

## Global Trade - Trade Advances

### Trade Advances – Overview

Trade Advances is a short-term loan for both domestic and overseas import and export transactions and designed for corporates of all sizes, is available for periods of 30 to 185 days and can be denominated in any major currency. Currency of funding must match the trade invoice.

The facility helps the importers and the exporters to close their cash flow gap, accelerate payment and enable our customers to respond rapidly to new business opportunities based on freed up capital.

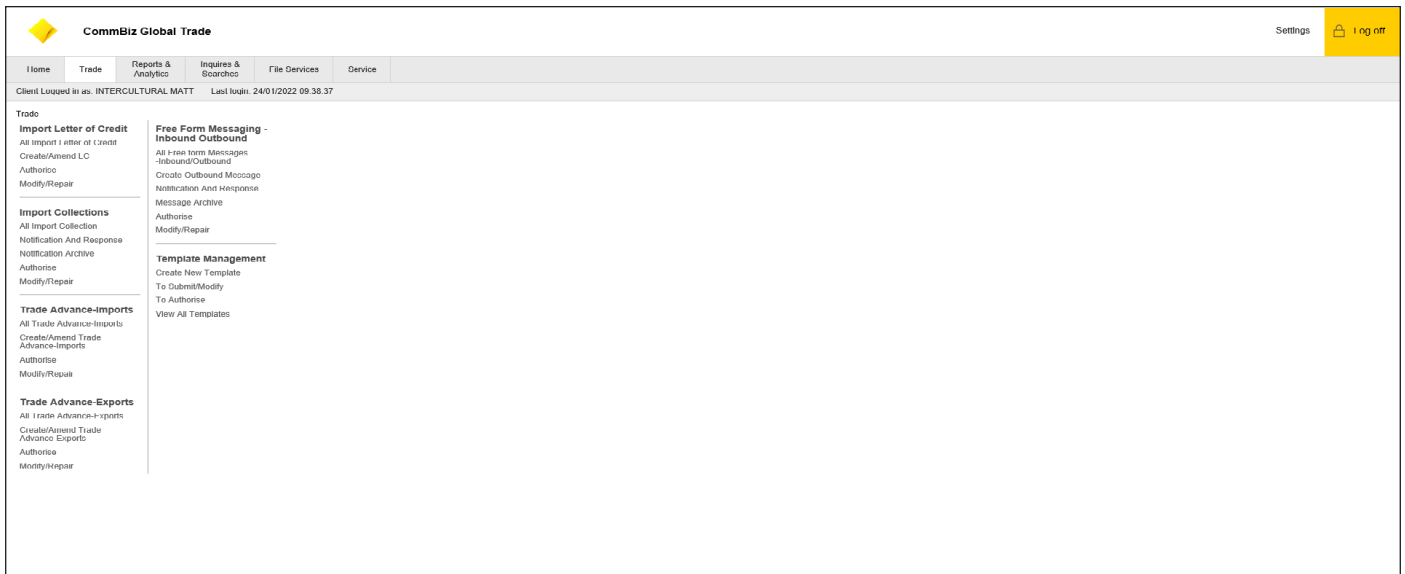
#### About the module

The Trade Advances module provides both Importer and Exporter clients the ability to electronically apply for Trade Advances.

The module has 2 separate transaction types:

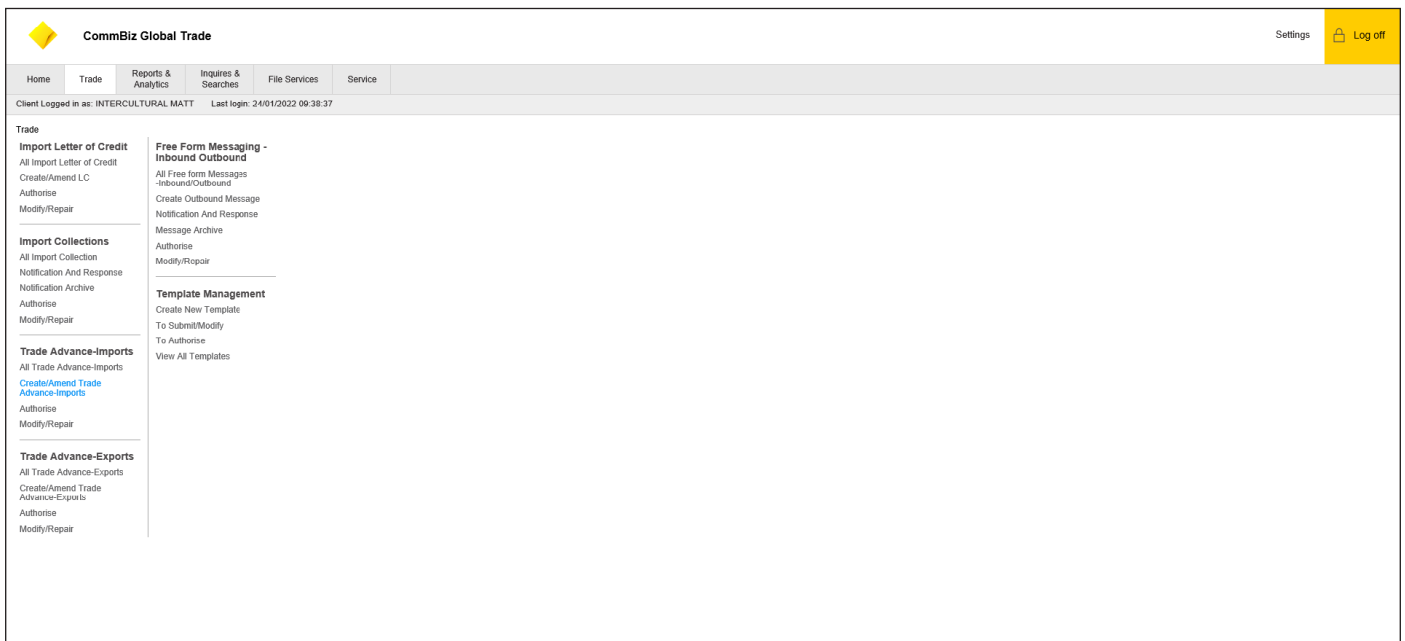
- Trade Advance - Import
- Trade Advance - Exports

Accessing the Trade Advances - Import module  
 Select Option – Trade Advance-Imports – Details of New Page creation



Importer clients can create a new Trade Advance – Import transaction by following the below steps:

1. Select Trade
2. Access Create/Amend Trade Advance-Import



Please select <Create New Loan> as per below and fill up the details accordantly:

CommBiz Global Trade Settings Log off

Home Trade Reports & Analytics Inquiries & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Create/Amend Trade Advance-Imports

### Trade Advance-Imports

Create/Amend Trade Advance Imports = Required Field

Create New Loan  Extend/Update Loan

\* Trade Initiator  \* Creation Method  Copy From Customer Reference Number

\* Customer ID  \* Transaction Status

\* Branch Code  \* Legal Vehicle  \* Department

Continue Reset

www.commbank.com.au PRIVACY TERMS & CONDITIONS

The **Transaction Initiator** field should have your company name if not chose the entity you wish to transact under by clicking the **Lookup** icon on the **Transaction Initiator** field.

The Trade Initiator will bring you a list of customers names:

CommBiz Global Trade Settings Log off

Home Trade Reports & Analytics Inquiries & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Create/Amend Trade Advance-Imports

### Trade Advance-Imports

Create/Amend Trade Advance-Imports = Required Field

Create New Loan  Extend/Update Loan

\* Trade Initiator  \* Creation Method  Copy From Customer Reference Number

\* Customer ID  \* Transaction Status

\* Branch Code  \* Legal Vehicle  \* Department

Continue Reset

**Trade Initiator Lookup** ✕


Show Search

Trade Initiator (1 - 25 of 25)

Customer Name	Customer ID	Trade Initiator Description	Branch Name	Branch Code
242288-0101	242288	242288-0101	COMMONWEALTH BANK OF AU...	209
209-299687854	299687854	CBA UAT test TI-1	COMMONWEALTH BANK OF AU...	209
CHINA LV CUSTOMER	391503	CBA SHANGHAI	CBA CHINA	212
CBA SHANGHAI	391504	391504-04-16	CBA CHINA	212
TIMEZONE TRUST	735322	0103-735322-209	COMMONWEALTH BANK OF AU...	209
TIMEZONE TRUST	900100	0102 TI	COMMONWEALTH BANK OF AU...	209
TIMEZONE TRUST	900100	0101-209-900100	COMMONWEALTH BANK OF AU...	209
Test user	900100	TEST User 900100/0102	COMMONWEALTH BANK OF AU...	209
Test user	900100	TEST User 900100/0101	COMMONWEALTH BANK OF AU...	209
AMFRIGAS PARTNERS I P	900101	900101-0101-209	COMMONWEALTH BANK OF AU...	209

As soon as you select all fields of this screen shall be pre-populated as per example on next page.

Please click Continue when this page is complete:

**CommBiz Global Trade** Settings 

Home Trade Reports & Analytics Inquires & Searches File Services Service



Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Create/Amend Trade Advance-Imports

### Trade Advance-Imports


Create/Amend Trade Advance-Imports \* = Required Field

Create New Loan  Extend/Update Loan

* Trade Initiator 0101-209-900100 	* Creation Method Create New 	Copy From Customer Reference Number <input type="text"/>
* Customer ID 900100	* Transaction Status Input	
* Branch Code 209	* Legal Vehicle 01	* Department 01

[Continue](#) [Reset](#)

www.commbank.com.au PRIVACY TERMS & CONDITIONS

**CommBiz Global Trade** Settings 

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Create/Amend Trade Advance-Imports


### Trade Advance-Imports

[Submit](#) [Save as Draft](#) [Clear](#) [Cancel](#)


Create New Loan

Trade Initiator 0101-209-900100	Creation Method Create New	Copy From Customer Reference Number -
Customer ID 900100	Transaction Status Input	
Branch Code 209	Legal Vehicle 01	Department 01

[Change Selection](#)

Loan Details [Expand all](#) 

Party Details \* = Required Field

* Customer Reference Number TRADEADVMP	Select LC / Bill Reference Number Bill Reference Number 	LC / Bill Reference Number <input type="text"/>
Bank Reference Number <input type="text"/>	Contact Person <input type="text"/>	Telephone Number <input type="text"/>

Transaction Details \* = Required Field

[Submit](#) [Save as Draft](#) [Clear](#) [Cancel](#)

Please complete all the fields and you will be ready to conclude this process:

**Create New Loan**

Trade Initiator 0101-209-900100	Creation Method Create New	Copy From Customer Reference Number -
Customer ID 900100	Transaction Status Input	
Branch Code 209	Legal Vehicle 01	
Department 01		

[Change Selection](#)

**Loan Details** Expand all

**Party Details**

* Customer Reference Number TRADEADVIMP	Select LC / Bill Reference Number Bill Reference Number	LC / Bill Reference Number
Bank Reference Number	Contact Person SHREYA	Telephone Number 9876543210

**Transaction Details**

* Currency USD	* Loan Amount 1.00	* Maturity Date 25/03/2022
* Loan Terms Maturity Date	Tenor(In Days)	
* Method of Credit Credit Our Account	* Account Number 012345678912349	

Supplier's Name/Address	Supplier's Account Number	Supplier's Country/Jurisdiction
Supplier's Bank/Address	Supplier's Bank SWIFT Code	

**Transaction Details**

* Currency	* Loan Amount	Maturity Date
* Loan Terms	Tenor(In Days)	
* Method of Credit Credit Our Account	* Account Number	
Supplier's Name/Address	Supplier's Account Number	Supplier's Country/Jurisdiction
Supplier's Bank/Address	Supplier's Bank SWIFT Code	
FX Contract Number	FX Rate	
Payment / Maturity Instructions		

Note:

Method of Credit:

- Credit Our Account (enables Account Number) related to details as per described in the lookup icon.
- Credit Our Supplier (enables all fields related to the supplier)

Please complete all fields and then click to submit and then you will have the item created:

Supplier's Bank Address  
Supplier's Bank SWIFT Code

FX Contract Number  
FX Rate

Payment / Maturity Instructions

Upload Supporting Documents

Select Document Type

Comments

Please select Document Type prior to file upload. (Maximum file size allowed for individual file: 60 MB)

Drag and Drop a file here  
or  
Select File

Add Refresh

Added Documents (As of 01/03/2022, 11:23 GMT+05:00)

Sr No	Document Name	Document Type	User ID	Registration Date	Document ID	Comments	Actions
No items were found							

**Create New Loan**

Transaction Submitted Successfully

OK

## 2. Navigation to Authorise worklist (required to be approved by another user).

1. Select Trade
2. Under Trade Advances-Imports select authorise

CommBiz Global Trade

Home Trade Reports & Analytics Inquiries & Services File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Authorise

Trade Advance-Imports (As of 01/03/2022, 11:28 GMT+05:00)

To Authorise

Show Applied Search Criteria

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

Authorise (1 - 9 of 9) (Selected items: 0) (As of 01/03/2022, 11:28 GMT+05:00)

Service Type	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name	Transaction Date	Auth Req
<input type="checkbox"/> New Loan	FM01MAR2022	900100	Test user		INR	5,000.00	CAMPALA	01/03/2022	Auth Req
<input type="checkbox"/> New Loan	h-GHK	000100	IMEZCONB IHUS1		INR	1.00	USER TWU	23/02/2022	Auth Req
<input type="checkbox"/> New Loan	FGH	900100	TIMEZONE TRUST		INR	1.00	USER TWU	23/02/2022	Auth Req
<input type="checkbox"/> New Loan	TACBIA-11/10-LOA	900100	TIMEZONE TRUST		AED	5.00	USER TWU	18/03/2022	Auth Req
<input type="checkbox"/> New Loan	DFV1221	000002	CBA customer 02		USD	23.00	USER TWU	18/03/2022	Auth Req
<input type="checkbox"/> New Loan	FM181 LG2022	900100	IMEZCONB IHUS1		INR	100.00	USER TWU	16/02/2022	Auth Req
<input type="checkbox"/> New Loan	PM15FEB2022	900100	TIMEZONE TRUST		INR	100.00	USER TWU	16/02/2022	Auth Req
<input type="checkbox"/> New Loan	TIMPINFO	900280	INFOVENTURES		AUD	1,000.00	CBA	10/02/2022	Auth Req
<input type="checkbox"/> New Loan	PM-1	900100	TIMEZONE TRUST		INR	1,001.00	USER TWU	21/01/2022	Auth Req

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

www.commbiz.com.au

PRIVACY TERMS & CONDITIONS

You will see the list as per above. From this list, please select the transaction.

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Authorise

Trade Advance-Imports (As of 01/03/2022, 11:29 GMT-05:00)

To Modify / Repair 1 To Authorise 9 View All

To Authorise  Save As Print

Show Applied Search Criteria

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

Authorise (1 - 9 of 9) (Selected Items: 1) (As of 01/03/2022, 11:29 GMT-05:00)

<input type="checkbox"/>	Service Type 2 ▲	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name	Transaction Date 1 ▼	Auth Requi
<input checked="" type="checkbox"/>	New Loan	PM01MAR2022	900100	Test user		INR	5,000.00	GAMPALA	01/03/2022	Auth Requi
<input type="checkbox"/>	New Loan	FGHK	900100	TIMEZONE TRUST		INR	1.00	USER TWO	23/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	FGH	900100	TIMEZONE TRUST		INR	1.00	USER TWO	23/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	TAICBA-1110-LOA	900100	TIMEZONE TRUST		AED	5.00	USER TWO	18/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	ULV1Z21	000002	CBA customer 02		USD	23.00	USER TWO	18/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM16FEB2022	900100	TIMEZONE TRUST		INR	100.00	USER TWO	16/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM15FEB2022	900100	TIMEZONE TRUST		INR	100.00	USER TWO	15/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	TIMPINFO	900260	INFOVENTIRFS		AUD	1,000.00	CRA	10/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM-1	900100	TIMEZONE TRUST		INR	1,001.00	USER TWO	21/01/2022	Auth Requi

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

www.commbank.com.au PRIVACY TERMS & CONDITIONS

As soon as it is selected to authorise it:

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Authorise

Trade Advance-Imports (As of 01/03/2022, 11:29 GMT-05:00)

To Modify / Repair 1 To Authorise 9 View All

To Authorise  Save As Print

Show Applied Search Criteria

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

Authorise (1 - 9 of 9) (Selected Items: 1) (As of 01/03/2022, 11:29 GMT-05:00)

<input type="checkbox"/>	Service Type 2 ▲	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name	Transaction Date 1 ▼	Auth Requi
<input checked="" type="checkbox"/>	New Loan	PM01MAR2022	900100	Test user		INR	5,000.00	GAMPALA	01/03/2022	Auth Requi
<input type="checkbox"/>	New Loan	FGHK	900100	TIMEZONE TRUST		INR	1.00	USER TWO	23/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	FGH	900100	TIMEZONE TRUST		INR	1.00	USER TWO	23/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	TAICBA-1110-LOA	900100	TIMEZONE TRUST		AED	5.00	USER TWO	18/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	ULV1Z21	000002	CBA customer 02		USD	23.00	USER TWO	18/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM16FEB2022	900100	TIMEZONE TRUST		INR	100.00	USER TWO	16/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM15FEB2022	900100	TIMEZONE TRUST		INR	100.00	USER TWO	15/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	TIMPINFO	900260	INFOVENTIRFS		AUD	1,000.00	CRA	10/02/2022	Auth Requi
<input type="checkbox"/>	New Loan	PM-1	900100	TIMEZONE TRUST		INR	1,001.00	USER TWO	21/01/2022	Auth Requi

Authorise Send To Repair View Details View Errors View Audit Trail View Totals

www.commbank.com.au PRIVACY TERMS & CONDITIONS

**Confirmation : Authorise**

Successful

SLNO	Service Type	Customer ID	Customer Reference
1	New Loan	900100	PM01MAR2022

OK

If you cannot authorise and want to repair from authorise worklist (Please select the transaction you want to repair as example below):

For this deal, please enter reason to repair as per below and press ok



The following message shall appear confirming you sent to repair:

CommBiz Global Trade

Home Trade Reports & Analytics Inquiries & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Modify/Repair

Trade Advance-Imports

To Modify / Repair 2 To Authorise: 9 View All

To Modify / Repair

Service Type	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name	Transaction Date	Repair Required
<input type="checkbox"/> New Loan	ABC	900100	TIMEZONE TRUST		INR	1.00	USER TWO	01/03/2022	Repair Required
<input type="checkbox"/> New Loan	DCF	900100	TIMEZONE TRUST		INR	1.00	USER TWO	01/03/2022	Repair Required

### 3. Navigation to Modify Repair Worklist:

Select Modify Repair and update it accordingly

CommBiz Global Trade

Home Trade Reports & Analytics Inquiries & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Trade Advance-Imports > Authorise

Trade Advance-Imports

To Authorise 7 View All

To Authorise

Confirmation : Sent To Repair

Successful

SLNO	Service Type	Customer ID	Customer Reference
1	New Loan	900100	IAIICBA-1110-LQA

Service Type	Customer Reference	Customer ID	Maker Name	Transaction Date	Auth Required
<input type="checkbox"/> New Loan	FGHK	900100			
<input type="checkbox"/> New Loan	FGH	900100			
<input checked="" type="checkbox"/> New Loan	IAIICBA-1110-LQA	900100			
<input type="checkbox"/> New Loan	FM16FED2022	900100			
<input type="checkbox"/> New Loan	PM15FEB2022	900100	TIMEZONE TRUST		
<input type="checkbox"/> New Loan	TIMPINFO	900280	INFOVENTURES		
<input type="checkbox"/> New Loan	PM-1	900100	TIMEZONE TRUST		

Now submitting from Modify/Repair Worklist:

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 21/01/2022 00:38:37

Trade > Trade Advance-Imports > Modify/Repair

Trade Advance-Imports (As of 01/03/2022, 11:27 GMT-05:00) C

To Modify / Repair 2 To Authorise: 9 View All

To Modify / Repair  Save As Print

Show Search

Modify/Repair Submit Delete View Errors View Audit Trail View Totals

Modify/Repair (1 - 2 of 2) (Selected Items: 1) (As of 01/03/2022, 11:27 GMT-05:00)

<input type="checkbox"/>	Service Type 2	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name	Transaction Date	Repair Requir
<input checked="" type="checkbox"/>	New Loan	ABC	900100	TIMEZONE TRUST		INR	1.00	USER TWO	01/03/2022	Repair Requir
<input type="checkbox"/>	New Loan	DEF	900100	TIMEZONE TRUST		INR	1.00	USER TWO	01/03/2022	Repair Requir

Modify/Repair Submit Delete View Errors View Audit Trail View Totals

www.commbank.com.au PRIVACY TERMS & CONDITIONS

© 2022 Commonwealth Bank of Australia ABN 48 123 123 124 AFSL and Australian credit licence 234945. Valid as at 02/03/2022 at 02:56 AM (Syd/Melb time)

Please adjust items as required and submit.

Trade Advance-Imports  Print

Submit Save as Draft Delete Cancel View Errors View Audit Trail

Create New Loan

Trade Initiator: 0101-209-900100  
 Customer ID: 900100  
 Branch Code: 209  
 Department: 01

Creation Method: Create New  
 Transaction Status: Repair Required

Copy From Customer Reference Number: --

Legal Vehicle: 01

Loan Details Expand all

Party Details Required Field

Customer Reference Number: ABC-MODIFY  
 Bank Reference Number:

Select LC / Bill Reference Number:   
 Bill Reference Number:   
 Contact Person: ABC

LC / Bill Reference Number: 6017600742  
 Telephone Number: 9876543210

Transaction Details Required Field

Currency: INR  
 Loan Amount: 1.00  
 Loan Terms: Tenor(In Days): 123  
 Method of Credit:   
 Credit Our Account:   
 Account Number: 11

Maturity Date:

Supplier's Name/Address:   
 Supplier's Account Number:   
 Supplier's Country/Jurisdiction:

Supplier's Bank/Address:   
 Supplier's Bank SWIFT Code:

Upon submission you will see the message as per below:

The screenshot displays the 'Trade Advance-Imports' interface. At the top, there are navigation buttons: Submit, Save as Draft, Delete, Cancel, View Errors, and View Audit Trail. The main area is titled 'Create New Loan' and contains a form with the following fields:

- Trade Initiator: 0101-209-900100
- Creation Method: Create New
- Customer ID: 900100
- Transaction Status: Repair Required
- Branch Code: 209
- Legal Vehicle: 01
- Department: 01

A modal dialog box titled 'Create New Loan' is overlaid on the form, displaying a green checkmark and the message 'Transaction Submitted Successfully'. Below the message is an 'OK' button.

Below the dialog, the 'Loan Details' section is visible, containing several sub-sections:

- Party Details:** Customer Reference Number (ABC-MODIFY), Bank Reference Number, Select LC / Bill Reference Number (dropdown), Contact Person (ABC), LC / Bill Reference Number (6017600742), Telephone Number (9876543210).
- Transaction Details:** Currency (INR), Loan Amount (1.00), Tenor (in Days) (123), Maturity Date, Method of Credit (dropdown), Credit Our Account (dropdown), Account Number (11), Supplier's Name/Address, Supplier's Account Number, Supplier's Country/Jurisdiction, Supplier's Bank/Address, Supplier's Bank SWIFT Code.

When you send to authorise, please have another user to follow the authorisation process.

#### 4. After Submission default landing to View All Work list:

Trade Advance-Imports (As of 01/03/2022, 11:25 GMT-05:00)

To Modify / Repair 0 To Authorise 11 View All

View All (Selected Items: 0) (As of 01/03/2022, 11:25 GMT-05:00)

Service Type	Customer Reference	Customer ID	Status	Customer Name	Bank Reference	Currency	Loan Amount	Maker Name
New Loan	TRADADVMP	900100	Auth Required Level 1	TIMEZONE TRUST		USD	1.00	USER TWO
New Loan	PM01MAR2022	900100	Auth Required Level 1	Test user		INR	5,000.00	GAMPALA
New Loan	PM24FEB22-LEG-LC	900100	Accepted	TIMEZONE TRUST		INR	123,456,789.00	S TEST01
New Loan	PM24FEB22-BE-LC	900100	Accepted	TIMEZONE TRUST		INR	123,456,789.00	USER TWO
New Loan	PM23FEB22-LEG-LE	900100	Accepted	TIMEZONE TRUST		INR	100,000,000,000.00	USER TWO
New Loan	PM23FEB22-BE-BE	900100	Accepted	TIMEZONE TRUST		INR	100,000,000,000.00	USER TWO
New Loan	PM18FEB22-SAVE1	900100	Deleted	TIMEZONE TRUST		INR	100,000,000,000.00	USER TWO
New Loan	PM18FEB22-SAVE2	900100	Deleted	TIMEZONE TRUST		INR	100,000,000,000.00	USER TWO
New Loan	FGHK	900100	Auth Required Level 1	TIMEZONE TRUST		INR	1.00	USER TWO
New Loan	FGH	900100	Auth Required Level 1	TIMEZONE TRUST		INR	1.00	USER TWO

You can select one item and you get result as per below:

Trade Advance-Imports (As of 01/03/2022, 11:25 GMT-05:00)

View Details

Create New Loan

Trade Initiator: 0101-209-900100  
 Customer ID: 900100  
 Branch Code: 209  
 Department: 01

Creation Method: Create New  
 Transaction Status: Auth Required Level 1

Copy From Customer Reference Number: --

Loan Details

Party Details

Customer Reference Number: TRADADVMP  
 Bank Reference Number: --  
 Select LC / Bill Reference Number: --  
 Contact Person: SHREYA  
 LC / Bill Reference Number: 6015600358  
 Telephone Number: 9876543210

Transaction Details

Currency: USD  
 Loan Terms: Maturity Date: --  
 Method of Credit: Credit Our Account  
 Loan Amount: 1.00  
 Tenor(In Days): --  
 Account Number: 012345678912340  
 Maturity Date: 25/03/2022

Supplier's Name/Address: --  
 Supplier's Account Number: --  
 Supplier's Country/Jurisdiction: --

Note: In the list, you might see transactions with red explanation mark. Those transactions have some error(s) that does not/do not allow you complete to be authorised. It might show the reason as example below:

View Details								
View Audit Trail		View Errors		View Totals				
View All (1 - 50 of 71)								
Page 1 of 2								
(Selected Items: 0) (As of 08/04/2022, 09:20 GMT-05:00)								
<input type="checkbox"/>		Service Type 2 ▲	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan Amount
<input type="checkbox"/>		New Loan	TESTMT0504202201	900260	INFOVENTURES		AUD	100.00 HAF
<input type="checkbox"/>		New Loan	TESTMT0404202202	900100	TIMEZONE TRUST		AUD	100.00 VAN
<input type="checkbox"/>		New Loan	NEWFACTRADEEXP	900260	INFOVENTURES TEST PL		AUD	999.00 KUN
<input type="checkbox"/>		New Loan	NEWFACTRADEEXP1	900260	INFOVENTURES TEST PL		AUD	666.00 KUN
<input type="checkbox"/>		New Loan	NANASUTRADEADXP	900260	INFOVENTURES TEST PL		AUD	7,000.00 KUN
<input type="checkbox"/>		New Loan	TESTTRADEADVANCE	000002	CBA customer 02		AUD	777.00 ROS
<input type="checkbox"/>			999999	000002	CBA customer 02		AUD	500.00 ROS
<input type="checkbox"/>		The Base Number is invalid.	CBAERT-31/8	900100	TIMEZONE TRUST		AZN	7,567,676.00 MEI
<input type="checkbox"/>		New Loan	TAE73051	CBA001	CBA CUSTOMER NEW		USD	7,861.00 KUN
<input type="checkbox"/>		New Loan	TAE-ERT18/11	000002	CBA customer 02		INR	54.00 KUN

Please access the transaction through repair queue as informed.

## 5. Fields

- Transaction Initiator and Customer ID details are pre-populated and not editable
- Customer Name details are pre-populated and not editable
- Transaction Status is not editable
- Transaction Reference Number is a unique reference number that is pre-populated
- Bank Reference Number will be populated after the bank processes the transaction
- Customer Reference Number should be populated by the user
- Bill Reference Number can be populated by the user
- Contact Person can be populated by the user
- Telephone Number of the Contact Person can be populated by the user
- The CCY/Amount field should be populated with a 3-character currency code and an amount. The currency portion can be inserted using the currency library dialog box or free form text. The amount should be inserted using free form text.
- Loan Terms can be selected from Maturity Date or Tenor (In Days)
- Tenor (In Days) will be an editable field if Loan Terms is selected as Tenor (In Days). Otherwise, the field will not be populatable. User should input the tenor days in this field.
- Maturity Date will be an editable field if Loan Terms is selected as Maturity Date. Otherwise, the field will not be populatable. User should select the appropriate maturity date from the dropdown calendar.
- Method of Credit: Select from Credit Our Account, or Credit Our Supplier
- The Account Number field will be mandatory if "Credit Our Account" was selected under Method of Credit. Otherwise, this field will not be editable. User should input the appropriate company Account Number which should be credited with the funds
- If "Credit Our Supplier" was selected under Method of Credit, the Supplier Name would have to be populated.
- If "Credit Our Supplier" was selected under Method of Credit, the Supplier Account Number would have to be populated.
- If "Credit Our Supplier" was selected under Method of Credit, the Supplier Bank/Address would have to be populated.
- Any other Payment/Maturity Instructions such as Bank SWIFT address can be inserted in the Payment/Maturity Instructions box
- Enter any applicable FX Contract Numbers. If the FX Contract Number is populated, the Rate field will be editable.
- Insert Invoice Information by clicking on New, the pop up box appears. Enter Invoice Number, Invoice Date and click Save. Note: Invoices must be sent separately to Commonwealth Bank via email
- Click on Submit to submit the transaction to a checker for authorisation.

## Accessing the Trade Advances - Export module

Select Option – Trade Advance-Exports – Details of New Page creation

### 1. Select Trade

The screenshot shows the CommBiz Global Trade application interface. At the top, there is a navigation bar with the following tabs: Home, Trade, Reports & Analytics, Inquires & Searches, File Services, and Service. The 'Trade' tab is currently selected. Below the navigation bar, there is a header area with the text 'Client Logged in as: INTERCULTURAL MATT' and 'Last login: 2022/01/24 10:12:52'. The main content area is divided into several sections:

- Trade**
  - Import Letter of Credit**
    - All Import Letter of Credit
    - Create/Amend LC
    - Authorise
    - Modify/Repair
  - Import Collections**
    - All Import Collection
    - Notification And Response
    - Notification Archive
    - Authorise
    - Modify/Repair
  - Trade Advance-Imports**
    - All Trade Advance Imports
    - Create/Amend Trade Advance Imports
    - Authorise
    - Modify/Repair
  - Trade Advance-Exports**
    - All Trade Advance-Exports
- Free Form Messaging - Inbound Outbound**
  - All Free form Messages - Inbound/Outbound
  - Create Outbound Message
  - Notification And Response
  - Message Archive
  - Authorise
  - Modify/Repair
- Template Management**
  - Create New Template
  - To Submit/Modify
  - To Authorise
  - View All Templates

Importer clients can create a new Trade Advance – Export transaction by following the below steps:

### 2. Select Create/Amend Trade Advance-Export

This screenshot is identical to the one above, but with the 'Create/Amend Trade Advance Exports' link under the 'Trade Advance-Exports' section highlighted in blue. At the bottom left of the page, there is a small text element: 'javascript:void(0);'.

3. The Transaction Initiator field should have your company name if not chose the entity you wish to transact under by clicking the Lookup icon on the Transaction Initiator field.

Please fill the items as per below:

First, please select Trade Initiator by clicking in the look up. Select one option and the fields below will be pre-populated as per example below:

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Trade Advance-Exports > Create/Amend Trade Advance-Exports

### Trade Advance-Exports

Create/Amend Trade Advance-Exports \* = Required Field

Create New Loan  Extend/Update Loan

\* Trade Initiator: 0101-209-900100

\* Creation Method: Create New

\* Customer ID: 900100

\* Transaction Status: Input

\* Branch Code: 209 \* Legal Vehicle: 01 \* Department: 01

Continue Reset

#### 4. Click Continue

Now, you can add all loans details as per fields below:

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Trade Advance-Exports > Create/Amend Trade Advance-Exports

### Trade Advance-Exports

Submit Save as Draft Clear Cancel

#### Create New Loan

Trade Initiator: 0101-209-900100

Creation Method: Create New

Customer ID: 900100

Transaction Status: Input

Branch Code: 209 Legal Vehicle: 01 Department: 01

Change Selection

#### Loan Details Expand all

Party Details \* = Required Field

\* Customer Reference Number

Bank Reference Number

Select LC / Bill Reference Number: Bill Reference Number

Contact Person

LC / Bill Reference Number

Telephone Number

Loan Details
Expand all

▼ Party Details
\* = Required Field

<b>* Customer Reference Number</b> <input style="width: 95%;" type="text"/>	<b>Select LC / Bill Reference Number</b> <input style="width: 95%;" type="text" value="Bill Reference Number"/>	<b>LC / Bill Reference Number</b> <input style="width: 95%;" type="text" value="6014600362"/>
<b>Bank Reference Number</b> <input style="width: 95%;" type="text"/>	<b>Contact Person</b> <input style="width: 95%;" type="text"/>	<b>Telephone Number</b> <input style="width: 95%;" type="text"/>

▼ Transaction Details
\* = Required Field

<b>* Trade Advance Exporter Currency</b> <input style="width: 95%;" type="text"/>	<b>* Trade Advance Exporter Amount</b> <input style="width: 95%;" type="text"/>	<b>* Account Number</b> <input style="width: 95%;" type="text"/>
<b>LC Currency</b> <input style="width: 95%;" type="text"/>	<b>LC Amount</b> <input style="width: 95%;" type="text"/>	<b>* Loan Terms</b> <input style="width: 95%;" type="text"/>
<b>LC Issuing Bank Name/Address</b> <input style="width: 95%; height: 30px;" type="text"/>	<b>Tenor(In Days)</b> <input style="width: 95%;" type="text"/>	<b>Maturity Date</b> <input style="width: 95%;" type="text"/>

**Payment / Maturity Instructions**

Upon completion, please click in "submit": as per below to send records to be approved:

Change Selection
Expand all

▼ Loan Details
\* = Required Field

▼ Party Details

<b>* Customer Reference Number</b> <input style="width: 95%;" type="text"/>	<b>Select LC / Bill Reference Number</b> <input style="width: 95%;" type="text" value="Bill Reference Number"/>	<b>LC / Bill Reference Number</b> <input style="width: 95%;" type="text" value="6014600362"/>
<b>Bank Reference Number</b> <input style="width: 95%;" type="text"/>	<b>Contact Person</b> <input style="width: 95%;" type="text"/>	<b>Telephone Number</b> <input style="width: 95%;" type="text"/>

▼ Transaction Details
\* = Required Field

<b>* Trade Advance Exporter Currency</b> <input style="width: 95%;" type="text"/>	<b>* Trade Advance Exporter Amount</b> <input style="width: 95%;" type="text"/>	<b>* Account Number</b> <input style="width: 95%;" type="text"/>
<b>LC Currency</b> <input style="width: 95%;" type="text"/>	<b>LC Amount</b> <input style="width: 95%;" type="text"/>	<b>* Loan Terms</b> <input style="width: 95%;" type="text"/>
<b>LC Issuing Bank Name/Address</b> <input style="width: 95%; height: 30px;" type="text"/>	<b>Tenor(In Days)</b> <input style="width: 95%;" type="text"/>	<b>Maturity Date</b> <input style="width: 95%;" type="text"/>

**Payment / Maturity Instructions**

Submit
Save as Draft
Clear
Cancel



## 2. Navigation to Authorise worklist (please see option selected below):

Note: Required to be authorised by another user.

1. Select Trade
2. Under Trade Advance-Exports select Authorise

The screenshot shows the CommBiz Global Trade application interface. The top navigation bar includes 'Home', 'Trade', 'Reports & Analytics', 'Inquires & Searches', 'File Services', and 'Service'. The user is logged in as 'INTERCULTURAL MATT' with a last login of '2022/01/24 10:12:52'. The 'Trade' menu is expanded, showing several sub-menus: 'Import Letter of Credit', 'Import Collections', 'Trade Advance-Imports', and 'Trade Advance-Exports'. Under 'Trade Advance-Exports', the 'Authorise' option is highlighted in blue. Other options include 'Free Form Messaging - Inbound Outbound' and 'Template Management'.

The screen will appear, please select transaction to be authorised

The screenshot shows the 'To Authorise' worklist screen. The breadcrumb trail is 'Trade > Trade Advance-Exports > Authorise'. The page title is 'Trade Advance-Exports' with a refresh icon and '(As of 2022/03/02, 05:38 GMT-05:00)'. There are navigation buttons for '< To Modify / Repair 2', 'To Authorise 4', and 'View All'. There are also 'Save As' and 'Print' icons. A search bar is present with 'Show Search' and a magnifying glass icon. Below the search bar are buttons for 'Authorise', 'Send To Repair', 'View Details', 'View Errors', 'View Audit Trail', and 'View Totals'. The main table is titled 'Authorise (1 - 4 of 4)' and has columns for 'Service Type', 'Customer Reference', 'Customer ID', 'Customer Name', 'Bank Reference', 'Currency', and 'Loan'. There are 4 rows of data, all marked as 'New Loan'.

<input type="checkbox"/>	Service Type 2	Customer Reference	Customer ID	Customer Name	Bank Reference	Currency	Loan
<input type="checkbox"/>	New Loan	DEG-PM1	900100	TIMEZONE TRUST		INR	
<input type="checkbox"/>	New Loan	ABV-PM-2	900100	TIMEZONE TRUST		INR	
<input type="checkbox"/>	New Loan	ARC	900100	TIMEZONE TRUST		INR	
<input type="checkbox"/>	New Loan	ERT14022022	210001	London Customer		USD	

Upon selection by clicking the box, the details of transaction will be appeared as per example below:

Then click in authorise, if you understand all details are in accordance to your process. If a modification is required prior to authorization, user can Send to Repair by following the below steps:

### Modify and Repair

Please select option below as per highlighted:  
 Select Trade and then Modify/Repair under Trade Advance-Export

Select transaction by clicking the box:

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Trade Advance-Exports > Modify/Repair

Trade Advance-Exports (As of 2022/03/02, 05:36 GMT-05:00)

< To Modify / Repair **2** To Authorise **4** View All >

To Modify / Repair  Save As Print

Show Search

Modify/Repair Submit Delete View Errors View Audit Trail View Totals

Modify/Repair (1 - 2 of 2) (Selected Items: 0) (As of 2022/03/02, 05:36 GMT-05:00)

<input type="checkbox"/>	Service Type 2 ▲	Customer Reference	Transaction Date 1 ▼	Status	Customer ID	Customer Name	Bank R
<input type="checkbox"/>	New Loan	ABD	2022/02/24	Invalid	900100	TIMEZONE TRUST	
<input type="checkbox"/>	New Loan	PM23FEB23-SAVE-1	2022/02/23	Input	900100	TIMEZONE TRUST	

Modify/Repair Submit Delete View Errors View Audit Trail View Totals

Upon selection, please update the data fields accordingly and submit to another user to authorise.

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Trade Advance-Exports > Modify/Repair > View Details

Trade Advance-Exports  Print

Submit Save as Draft Delete Cancel View Errors View Audit Trail

Create New Loan

Trade Initiator: 0101-209-900100  
Creation Method: Create New  
Customer ID: 900100

Transaction Status: Invalid  
Branch Code: 209  
Legal Vehicle: 01  
Department: 01

Loan Details Expand all

Party Details \* = Required Field

\* Customer Reference Number:   
 Select LC / Bill Reference Number:   
 LC / Bill Reference Number:   
 Bank Reference Number:   
 Contact Person:   
 Telephone Number:

## Access to all Trade Advances-Exports:

1. Click Trade
2. Under Trade Advance- Exports select "All Trade Advance-Exports"

The screenshot shows the 'Trade' menu with the following sub-sections:

- Import Letter of Credit**
  - All Import Letter of Credit
  - Create/Amend LC
  - Authorise
  - Modify/Repair
- Import Collections**
  - All Import Collection
  - Notification And Response
  - Notification Archive
  - Authorise
  - Modify/Repair
- Trade Advance-Imports**
  - All Trade Advance Imports
  - Create/Amend Trade Advance-Imports
  - Authorise
  - Modify/Repair
- Trade Advance-Exports**
  - All Trade Advance-Exports
  - Create/Amend Trade Advance-Exports
  - Authorise

Other sections visible include 'Free Form Messaging - Inbound Outbound' and 'Template Management'.

Under All Trade Advances- Exports user will have to option to view all the Export Loans and applicable status

The screenshot shows the 'View All' page for Trade Advance-Exports. At the top, there are navigation buttons: 'To Modify / Repair 2', 'To Authorise 4', and 'View All'. Below this, there are buttons for 'View Details', 'View Audit Trail', 'View Errors', and 'View Totals'. The main content is a table with the following columns: Service Type, Customer Reference, Status, Customer ID, Customer Name, and Bank Reference. The table contains 11 rows of data, including 'New Loan' entries with various statuses like 'Accepted', 'Invalid', and 'Deleted'. A legend at the bottom right indicates that a red exclamation mark icon represents an 'Error'.

Service Type	Customer Reference	Status	Customer ID	Customer Name	Bank Reference
New Loan	PM24FC022-LCCLC2	Accepted	900100	TIMEZONE TRUST	INR
New Loan	PM24FEB22 BE LC2	Accepted	900100	TIMEZONE TRUST	INR
New Loan	ABF	Auth Required Level 1	900100	TIMEZONE TRUST	INR
New Loan	ABD	Invalid	900100	TIMEZONE TRUST	INR
New Loan	PM28DEC21-CBA-BE	Deleted	900100	TIMEZONE TRUST	INR
New Loan	HJK	Deleted	900100	TIMEZONE TRUST	INR
New Loan	JGJTJ	Deleted	900100	TIMEZONE TRUST	INR
New Loan	DEF-PM1	Auth Required Level 1	900100	TIMEZONE TRUST	INR
New Loan	ABV-PM-2	Auth Required Level 1	900100	TIMEZONE TRUST	INR
New Loan	PM3JAN2022-REV3	Deleted	900100	TIMEZONE TRUST	INR