



Rabo Supplier Finance User Manual

- Suppliers -

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1 About This Document

1.1 Objectives of This Document

This manual provides descriptions and instructions for day-to-day workflows in the Rabo Supplier Finance platform. Basic procedures for the Supplier are detailed out in this guide, including discount requests, and reporting.

If your question is not answered in this User Manual please watch our video tutorials (available on request via supplierfinance@rabobank.com) or contact our Rabo TransAct Support desk via transact@rabobank.com

1.2 Inside This Document

This document includes the following chapters:

- (1) [About This Document](#) provides a description of this guide
- (2) [Rabo Supplier Finance platform](#) introduces the user interface
- (3) [Discounting](#) describes the procedures for making discount requests
- (4) [Inquiries and Reports](#) details procedures for running inquiries and reports

2 Rabo Supplier Finance platform

2.1 User Access

There are two different types of Rabo Supplier Finance users:

- **Supplier Manual Discounter** is able to submit and approve discount requests and generate, view and download reports in multiple formats.
- **Supplier Viewer** is able to generate, view and download reports in multiple formats.

This chapter will familiarize you with the Rabo Supplier Finance interface, including basic operations and other commonly used features. These include:

- [Logging In and Logging Out](#)
- [List Interface Features](#)
- [Module Selection](#)
- [Dialog Box Interface Features](#)
- [Menu Bar](#)
- [Tools Menu](#)
- [Tool Bar](#)

2.2 Logging In and Logging Out

You must log in by requesting a One Time Password to begin a Rabo Supplier Finance session. At the end of a session, you must log out.

Note: You may need to perform administration or processing tasks on behalf of a subsidiary. You do not need to log in using different user credentials to do this; instead, you can use the Switch Company feature (see section [2.8.2](#)).

To log in to the platform:

- (1) Open Internet Explorer
- (2) Navigate to www.rabotransact.com
- (3) Click on [Transactions](#) at the top of the page
- (4) Click on [Login](#) ‘For existing Rabobank Supplier Finance Clients in Asia’

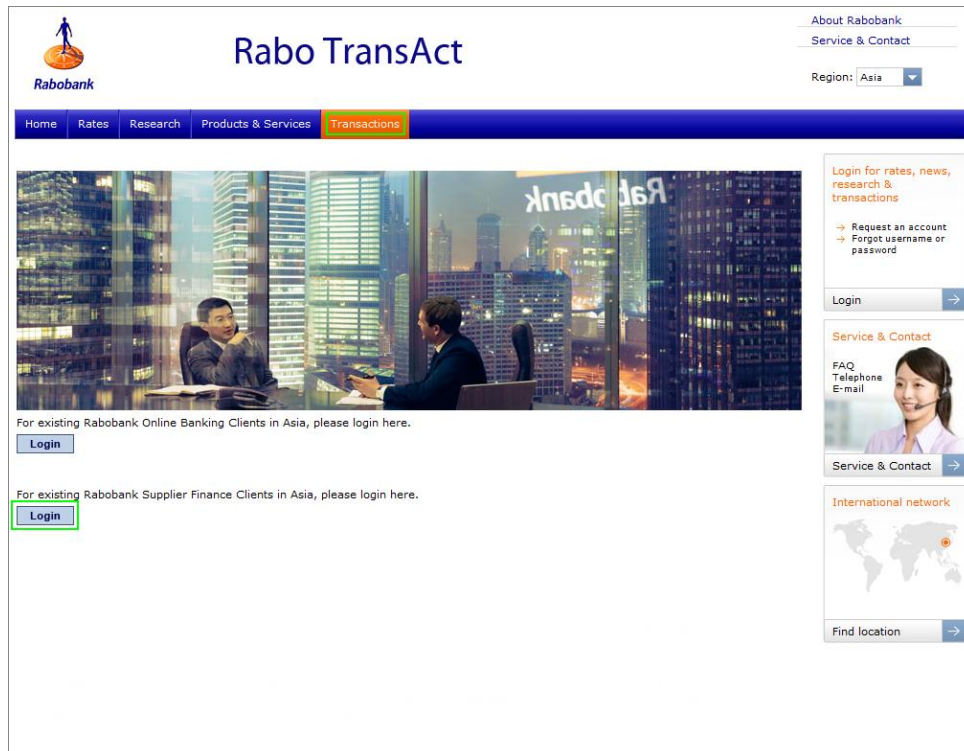


Figure 2.1: System Login

- (5) You can log in using a One Time Password. To request a One Time Password, enter your email address, and the Security code, then Submit

Figure 2.2: Request a One Time Password

- (6) Please check your email and click on the link to activate your account and log in

To log out of the platform:

- (1) From any module, click [Logout] on the Menu Bar



Figure 2.3: Logout Button

(2) To return to the platform click [Sign On] in the System Logout dialog box

2.3 Module Selection

As a user, you can select different modules on the Rabo Supplier Finance platform:

- (1) Locate the Module Selection Links at the upper right of the user interface
- (2) Click the link for the module you wish to use



Figure 2.4: Module Selection

Note: Module access depends on your service rights. If you do not have access to a certain module, that link will not be available when you sign on. Most supplier users, will see both the [Rabo Supplier Finance] as well as [Data Admin] links.

2.4 Menu Bar

The Menu Bar provides the primary navigation and access to all operations. Available menu items will vary depending on the module selected and the user rights you have been granted.

To use the Menu Bar:

- (1) Point the mouse to a Menu Bar heading to see a dropdown list of menu items. For example, in the [Rabo Supplier Finance] module, point to [Receivables] and a list of items appears
- (2) Some menu items have sub-menus (indicated by a small arrow to the right of the menu item). Point the mouse at these items to expand the sub-menu. For example, in the [Receivables] menu mentioned above, the item [Report] offers seven different options
- (3) Click on a menu item to select it
- (4) Single-function Menu Bar headings ([Reports] and [Logout]) do not have a dropdown list. Click these to access their functions



Figure 2.5: Menu Bar

Tip: Throughout this guide, menu paths will be provided to aid you in navigation. These paths will contain any Module Selection Links, Menu Headings, Menu Items, Sub-Menu Items, or Tabs that must be clicked to reach a particular page. They will appear as follows:

[Module] → [Menu Bar Heading] → [Menu Item] → [Sub-Menu Item] → [Tab]

2.5 Tool Bar

Below the Menu Bar is the Tool Bar. This displays user information and the language selection menu. See the following subsections for more information.



Figure 2.6: Tool Bar

2.5.1 User Information

The Tool Bar displays five items of user information:

- The **Site** name under which you are logged in
- The **Company** name under which you are logged in
- The **User** name under which you are logged in
- The current **Business Date** of the system
- Language of the user interface

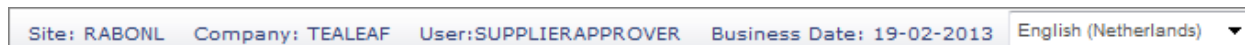


Figure 2.7: Tool Bar: User Information

2.6 List Interface Features


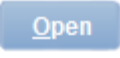
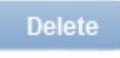
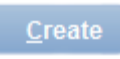

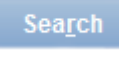
2.6.1 List Item Tasks

Follow the instructions below to perform the most basic tasks:

- (1) To select an item, click its button. (The item can then be manipulated using the commands described in the table below).
- (2) To sort the list according to one of the column heading parameters:
 - (a) Click the column heading by which you would like to sort the list. An arrow displayed next to the heading indicates whether the sort order is ascending [▲] or descending [▼]
 - (b) To reverse the order, click the column heading again
- (3) To view, modify, delete, or create items, use the buttons above the list. The most commonly used buttons are described in the table below

Note: Depending on your Site's Dual Control settings, any changes made (creations, modifications, or deletions) may require you to visit the Setup Queue to process the change completely.

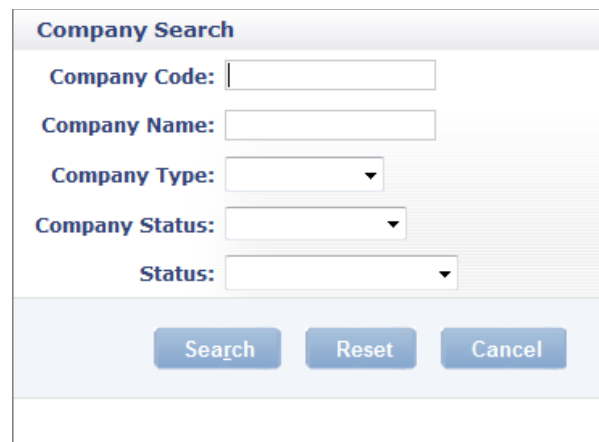
Table 2.1: Commonly Used List Buttons

BUTTON	FUNCTION
	Click this button to view an item in detail without making changes. (This is a "read-only" view.)
	Click this button to open an item for editing: (1) Select the item to be edited from the list. (2) Click [Open] to open an editing screen. (Details on editing items can be found in the relevant chapters of this guide.)
	Click this button to delete an item: (1) Select the item to be deleted from the list. (2) Click [Delete] to open a deletion view screen. (3) Click [Submit] to delete the item. (Clicking [Back] will return to the previous screen without deleting the item.)
	Click this button to create a new item. (Details on creating new items can be found in the relevant chapters of this guide.)
	Click this button to create a new item using an existing item as a template or model: (1) Select the existing item from the list. (2) Click [Create Like]. The new item's default settings will be based on those of the selected item.
	Click this button to access the Search feature (see section 2.6.2 for details).

2.6.2 Search

This function can search all entries in a list by key parameters. Using the Search feature, you can:

- Quickly locate a particular item in a list
- Filter list data by specific parameters


Figure 2.8: Search

To search a list:

- (1)** Click the [Search] button to open the Search dialog box

- (2) Input search criteria in the desired field(s). (Available fields will vary depending on the parameters of the list you are searching.) You can consider multiple parameters in one search
- (3) Click [Search] to run the search routine. Results display at the bottom of the Search dialog box
- (4) To clear the input fields, click [Reset]

2.6.3 Page Navigation Bar

Some lists span several pages. The Page Navigation Bar (located at the lower right of the list) shows the current position in a "<current page>/<total pages>" display and can be used to navigate multi-page lists quickly.

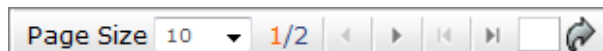


Figure 2.9: Page Navigation Bar

All Page Navigation Bar functions are described in the table below.

Table 2.2: Page Navigation Functions

BUTTON	NAME	FUNCTION
	Page Size	Select the number of items shown on each page using this dropdown menu. (Options are 10, 20, 30, 40, 50, or 100)
	Previous	Click this button to navigate to the previous page.
	Next	Click this button to navigate to the next page.
	First	Click this button to navigate to the beginning of the table.
	Last	Click this button to navigate to the end of the table.
	Go	Enter a page number in this text box and click [Go] to view that page.













2.6.4 Status Icons

The far right column of any list displays a status for each item, indicated by one of several system Status Icons. Those commonly encountered by Application Administrators are defined in the table below.

Tip: Hover the cursor over an item's Status Icon to display a tooltip giving status information.

Table 2.3: Status Icons

ICON	NAME	DESCRIPTION
	Created	This item has been created (saved) but not yet submitted for approval.
	Delete-Pending	The deletion of this item requires pending approval.
	Error	This item has an error in processing.
	Update-Pending	Modifications to this item have been submitted and require pending approval.
	Delete-Rejected	The deletion of this item has been rejected.
	Create-Rejected	The creation of this item has been rejected.


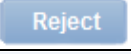

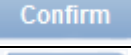
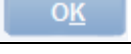
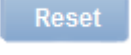
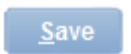

ICON	NAME	DESCRIPTION
	Create-Pending	This item has been created and submitted for approval.
	Released	This item has been released successfully.
	Update-Rejected	Modifications to this item have been rejected.
	Updated	Modifications to this item have been saved but not yet submitted for approval.
	Verified	Creation or modification of this item has been approved.
	Pending	This item is pending for release.
	Cancelled	This item has been cancelled.
	Pending-Activation	This User requires pending activation by an administrator.
	Pending-Approval-Activation	This User has been activated and now requires pending approval.
	Pending-Approval-PasswordReset	This User requires pending approval of a reset password.
	Pending-Approval-AdminPasswordReset	This administrative User requires pending approval of a reset password.
	Pending-Approval-StatusChange	This User's status change requires pending approval.


2.7 Dialog Box Interface Features

The dialog boxes within the graphical user interface (GUI) of the application have many common features. The buttons and icons described in this section will be necessary for many application configuration tasks.

The most common dialog box buttons are described in the table below.

Table 2.4: Commonly Used Dialog Box Buttons

BUTTON	FUNCTION
	Click this button to return to the previous screen.
	Click this button to cancel the current action.
	Click this button to close the current screen or window.
	Click this button to confirm the current action.
	Click this button to accept the current action or acknowledge system information.
	Click this button to return form data to their original values, undoing any changes you have not saved.
	Click this button to save data for future modification without submitting it for verification.
	Click this button to confirm a selection when choosing items.

BUTTON	FUNCTION
	Click this button to submit an item for verification.

2.8 Tools Menu

This section describes the common tasks accessible via the [Tools] Menu. These include general utilities and some navigational features. Most of these are available from both modules. The [Tools] Menu functions include:

- [Home](#)
- [Switch Company](#)
- [Cleanup](#)
- [Print Screen](#)
- [About...](#)

2.8.1 Home

<Any Module> → [Tools] → [Home]



Figure 2.10: Home Screen

This function returns you to the home screen of the current module, clearing any page you are viewing.

To return to the home screen of the current module:

- (1) Click [Tools] → [Home]
- (2) If you have unsaved data on the current page, you may be prompted with a dialog box. Click [OK] to continue to the home screen, or click [Cancel] to remain on the current page.

2.8.2 Switch Company

<Any Module> → [Tools] → [Switch Company]

This function signs into the identity of another Company, essentially "logging in" the current user as a user of that Company. You can then perform all of the tasks available to that Company, but you can still return to the Home Company.

Using this feature, you can:

- Perform internal data administration tasks for a subsidiary if applicable
- Perform processing tasks on behalf of a subsidiary if applicable

To switch to a subsidiary or client Company:

- (1) Navigate to <Any Module> → [Tools] → [Switch Company]
- (2) Select the desired Company by clicking its button
- (3) Click [Switch]

Note: You may only switch to a Company if it is a Sub-Company of the Home Company and you have the proper user permissions. Only Companies which meet these requirements are listed in the Switch Company dialog box.

To return to the Home Company:

- (1) Navigate to <Any Module> → [Tools] → [Switch Company]
- (2) Click [Home Company]

Note: The [Home Company] feature is only available when you have switched to a Sub-Company.

2.8.3 Cleanup

<Any Module> → [Tools] → [Cleanup]

This function purges rejected or unsubmitted changes to application data (bypassing the Setup Queue).

Using this feature, you can:

- Review and purge unwanted changes
- Delete newly created items
- Undo changes to modified items
- Permanently delete rejected items

Note: From a given module, you may only perform Cleanup on data within that module.

To use the Cleanup function:

- (1) Navigate to <Any Module> → [Tools] → [Cleanup]
- (2) Select the item you wish to purge by clicking its radio button
- (3) Click [Process] to open the Purge Review dialog box
- (4) Click [Purge] to delete the item or cancel the changes permanently

Tip: To filter the list according to the item status, select a status description from the dropdown menu at the top right of the Setup Queue. (For an explanation of these statuses and their corresponding Status Icons, refer to [Table](#) in section 2.6.4).

2.8.4 Print Screen

<Any Module> → [Tools] → [Print Screen]

This function prints the application's current screen.

Using this feature, you can print images of the application screen to any printer supported by the operating system and browser. If you have a print-to-PDF driver installed, you can print screenshots to PDF for archival purposes.

To print the current screen from any module:

- (1) Click [Tools] → [Print Screen]. Your browser's print dialog box displays
- (2) Choose your desired settings
- (3) Click [Print]

2.8.5 About

<Any Module> → [Tools] → [About]

This function displays application details such as version number and deployment environment. Using this feature, you can obtain basic information about any module.

To view software information about the current module:

- (1) Click [Tools] → [About]

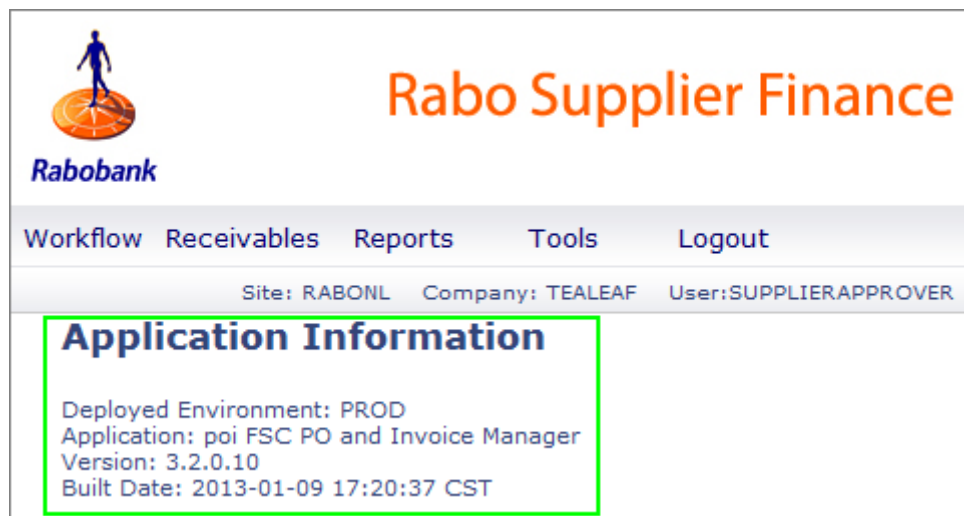


Figure 2.11: About

Note: The name of the current module is listed on the About screen under "Application."

3 Discounting

This chapter presents the basic workflow for discount processing of PIs and invoices and includes instructions for both [Auto-Discounting](#) and [Manual Discounting](#).

3.1 Auto-Discounting

If a Supplier is set up for Auto-Discounting in the Rabo Supplier Finance platform, all invoices provided by the Buyer to the platform will be automatically discounted and paid out to the Supplier without the Supplier having to manually accept them.

- Auto-Discounting will automatically request for an early payment and bypasses a manual process to request and approve a discount.
- The system automatically performs a credit check for Auto-Discounting items.
- With every payment the supplier receives a spreadsheet with detailed payment information via email, to enable easy reconciliation.
- The Supplier may cancel the applicability of the Auto Prepayment Option by written notice to the Bank as described in the Supplier Agreement.

3.2 Manual Discounting

With Manual Discounting, the Supplier selects the invoices for discounting after they have been uploaded by the Buyer in the platform. Discount requests can be made according to three methods:

- [Individual Selection](#)
- [Due Date Selection](#)
- [All Payments](#)

3.2.1 Individual Selection

[Rabo Supplier Finance] → [Receivables] → [Manual Discount]

Using this method, Suppliers can request discounting for invoices on a case-by-case basis.

- All invoices with the same maturity date will be grouped into a single asset, and a separate asset will be created for each maturity date
- The Bank will make one payment to the Supplier for the total discounted amount
- With every payment the Supplier receives a spreadsheet with detailed payment information via email, to enable easy reconciliation.

To discount by Individual Payments:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Manual Discount] and select the Source Account for which invoices have been uploaded by the Buyer. Please note: one Source Account per currency will be set up in the platform, this option only appears when multiple accounts have been set up
- (2) Select the PI group you want to be discounted
- (3) Click on [Individual Payments]. The Individual Payments List displays

Individual Payments List

[Continue](#) [Back](#)

Account Info

Account: TEALEAFEUR **Account Name:** TEA LEAF EUR **Currency:** EUR **Available Amount:** 127,000.00

<input type="checkbox"/>	Payment Ref.	PMT ID	Buyer Account	Buyer Name	Currency	Amount	Maturity Date	Release Time
<input type="checkbox"/>	20130305_0933	874	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	3,000.00	11-04-2013	05-03-2013 09:34:24
<input type="checkbox"/>	20130305_0932	873	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	2,000.00	11-04-2013	05-03-2013 09:34:20
<input type="checkbox"/>	20130305_0932	872	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	11-04-2013	05-03-2013 09:34:12
<input type="checkbox"/>	20130305_0912	871	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	10,000.00	23-05-2013	05-03-2013 09:13:52
<input checked="" type="checkbox"/>	PI004	820	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	12-04-2013	27-02-2013 11:51:20
<input checked="" type="checkbox"/>	PI003	819	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	17-05-2013	27-02-2013 11:51:20
<input checked="" type="checkbox"/>	PI002	818	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	20,000.00	11-03-2013	27-02-2013 11:51:20
<input checked="" type="checkbox"/>	PI001	817	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	15-04-2013	27-02-2013 11:51:20
<input type="checkbox"/>	PI004	581	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	10-05-2013	30-01-2013 12:12:24
<input type="checkbox"/>	PI002	579	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	02-04-2013	30-01-2013 12:12:24
<input type="checkbox"/>	PI002	535	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	02-04-2013	17-01-2013 17:23:55
<input type="checkbox"/>	PI002	517	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	02-04-2013	17-01-2013 12:03:45

Page Size 20 1/1

Figure 3.1: Individual Payments List

- (4) Select one or more items to be discounted, or click the checkbox at the top of the list to select all records
- (5) Click [Continue]. Review the detailed Discount Request Preview form

Discount Request Preview

Submit Back

Account Info

Account: TEALEAFEUR Account Name: TEA LEAF EUR
Offer Date: 06-03-2013 Total: 31,000.00
Settlement Date: 06-03-2013 Discount Charge: 66.13
Currency: EUR Discount/Processing Fee: 0.00
Discount Status: Settlement Amount: 30,933.87

Payments Discounted

Reference	PMT ID	Maturity Date	Buyer Account	Buyer Name	Currency	Amount	Base Rate	Spread Rate	Discount Rate	Tenor	Discount Charge
PI001	817	15-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	0.1378333 %	3.0 %	3.1378333 %	40	3.49
PI003	819	17-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1949 %	3.0 %	3.1949 %	72	31.95
PI004	820	12-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1324833 %	3.0 %	3.1324833 %	37	16.10
PI002	818	11-03-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	20,000.00	2.2533333 %	3.0 %	5.2533333 %	5	14.59
						31,000.00					66.13

Remittance Info

Reference	PMT ID	Maturity Date	Buyer Account	Buyer Name	Currency	Amount	Discount Rate	Discount Charge
	Remit Type	Remit No		Remit Date	Net Amount	Disc. Amount	Adj. Amount	Gross Amount
PI001	817	15-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	3.1378333 %	3.49
						1,000.00	0.00	1,000.00
PI003	819	17-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	3.1949 %	31.95
						5,000.00	0.00	5,000.00
PI004	820	12-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	3.1324833 %	16.10
						5,000.00	0.00	5,000.00
PI002	818	11-03-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	20,000.00	5.2533333 %	14.59
						20,000.00	0.00	20,000.00

Figure 3.2: Discount Request Preview

(6) Click [Submit] to accept the item or click [Back] to cancel the discounting process

3.2.2 Due Date Selection

[Rabo Supplier Finance] → [Receivables] → [Manual Discount]

Suppliers can also make discount requests by Due Date. In this method, all Payments for a selected Due Date will be grouped into a single asset and discounted.

To discount by Due Date:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Manual Discount] and select the Source Account for which invoices have been uploaded by the Buyer. Please note: one Source Account per currency will be set up in the platform, this option only appears when multiple accounts have been set up.
- (2) Select the PI group you want to be discounted
- (3) Click on [Due Date]

Select Available Balances

Continue Back

Account Info

Account: TEALEAFEUR Account Name: TEA LEAF EUR Currency: EUR Available Amount: 127,000.00

<input type="checkbox"/>	Maturity Date	Amount	Days to Maturity
<input type="checkbox"/>	11-03-2013	20,000.00	5
<input checked="" type="checkbox"/>	02-04-2013	75,000.00	27
<input type="checkbox"/>	11-04-2013	6,000.00	36
<input checked="" type="checkbox"/>	12-04-2013	5,000.00	37
<input type="checkbox"/>	15-04-2013	1,000.00	40
<input type="checkbox"/>	10-05-2013	5,000.00	65
<input checked="" type="checkbox"/>	17-05-2013	5,000.00	72
<input type="checkbox"/>	23-05-2013	10,000.00	78

Figure 3.3: Select Available Balances

- (4) Click [Continue]. The Select Available Balances list displays, showing balances for due dates available for discounting
- (5) Click [Continue]. The detailed Discount Request Preview displays

Discount Request Preview

Submit Back

Account Info

Account: TEALEAFEUR Account Name: TEA LEAF EUR

Offer Date: 06-03-2013 Total: 85,000.00

Settlement Date: 06-03-2013 Discount Charge: 237.95

Currency: EUR Discount/Processing Fee: 0.00

Discount Status: Settlement Amount: 84,762.05

Payments Discounted

Reference	PMT ID	Maturity Date	Buyer Account	Buyer Name	Currency	Amount	Base Rate	Spread Rate	Discount Rate	Tenor	Discount Charge
PI003	819	17-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1949 %	3.0 %	3.1949 %	72	31.95
PI004	820	12-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1324833 %	3.0 %	3.1324833 %	37	16.10
PI002	517	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
PI002	535	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
PI002	579	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
						85,000.00					237.95

Remittance Info

Reference	PMT ID	Maturity Date	Buyer Account	Buyer Name	Currency	Amount	Discount Rate	Discount Charge	
	Remit Type	Remit No		Remit Date		Net Amount	Disc. Amount	Adj. Amount	Gross Amount
PI003	819	17-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	3.1949 %	31.95	
						5,000.00	0.00	5,000.00	
PI004	820	12-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	3.1324833 %	16.10	
						5,000.00	0.00	5,000.00	
PI002	517	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	3.376 %	63.30	
						25,000.00	0.00	25,000.00	
PI002	535	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	3.376 %	63.30	
						25,000.00	0.00	25,000.00	
PI002	579	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	3.376 %	63.30	
						25,000.00	0.00	25,000.00	

Figure 3.4: Discount Request Preview

- (6) Review the discounts, fees, and charges. Click [Back] to return to the Select Available Balances list or click [Submit] to apply the discounting to the payment

3.2.3 All Payments

[Rabo Supplier Finance] → [Receivables] → [Manual Discount]

Suppliers can use the discounting by All Payments method to request and approve a discount for all invoices available on the platform. All available invoices will be discounted.

- All invoices with the same maturity date will be grouped into a single asset, and a separate asset will be created for each maturity date
- The system will book a loan for each asset
- The Bank will make one payment to the Supplier for the total discounted amount

To discount all Payments:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Manual Discount] and select the Source Account for which invoices have been uploaded by the Buyer. Please note: one Source Account per currency will be set up in the platform, this option only appears when multiple accounts have been set up
- (2) Select the PI group you want to be discounted
- (3) Click on [All Payments]. The Discount Request Preview dialog box displays

Discount Request Preview											
Submit		Back									
Account Info											
Account: TEALEAFEUR				Account Name: TEA LEAF EUR							
Offer Date: 06-03-2013				Total: 127,000.00							
Settlement Date: 06-03-2013				Discount Charge: 372.99							
Currency: EUR				Discount/Processing Fee: 0.00							
Discount Status:				Settlement Amount: 126,627.01							
Payments Discounted											
Reference	PMT ID	Maturity Date	Buyer Account	Buyer Name	Currency	Amount	Base Rate	Spread Rate	Discount Rate	Tenor	Discount Charge
PI001	817	15-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	0.1378333 %	3.0 %	3.1378333 %	40	3.49
PI003	819	17-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1949 %	3.0 %	3.1949 %	72	31.95
PI004	581	10-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1824167 %	3.0 %	3.1824167 %	65	28.73
20130305_0912	871	23-05-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	10,000.00	0.2056 %	3.0 %	3.2056 %	78	69.45
20130305_0933	874	11-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	3,000.00	0.1307 %	3.0 %	3.1307 %	36	9.39
20130305_0932	873	11-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	2,000.00	0.1307 %	3.0 %	3.1307 %	36	6.26
20130305_0932	872	11-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	1,000.00	0.1307 %	3.0 %	3.1307 %	36	3.13
PI004	820	12-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	5,000.00	0.1324833 %	3.0 %	3.1324833 %	37	16.10
PI002	818	11-03-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	20,000.00	2.2533333 %	3.0 %	5.2533333 %	5	14.59
PI002	517	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
PI002	535	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
PI002	579	02-04-2013	RETAILINTERNATEUR	RETAIL INTERNATIONAL	EUR	25,000.00	0.376 %	3.0 %	3.376 %	27	63.30
						127,000.00					372.99

Figure 3.5: Discount Request Preview

- (4) Review the discounts, fees, and charges. Click [Submit] to request the discount on All Payments, or click [Back] to exit

4 Inquiries and Reports

4.1 Inquiries

The Inquiry function allows you to search quickly for a record. There are two options for inquiry:

- [Payment](#)
- [Remittance](#)

You can view all transactions for each type, or you can enter a date range (or other criteria) by which to narrow the returned data.

4.1.1 Payment

[Rabo Supplier Finance] → [Receivables] → [Inquiry] → [Payment]

To run a Payment Inquiry:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Inquiry] → [Payment]

Payment Inquiry

Search Reset

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Reference: PMT ID:

Issued Date From: To: Due Date From: To:

Amount From: To:

Note: At least one of Reference and PMT ID must be entered.

Figure 4.1: Payment Inquiry Selection Screen

- (2) Select the desired Source Account and Buyer Account
- (3) Enter a **Reference** or **PMT ID** for the item. At least one of the Reference or PMT ID must be entered
- (4) Click **Search** to locate the item. You can also add the Issued Date period, Due Date period of Amount range to search on

Payment Inquiry

Search Reset

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Reference: PI004 PMT ID:

Issued Date From: To: Due Date From: 02-04-2013 To: 25-04-2013

Amount From: To:

Note: At least one of Reference and PMT ID must be entered.

Reference	PMT ID	Issue Date	Due Date	Supplier Name	Supplier Account	Amount	Remittances	Status
PI004	<u>820</u>	26-02-2013	12-04-2013	TEA LEAF EUR	TEALEAFEUR	5,000.00	0	RELEASED

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Figure 4.2: Payment Inquiry: Record Located

(5) Click the **PMT ID** to view the individual record. The Payment Details page displays.

Figure 4.3: Payment Inquiry: Payment Details

(6) You can print, save or export (.pdf, .xls, or .csv) the record

4.1.2 Remittance

[Rabo Supplier Finance] → [Receivables] → [Inquiry] → [Remittance]

To run a Remittance Inquiry:

(1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Inquiry] → [Remittance]

Figure 4.4: Remittance Inquiry Selection Screen

(2) Select the desired Source Account and Buyer Account

(3) Enter a **Remit No.** or **PO No.** for the item. At least one of the Remit. No or PO No. must be entered

(4) Click **Search** to locate the item. You can also add the Remit. Date period to search on

Remittance Inquiry

Search Reset

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Remit No.: REM Remit Type: IV

Remit Date From: To: PO No.:

Note: At least one of Remit No. and PO No. must be entered.

Reference	PMT ID	Supplier Name	Supplier Account	Status	Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
20130305_0912	871	TEA LEAF EUR	TEALEAFEUR	RELEASED	IV	REM_001	06-03-2013	23-05-2013	78	10,000.00	10,000.00	0.00	0.00	PO_001		Inv_001	
20130305_0932	872	TEA LEAF EUR	TEALEAFEUR	RELEASED	IV	REM_001-3	06-03-2013	11-04-2013	36	1,000.00	1,000.00	0.00	0.00	PO_001-3		1-3	
20130305_0932	873	TEA LEAF EUR	TEALEAFEUR	RELEASED	IV	REM_002-3	06-03-2013	11-04-2013	36	2,000.00	2,000.00	0.00	0.00	PO_002-3		2-3	
20130305_0933	874	TEA LEAF EUR	TEALEAFEUR	RELEASED	IV	REM_003-3	06-03-2013	11-04-2013	36	3,000.00	3,000.00	0.00	0.00	PO_003-3		3-3	

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Figure 4.5: Remittance Inquiry: Record Located

(5) Click the **PMT ID** to view the individual record. The Remittance Details page displays.

Payment Details

Search Export: PDF XLS CSV Close

Payment Information

Payment ID: 871 Payment Reference: 20130305_0912 Status:

Issue Date: 06-03-2013 Due Date: 23-05-2013 Amount: EUR 10,000.00

Buyer Account: RETAILINTERNATEUR Buyer Name: RETAIL INTERNAT EUR Outstanding Amount: EUR 10,000.00

Supplier Account: TEALEAFEUR Supplier Name: TEA LEAF EUR Remittances: 1

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
IV	REM_001	06-03-2013	23-05-2013	78	10,000.00	10,000.00	0.00	0.00	PO_001		Inv_001	

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Figure 4.6: Remittance Inquiry: Payment Details

(6) You can print, save or export (.pdf, .xls, or .csv) the record

4.2 Reports

The Rabo Supplier Finance platform provides several automated Inline Reports for aggregating and viewing data. Inline Reports are generated on demand within the platform interface according to specified parameters. This chapter explains how to run, view, and download these reports in multiple formats.

How to use the information in this chapter:

- (1) Refer to [Working with Inline Reports](#) for instructions on how to use the Report feature in general
- (2) Refer to specific [Supplier Reports](#) for the list of reports available to you as a Supplier

4.2.1 Working with Inline Reports

Inline Reports are generated on demand according to parameters input by the user. The report results are listed directly in the user interface, but in certain cases may also be exported.

To run an Inline Report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → <Select Desired Report>




Figure 4.7: Inline Report

- (2) In most cases, you will need to enter or select the desired parameter values for the report. Refer to the section corresponding to that report for specific information
- (3) Click [View] to see the report results list

Settlement Date↑	Amount
08-01-2013	383,923.54
09-01-2013	49,671.39
17-01-2013	348,131.94
18-01-2013	548,018.82
22-01-2013	529,310.85
25-01-2013	111,690.02
28-01-2013	14,943.91
31-01-2013	9,962.61
18-02-2013	10,000.00

Figure 4.8: Report Results

To open the report file directly, click the file format name or corresponding icon:

- PDF [
- XLS [
- CSV [

Note: Not all Inline Reports can be exported.

4.2.2 Supplier Reports

The following Payable Finance Reports are available to Supplier users:

- [Latest Activity](#)
- [Received Payments](#)
- [Non-Discounted Payments](#)
- [Discounted Payments](#)
- [Statement of Activity](#)
- [Cash Movement](#)
- [Statement List](#)

4.2.2.1 Latest Activity

The Latest Activity Report lists Supplier account activity for the last activity day or for a period of past days.

To run the report:




- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Latest Activity]



Figure 4.9: Latest Activity Report

- (2) Enter or select the desired parameter values for the report. Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list

Latest Activity

View Reset Export:   

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR

Sort By: POSTING DATE

Select the period you wish to view* View the last day's activity on your account (in the last 60 days) View the activity over the last number of days: TODAY

Opening Balance: 30,111,000.00

Closing Balance: 30,127,000.00

Report Date: 06-03-2013

Include Remittances in Report

Reference	PMT ID	Posting Date	Due Date	Counterparty Name	Counterparty Account	Transaction Type	Debit	Credit	Remark
20130305_0933	874	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		3,000.00	
20130305_0932	873	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		2,000.00	
20130305_0932	872	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		1,000.00	
20130305_0912	871	06-03-2013	23-05-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		10,000.00	

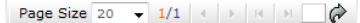



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Figure 4.10: Latest Activity Report Results

(4) Click on a specific **PMT ID** to see details for that Payment

Payment Details

Search Export:    Close

Payment Information

Payment ID: 874 Payment Reference: 20130305_0933 Status: 

Issue Date: 06-03-2013 Due Date: 11-04-2013 Amount: EUR 3,000.00

Buyer Account: RETAILINTERNATEUR Buyer Name: RETAIL INTERNAT EUR Outstanding Amount: EUR 3,000.00

Supplier Account: TEALEAFEUR Supplier Name: TEA LEAF EUR Remittances: 1

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
IV	REM_003-3	06-03-2013	11-04-2013	36	3,000.00	3,000.00	0.00	0.00	PO_003-3	3-3		

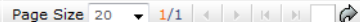
Page Size 20 1/1 

Figure 4.11: Latest Activity Report: Payment Details

Table 4.1: Latest Activity Report Parameters

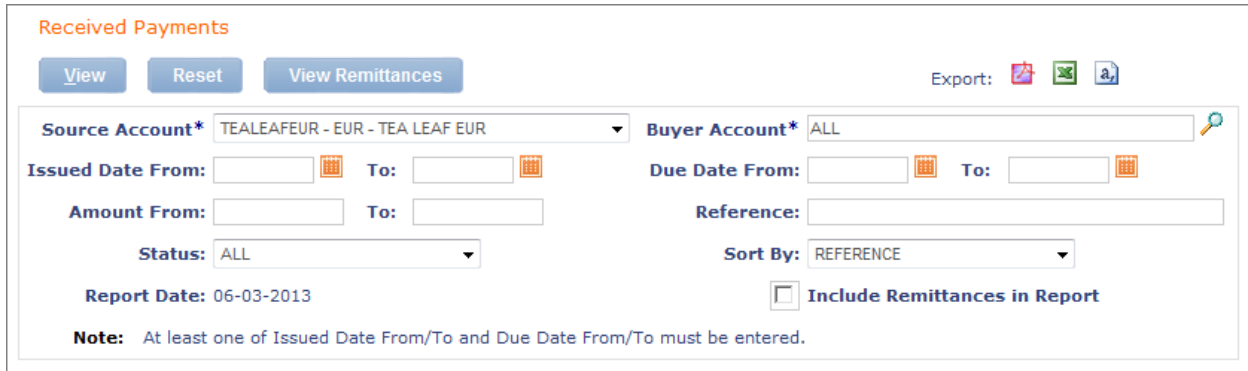
PARAMETER	DESCRIPTION
Source Account	Select the Supplier Account for this report.
Sort By	Select the parameter that should be used to sort the data.
Select Period	Select whether to view the last activity day or to view multiple days' activity (chosen from the dropdown menu).

4.2.2.2 Received Payments

The Received Payments Report shows payments received by the Supplier within the selected date range.

To run the report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Received Payments]



Received Payments

View Reset View Remittances Export: [Print] [Excel] [PDF]

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Issued Date From: [] To: [] Due Date From: [] To: []

Amount From: [] To: [] Reference: []

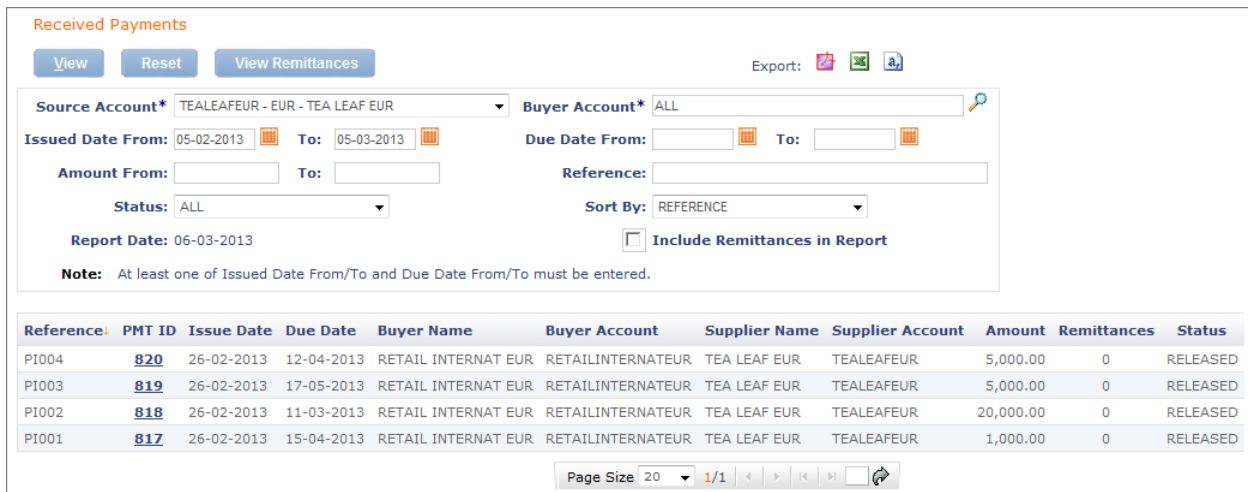
Status: ALL Sort By: REFERENCE

Report Date: 06-03-2013 Include Remittances in Report

Note: At least one of Issued Date From/To and Due Date From/To must be entered.

Figure 4.12: Received Payments Report

- (2) Enter or select the desired parameter values for the report. Refer to Table 4.2. Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list



Received Payments

View Reset View Remittances Export: [Print] [Excel] [PDF]

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Issued Date From: 05-02-2013 To: 05-03-2013 Due Date From: [] To: []

Amount From: [] To: [] Reference: []

Status: ALL Sort By: REFERENCE

Report Date: 06-03-2013 Include Remittances in Report

Note: At least one of Issued Date From/To and Due Date From/To must be entered.

Reference	PMT ID	Issue Date	Due Date	Buyer Name	Buyer Account	Supplier Name	Supplier Account	Amount	Remittances	Status
PI004	820	26-02-2013	12-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	5,000.00	0	RELEASED
PI003	819	26-02-2013	17-05-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	5,000.00	0	RELEASED
PI002	818	26-02-2013	11-03-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	20,000.00	0	RELEASED
PI001	817	26-02-2013	15-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	1,000.00	0	RELEASED

Page Size: 20 1/1 [Navigation icons]

Figure 4.13: Received Payments Report Results

- (4) Click on a specific **PMT ID** to see details for that Payment

Payment Details

Search Export:    Close

Payment Information

Payment ID: 818 Payment Reference: PI002 Status: 

Issue Date: 26-02-2013 Due Date: 11-03-2013 Amount: EUR 20,000.00

Buyer Account: RETAILINTERNAEUR Buyer Name: RETAIL INTERNAT EUR Outstanding Amount: EUR 20,000.00

Supplier Account: TEALEAFEUR Supplier Name: TEA LEAF EUR Remittances: 0

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
Page Size 20 1/1 												

Figure 4.14: Received Payments Report: Payment Details

Table 4.2: Received Payments Report Parameters

PARAMETER	DESCRIPTION
Source Account	Select the Supplier Account for this report
Buyer Account	Lookup the Buyer Account (or leave at the default "ALL" to view all Buyer Accounts for the Supplier)
Issued Date From / To	Select the Issued date range
Due Date From / To	Select Due date range
Amount From / To	Enter the Amount range
Reference	Enter a Reference number to narrow by a specific payment reference
Status	Select a status from the dropdown menu to narrow by status designation
Sort By	Select the parameter from the dropdown menu that should be used to sort the data
Include Remittances in Report	Check this box to include Remittance information in the report




4.2.2.3 Non-Discounted Payments

The Non-Discounted Payments Report shows PIs not yet discounted for the Supplier.

To run the report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Non-Discounted Payments]

Non-discounted Payments

View Reset View Remittances Export:   

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Issued Date From: To: Due Date From: To:

Amount From: To: Reference:

Sort By: REFERENCE




Report Date: 06-03-2013 Include Remittances in Report

Note: At least one of Issued Date From/To and Due Date From/To must be entered.

Figure 4.15: Non-Discounted Payments Report

- (2) Enter or select the desired parameter values for the report. Refer to Table 4.3. Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list

Non-discounted Payments

View Reset View Remittances Export:   

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Issued Date From: 06-03-2013 To: 06-03-2013 Due Date From: To:

Amount From: To: Reference:

Sort By: REFERENCE

Report Date: 06-03-2013 Include Remittances in Report

Note: At least one of Issued Date From/To and Due Date From/To must be entered.




Reference	PMT ID	Issue Date	Due Date	Buyer Name	Buyer Account	Supplier Name	Supplier Account	Amount	Remittances
20130305_0933	874	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	3,000.00	1
20130305_0932	873	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	2,000.00	1
20130305_0932	872	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	1,000.00	1
20130305_0912	871	06-03-2013	23-05-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	10,000.00	1

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Figure 4.16: Non-Discounted Payments Report Results

- (4) Click on a specific PMT ID to see details for that Payment

Payment Details

Search Export:    Close

Payment Information

Payment ID: 873 Payment Reference: 20130305_0932 Status: 

Issue Date: 06-03-2013 Due Date: 11-04-2013 Amount: EUR 2,000.00

Buyer Account: RETAILINTERNATEUR Buyer Name: RETAIL INTERNAT EUR Outstanding Amount: EUR 2,000.00

Supplier Account: TEALEAFEUR Supplier Name: TEA LEAF EUR Remittances: 1

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
IV	REM_002-3	06-03-2013	11-04-2013	36	2,000.00	2,000.00	0.00	0.00	PO_002-3	2-3		

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Figure 4.17: Non-Discounted Payments Report: Payment Details

Table 4.3: Non-Discounted Payments Report Parameters

PARAMETER	DESCRIPTION
Source Account	Select the Supplier Account for this report
Buyer Account	Lookup the Buyer Account (or leave at the default "ALL" to view all Buyers for the Supplier)
Issued Date From / To	Select the Issued date range
Due Date From / To	Select Due date range
Amount From / To	Enter the Amount range
Reference	Enter a Reference number to narrow by a specific payment reference
Sort By	Select the parameter that should be used to sort the data
Include Remittances in Report	Check this box to include Remittance information in the report

4.2.2.4 Discounted Payments

The Discounted Payments Report shows payments that have been discounted for the Supplier.

To run the report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Discounted Payments]

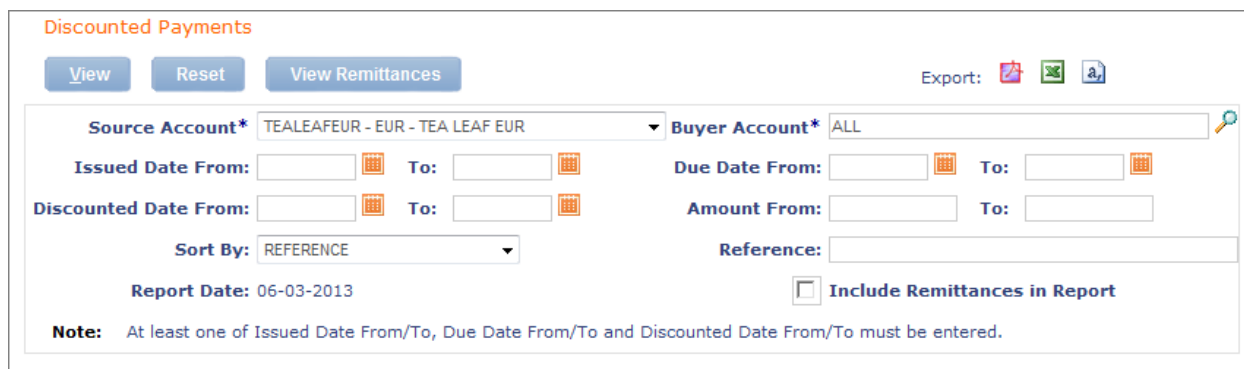





Figure 4.18: Discounted Payments Report

- (2) Enter or select the desired parameter values for the report. Refer to Table 4.4. Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list

Discounted Payments

View Reset View Remittances Export:   

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR Buyer Account* ALL

Issued Date From: To: Due Date From: To:

Discounted Date From: To: 31-01-2013 Amount From: To:

Sort By: REFERENCE Reference:

Report Date: 06-03-2013 Include Remittances in Report

Note: At least one of Issued Date From/To, Due Date From/To and Discounted Date From/To must be entered.

Reference	PMT ID	Discount ID	Issue Date	Due Date	Discount Date	Settle Date	Buyer Name	Buyer Account	Supplier Name	Supplier Account	Amount	Remittances
TEST_NOTIFICATION	577	562	30-01-2013	15-03-2013	30-01-2013	31-01-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	10,000.00	1
PAYTEST	575	560	25-01-2013	12-03-2013	25-01-2013	28-01-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	TEA LEAF EUR	TEALEAFEUR	15,000.00	1





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Figure 4.19: Discounted Payments Report Results

(4) Click on a specific PMT ID to see details for that Payment

Payment Details

Search Export:    Close

Payment Information

Payment ID: 577 Payment Reference: TEST_NOTIFICATION Status: 

Issue Date: 30-01-2013 Due Date: 15-03-2013 Amount: EUR 10,000.00

Buyer Account: RETAILINTERNATEUR Buyer Name: RETAIL INTERNAT EUR Outstanding Amount: EUR 10,000.00

Supplier Account: TEALEAFEUR Supplier Name: TEA LEAF EUR Remittances: 1

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
IV	INV001	30-01-2013	15-03-2013	44	10,000.00	10,000.00	0.00	0.00	PO_TEST		Test change in notification	

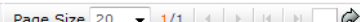
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Figure 4.20: Discounted Payments Report: Payment Details

Table 4.4: Discounted Payments Report Parameters

PARAMETER	DESCRIPTION
Source Account	Select the Supplier Account for this report
Buyer Account	Lookup the Buyer Account (or leave at the default "ALL" to view all Buyers for the Supplier)
Issued Date From / To	Select the Issued date range
Due Date From / To	Select Due date range
Amount From / To	Enter the Amount range
Reference	Enter a Reference number to narrow by a specific payment reference
Sort By	Select the parameter that should be used to sort the data
Include Remittances in Report	Check this box to include Remittance information in the report

4.2.2.5 Statement of Activity

The Statement of Activity Report shows the Supplier's activity within the selected date range, including opening and closing balances.

To run the report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Statement of Activity]

Figure 4.21: Statement of Activity Report

- (2) Enter or select the desired parameter values for the report. Refer to [Table 4.5](#). Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list

Reference	PMT ID	Posting Date	Due Date	Counterparty Name	Counterparty Account	Transaction Type	Debit	Credit	Remark
20130305_0933	874	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		3,000.00	
20130305_0932	873	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		2,000.00	
20130305_0932	872	06-03-2013	11-04-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		1,000.00	
20130305_0912	871	06-03-2013	23-05-2013	RETAIL INTERNAT EUR	RETAILINTERNATEUR	Payment Notification		10,000.00	

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Figure 4.22: Statement of Activity Report Results

- (4) Click on a specific PMT ID to see details for that Payment

Payment Details

Search Export: Close

Payment Information

Payment ID: 871 **Payment Reference:** 20130305_0912 **Status:**
Issue Date: 06-03-2013 **Due Date:** 23-05-2013 **Amount:** EUR 10,000.00
Buyer Account: RETAILINTERNATEUR **Buyer Name:** RETAIL INTERNAT EUR **Outstanding Amount:** EUR 10,000.00
Supplier Account: TEALEAFEUR **Supplier Name:** TEA LEAF EUR **Remittances:** 1

Remittance Information:

Type	Remit No.	Remit Date	Pay Date	Tenor	Net Amount	Gross Amount	Adj. Amount	Disc. Amount	PO No.	Doc No.	Comment	Adj. Code
IV	REM_001	06-03-2013	23-05-2013	78	10,000.00	10,000.00	0.00	0.00	PO_001		Inv_001	

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Figure 4.23: Statement of Activity Report: Payment Details

Table 4.5: Statement of Activity Report Parameters

PARAMETER	DESCRIPTION
Source Account	Select the Buyer Account for this report
Statement Period From / To	Select the date range
Sort By	Select the parameter that should be used to sort the data
Include Remittances in Report	Check this box to include Remittance information in the report

4.2.2.6 Cash Movement

The Cash Movement Report shows cash flow for the Supplier's account for the selected date range.

To run the report:

- (1) Navigate to [Rabo Supplier Finance] → [Receivables] → [Report] → [Cash Movement]

Cash Movement




View Reset Export:

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR
From Date* **To Date*** **Last Number of Days:**
CM Outstanding Amount: 0.00 **Report Date:** 06-03-2013

Figure 4.24: Cash Movement Report

- (2) Enter or select the desired parameter values for the report. Refer to [Table 4.6](#). Fields marked with an asterisk (*) are required
- (3) Click [View] to see the report results list

Cash Movement

View Reset Export:   

Source Account* TEALEAFEUR - EUR - TEA LEAF EUR

From Date* 02-01-2013 To Date* 31-01-2013 Last Number of Days:

CM Outstanding Amount: 0.00 Report Date: 06-03-2013

Settlement Date†	Amount
08-01-2013	383,923.54
09-01-2013	49,671.39
17-01-2013	348,131.94
18-01-2013	548,018.82
22-01-2013	529,310.85
25-01-2013	111,690.02
28-01-2013	14,943.91
31-01-2013	9,962.61





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Figure 4.25: Cash Movement Report Results

(4) Click on a specific **Settlement Date** to see details for that day

Cash Movement Detail

Close Export:   

Cash Movement Information

Source Account: TEALEAFEUR - EUR - TEA LEAF EUR

Settlement Date: 28-01-2013 Amount: 14,943.91 Include Remittances in Report

Reference	ID	Issue Date	Due Date	Type	Counterparty Name	Discount ID†	Activity Type	Payment Amount	Fee	Charge	Proceed
PAYTEST	575	25-01-2013	12-03-2013	PAYMENT NOTIFICATION	RETAIL INTERNATIONAL	560	DISCOUNT	15,000.00	0.00	56.09	14,943.91
	560	25-01-2013	28-01-2013	DISCOUNT/PROCESSING FEE	BANK	560	DISCOUNT	0.00	0.00	0.00	0.00

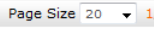
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Figure 4.26: Cash Movement Report: Details

Table 4.6: Cash Movement Report Parameters

PARAMETER	DESCRIPTION
Source Account	Select the Supplier Account for this report
From Date	Select the beginning of the date range
To Date	Select the end of the date range

4.2.2.7 Statement List

Since the statements are provided by RCM and email notifications this Statement List is not applicable.

5 Support and service

You can consult the Supplier Support page on TransAct for further explanations. Here you can find contact details of the TransAct Support Desk, Manuals, and FAQ. The Supplier Support page is available on;

- (1) Navigate to www.rabotransact.com
- (2) Click on [Transaction banking](#) at the top of the page and then click on [Supplier Finance](#) in the blue bar
- (3) Click on [Supplier Support](#) on the right side

The screenshot displays the Rabo TransAct Supplier Finance web platform. At the top, there are navigation tabs: Highlights, Transaction banking (highlighted), Follow markets, Capital Markets, and Log In. Below this is the Rabo TransAct logo and the text 'Transaction Banking'. A 'Select region' dropdown menu is set to 'Europe', with links for 'Service & contact' and 'Forgot my password'. A blue navigation bar contains tabs for 'Cash management', 'Treasury management', 'Trade services', and 'Supplier Finance' (highlighted). Below the navigation bar, the breadcrumb trail reads 'Home > Transaction banking > Supplier Finance'. The main content area is titled 'Supplier Finance' and has two tabs: 'Product information' (active) and 'Research'. The 'Product information' section contains text explaining that Supplier Finance enables offering an alternative and cheap source of financing to suppliers, with Rabobank offering immediate payment in return for a small discount. It also mentions the opportunity to negotiate terms like extensions or discounts. Below this, a 'What do we offer?' section features three columns of services, each with a video player icon and a list of features:

- Online invoice and discount processing via the Rabo Supplier Finance Platform on Rabo TransAct:**
 - Offer invoices via host-to-host, manual upload or manual entry, including full flexibility on invoice file format (XML, CSV, Excel, EDI, ISO, CPF)
 - Set up tailor made Supplier Finance programs per supplier (variable pricing and reporting possibilities)
- Online real-time invoice monitoring:**
 - Have full insight in the end to end process flow of invoices and payments via our web platform
 - Including fully automated, daily reporting delivered directly to your inbox
 - Standard Rabo TransAct login, no new tokens required
- Payments:**
 - Same-day payments to suppliers
 - Bulk payments reduce transaction costs for suppliers
 - Full remittance information via email

 A 'Request access' button is located at the bottom right of this section. On the right side of the page, there is a 'Access Supplier Finance web platform' section with a video player and two buttons: 'Supplier Access' and 'Supplier Support' (highlighted). Below this is a 'Product information' section with two links: 'Rabo Supplier Finance' and 'Animated product explanation'.

Figure 5.1: Supplier Support

Or you can watch our video tutorials (available on request via supplierfinance@rabobank.com) or contact our Rabo TransAct Support desk via transact@rabobank.com or +31 30 71 21777.