Reports bie Reports bie Reports	C C RC Private Private Public Public Public

By selecting any of those options, for example, Import Bill Charge Summary, you will be required to add the Customer ID or Branch Code and the following screen will appear. Here you may scroll up/down and see which Customer Name/ Branch Code you would like to select. Please select one of yellow bottoms (Run/ Save&Run / Save).

Benert Nome		· · · ·					
ALL	Customer ID Looku					8	
Options 👔							
	Show Search						
O Public	Customer ID (1 - 29 of 29)						
Specific Field Details	Branch Code 1	Branch Nam	e Cus	stomer ID 2 🔺	Customer Name		
specific Field Details	209	COMMONWEALTH BANK	UF AUSTRA 328823J97	205	9-328823097	*	
erID	209	COMMONWEALTH BANK	OF AUSTRA 386186794	209	9-386186794		
9	209	COMMONWEALTH BANK	OF AUSTRA 492350754	209	9-492350754		
-	209	COMMONWEALTH BANK	OF AUSTRA 900100	TIN	/EZONE TRUST		
Date	209	COMMONWEALTH BANK	OF AUSTRA 900102	MF	C BANCORP LTD.		
O Today O Yesterd	Add To Selection	You must select at least one record, th	en click the 'Add to Selection	n' button to continue.		- 1	
	Selected Rows (1 - 1 of 1)						
ive & Run Save	Selected Rows (1 - 1 of 1) Branch Code	Branch Name	Customer ID	Customer Nam	e		
ave & Run Save	Selected Rows (1 - 1 of 1) Branch Code 209	Branch Name COMMONWEALTH BANK OF AU	Customer ID 900100	Customer Nam	Remove		

There are some options to pull data, as you can see you may select group by:

Delivery Options 👔 🕌 🗴	Designated Owner VINOTH,S TEST01		
Share Public	☐ Favorite		
✓ Report Specific Field Details			
* Customer ID	Product Type	LC Reference Importer Reference	
Exporter Name	Exporter Country/Jurisdiction	Currency	
Original LC Amount	Outstanding LC Amount	Tenor Type	
From To	From To	Select ~	
As Of			
Issuance Date No Date Selected Clatest O Today O Yester	rday 🔿 Last 7 Days 🔿 Last 14 Days 🔿 Last 30 Days	O Date Range	
Expiry Date			
No Date Selected Latest Today Yester	rday OLast 7 Days OLast 14 Days OLast 30 Days	○ Date Range	
★ Group By Exporter Country/Jurisdiction			

✓ Report Specific Field Details		
* Customer ID	Product Type Lookup	
Exporter Name		
) Show Search	
Original LC Amount		
From To	Product Type (1 - 9 of 9)	
As Of	Product Description 1	
	Clean Letter of credit	
have been	Guarantee	
Issuance Date	Guarantee	
In the Selected O Latest	Import Documentary LC	
Evoluti Date	Cipen Account Trade	
No Date Selected O Latest	Add To Selection 🔥 You must select at least one record, then click the 'Add to Selection' button to continue.	
◆ Group By	Selected Rows	
Exporter Country/Jurisdiction	Declust Description	
Run Sove & Run Sove	Information	
Return To Reports Listing		

Note: All Look up fields might bring a list of available content, just select what you want and same logic can be followed.

In this example, the option selected was: "Save & Run"

So the following message will appear. You may click ok if you want to proceed. Or cancel if want to go back.

Report Criteria			
Import Bills - Charge Summary			🗮 = Required Fields
* Derived Report Name IB-CS ET ALL	Base Report Name Import Bills - Charge Summary	* Format Adobe(PDF)requires Acrobat Reader (5.0 or higher)	
Delivery Options ()	Designated Owner CBATRADE,CQETWO	Sign with Citibank Certificate	
Share Private O Public	Favorite Save and Run Report	L. ©	
 Report Specific Field Details 	Do you want to save	e the changes you have made to this report?	
* Customer ID 900100-209	Charge Current Ok Cancel		
★ Charge Date ○ Lalest ○ Today ○ Yesterday ○ Last 7 Day:	s 🔿 Last 14 Days O Last 30 Days 🖲 Date Range	*	
Absolute	✓ ★ From 01/01/2015	31/12/2017	
Run Save & Run Save Schedule R	leset To Defaults		
Return To Reports Listing			

The following results will appear in the list of available reports automatically.

Reports & Analytics + Trade	e Services Reports + Trade Services - Payable Reports					
Hide Applied Search C	Criteria					
Report Category: Trade S	Services - Payable Reports Report Type: All Rep	orts				
Generate Reports	View Available Reports					
Search Results - View A	wailable Reports (1 - 1 of 1)			Selected Items: 0 (As of	24/01/2022 9:08 AM	(GMT-05:00) 🖒 🛱
Edit Criteria	Report Name 2 -	Report Category	Status	Creation Date/Time 1-	Output	Report Instance I
	IB-CS ET ALL	Trade Services - Payable Reports	Available	24/01/2022 09:00:14 AM GMT-05:00	1	44828751
4						•
Delete				👷 = Favorite 🛛 🔒 = Error Messa	ige 📑 = Incremen	tal Run 🛛 🎇 = Processing

In case the selection is related to generate reports, please select the option as per shown below:

Reports & Analylics + Trade Services Reports + Trade Services - Transaction	Reports			
Hide Applied Search Criteria				
Report Category: Trade Services - Transaction Reports Report Type: Start New Search	All Reports			
Generate Reports View Available Reports				
Search Results - Generate Reports (1 - 2 of 2)		Select	ed Items: 0 (As of 24/01/2022 9:10 AN GMT	-05:00) 🖒 🛱
Search Results - Generate Reports (1 - 2 of 2)	Base Report Name 1	Select Base/Derived 2 A	ed Items: 0 (As of 24/01/2022 9:10 AM GMT Report Category	-05:00) C S
Search Results - Generate Reports (1 - 2 of 2)	Base Report Name 1 A	Select Base/Derived 2 A Base	ed Items: 0 (As of 24/01/2022 9:10 AV GMT Report Category Trade Services - Transaction Reports	-05:00) C S Repo Private
Search Results - Generate Reports (1 - 2 of 2) ★ Report Name ☆ All Outstanding Summary Report ☆ Transaction Initiation Report	Base Report Name 1 A All Outstanding Summary Report Transaction Initiation Report	Select Base/Derived 2 A Base Base	ed Items: 0 (As of 24/01/2022 9:10 AV GMT Report Category Trade Services - Transaction Reports Trade Services - Transaction Reports	-05:00) C Repo Private Private

As soon as you click the option to generate the following screen will open, you can select all Criteria to apply the filters to allow to run the report. Please fill up all cases marked with red star.

All Outstanding Summary Report		🌸 = Required Fields
* Derived Report Name	Base Report Name All Outstanding Summary Report	* Format Adobe(PDF)requires Acrobat Reader (5.0 or higher)
Delivery Options () Share Options () Public	Designated Owner CBATRADE,COETWO	☐ Sign with Citibank Certificale ☐ Compress with Winzip
 ✓ Report Specific Field Details 		
* Customer ID Product Type	Currency	* Base Currency AUSTRALIAN DOLLARS
Clatest O Today O Yesterday O Last 7 Days	○ Last 14 Days ○ Last 30 Days ◎ Date Range ▼ ★ From ○ ◆ usiness days only Days ★ To 30	Days
★ Expiration Date Latest O Today O Yesterday O Last 7 Days Relative Include Bi	Last 14 Days CLast 30 Days Date Range ✓ ★ From 0 ★ To 30 usiness days only	Days

Please observe the Customer ID has a look up box, you can also click to select one option if you do not have such customer ID number available. You also have the same look up options for Currency, Base Currency and Product Type.

You can also select the report by Maturity Date and or Expiration Date following as per options you can see above.

		All Outstanding Summary	Report	Adobe(PD)	F)requires Acrobat Reader (5.0 or higher	·) 🗸
Delivery Options 🕕		Designated Owner		🗌 Sign with	n Citibank Certificate	
	mi X	CBATRADE,CQETWO	éré	Compres	s with Winzip	
Sharo						
Private Public	Customer	ID Lookup				
✓ Report Specific Field Details	Show Scar	rch				
* Customer ID						
	Customer ID	(1 - 29 of 29)				
Product Type	F	Branch Code 1	Branc	h Name	Customer ID 2	
	200	•			002272	002272-tc A
* Maturity Liate	200		COMMONWEALTH B		237201	237201_tc
Ototat	200		COMMONWEALTH B		270176	200-2701
Clatest Cloday Cresterd	209		COMMONWEALTH B		200687854	209-2096
	200				228027034	200-2200
	209				386186794	209-3861
	200		COMMONWEALTH B		492250754	200-4022
* Expiration Date	209		COMMONWEALTH B		900100	Z05-4523
O Latest O Today O Yesterd	200				900103	MEC BAN
	209		COMMONWEALTH B		900102	OMNIVIS
	200				900114	HANCOC
	209		COMMONWEALTH B		900114	LINITED
	200				900154	NAVODA
Run Save & Run Save	203				000167	AR TRUE
	200				000100	CRA Einst

Upon selection of Customer ID please fill up the other fields. Kindly observe the format, you might have to export the report. You have XLS, PDF, CSV, and RTF types available.

All Outstanding Summary Report			★ = Required Fields
* Derived Report Name	Base Report Name	* Format	
AOSR ET ALL	All Outstanding Summary Report	Excel (XLS)	
Delivery Options 👔	Designated Owner	Sign with Citibank Certificate	
ii x	CBATRADE,CQETWO	Compress with Winzip	
Share Private O Public	_ Favorite		
 Report Specific Field Details 			
* Customer ID	Currency	* Base Currency	
900100-209	H	AUSTRALIAN DOLLARS	
Product Type			
ii ii			
* Maturity Date			
O Latest O Today O Yesterday O Last 7 Days	🔿 Last 14 Days 🔿 Last 30 Days 🔎 Date Range 😵		
Absolute	* From 01/01/2015 🚔 * To 31/12	/2017 📇	
* Expiration Date			
○ Latest ○ Today ○ Yesterday ○ Last 7 Days	🔾 Last 14 Days 🔿 Last 30 Days 🌘 Date Range 👔		
Absolute	✓ ★ From 01/01/2015	//2017 🛗	

Upon completion please click the yellow bottom (Save & Run), and the following question will appear.

All Outstanding Summary Report				Required Fields
* Derived Report Name	Base Report Name	* Format		
AOSR ET ALL	All Outstanding Summary Report	Excel (XLS)	~	
Delivery Options 👔	Designated Owner	Sign with Citibank C	ertificate	
AN X	CBATRADE,CQETWO	Compress with Winz	ip	
Share		-	8	
Private O Public	Save and Run F	Report.	Ű	
 Report Specific Field Details 	Do you war	nt to save the changes you have made to t	his report?	
* Customer ID	Currency			
900100-209	Ok Cancel		éni.	
Product Type				
* Maturity Date				
O Latest O Today O Yesterday O Last 7 Day	/s 🔿 Last 14 Days 🔿 Last 30 Days 🔘 Date	e Range 😵		
Absolution	From 01/01/2015	* To 31/12/2017		
* Expiration Date				
O Latest O Today O Yesterday O Last 7 Day	/s 🔿 Last 14 Days 🔿 Last 30 Days 👰 Date	e Range 😨		
Absolute	▼ ★ From 01/01/2015 🛗	* To 31/12/2017		

In the view Available Reports, you will see now the following option as per output format selected.

and a second sec	s - Vie	w Available	Reports (1 - 1 of 1)			Selected Items: 0 (A	s of 24/01/2022 9:11 /	M GMT-05:00) C 🛱
0	125	Edit	Report Name 2 -	Report Category	Status	Creation Date/Time 1+	Output	Report Instance IE
		1	AOSR ET ALL	Trade Services - Transaction Reports	Available 24	V01/2022 09:11 56 AM OMT-05 00	80	44020757
107								
						🚖 = Favorite 🚺 = Error M	essage 🔡 = increm	entai Run 🔅 = Process

eport Categor	ry: Trade Services - Payable Reports R	Report Type: All Reports				
Start New Sea	arch					
Generate R	eports View Available Reports					
Search Result	ts - View Available Reports (1 - 5 of 5)			Selected Items: 0 (As of 01/10/2022 7:36	6 AM GMT-05:00) 🗴 🛱
Search Result Edit Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 🔺	Report Category	Status	Selected Items: 0 (Creation Date/Time 1	As of 01/10/2022 7:36 Output	6 AM GMT-05:00) C 🛱
Search Result Edit Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 BE_O-I LOC PDF	Report Category Trade Services - Payable Reports	Status Available	Selected Items: 0 (Creation Date/Time 1▲ 01/10/2022 07:23:21 AM GMT-05:00	As of 01/10/2022 7:36 Output	6 AM GMT-05:00) C 🛱 Report Instance ID 44823941
Search Result Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 BE_0-I LOC PDF BE_0-I LOC XLS	Report Category Trade Services - Payable Reports Trade Services - Payable Reports	Status Available Available	Selected Items: 0 (Creation Date/Time 1 01/10/2022 07:23:21 AM GMT-05:00 01/10/2022 07:35:35 AM GMT-05:00	As of 01/10/2022 7:36 Output	6 AM GMT-05:00) C 🛱 Report Instance ID 44823941 44823950
Search Result Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 ▲ BE_O+LOC PDF BE_O+LOC XLS BE_O+LOC RTF	Report Category Trade Services - Payable Reports Trade Services - Payable Reports Trade Services - Payable Reports	Status Available Available Available	Selected Items: 0 (Creation Date/Time 1 ▲ 0 01/10/2022 07:23:21 AM GMT-05:00 0 01/10/2022 07:35:35 AM GMT-05:00 0	As of 01/10/2022 7:30 Output	AM GMT-05:00) C C Report Instance ID 44823941 44823950 44823950 44823951 44823951
Search Result Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 ▲ BE_O-I LOC PDF BE_O-I LOC XLS BE_O-I LOC RTF BE_O-I LOC DHTML	Report Category Trade Services - Payable Reports	Status Available Available Available Available Available	Selected Items: 0 ((Creation Date/Trime 1 ▲ 01/10/2022 07:23:21 AM GMT-05:00 01/10/2022 07:35:33 AM GMT-05:00 01/10/2022 07:35:53 AM GMT-05:00 01/10/2022 07:36:08 AM GMT-05:00	As of 01/10/2022 7:36 Output	AM GMT-05:00) C C Report Instance ID 44823941 44823950 44823950 44823951 44823951 44823952 44823952 44823952
Search Result Edit Criteria	ts - View Available Reports (1 - 5 of 5) Report Name 2 ▲ BE_O+I LOC PDF BE_O+I LOC XLS BE_O+I LOC CRTF BE_O+I LOC CHTML BE_O+I LOC CSV	Report Category Trade Services - Payable Reports Trade Services - Payable Reports	Status Available Available Available Available Available Available	Selected Items: 0 ((Creation Date/Time 1 ▲ 01/10/2022 07:32.21 AM GMT-05.00 01/10/2022 07:35.35 AM GMT-05.00 01/10/2022 07:35.63 AM GMT-05.00 01/10/2022 07:36.08 AM GMT-05.00 01/10/2022 07:37:06 AM GMT-05.00	As of 01/10/2022 7:36 Output	AM GMT-05:00) Image: Constraint of the second

2) Inquiries & Searches:

In case you also want to do an inquiry, go back the main menu, as shown before and please select the sheet Inquiries & Searches as per below:

>	CommBiz	Global Trad	le			Settings	🔒 Log	off
Home	Reports & Analytics	Inquires & Searches					8	
Client Logge	d in as: INTERCU	LTURAL MATT	Last login: 24/01/2022 03:20:18					

Please fill up the fields as per below:

Inquires & Searches + Trade Services Inquiries + Trade Bi	II Details Inquiry		
Trade Bill Details Inquiry			Print 🗐 Save As
Trade Bill Details Inquiry Criteria			★ = Required Fields
* Customer ID	Product Type	Discount Indicator	
Opton1: View Specific Transaction You must select at least one of the following criteria			
Bill Reference	LC Reference	Drawer Reference fix	
Intermediary Bank Reference	Direct Collection Reference		
Option2: View Range of Transactions			
You must select at least one of the following criteria			

For Customer ID, you can the option to look up in case you do not have this information available. The same logic can be applicable to search the Product Type.

Inquires & Searches > Trade Services Inc	quiries 🔸 Trade Bill Details Inquiry					
Trade Bill Details Inquiry						Print 🔁 Save As
Trade Bill Details Inquiry Criteria						🗶 = Required Fields
* Customer ID	Customer ID Lookup				8	
	Show Search					
O Option1: View Specific Transacti	Customer ID (1 - 29 of 29)					
	Branch Code 1	Branch Name	Customer ID 2 -	Customer Name		
You must select at least one of the	209	COMMONWEALTH BANK OF AU	386186794	209-386186794		
O Bill Reference	209	COMMONWEALTH BANK OF AU	492350754	209-492350754		
	209	COMMONWEALTH BANK OF AU	900100	TIMEZONE TRUST		
O Intermediary Bank Reference	209	COMMONWEALTH BANK OF AU	900102	MFC BANCORP LTD.	-	
	Add To Selection A You must	select at least one record, then click th	e 'Add to Selection' button to continu	ue.		
Option2: View Range of Transact	Selected Rows (1 - 1 of 1)					
You must select at least one of the	Branch Code B	ranch Name Custome	er ID Customer Nam	ie		
	209 COMMO	WEALTH BANK 900100	TIMEZONE TRUST	Remove		

Please complete all items you prefer to add in your inquiry/search.

Trade Rill Details Inquires Irade	Bill Details Inquiry			🖳 Save As 📃 Print
				L+
Trade Bill Details Inquiry Criteria				Required Fields
★ Customer ID 900100	Product Type	^ #i	Discount Indicator	
Opton1: View Specific Transaction	a			
Bill Reference	LC Reference	fx	Drawer Reference fx	
Intermediary Bank Reference	O Direct Collection Reference	fx		
Opton2: View Range of Transactions You must select at least one of the following criteri	1			

As you can see below there are others look up bottoms, if you want to add more items for inquiry.

Upon completion, please click in (search).

Option2: View Range of Transactions				
You must select at least one of the following criteri	a			
Intermediary Eank Name	Counterparty Country/Jurisdiction	Currency	^ #	
Outstanding Bill Amount	Status Select ✓			
Show Overriden Discrepancies				
Book Date				
Manage Default Search Options				
Search Clear All				

Once searched, the following lines, as example, might appear, you may click in the check box to access. Based on selection, you can export as file type, please select SAVE AS.

Inquires & Searches + Trad	le Services Inquiries + Trade Bill	Details Inquiry					
Trade Bill Details	Inquiry					🖳 Sa	ve As 🛛 🗏 Print
Trade Bill Details Inqui	ry Criteria					* = R	equired Fields
	•						
Customer ID: 900100	Show Overriden Discrepancie	s: Yes					
Start New Search							
Trade Bill Details Sumn	nary (1 - 10 of 56)		🛛 🔄 Page 🚺 of 6 🕨	1	Selected Items: 0	(As of 24/01/2022 9:38 AM GMT-05:0	00) 🖒 🛱
Customer ID	Customer Name	Product Type	Book Date 2 -	Bill Reference	LC Reference	Drawer/Beneficiary Reference	Sett
900100	TIMEZONE TRUST	Clean Advance	02/10/2021	6020600471		TAECBAREF-11/10	
900100	TIMEZONE TRUST	Clean Advance	10/12/2021	6022600472		TESTEXPDEC21	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6021600473		EXPTEREF003	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6023600473		EXPTEREF001	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6022600473		EXPTEREF002	
900100	TIMEZONE TRUST	Clean Advance	22/12/2014	6023600054			
900100	TIMEZONE TRUST	Clean Advance	23/12/2014	6040600000			
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6023600075		THESAUCE	
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6020600077		0000147-IBS	
900100	TIMEZONE TRUST	Clean Advance	18/02/2015	6029600132			
•							•
View Bill Details							
view bin Details							

By selecting SAVE AS, please select the format and click ok.

Trade Bill Details	Inquiry					E Save	e As 🛛 📇 Print
Trade Bill Details Inqui	iry Criteria					* = Req	uired Fields
Customer ID: 900100	Show Overriden Discrepanci	es: Yes					
Start New Search			Data Table Sav	re Options			
			Select Option To Sa	/e			
Trade Bill Details Summ	mary (1 - 10 of 56)		Current table pa	ge	Selected Items: 0	(As of 24/01/2022 9:38 AM GMT-05:00	0 C Q
Customer ID	Customer Name	Product Type	 All table pages Selected items of 	n multiple table pages	LC Reference	Drawer/Beneficiary Reference	Sett
900100	TIMEZONE TRUST	Clean Advance	Format			TAECBAREF-11/10	
900100	TIMEZONE TRUST	Clean Advance	Microsoft Excel (.xls) 🗸		TESTEXPDEC21	
900100	TIMEZONE TRUST	Clean Advance	Diagan be aware that th	a file you are requesting will be written to your		EXPTEREF003	
900100	TIMEZONE TRUST	Clean Advance	temporary internet file c	ache on your workstation and is accessible offline		EXPTEREF001	
900100	TIMEZONE TRUST	Clean Advance	considered confidential	please clean out your temporary internet cache.		EXPTEREF002	
900100	TIMEZONE TRUST	Clean Advance					
900100	TIMEZONE TRUST	Clean Advance	Cancel				
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6023600075		THESAUCE	
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6020600077		0000147-IBS	
900100	TIMEZONE TRUST	Clean Advance	18/02/2015	6029600132			
•							Þ
View Bill Details							

You can select PDF as per example below:

Inquires & Searches + Trac	de Services Inquiries + Trade Bill	Details Inquiry						^
Trade Bill Details	Inquiry					E Save :	As 📮 Print	
Trade Bill Details Inqui	iry Criteria					* = Requ	ired Fields	
Customer ID: 900100	Show Overriden Discrepanci	es: Yes						
Start New Search			Data Table Save Options	8				
Trade Bill Details Summ	nary (1 - 10 of 56)		Select Option To Save		Selected Items: 0	(As of 24/01/2022 9:38 AM GMT-05:00)	Ċŵ	
Customer ID	Customer Name	Product Type	 Selected items on multiple table pages 		LC Reference	Drawer/Beneficiary Reference	Sett	
900100	TIMEZONE TRUST	Clean Advance	Format			TAECBAREF-11/10		
900100	TIMEZONE TRUST	Clean Advance	PDF (.pdf)			TESTEXPDEC21		
900100	TIMEZONE TRUST	Clean Advance	Diana ha success that the file way are comparing with			EXPTEREF003		
900100	TIMEZONE TRUST	Clean Advance	temporary internet file cache on your workstation and	is accessible offline		EXPTEREF001		
900100	TIMEZONE TRUST	Clean Advance	considered confidential, please clean out your tempo	rary internet cache.		EXPTEREF002		
900100	TIMEZONE TRUST	Clean Advance						
900100	TIMEZONE TRUST	Clean Advance	Ok Cancel					
900100	TIMEZONE TRUST	Clean Advance	14/01/2015 6023600075			THESAUCE		
900100	TIMEZONE TRUST	Clean Advance	14/01/2015 6020600077			0000147-IBS		
900100	TIMEZONE TRUST	Clean Advance	18/02/2015 6029600132					
•							•	
TradeBillDetailsList.	xls						Show all	×

As example, if exported file as PDF, the report appearance might be as follows. You can download in the arrow down icon in top right corner or send to print. Same logic for other format files as well.

E PrintSi	ummaryInfo Trac	de Bill De	tails Inqu	uiry		1 / 2	— 100	% +	I ()				10 of 56 Rc	🛨 🖶
Search C Customer	Criteria: ID: 900100	Show C)verriden D)iscrepancie	es: Yes									
Customer ID	Customer Name	Product Type	Book Date	Bill Reference	LC Reference	Drawer/Beneficiary Reference	Settlement Date	Currency	Outstanding Bill Amount	Counter Party Name	Counterparty Country/Jurisdiction	Status	Discount Status	Direct Collection Reference
900100	TIMEZONE TRUST	Clean Advance - Export	02/10/2021	6020600471		TAECBAREF-11/10		USD	1,000.00	Not Available		Outstanding		
900100	TIMEZONE TRUST	Clean Advance - Export	10/12/2021	6022600472		TESTEXPDEC21		USD	1,000.00	Not Available		Outstanding		
500100	TIMEZONE TRUST	Clean Advance - Export	13/12/2021	6022600473		EXPTEREF002		INR	874,512.00	Not Available		Outstanding		
900.00	TIMEZONE TRUST	Clean Advance - Export	13/12/2021	6023600473		EXPTEREF001		USD	97,631.00	Not Available		Outstanding		
900100	MEZONE UST	Clean Advance - Export	13/12/2021	6021600473		EXPTEREF003		USD	2,000.00	Not Available		Outstanding		

Another option to visualize some specific item is to select the checkbox from inquiry indicated previously. (Please click in View Bill Details).

	Services Inquiries + Trade Bill D	Details Inquiry					
ade Bill Details I	Inquiry					💾 Sar	ve As 📮 Prin
rade Bill Details Inquiry	y Criteria					* = Re	quired Fields
ustomer ID: 900100	Show Overriden Discrepancies	: Yes					
Start New Search							
Trade Bill Details Summar	ary (1 - 10 of 56)		🛯 🖉 Page 📘 of 6 🕨 🖡	0	Selected Items: 0	(As of 24/01/2022 9:38 AM GMT-05:0	0) 🖒 🛱
Customer ID	Customer Name	Product Type	Book Date 2	Bill Reference	LC Reference	Drawer/Beneficiary Reference	Sett
900100	TIMEZONE TRUST	Clean Advance	02/10/2021	6020600471		TAECBAREF-11/10	
900100	TIMEZONE TRUST	Clean Advance	10/12/2021	6022600472		TESTEXPDEC21	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6021600473		EXPTEREF003	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6023600473		EXPTEREF001	
900100	TIMEZONE TRUST	Clean Advance	13/12/2021	6022600473		EXPTEREF002	
900100	TIMEZONE TRUST	Clean Advance	22/12/2014	6023600054			
900100	TIMEZONE TRUST	Clean Advance	23/12/2014	6040600000			
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6023600075		THESAUCE	
900100	TIMEZONE TRUST	Clean Advance	14/01/2015	6020600077		0000147-IBS	
900100	TIMEZONE TRUST	Clean Advance	18/02/2015	6029600132			
							•

By clicking the information, you can visualize something details as per example below:

	CommBiz	Global Trad	9		Settings 🔒 Log off
Home	Reports & Analytics	Inquires & Searches			
Client Logge	ed in as: INTERCU	TURAL MATT	Last login: 24/01/2022 08:20:18		
Inquires & S Trade B	^{earches} ▸ Trade S ill Details	ervices Inquiries	Trade Bill Details Inquiry		🕒 Save As 🗐 Print
Customer 900100 TIN	ID / Name /IEZONE TRUST		Bank Entity 209 COMMONWEALTH BANK OF AUSTRALIA	Product Type Clean Advance - Export	
Bill Refere 602060047	nce 1		LC Reference	Direct Collection Reference	
Drawer Re TAECBARE	ference EF-11/10		Drawer Name & Address TEST USER	Drawer Country/Jurisdiction AUSTRALIA	
Drawee Na Not Availab	ime & Address le		Drawee Country/Jurisdiction	Drawee Reference	
Collecting Not Availab	Bank Name & Ad	dress	 Collecting Bank Country/Jurisdiction	Collecting Bank Reference	
Remitting/ Not Availab	Negotiating Bank le	Name & Address	Remitting/Negotiating Bank	Remitting/Negotiating Bank Reference	
Outstandir USD - 1,00	ng Bill Currency/A 0.00	mount	 Total Settlement Amount	Original Bill Currency/Amount USD - 1.000.00	
Book Date 02/10/2021			USD - 0.00	Settlement Date	
Maturity Da	ate			Last Tracer Date	
# Payment	Tracers		-	# Acceptance Tracers	

0.00 1,000.00			_	
Book Date	Total Settlement Amount	USD - 1,000.00	1	•
02/10/2021	030-0.00	Settlement Date		
	Acceptance Date	-		1
Maturity Date	-	Last Tracer Date		1
27/10/2021	Last Tracer Type	-		1
# Payment Tracers		# Acceptance Tracers		
-	Tenor Terms	-		1
Country/Jurisdiction Of Origin	25 DAYS FROM 10/02/2021	Type Of Export		1
-	Mode Of Transport			1
Vessel Name		Shipping Company or Air Carrier Name		1
-	Discount Date	-		1
ssuing Bank		Discount Rate	- 1	đ
-	Issuing Bank Reference	0.01	- 1	
B/L Reference		BIL Date	- 1	
-	Agent Name	-	- 1	
Agent Commission Amount		Agent Commission Currency	- 1	1
	FX Contract Number		- 1	
Supplier Financing Cost Currency	-	Due Date for FX Contract	- 1	
-	Supplier Financing Cost Amount	-	- 1	
Negotiations Under Reserve	-	Funds Available Since	- 1	
-	Agent Payment Instructions	-	- 1	
Courier Information			- 1	
	View Documents	Related Involces	- 1	
Bill Charges			- 1	
			- 1	1

Additional Details

You can also print or download following icons indicated in screen on prior page. As soon as you select, the following view will appear:



In case the courier details are available, it also will be informed, if not the following message will appear:

Inquires & Searches + Trade Services Inqu	iiries + Trade Bill Details Inquiry		
Trade Bill Details			🔁 🔛 Save As 🚇 Print
Customer ID / Name 900100 TIMEZONE TRUST Bill Reference	Courier Information		
Drawer Reference TAECBAREF-11/10	Courier Company Name 1	Date of Dispatch	_
Drawee Name & Address Not Available	٩		•
Collecting Bank Name & Address Not Available			
Remitting/Negotiating Bank Name & Ad Not Available			
Outstanding Bill Currency/Amount USD - 1,000.00			
Book Date 02/10/2021			
Maturity Date 27/10/2021			
# Payment Tracers			
Country/Jurisdiction Of Origin	Node Of Transport		
Vessel Name		- Shipping Company or Air Carrier Name -	
Issuing Bank	E Issuing Bank Reference 0	Discount Rate	

Additional details like Bill Charges can also be visualized here if available.

Inquires & Searches + Trade Services Inqu	iries + Trade Bill Details Inquiry						
Trade Bill Details						8	📑 Save As 🛛 📮 Print
Customer ID / Name 900100 TIMEZONE TRUST	Bill Charges					E F Close	
Bill Reference 6020600471	(1 - 1 of 1)						
Drawer Reference TAECBAREF-11/10	Settlement Date Value Date	Description Currency	Amount	Exchange Rate	Account Currency	nt cy ent	
Drawee Name & Address Not Available	02/10/2021 02/10/2021	Advance Fundi USD	1,000.00	1.2306000000 AU	JD 1,230.60		
Collecting Bank Name & Address Not Available	View Details					_	
Remitting/Negotiating Bank Name & Ad Not Available							
Outstanding Bill Currency/Amount USD - 1,000.00							
Book Date 02/10/2021							
Maturity Date 27/10/2021							
# Payment Tracers							
Country/Jurisdiction Of Origin	Node Of Transport					_	
Vessel Name			Shipping Company o	or Air Carrier Name			
	Discount Date		-				

A summary of details dialog can also be visualized here:

Inquires & Searches + Trade Services Inquiries + Tr	rade Bill Details Inquiry				
Trade Bill Details	·	8		6	Save As 📮 Print
Customer ID / Name 900100 TIMEZONE TRUST	Details Dialog	E PriClose		🗐 Pri	int
Bill Reference 6020600471 (1 -	Settlement Date 02/10/2021 Value Date 02/10/2021				
Drawer Reference TAECBAREF-11/10	Description Advance Funding-Source Currency USD Amount 1 000 00	mount	Exchange Rate Ac	count Account Currency Equivalent	
Drawee Name & Address Not Available	Exchange Rate 1.2306000000000	00	1.2306000000 AUD	1,230.60	
Collecting Bank Name & Address Not Available	Account Currency Equivalent 1,230.60				
Remitting/Negotiating Bank Name & Ad Not Available		_			
Outstanding Bill Currency/Amount USD - 1,000.00					
Book Date 02/10/2021					
Maturity Date 27/10/2021					
# Payment Tracers	4				
Country/Jurisdiction Of Origin	Node Of Transport				
Vessel Name		Shipping Company	or Air Carrier Name		
	Discount Date	 Discount Rate			

We can also view all the documents. From Trade Bill Details Inquiry. The Document list available will appear as example below:

						_
Trade Bill Details					Save As 📮 P	rint
Customer ID / Name View 900100 TIMEZONE TRUST	v Documents				E PrClose	
Bill Reference 6020600471 (1 -	4 of 4)			Selected Items: 0	0	
Drawer Reference TAECBAREF-11/10	Document Type	Approximate Number of Pages	Scan Date	Status		
Drawee Name & Address	ADVICE OF CREDIT		09/11/2021	Available		
	DEBIT ADVICE 1		09/11/2021	Available		
Collecting Bark Name & Address Not Available	DEBIT ADVICE		10/11/2021	Available		
Remitting/Negotiating Bank Name & Ad	Reminder of Maturity 1		10/11/2021	Available	_	
Outstanding Bill Currency/Amount USD - 1,000.00	eve View Close View St	atus Details				
Book Date 02/10/2021						
Maturity Date 27/10/2021						
# Payment Tracers						
Country/ Invitation Of Origin						
	Mode Of Transport					
Vessel Name		Shin	ning Company or Air Carrier Name			
	Discount Date		, and a second s			
Issuing Bank		Disc	ount Rate			
-	Issuing Bank Reference	0.01				
B/L Reference		B/L [Date			

As like the other report, you can always download and have it saved in specific file format as per example below:

Inquires & Searches + Trade Services Inqu	iries + Trade Bill Details Inquiry						·
Trade Bill Details						8	💾 Save As 🛛 📇 Print
Customer ID / Name 900100 TIMEZONE TRUST Bill Reference 6020600471 Drawer Reference TAECBAREF-11/10 Drawee Name & Address Not Available Collecting Bark Name & Address Not Available	View Documents (1 - 4 of 4) Document Type ADVICE OF CREDIT DEBIT ADVICE DEBIT ADVICE DEBIT ADVICE Reminer of Malutary	Download Attachment Please be aware that the docu inten to the temporary intern the accessible offline from that requested is sensitive or cons your temporary internet cache OK Cancel	iment you are requesting will be et file cache on your workstation and ocation. If the information you have idered confidential, please clean out	8	Selected Irems: 1 Status Available Available	Print	
Remitting/Negotiating Bank Name & Ad Not Available Outstanding Bill Currency/Amount	Retrieve View Close	View Status Details			T WEIRE IS		
USD - 1,000.00 Book Date 02/10/2021							
Maturity Date 27/10/2021							
# Payment Tracers							
Country/Jurisdiction Of Origin	Node Of Transport		-				
Vessel Name	 Discount Date		Shipping Company or Air Carrier I	Name			
Issuing Bank	Issuing Bank Refer	ence	Discount Rate				

Upon selection the following view will appear:



Continuing the Trade Billing Inquiry, you can customize the selection:

•	Biz Global Trade					Settings	A Log
Home Reports 8 Analytics	Inquires & Searches						
lient Logged in as: INTE	RCULTURAL MATT Last login	1: 24/01/2022 08:20:18					
nquires & Searches + Tra	ade Services Inquiries 🕨 Trade B	ill Details Inquiry					
rade Bill Detail	s Inquirv					틙 Sav	ve As 🔳 Pri
	1.2						
Trade Bill Details Inq	uiry Criteria					★ = Re	quired Fields
Customer ID: 000100	Show Overriden Discrepance	Non Yos					
Customer ID. 900100	show overhuen biscrepand	.les. 1es					
						(Customize
Trade Bill Details Sum	ımary (1 - 10 of 56)		€ ≪ Page 1 of	6 🕨 🅅	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0	Customize
Trade Bill Details Sum	mary (1 - 10 of 56) Customer Name	Product Type	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	6 🕨 🕅 Bill Reference	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0 Drawer/Beneficiary Reference	Customize 0) C Sett
Trade Bill Details Sum Customer ID 900100	mary (1 - 10 of 56) Customer Name TIMEZONE TRUST	Product Type 1▲ Clean Advance	• • Page 1 of Book Date 2 ▲ 02/10/2021	6 Bill Reference 6020600471	Selected Items: 0	(As of 24/01/2022 3:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10	Customize 0) C Sett
Trade Bill Details Sum Customer ID 900100 900100	TIMEZONE TRUST	Product Type 1▲ Clean Advance Clean Advance		6 Bill Reference 6020600471 6022600472	Selected Items: 0	(As of 24/01/2022 3:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21	Customize 0) C Set
Customer ID 900100 900100 900100	TIMEZONE TRUST	Product Type 1▲ Clean Advance Clean Advance Clean Advance	I Page 1 of Book Date 2 ▲ 02/10/2021 10/12/2021 13/12/2021	6	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEX/PDEC21 EXPTEREF-002	Customize 0) C Set
Customer ID 900100 900100 900100 900100 900100	TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST	Product Type 1 Clean Advance Clean Advance Clean Advance Clean Advance	Id Page 1 of Book Date 2 ^ 02/10/2021 10/12/2021 10/12/2021 13/12/2021 13/12/2021 13/12/2021 13/12/2021	6 ▶ ▶ Bill Reference 6020600471 6022600472 6022600473 6023600473	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21 EXPTEREF-002 EXPTEREF-001	Customize 0) 🕐 🛱 Seti
Customer ID 900100 900100 900100 900100 900100 900100 900100 900100	TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST	Product Type 1 Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance	Id If Page 1 of Book Date 2 02/10/2021 10/12/2021 13/12/2021 13/12/2021 13/12/2021 13/12/2021 13/12/2021	6 ▶ ▶ Bill Reference 6020600471 6022600472 6022600473 6023600473 6021600473	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21 EXPTEREF-002 EXPTEREF-001 EXPTEREF-003	Customize 0) 🕐 🏶 Sett
Customer ID 900100 900100 900100 900100 900100 900100 900100 900100 900100	TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST	Product Type 1 Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance	Id If Page 1 of Book Date 2 • 02/10/2021 1 13/12/2021 1 13/12/2021 1 13/12/2021 2 13/12/2021 2 13/12/2021 2 13/12/2021 2	6 ▶ ▶ Bill Reference 6020600471 6022600472 6022600473 6023600473 6023600473 6021600473 6023600473 6023600054	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0 Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21 EXPTEREF-002 EXPTEREF-001 EXPTEREF-003	Customize 0) C Sett
Customer ID 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100	TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST	Product Type 1 Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance	Id If Page 1 of Book Date 2 02/10/2021 1 13/12/2021 1 13/12/2021 1 13/12/2021 2 13/12/2021 2 13/12/2021 2 22/12/2014 2 23/12/2014 2	6 ▶ ▶ Bill Reference 6020600471 6022600472 6022600473 6022600473 6022600473 6021600473 602360054 604060000	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0) Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21 EXPTEREF-002 EXPTEREF-001 EXPTEREF-003	Customize 0) C Set
Customer ID 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100 900100	TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST TIMEZONE TRUST	Product Type 1 Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance Clean Advance	Id IPage 1 of Book Date 2 02/10/2021 1 10/12/2021 13/12/2021 1 1 13/12/2021 2/12/2021 2/12/2021 2/12/2021 23/12/2014 2/2/12/2014 2/12/2014 1 14/01/2015 1 1 1	6 ▶ ▶ Bill Reference 6020600471 6022600472 6022600473 6023600473 6023600473 6023600473 602360054 604060000 602060007	Selected Items: 0	(As of 24/01/2022 9:41 AM GMT-05:0) Drawer/Beneficiary Reference TAECBAREF-11/10 TESTEXPDEC21 EXPTEREF-002 EXPTEREF-001 EXPTEREF-003 0000147-IBS	Customize 0) C Sett

	CommBiz	Global Trade		Settings
Home	Reports & Analytics	Inquires & Searches		
Client Logge	d in as: INTERCU	LTURAL MATT	ast login: 24/01/2022 08:20:18	
Inquires & Se	earches 🕨 Trade S	Services Inquiries + 1	Trade Guarantee/Standby Letter of Credit Details Inquiry	
Trade G	uarantee /	Standby Let	ter of Credit Details Inquiry	🖳 Save As 🛛 📮 Print
Trade (Guarantee / Stand	by Letter Of Credit D	stails Inquiry Criteria	★ = Required Fields
* Custome	er ID	* *	* Product Type Both ~	
Option1	I: View Specific T	ransaction		
You mus	t select at least o	me of the following	criteria	
Bank Re	eference	fx	O Applicant Reference ∫x	
O Option2	2: View Range of	Transactions		

You click in the customer ID lookup bottom, and it will appear this list. Please select the option by clicking the check box you want as per example below:

Trade Guarantee / Stan	Customer ID Lookup				8		•
Trade Guarantee / Standby Letter	D Oham Gaarah				_	Required Fields	
* Customer ID	Show search				- 1		
	Customer ID (1 - 29 of 29)						
	Branch Code 1	Branch Name	Customer ID 2 +	Customer Name			
	209	COMMONWEALTH BANK OF A	J 328823097	209-328823097	^		
Option1: View Specific Transacti	209	COMMONWEALTH BANK OF A	J 386186794	209-386186794			
	209	COMMONWEALTH BANK OF A	J 492350754	209-492350754			
	209	COMMONWEALTH BANK OF A	J 900100	TIMEZONE TRUST			
You must select at least one of the	209	COMMONWEALTH BANK OF A	J 900102	MFC BANCORP LTD.	-		
	Add To Selection A You mu	ist select at least one record, then cli	ck the 'Add to Selection' button to cont	linue.			
	Branch Code	Branch Name Cus	tomer ID Customer Na	ame			
You must select at least one of the	209 COMM	ONWEALTH BANK 900100	TIMEZONE TRUST	Remove			
Des efficient Countral Insiedle d					_		
Beneficiary Country/Jurisdiction							
From V							
То							

Then the information will be filled as per shown and you complete and fill up all other remaining the options if needed to specify the selection as you can on next two pictures. Remember you need to complete/select all fields marked with red star.

✓ Trade Guarantee / Standby Letter Of Credit Details In	nquiry Criteria		🔹 = Required Fields
* Customer ID 900100	★ Product Type Both ✓		
Option1: View Specific Transaction			
You must select at least one of the following criteria	a		
Bank Reference fx	O Applicant Reference		
O Option2: View Range of Transactions			
You must select at least one of the following criteria	a		
Beneficiary Country/Jurisdiction	Currency	Outstanding Amount fx	
~	v		
From V			
To			
fx	 fx		
Option2: View Range of Transactions			
You must select at least one of the following criteria	a		
Beneficiary Country/Jurisdiction	Currency	Outstanding Amount	
- 55 . 	 ▲ 計 ▼ 	fx	
Issue Date			
To			
Expiry Date			
To			
Manage Default Search Options			
Search Clear All			
www.commbank.com.au			PRIVACY TERMS & CONDITIONS

The same way as informed here, we can save and export in different types upon selection of report generated/available:

- · ·	ommBiz Global Trade						Settings	🔒 Log o
Home A	eports & Inquires & nalytics Searches							
ent Logged in as	E INTERCULTURAL MATT	ast login: 24/01/2022 08:20:18						
uires & Searche	es + Trade Services Inquiries +	Trade Guarantee/Standby Letter of	Credit Details Inquiry					
ade Guar	antee / Standby Let	tter of Credit Details I	nquiry				📑 S	ave As 🛛 昌 Print
Trade Guara	ntee / Standby Letter Of Credit D	etails Inquiry Criteria					* =	Required Fields
Start New Sear	ch							
Frade Guarante	ee/Standby Letter of Credit Det	ails Summary (1 - 2 of 2)				(As of 24/0	1/2022 9:42 AM GMT-05	Customize
Trade Guarante Customer ID 2 ▲	ee/Standby Letter of Credit Det. Customer Name	ails Summary (1 - 2 of 2) Product Type 1▲	Bank Reference	Applicant Reference	Issue Date	(As of 24/0 Expiry Date	1/2022 9:42 AM GMT-05 Confirmed	Customize (00) Currency
rade Guarante Customer ID 2 ▲ 0100	ee/Standby Letter of Credit Det Customer Name TIMEZONE TRUST	ails Summary (1 - 2 of 2) Product Type 1 Guarantee	Bank Reference	Applicant Reference E2E-CBA-GUR	Issue Date 14/03/2018	(As of 24/0 Expiry Date 30/04/2040	1/2022 9:42 AM GMT-05 Confirmed	Customize :00) C Currency CUD
rade Guarante Customer ID 2▲ 0100 0100	er/Standby Letter of Credit Det Customer Name TIMEZONE TRUST TIMEZONE TRUST	ails Summary (1 - 2 of 2) Product Type 1 Guarantee Standby Letter of Credit	Bank Reference 5014601073 5011601074	Applicant Reference E2E-CBA-GUR E2ECBA20MAR-SDLC	Issue Date 14/03/2018 20/03/2018	(As of 24/0 Expiry Date 30/04/2040 30/04/2040	1/2022 9:42 AM GMT-05 Confirmed	Customize :00) C Currency AUD JSD
Trade Guarante Customer ID 2 00100 00100	er/Standby Letter of Credit Det Customer Name TIMEZONE TRUST TIMEZONE TRUST	ails Summary (1 - 2 of 2) Product Type 1 Guarantee Standby Letter of Credit	Bank Reference 5014601073 5011601074	Applicant Reference E2E-CBA-GUR E2ECBA20MAR-SDLC	Issue Cate 14/03/2018 20/03/2018	(As of 24/0 Expiry Date 30/04/2040 30/04/2040	1/2022 9:42 AM GMT-05 Confirmed	Customize

Options to save reports are PDF (Adobe®), Excel (Microsoft®) on XLS or CSV as per view below:

Home Reports & Inquires & Searches Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 08:20:18 Inquires & Searches > Trade Services Inquiries > Trade Guarantee/Standby Letter of Credit Details Inquiry Trade Guarantee / Standby Letter of Credit Details Inquiry Criteria © Trade Guarantee / Standby Letter Of Credit Details Inquiry Criteria Select Option To Save © Customer ID: 900100 Product Type: Both Start New Search Microsoft Excel (xis) ~ Please be aware that the fle you are recuesting will be written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting mile the written to your removary intermet the cashed on your vertesting will be written to your removary intermet the cashed on your vertesting will be written to your removary intermet the cashed on your vertesting will be written to your removary intermet the cashed on your vertesting will be written to your remover your vertesting will be written to you	Save As 📮 Print
Client Logged in as: INTERCULTURAL MATT Last bgin: 24/01/2022 08:20:18 Inquires & Searches > Trade Services Inquires > Trade Guarantee/Standby Letter of Credit Details Inquiry Trade Guarantee / Standby Letter of Credit Details Inquiry Criteria Customer ID: 900100 Product Type: Both Start New Search Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Customer ID: 90010 Customer ID: 900100 Custome	Save As 📮 Print
Inquires & Searches + Trade Services Inquiries + Trade Guarantee/Standby Letter of Credit Details Inquiry Trade Guarantee / Standby Letter of Credit Details Inquiry Criteria Trade Guarantee / Standby Letter of Credit Details Inquiry Criteria Customer ID: 900100 Product Type: Both Start New Search Trade Guarantee/Standby Letter of Credit Details Summary (1 - 2 of 2) Trade Guarantee / Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Product Type: Both Trade Guarantee / Standby Letter of Credit Details Summary (1 - 2 of 2) Customer ID: 900100 Product Type: Both Customer ID: 900100 Product Type: 2010 Product Type: Both Customer ID: 900100 Product Type: Both Customer ID: 900100 Product Type: 90010 Product Type: 90010 Produc	Save As 🛛 📮 Print
Trade Guarantee / Standby Letter of Credit Details Insertion Trade Guarantee / Standby Letter of Credit Details Inquiry Criteria Data Table Save Options Customer ID: 900100 Product Type: Both Select Option To Save Start New Search Image: Current table page All table pages Format Microsoft Excel (xls) v Please be aware that the file you are recuesting will be written to your temporary internet file code on your workstation and is accessible offline formation you have recuested is sensitive or Considered confidential please clean out your temporary internet cache.	Save As 🛛 📮 Print
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2 Customer Name Product Type 1 Expiny Date Confirmed	Currency
900100 TIMEZONE TRUST Guarantee 30/04/2040	AUD
900100 TIMEZONE TRUST Standby Letter of Credit 5011601074 E2ECBA20MAR-SDLC 20/03/2018 30/04/2040	USD
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You can access it through SAVE AS:

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900100	TIMEZON	E TRUST	Guarantee	5014601073	E2E-CBA-GUR	14/03/2018	30/04/2040		AUD
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By selecting to visualize, please see how it will appear (PRINT option previous image above):

Search Custome	Criteria: r ID: 900100	Product T	ype: Both								
Customer ID	Customer Name	Product Type	Bank Reference	Applicant Reference	lssue Date	Expiry Date	Confirmed	Currency	Outstanding Amount	Beneficiary Name	Beneficiary Country/Jurisdiction
900100	TIMEZONE TRUST	Guarantee	5014601073	E2E-CBA-GUR	14/03/2018	30/04/2040		AUD	564,635.50	COMMONWEALTH BANK OF AUSTRALIA	AUSTRALIA
900100	TIMEZONE TRUST	Standby Letter of Credit	5011601074	E2ECBA20MAR- SDLC	20/03/2018	30/04/2040		USD	10,000.00	COMMONWEALTH BANK OF AUSTRALIA	AUSTRALIA

From the main menu, Inquiries and Searches, please select option Trade Services Inquiries, Trade Guarantee/Standby Letter of Credit. Please select the Customer ID as per same model/example instructed and you will reach the page.

	y LC Activity Summary	y				
istomer ID / Name 0100 - TIMEZONE TRUST	Benefic COMMO	i ary Name DNWEALTH BANK OF AUSTRALIA	Bank Entity 209 - COMMONWE AUSTRALIA	ALTH BANK CF		
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You can also PRINT the details you have selected, and the following page will appear as per example below:

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If you want to see details in the screen, you can go and select Guarantee/Standby LC from the same example above to consult LC Charge Summary.

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ustomer ID / Name 0100 - TIMEZONE TRUST	Charge Sumr	mary				8	Close
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You can also have the option to SAVE AS or PRINT. The example below brings the PRINT selection.



If you want to visualize, just click in the transaction as you can see link blue link from image above where it says activity or LC text above.

Trade Guarantee/Standby		Save As 🗐 Print
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Customer ID / Name 900100 - TIMEZONE TRUST		
Bank Reference 5014601073	OUTGOING MESSAGE (1:F01CTBAAU20AITS0000000000) (2:1760CTBAHK30XXXXN)	
Applicant Country/Jurisdiction AUSTRALIA	27:1/1 20:5014601073	
Beneficiary Name & Address COMMONWEALTH BANK OF AUSTRALI GLOBAL TRADE AND TRANSACTION D, PARK, TOWER 1, LEVEL 7 201 SUSSEX TESTING ABC SYDNEY	23:1850E 30:180314 400:OTHR/ REFER FIELD 77C 77C: GUARANTEED FOR 5 YEARS 72:/BENCON/ -}	
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Original Currency/Amount AUD - 564,635.50		
Expiry Date 30/04/2040		
Original Maximum Amount		

In the same page informed above you can also have access to view document.

Inquires & Searches + Trade Services Inqui	iries > Trade Guarantee/Standby Letter of Credi	it Details Inquiry + Guarantee / Stand	oy LC Activity Summary ► Trade Guara	ntee/Standby LC Details		
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In the Detail page of Inquires/Searches after selection by reference number (transactional details) you can see the screen as per below. You also have option to view, to Save As and to print.

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