

TradeXchange: Amend Import Documentary Letter of Credit

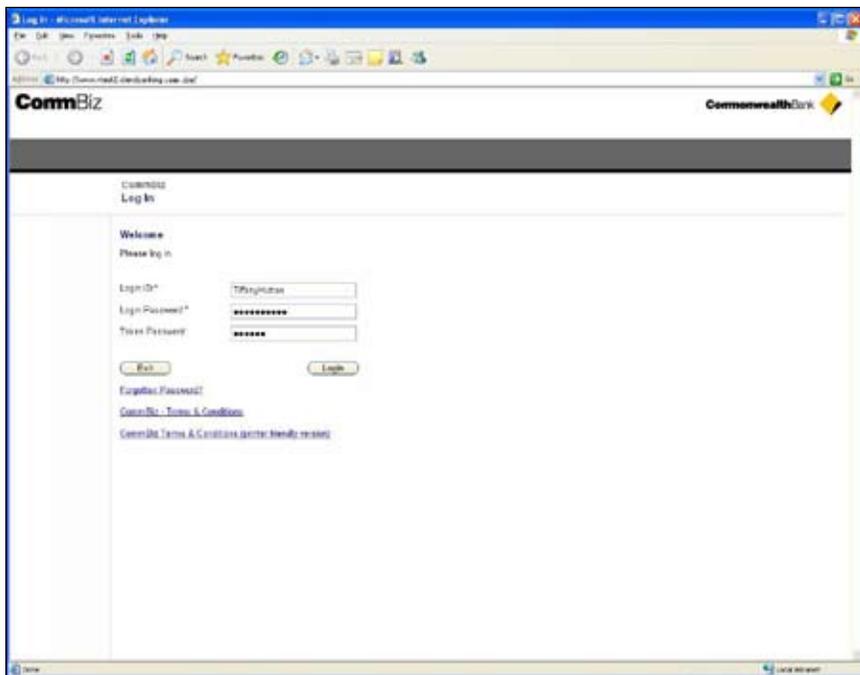
This guides takes you through the process of amending an Import Documentary Letter of Credit via CommBiz TradeXchange

Important information

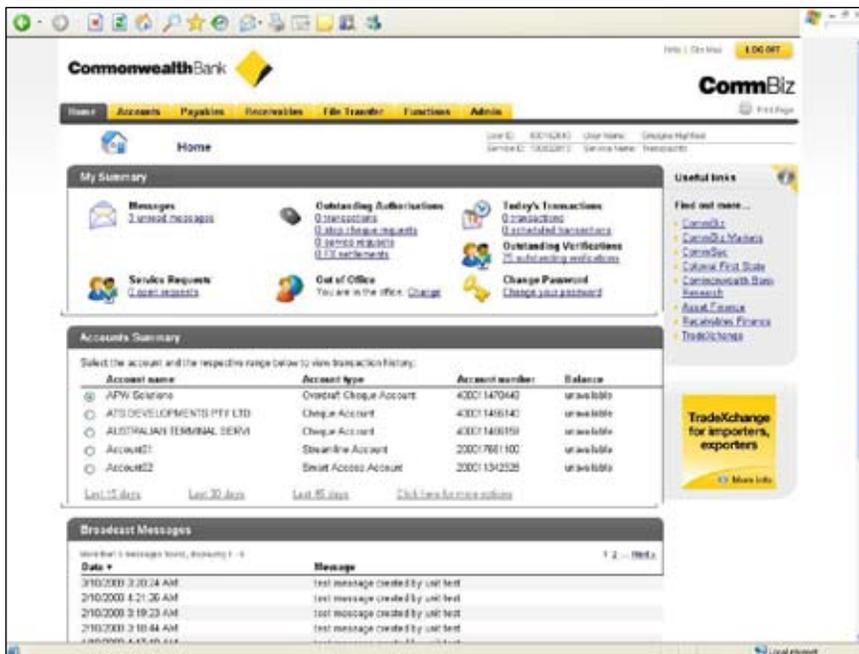
You must be registered for TradeXchange to use these functions. If you have not yet registered for TradeXchange, you will be redirected to further information at Step 3 below.

Logging in to TradeXchange

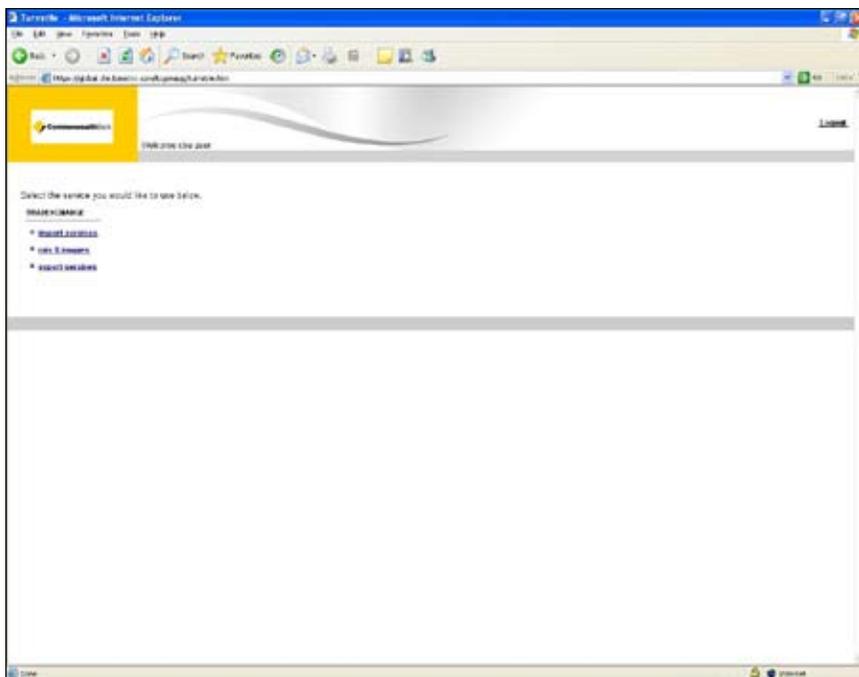
1. Open your internet browser and visit www.commbiz.com.au



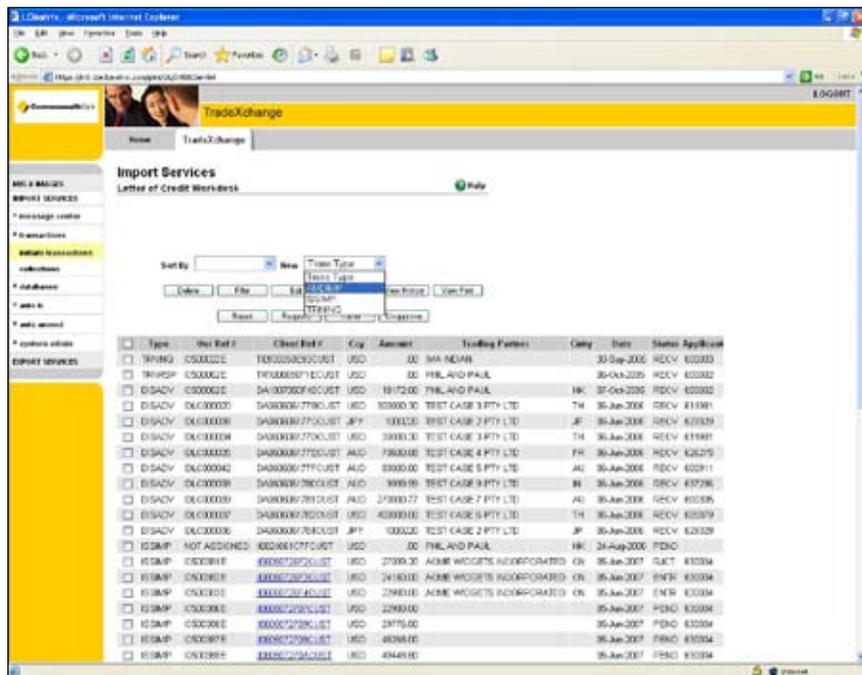
2. When you login the following screen is displayed.



3. Click on **TradeXchange** in the **Useful Links** box at the right of the screen.
4. You will be logged into TradeXchange and the TradeXchange home page is displayed.
5. Click on **Import Services**, then **Transactions**.

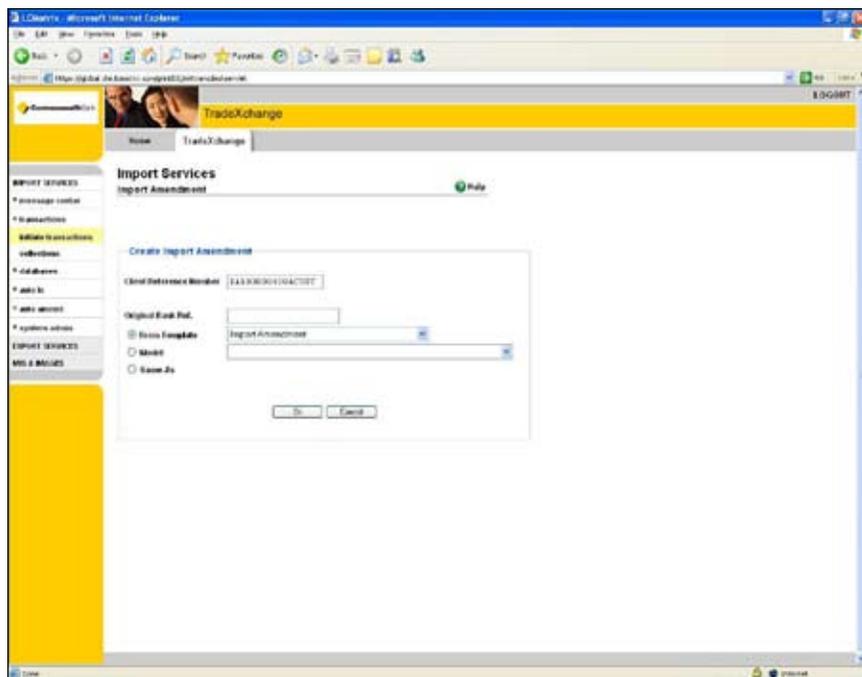


6. The **Import Services Letter of Credit Workdesk** screen is displayed.



Amending the Letter of Credit

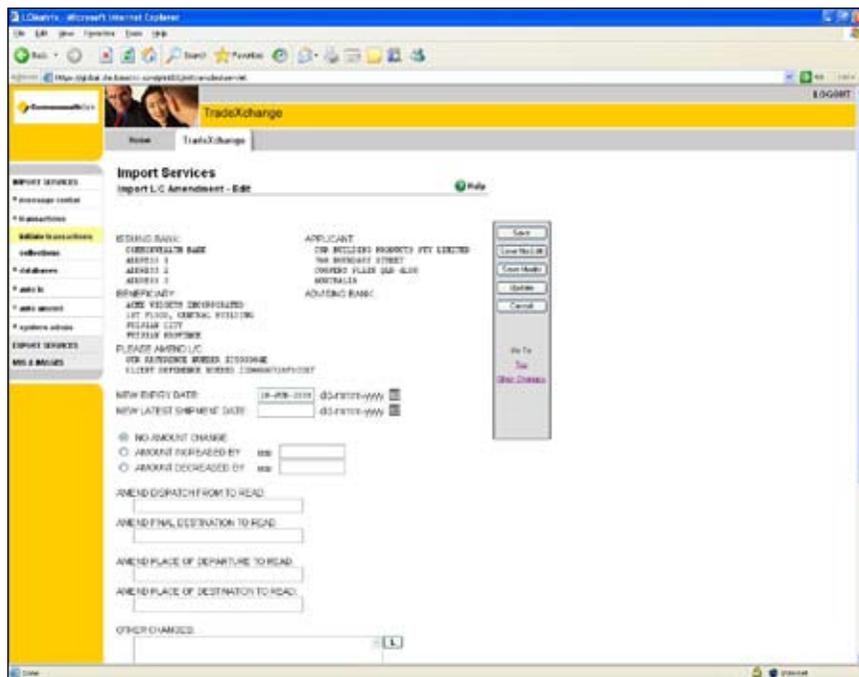
- From the **New** dropdown menu, select Trans Type “AMDIMP” (Amend Import Documentary Letter of Credit).
- A new screen is displayed, providing a unique Client Reference Number.



- Enter the Original Bank Reference number in the field provided. The number must be exact, and must include any prefix or suffix.
- You can choose from 3 options for the Issuance of the Documentary Letter of Credit:
 - From Template:** An empty form with no pre-filled data.
 - Model:** Allows you to use a previous application as the basis for a new application.
 - Same As:** Allows you to use a pre-approved application.

Note: The first time you make an amendment request, only the 'From Template' option will be available.

11. Click the **OK** button. A summary page containing details of the original Import Documentary Letter of Credit is displayed.



12. Enter the data to be amended in the appropriate fields.

13. When you have completed the changes you require, select one of the options from the grey menu on the right of the screen:

- **Save:** This saves the transaction with Edit Checks. You are returned to the Transactions Desk, and the transaction is saved to ENTR status.
- **Save No Edit:** This saves the transaction without Edit Checks. You are returned to the Transactions Desk, and the transaction is saved to PEND status. The transaction will be saved to the Workdesk ("Initiate Transactions") in the appropriate status pending approval.

Note: For details about the other options in the grey menu box, please see your User Manual.

