



## **Westpac WinTrade** *User Guide*

### Import Letters of Credit

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## Introduction

**About this Guide** Import Documentary Letters of Credit (Import LCs) can open up new opportunities to do business with overseas suppliers, quicker, simpler and with less risk.

This guide explains how to use Westpac WinTrade to:

- Establish an Import Letter of Credit
- Edit/Amend an Import Letter of Credit
- Pay an Import Letter of Credit
- Use the Phrase Editor for an Import Letter of Credit
- Create an Import Letter of Credit Template
- Generate Reports for Import Letters of Credit.

### Features

Westpac WinTrade makes establishing and managing Import LCs quicker and easier.

Westpac WinTrade lets you establish a credit in either Australian dollars or a foreign currency, and settlement can be at sight or at the end of a specified term.

With a few simple clicks on Westpac WinTrade, you can meet the needs of your suppliers and enable them to proceed with confidence.

With Westpac WinTrade you can:

- Amend information on LCs as and when required
- Access online payment instructions
- Clarify document discrepancies through imaging
- Generate detailed transaction reports
- Receive secure messages from Westpac
- Validate fields that must be SWIFT compliant to ensure they adhere to SWIFT rules
- Make an online request for trade finance in either Australian dollars or most foreign currencies to meet your payment obligations.

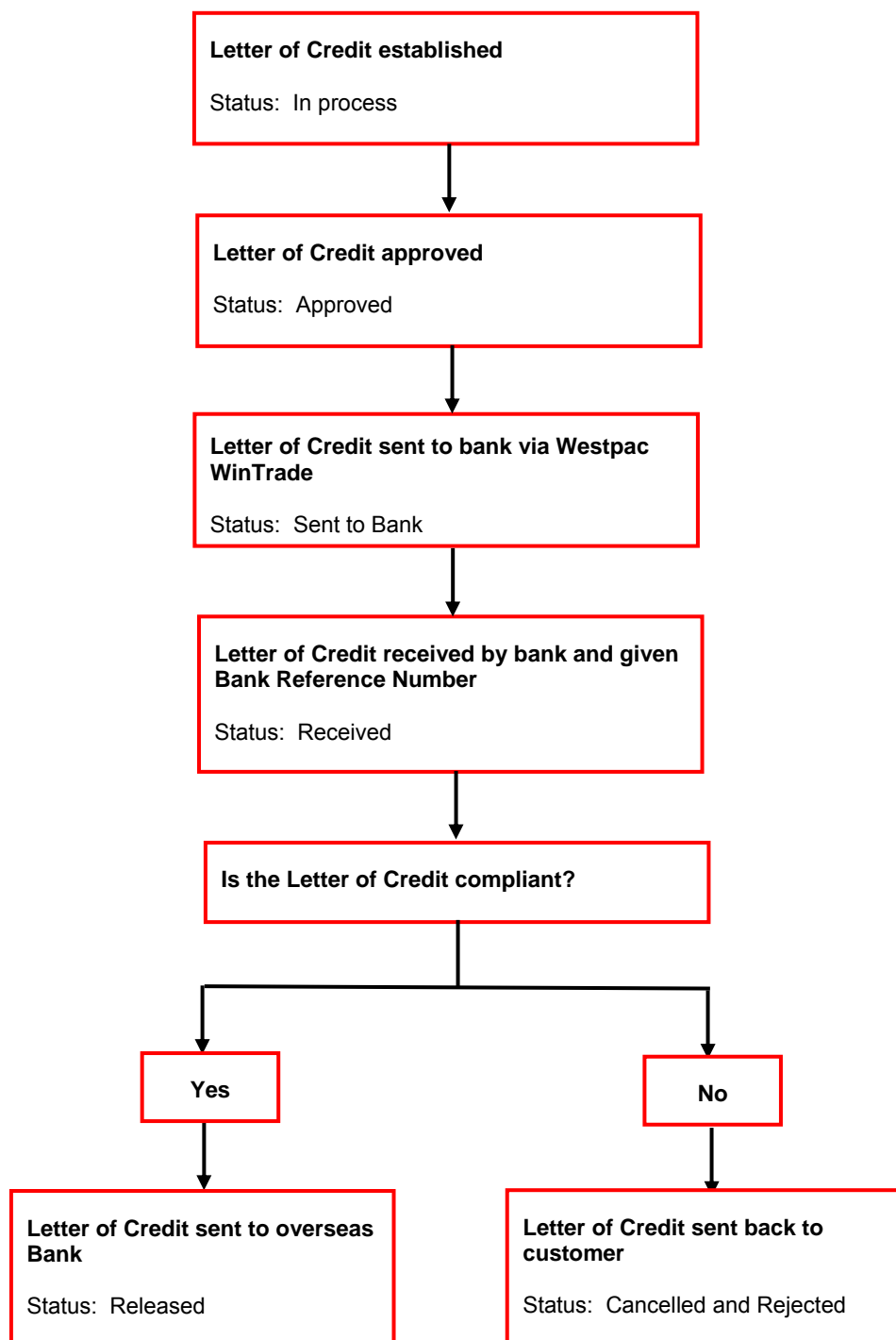
### Further Information

Further information on Import LCs is available in the Westpac WinTrade Quick Reference Guide and the Westpac WinTrade e-learning module.

If you require assistance on using Import LCs, please contact your International Enquiry Officer.

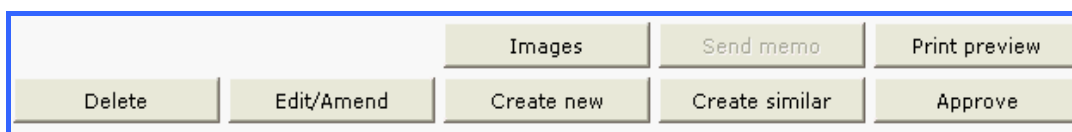
**Process Flow**

The following diagram explains the overall process flow for an Import LC. The status of the Import LC is displayed at all times on the **Import LC - List of import transactions** screen, which allows you to monitor its progress.



**Action buttons**

These are the buttons that allow you to carry out actions on Import LCs.

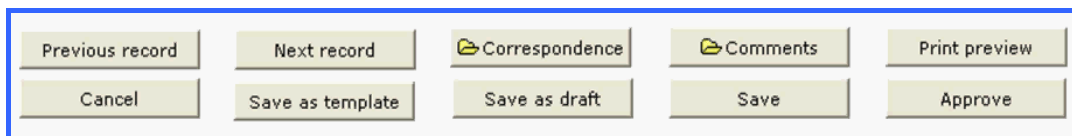


The table below lists the functions of each of these buttons:

Button	Function
<b>Images</b>	This button is used to view document images attached to an Import LC. This function is unavailable at the moment.
<b>Send memo</b>	This button is inactive and greyed out. If you need to contact Westpac concerning a transaction, you should phone or fax Westpac.
<b>Print preview</b>	This button is used to view and print the LC. LCs with any status can be printed; however the templates can not be printed. The LC is printed on the default printer for your log in.
<b>Delete</b>	This button is used to delete an Import LC. These can only be deleted if they have not been sent to Westpac.  Deleting can only be done while the status of the LC is <b>In process</b> , <b>Pending approval</b> , <b>Incomplete</b> , or <b>Template</b> .
<b>Edit/Amend</b>	This button is used to edit or amend an LC.  Editing can only be done while the status of the LC is <b>In process</b> .  Amending can only be done while the status of the LC is <b>Released</b> .
<b>Create New</b>	This button is used to create a new Import LC when you do not use the <b>Create similar</b> button. With the exception of several fields with default information, all relevant fields require data to be entered.  Note that some fields will be mandatory while others will be optional.
<b>Create similar</b>	This button is used to create an LC similar to a previous one in the transaction list or from a template. This simplifies the procedure as most fields will be populated. However, you must update any information (e.g. dates, amounts) before submitting the LC.
<b>Approve</b>	This button is used to approve an Import LC and send the transaction to Westpac.

## Buttons on Other Import Letter of Credit Screens

As you process an Import LC, the following common set of buttons are displayed at the bottom of each screen.



**Note:** If the button is greyed out, the function for that button is unavailable at that time.

The table below lists the functions of each of these buttons:

Button	Function
<b>Previous record</b>	If there are previous similar transactions on an LC (e.g. payments or amendments), this button will take you to the screen for the previous transaction in the sequence. The button is inactive if there are no previous similar transactions.
<b>Next record</b>	If there have been previous similar transactions on an LC (e.g. payments or amendments), this button will take you to the screen for the next transaction in the sequence. This button will be active if you clicked on the <b>Previous</b> button for this function.
<b>Correspondence</b>	This button allows you to view any correspondence attached to the active screen.
<b>Comments</b>	This button allows you to view any comments from Westpac that are attached to the transaction.
<b>Print preview</b>	This button is used to view and print the LC.
<b>Cancel</b>	This button takes you out of the transaction you are actioning or viewing. <b>Note:</b> Any changes to the LC will not be saved.
<b>Save as template</b>	This button saves the transaction as a template.
<b>Save as draft</b>	This button is used when a transaction has not been completed. This may occur when the customer is waiting for further information. Once a transaction is saved as a draft, the status becomes <b>Incomplete</b> .
<b>Save</b>	This button will save the LC being issued or amended. It is necessary for all mandatory fields to be completed before saving it. Once a transaction is saved, the status becomes <b>In process</b> .
<b>Approve</b>	This button is used to approve the issue, amendment or payment of an LC.



## Establish an Import Letter of Credit

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### Overview

There are three ways to establish an Import LC. They are:

- create a completely new LC,
- create an LC similar to one that already exists, and
- create an LC using a template.

**Note:** How to create an Import LC template is covered from page 88 of this manual.

The procedure for each of the three methods is similar, with the exception of the first step, so all three methods are covered in this procedure.

If you are creating an LC similar to one that already exists or using a template, ensure you change any detail as required.

There are two parts to establishing an Import LC. The LC is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

The following procedure details how to establish an Import LC.

---

## Establish an Import Letter of Credit

Follow the steps below to establish an Import Letter of Credit.

**Note:** The example below shows how to establish a new LC. If you are creating an LC similar to a previous one or using a template, the process is the same, except that many of the fields will be pre-populated with information.

Step	Action
1.	<p>When you open Westpac WinTrade, the screen defaults to the <b>Manage Import LCs</b> screen with the <b>Transactions</b> tab selected.</p> <p><b>Note:</b> If you wish to establish an Import LC and are in another screen, click on the <b>Import LCs</b> link (A) at the top left of the screen.</p> <p><b>To establish an Import LC similar to a previous one:</b></p> <ul style="list-style-type: none"> <li>if necessary, select <b>All</b> in the <b>Status</b> field (B), and click on the <b>Update list</b> button (C),</li> <li>click on the radio button in front of the required LC, then</li> <li>click on the <b>Create similar</b> button (D).</li> </ul> <p><b>To establish an Import LC using a template:</b></p> <ul style="list-style-type: none"> <li>select <b>Template</b> in the <b>Status</b> field (B), and click on the <b>Update list</b> button (C),</li> </ul> <p><b>Note:</b> It may be necessary to clear the <b>Start date</b> field if the template was created more than 4 weeks ago.</p> <ul style="list-style-type: none"> <li>click on the radio button in front of the required template, then</li> <li>click on the <b>Create similar</b> button (D).</li> </ul> <p><b>To establish a new Import LC</b>, click on the <b>Create New</b> button (E).</p>

**Result:** The **Import letter of credit – Issue – In process – Part 1 of 3 - Party information** screen will be displayed.

2. The **Applicant** details on this screen will default to your company.



**WARNING!** Ensure you change dates, LC reference number and amend other details as required if you are creating an LC similar to a previous one or using a template.

Type your LC reference number in the **Our reference** field (A).

If you want the LC to be transferable, check the **This letter of credit (LC) is transferable** check box (B).

If required, select the subsidiary issuing the LC in the **Account party** field (C).

Complete the **Beneficiary** field (D) using the drop down menu.

If required, complete the **Beneficiary bank** field (E) using the drop down menu.

If required, change the data in the **Confirmation instructions to advising bank** field (F).

**Note:** Confirmation means that the beneficiary's bank will guarantee payment in the event the issuing bank does not pay or the country of the issuing bank imposes restrictions that make it impossible for the issuing bank to make payments. The beneficiary's bank will charge a fee for this service.

**Note:** If the **Beneficiary** or **Beneficiary bank** are not in the drop down menu, you may add them using the **New** ( ) button

Click on the **Part 2 - Payments** link (G) at the top left of the screen, or click on the **Continue to Part 2 >** link (H).

**Result:** The **Import letter of credit – Issue – In process – Part 2 of 3 - Payment information** screen will be displayed.

3. This screen is divided into three parts:

- Payment information,
- Payment terms, and
- Expiry terms.

**Westpac**

Import letter of credit -- Issue -- In process

Part 2 of 3 - Payment information

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

**Payment information**

\* Currency: -- Choose -- Tolerance: NONE Go

\* Amount: 0.00 Tolerance percentage: Tolerance amount: 0.0

Additional amount/s covered

**Payment terms**

☒ Sight Tenor period: Tenor date: Tenor days: 0

Term

Additional tenor details

**Expiry terms**

\* Expiry date: Document presentation period (days):

\* Place of expiry: -- Choose -- Document presentation period (text):

< Return to Part 1 You are currently on Part 2 of 3 Continue to Part 3 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

Payment information

Payment terms

Expiry terms

4. In the **Payment information** section:

Select the **Currency** of the LC from the drop down menu.

Type the LC amount in the **Amount** field.

If a tolerance is required:

- select the type from the **Tolerance** drop down menu,
- click on the **Go** button,
- type **EITHER** the percentage in the **Tolerance percentage** field **OR** the amount in the **Tolerance amount** field.



**Note:** If you select **Plus** in the tolerance field and type an amount in the **Tolerance amount field**, it is necessary to click on the **Additional amount/s covered** button and enter information, e.g., the tolerance amount and the reason, such as freight charges if applicable. If this data is not entered, the LC cannot be released by Westpac.

**Part 2 of 3 - Payment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

* Currency:	Tolerance:	
USD - UNITED STATES DOLLARS	PLUS/MINUS	Go
* Amount:	Tolerance percentage:	Tolerance amount:
25000.00	10/10	0.0
Additional amount/s covered		

5. In the **Payment terms** section:

Westpac WinTrade will default to the **Sight** radio button.

**If this is a Sight LC, go to the next Step.**

If this is a Term LC, click on the **Term** radio button.

Select the type of tenor from the **Tenor period** drop down menu.

Enter **EITHER** the date due in the **Tenor date** field **OR** the number of days in the **Tenor days** field.

If required, click on the **Additional tenor details** button and add the additional details, e.g. details of multiple tenors.

**Note:** If multiple tenors are required, the **Tenor date** or **Tenor days** fields should reflect the latest date.

**Payment terms**

<input type="radio"/> Sight <input checked="" type="radio"/> Term	Tenor period: ABL - AFTER BILL OF LADING DATE
	Tenor date:
	Tenor days: 60
Additional tenor details	

**6. In the Expiry terms section:**


Type or select the LC expiry date in the **Expiry date** field.



If required, ***EITHER*** type the number of days after the goods are despatched before the documents are to be presented to the Advising Bank in the **Document presentation period (days)** field ***OR*** click on the **Document presentation period (text)** button and type details of the document presentation.

**Note:** The **Expiry date** should equal the **Latest shipment date** (if this is entered on the next screen) plus the **Document presentation period**.

Select the place of expiry from the **Place of expiry** drop down menu.

**Expiry terms**

\* Expiry date:  20/06/08 Document presentation period (days): 14

\* Place of expiry: BENE (BENEFICIARYS COUNTRY)   Document presentation period (text)

< Return to Part 1 You are currently on Part 2 of 3 Continue to Part 3 >

Click on the **Part 3 - Shipments** link at the top left of the screen, or click on the **Continue to Part 3 >** link.

**Result:** The **Import letter of credit – Issue – In process – Part 3 of 3 - Shipment information** screen will be displayed.

## 7. This screen is divided into four parts:

- Shipment information,
- Dispatch details,
- Additional details and
- Details of charges.

**Westpac**

**Import letter of credit -- Issue -- In process**

**Part 3 of 3 - Shipment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

Latest shipment date:

\* Shipping Incoterm:

Incoterm place:

☐ Partial shipment/s allowed

☐ Trans-shipment/s allowed

**Dispatch details**

\* Dispatch/shipment/taking in charge from:

\* Dispatch/shipment/taking in charge to:

Dispatch from:

Final destination (If different from Dispatch/shipment/taking in charge to):

**Additional details**

**Details of charges**

Other bank charges to be paid by: ☐ Applicant party ☒ Beneficiary

Acceptance / disc. / def. fees to be paid by: ☐ Applicant party ☒ Beneficiary

Confirmation fees (if any) to be paid by: ☐ Applicant party ☒ Beneficiary

< Return to Part 2 You are currently on Part 3 of 3

**Shipment information**

**Dispatch details**

**Additional details**

**Details of charges**

**8. In the **Shipment information** section:**

If required, type or select the latest date for shipment in the **Latest shipment date** field.

Select who is to pay for freight and insurance from the drop down menu in the **Shipping Incoterm** field, e.g. FOB (Free On Board), CFR (Cost and Freight), CIF (Cost, Insurance and Freight), or EXW (Ex-Work).

Type the place where freight and insurance responsibility changes in the **Incoterm place** field, e.g. the location of the supplier, port of loading, port of discharge or final destination.

If partial shipments are allowed, check the **Partial shipment/s allowed** box.



If trans-shipments are allowed, check the **Trans-shipment/s allowed** box.

If further shipment details are to be recorded, click on the **Shipment period** button and type them in. These details will be displayed on the LC.

**Note:** If there is a date in the **Latest shipment date** field, the **Shipment period** button will be inactive as shown below.

**Part 3 of 3 - Shipment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

Latest shipment date:		* Shipping Incoterm:
<input type="text" value="06/05/08"/>		<input type="text" value="FOB (FREE ON BOARD)"/>
		Incoterm place:
		<input type="text" value="ANY PORT IN USA"/>
<input type="checkbox"/> Partial shipment/s allowed		 Shipment period
<input type="checkbox"/> Trans-shipment/s allowed		




9. In the **Dispatch details** section:

Select the port of loading from the drop down menu in the **Dispatch/shipment/taking in charge from** field.





















Select the port of discharge from the drop down menu in the **Dispatch/shipment/ taking in charge to** field.

If required, select the place the goods are to be dispatched from using the drop down menu in the **Dispatch from** field.

If the final destination of the goods is different to that shown in the **Dispatch/shipment/ taking in charge to** field, select the final destination from the drop down menu in the **Final destination (if different from Dispatch/shipment/ taking in charge to)** field.

**Note:** If any of the above locations are not in the drop down menu, you may add them using the **New** () button.

**Dispatch details**

* Dispatch/shipment/taking in charge from:	   
ANY PORT IN USA (ANY PORT IN USA)	
* Dispatch/shipment/taking in charge to:	   
SYDNEY (SYDNEY, AUSTRALIA)	
Dispatch from:	   
-- Choose --	
Final destination (If different from Dispatch/shipment/taking in charge to):	   
-- Choose --	

**10. In the Additional details section:**

Click on the **Description of goods** button. A **Web Page Dialog** window similar to that shown below will be displayed. Type the description of the goods the LC relates to in the text field or select the phrase(s) from the **Standard phrase** list on this screen and make changes if required (e.g. change dates or quantities). Click on the **OK** button to save the data and close the screen.

Click on the **Documents required** button. A **Web Page Dialog** window similar to that shown below will be displayed. Select the documents required from the **Standard phrase** list or type the document names on this screen and click on the **OK** button to save the data and close the screen.

If there are any additional conditions for this LC, click on the **Additional conditions** button. A **Web Page Dialog** window similar to that shown below will be displayed. Type the special conditions the LC relates to or select the conditions from the **Standard phrase** list on this screen and click on the **OK** button to save the data and close the screen.

**Note:** Any additional conditions **must** be related to documents so they can be confirmed, e.g. bills of lading to evidence shipment by a specific carrier.

Additional details

Description of goods

Documents required

Additional conditions

Description of goods

This field allows you to freely enter text up to a maximum of 100 rows of 65 characters.

LAMB LEATHER JACKETS FOR WOMEN.  
 COLOURS: CINAMON RED, NAVY BLUE, OLIVE GREEN, ENGLISH TAN,  
 BLACK.  
 SIZES: XSMALL, SMALL, MEDIUM, LARGE, XLARGE, XXLARGE.  
 MATCHING SKIRTS LAMB LEATHER FOR WOMEN (SAME COLOURS AND SIZES)  
 LAMB LEATHER JACKETS FOR MEN.  
 COLOURS NAVY BLUE, BLACK, ENGLISH TAN, BROWN.  
 SIZES: SMALL, MEDIUM, LARGE, XLARGE, XXLARGE.  
 AS PER OUR ORDER NO. 123456 DATED 17 JAN 08.

Standard phrase:

LAB EQPT [LABORATORY EQUIPMENT]

LEATHER [LEATHER GARMENTS]

MICROSCO [PATHOLOGY LAB MICROSCOPES FROM ME

SHOES [BLACK SHOES]

VID ENDO [VIDEO ENDOSCOPES FROM JAPAN]

Insert phrase

Cancel

Ok

# 11. In the **Details of charges** section:

The **All other bank charges to be paid by** field will default to **Beneficiary**. Change if required.

The **Acceptance/disc./def. fees to be paid by** field will default to **Beneficiary**. Change if required.

**Note:** This field will only be active if **Term** was selected in the **Payment terms** section of the **Part 2 of 3 - Payment information** screen.

The **Confirmation fees (if any) to be paid by** field will default to **Beneficiary**. Change if required.

**Note:** This field will only be active if **Confirm** or **May Add** was selected for the **Confirmation instructions to advising bank** field on the **Part 1 of 3 - Party information** screen.

Save or approve the transaction.

**To save the transaction**, click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

**To approve the transaction**, click on the **Approve** button.



**WARNING!** Approving the transaction at this stage could release the Import LC with errors as it has not been checked.


**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

# 12. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed again.

13. The status of the Import LC will be **In process**.



Main menu
WinTrade
Manage
Import LCs
Export LCs
Collections
Trade finance
Prepare
Export documents
Reports
Administer
Users
User guides
Sign out

## Manage Import LCs

Transactions
Memos
Phrases

Status:
All

Ownership:
All transactions

Start date:
15/1/07
DD/MM/YY

End date:
14/01/08
DD/MM/YY

Sort order:
Ascending
Descending

Search by:
-- Choose --

Sort by:
Our reference

Enter parameter:

Update list

### Results

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trn. date	Status
<a href="#">1234A</a>	LC issue	JPY	900,000.00	DIAGNOSTIC SOLUTIONS	29/09/08		18/12/07	In process
<a href="#">1311-3-TD2090</a>	LC issue	USD	8,700.00	LAS VEGAS POKER MACHINES INC	30/11/07	M874150	13/11/07	In process
<a href="#">140108-TD2457</a>	LC issue	USD	456.78	LAS VEGAS POKER MACHINES INC	31/01/08	M873308	14/01/08	Released
<a href="#">140108-TD2457</a>	LC amendment (1)		0.00	LAS VEGAS POKER MACHINES INC		M873308	14/01/08	Received
<a href="#">140108-TD2532</a>	LC issue	USD	546.89	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Released
<a href="#">140108-TD2532</a>	LC payment (2)	USD	500.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Received
<a href="#">140108-TESTING12</a>	LC issue	USD	572.00	LAS VEGAS POKER MACHINES INC	31/01/08		14/01/08	In process
<a href="#">DV-1110101</a>	LC issue	USD	1.00	HUMPHREY & BEAR	31/01/08		11/01/08	Received
<a href="#">GS12345</a>	LC issue	USD	25,000.00	STATESIDE TRADING COMPANY	20/06/08		14/01/08	In process

Delete

Edit/Amend

Create new

Create similar

Approve

Images

Send memo

Print preview

This is the end of the first part of the process to establish an Import LC.

**Note:** The transaction needs to be approved before it will be sent to Westpac. The approval process starts on the next page.

## Approve an Import Letter of Credit

Follow the steps below to approve an Import LC.

**Note:** When approving an LC, no changes can be made to the screens. If there is an error, the LC will need to be edited.

### Step Action

- There are two ways to approve an Import LC. It is recommended that the approver check the details before approving it, as shown in the following procedure.  
If the approver does not wish to check the Import LC, click on the radio button in front of the LC to be approved, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.



**WARNING!** The above procedure could release the Import LC with errors as it has not been checked.

From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the LC to be approved.

**Note:** The transaction will have an **In process** status.

The screenshot shows the 'Manage Import LCs' interface. On the left is a navigation menu with options like 'Main menu', 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'Prepare', 'Export documents', 'Reports', 'Administer', 'Users', and 'User guides'. The 'Import LCs' option is highlighted. The main area has tabs for 'Transactions', 'Memos', and 'Phrases'. Below these are filters for 'Status' (set to 'All'), 'Start date' (15/12/07), 'End date' (14/01/08), 'Ownership' (All transactions), 'Sort order' (Ascending), 'Sort by' (Our reference), and a 'Search by' field. A 'Results' table lists several LCs. The first row, '1234A', is selected and highlighted. The table columns are: Our reference, Doc Type, Currency, Amount, Beneficiary, Exp. date, Westpac reference, Im. date, and Status. The 'Approve' button is at the bottom right.

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Im. date	Status
1234A	LC issue	JPY	900,000.00	DIAGNOSTIC SOLUTIONS	29/09/08	M874150	18/12/07	In process
1331-3-TD2090	LC issue	USD	8,700.00	LAS VEGAS POKER MACHINES INC	30/11/07	M874150	13/11/07	In process
140108-TD2457	LC issue	USD	456.78	LAS VEGAS POKER MACHINES INC	31/01/08	M873308	14/01/08	Released
140108-TD2457	LC amendment (1)	USD	0.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873308	14/01/08	Released
140108-TD2532	LC issue	USD	546.89	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Released
140108-TD2532	LC payment (2)	USD	500.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Released
140108-TESTING12	LC issue	USD	572.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	In process
01/12/07	LC issue	USD	1.00	HUMPHREY B BEAR	31/01/08	M873306	11/01/08	Released
GS12345	LC issue	USD	25,000.00	STATESIDE TRADING COMPANY	20/06/08	M873306	14/01/08	In process

**Result:** The **Import letter of credit – Issue – In process – Part 1 of 3 - Party information** screen will be displayed.

2. Review this screen for accuracy.

Click on the **Part 2 - Payments** link at the top left of the screen, or click on the **Continue to Part 2>** link.

**Westpac**

**Import letter of credit -- Issue -- In process**

**Part 1 of 3 - Party information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Our reference: GS12345 Westpac reference:

☐ This letter of credit (LC) is transferable

\* Applicant: BT TEST COMPANY Account party: BT TEST COMPANY  
P O BOX 2192 SMITHFILED 2164 AUSTRALIA P O BOX 2192 SMITHFILED 2164 AUSTRALIA

\* Beneficiary: STATESIDE TRADING COMPANY Advising bank:  
123 FIRST WAY NEW YORK USA

Available with: ANY BANK Beneficiary bank: STANDARD CHARTERED BANK  
123 WALL STREET NEW YORK

\* Confirmation instructions to advising bank: WITHOUT

You are currently on Part 1 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

Continue to Part 2 >

**Result:** The **Import letter of credit – Issue – In process – Part 2 of 3 - Payment information** screen will be displayed.

3. Review this screen for accuracy.

**Note:** If any buttons such as **Additional amount/s covered**, **Additional tenor details** or **Document presentation period (text)** indicate there is additional information attached, it will be necessary to click on these buttons to review these details.

Click on the **Part 3 - Shipments** link at the top left of the screen, or click on the **Continue to Part 3>** link.

**Westpac**

**Import letter of credit - Issue - In process**

**Part 2 of 3 - Payment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Currency: USD - UNITED STATES DOLLARS Tolerance: PLUS/MINUS Go

\* Amount: 25000.00 Tolerance percentage: 10/10 Tolerance amount: 0.00

Additional amount/s covered

**Payment terms**

☐ Sight ☒ Term Tenor period: ABL - AFTER BILL OF LADING DATE

Tenor date: Tenor days: 60

Additional tenor details

**Expiry terms**

\* Expiry date: 20/06/08 Document presentation period (days): 14

\* Place of expiry: BENE (BENEFICIARYS COUNTRY) Document presentation period (text)

< Return to Part 1 You are currently on Part 2 of 3 Continue to Part 3 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Issue – In process – Part 3 of 3 - Shipment information** screen will be displayed.

4. Review this screen for accuracy.

**Note:** For any buttons indicating additional information such as **Description of goods**, **Documents required** and **Additional conditions** as shown in this example, it will be necessary to click on these buttons to review these details.

Click on the **Approve** button.

**Westpac**

**Import letter of credit - Issue - In process**

**Part 3 of 3 - Shipment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

Latest shipment date: 06/05/08

☐ Partial shipment/s allowed  
☐ Trans-shipment/s allowed

**Dispatch details**

\* Dispatch/shipment/taking in charge from: ANY PORT IN USA (ANY PORT IN USA)

\* Dispatch/shipment/taking in charge to: SYDNEY (SYDNEY, AUSTRALIA)

Dispatch from: -- Choose --

Final destination (If different from Dispatch/shipment/taking in charge to): -- Choose --

**Additional details**

Description of goods Documents required Additional conditions

**Details of charges**

Other bank charges to be paid by: ☐ Applicant party ☒ Beneficiary

Acceptance / disc. / def. fees to be paid by: ☐ Applicant party ☒ Beneficiary

Confirmation fees (if any) to be paid by: ☐ Applicant party ☒ Beneficiary

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Approve** window will be displayed.

5. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.



## Edit/Amend an Import Letter of Credit

---

### Overview

The procedure to edit or amend an Import LC is the same.

Import LCs can be:

- edited before they are sent to the bank, or
- amended after the bank has released them.

#### Editing an Import LC:

Before they are sent to the bank, they can be edited if they have one of the following statuses:

- **Incomplete,**
- **In process,** or
- **Template.**

Reasons for editing an Import LC before it is sent to the bank could include to:

- add information that was unavailable when the Import LC was being issued and it was saved as a draft,
- change information to suit a business need before the Import LC was approved, or
- correct information that was found to be incorrect in the approval process.

When editing an Import LC, the first part of the name of the screens will be **Import letter of credit – Issue – In process**. When approving edits, there will be nothing on the screen to show what the edits were.

#### Amending an Import LC:

After the Import LC has been sent to the bank, it can only be amended after it has been returned to the **Manage Import LCs** screen with a **Released** status, i.e., after it has been released from Westpac.

Reasons for amending an Import LC after it was sent to the bank could include to:

- increase the value of the LC because of a change of cost or order,
- change the shipping dates, or
- change the order content.

When amending an Import LC, the first part of the name of the screens will be **Import letter of credit – Amendment – In process**. When approving an amendment, the amendments will be shown in red on the screens.

There are two parts to editing/amending an Import LC. The edits/amendments are entered into Westpac WinTrade, and then they are checked and approved before the LC is sent to Westpac.

The following procedure details how to edit/amend an Import LC.

---

## Edit/Amend an Import Letter of Credit

Follow the steps below to edit/amend an Import LC.

**Note:** This procedure shows amending an Import LC.

Step	Action
1.	<p>From the <b>Manage Import LCs</b> screen with the <b>Transactions</b> tab selected, click on the radio button in front of the LC to be amended.</p> <p><b>Note:</b> The transaction must have a status as shown on the previous page.</p> <p>Click on the <b>Edit/Amend</b> button.</p>

The screenshot shows the 'Manage Import LCs' interface. On the left is a navigation menu with options like 'Main menu', 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'Prepare', 'Export documents', 'Reports', 'Administer', 'Users', and 'User guides'. The main area has tabs for 'Transactions', 'Memos', and 'Phrases'. Below the tabs are filters for 'Status', 'Ownership', 'Start date', 'End date', 'Sort order', 'Sort by', and 'Search by'. A table of LC transactions is displayed with columns: 'Our reference', 'Doc Type', 'Currency', 'Amount', 'Beneficiary', 'Exp. date', 'Westpac reference', 'Trm. date', and 'Status'. The transaction 'GS12345' is highlighted. At the bottom, there are buttons for 'Delete', 'Edit/Amend', 'Create new', 'Create similar', 'Images', 'Send memo', 'Print preview', and 'Approve'.

**Result:** The **Import letter of credit – Amendment – In process – Part 1 of 3 - Party information** screen will be displayed.

2. **Note:** The banner heading of this screen shows that the LC is being amended. If you are editing an LC, the word **Amendment** will be replaced by **Issue**.

A new field showing the sequence number of the amendment appears on this screen. This **Seq. No.** field is system generated and can not be changed.

**Note:** The **Seq. No.** field will not be displayed when editing an LC.

If required, make amendments on this screen.

Click on the **Part 2 - Payments** link at the top left of the screen, or click on the **Continue to Part 2>** link.

**Westpac**

**Import letter of credit -- Amendment -- In process**

**Part 1 of 3 - Party information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Our reference: GS12345 Seq. No.: 1 Westpac reference: M873309

☐ This letter of credit (LC) is transferable

\* Applicant: BT TEST COMPANY  
P O BOX 2192  
SMITHFILED 2164  
AUSTRALIA

Account party: BT TEST COMPANY  
P O BOX 2192  
SMITHFILED 2164  
AUSTRALIA

\* Beneficiary: STATESIDE TRADING COMPANY  
123 FIRST WAY  
NEW YORK  
USA

Advising bank: JPMORGAN CHASE BANK N.A.  
IBF/NASSAU OPERATIONS  
4 CHASE METRO TECH CENTER 15TH FL.  
BROOKLYN, NY 11245, U.S.A.

Available with: ANY BANK

Beneficiary bank: STANDARD CHARTERED BANK  
123 WALL STREET  
NEW YORK

\* Confirmation instructions to advising bank: WITHOUT

You are currently on Part 1 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

Continue to Part 2 >

**Result:** The **Import letter of credit – Amendment – In process – Part 2 of 3 - Payment information** screen will be displayed.

3. If required, make amendments on this screen.

**For amendments**, to increase the value of the LC, as shown in this example, select **(+)** from the drop down menu in the **Inc(+)/Dec(-)** field and type the amount of the change in the **Amendment amount** field.

**Note:** The **Amendment amount** field shows the amount of the change not including tolerance. The **Current balance** field shows the previous balance including maximum tolerance. The new balance in this example will therefore be the **Current balance** (USD 27500) plus **Amendment amount** (USD 5000) plus the tolerance on the Amendment amount (USD 500) equalling USD 33000, as shown in Step 3 on page 33.

**For edits**, if required just change the **Amount** field. The **Amendment amount** field shown below will be an **Amount** field, and the **Inc(+)/Dec(-)** and **Current balance** fields will not be displayed.

Amend any of the active fields on this screen as required.

**Note:** The **Additional amount/s covered** button cannot have information entered when amending. If information needs to be included, use the **Narrative** button on the next screen.

Click on the **Part 3 - Shipments** link at the top left of the screen, or click on the **Continue to Part 3>** link.

**Westpac**

**Import letter of credit - Amendment - In process**

**Part 2 of 3 - Payment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Currency: USD - UNITED STATES DOLLARS Tolerance: PLUS/MINUS Go

Amendment amount: 5000.00 Inc(+)/Dec(-): (+) Tolerance percentage: 10/10 Tolerance amount: 0.0

Current balance: 27500.00

Additional amount/s covered

**Payment terms**

☐ Sight ☒ Term

Tenor period: ABL - AFTER BILL OF LADING DATE

Tenor date:

Tenor days: 90

Additional tenor details

**Expiry terms**

\* Expiry date: 20/06/08 Document presentation period (days): 14

\* Place of expiry: BENE (BENEFICIARYS COUNTRY) Document presentation period (text)

< Return to Part 1 You are currently on Part 2 of 3 Continue to Part 3 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Amendment – In process – Part 3 of 3 - Shipment information** screen will be displayed.

4. If required, make amendments on this screen.

**For amendments**, in the **Additional details** section of this screen, the **Description of goods**, **Documents required** and **Additional conditions** buttons will display read only windows.

An additional button, **Narrative**, has been added. If required, click on this button and type the required changes in the panel displayed.

**Note:** In this example, changes have been added using the **Narrative** button. This is indicated by the icon on the button.

**For edits**, the **Description of goods**, **Documents required** and **Additional conditions** buttons will be active and the **Narrative** button will not be displayed.

**Westpac**

**Import letter of credit -- Amendment -- In process**

**Part 3 of 3 - Shipment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

Latest shipment date: 06/05/08

Shipping Incoterm: FOB (FREE ON BOARD)

Incoterm place: ANY PORT IN USA

Shipment period

☐ Partial shipment/s allowed  
☐ Trans-shipment/s allowed

**Dispatch details**

Dispatch/shipment/taking in charge from: ANY PORT IN USA (ANY PORT IN USA)

Dispatch/shipment/taking in charge to: SYDNEY (SYDNEY, AUSTRALIA)

Dispatch from: -- Choose --

Final destination (If different from Dispatch/shipment/taking in charge to): -- Choose --

**Additional details**

Description of goods Documents required Additional conditions Narrative

**Details of charges**

Other bank charges to be paid by: ☐ Applicant party ☒ Beneficiary

Acceptance / disc. / def. fees to be paid by: ☐ Applicant party ☒ Beneficiary

Confirmation fees (if any) to be paid by: ☐ Applicant party ☒ Beneficiary

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

Save or approve the edit/amendment.

Go to the next Step.

5. To save the edit/amendment, click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

To approve the transaction, click on the **Approve** button.



**WARNING!** Approving the transaction at this stage could release the Import LC edit/amendment with errors as it has not been checked.

< Return to Part 2      You are currently on Part 3 of 3

Previous record    Next record    Correspondence    Comments    Print preview

Cancel    Save as template    Save as draft    Save    Approve

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

6. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed with the **Status** column showing the transaction as **In process**.

This is the end of the first part of the procedure to edit/amend an Import LC.

**Note:** The edit/amendment needs to be approved before it will be sent to Westpac. The approval process starts on the next page.

## Approve an Edit/ Amendment to an Import Letter of Credit

Follow the steps below to approve an edit/amendment to an Import LC.

**Note:** When approving an edit/amendment, no changes can be made to the screens. If there is an error, it will need to be edited.

**Note:** The process to approve an edit is the same as to approve an amendment. This procedure shows approving an Import LC amendment.

### Step Action

1. There are two ways to approve an Import LC edit/amendment. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.

If the approver does not need to check the Import LC edit/amendment, click on the radio button in front of the Import LC to be approved, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.



**WARNING!** The above procedure could release the Import LC edit/amendment with errors as it has not been checked.

From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the LC amendment to be approved.

**Note:** The transaction will have an **In process** status.

The screenshot shows the 'Manage Import LCs' interface. On the left is a navigation menu with options like 'Main menu', 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'Prepare', 'Export documents', 'Reports', 'Administer', 'Users', and 'User guides'. The 'Import LCs' section is expanded. The main area has tabs for 'Transactions', 'Memos', and 'Phrases'. Below the tabs are filters for 'Status' (set to 'All'), 'Start date' (15/12/07), 'End date' (14/01/08), 'Ownership' (All transactions), 'Sort order' (Ascending), 'Sort by' (Our reference), and a 'Search by' dropdown. A 'Results' table lists several LC transactions. The transaction 'GS12345' is highlighted in green, indicating it is the selected item. At the bottom, there are buttons for 'Delete', 'Edit/Amend', 'Create new', 'Create similar', 'Approve', 'Images', 'Send memo', and 'Print preview'.

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
1311-3-TD2090	LC issue	USD	8,700.00	LAS VEGAS POKER MACHINES INC	30/11/07	M874150	13/11/07	In process
140108-TD2457	LC issue	USD	456.78	LAS VEGAS POKER MACHINES INC	31/01/08	M873308	14/01/08	Released
140108-TD2457	LC amendment (1)	USD	0.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873308	14/01/08	Released
140108-TD2532	LC issue	USD	546.89	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Released
140108-TD2532	LC payment (2)	USD	500.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Received
140108-TESTING12	LC issue	USD	572.00	LAS VEGAS POKER MACHINES INC	31/01/08		14/01/08	In process
DV-110101	LC issue	USD	1.00	HUMPHREY B BEAR	31/01/08		11/01/08	Received
GS12345	LC issue	USD	25,000.00	STATESIDE TRADING COMPANY	20/06/08	M873309	14/01/08	Released
GS12345	LC amendment (1)	USD	5,000.00	STATESIDE TRADING COMPANY		M873309	14/01/08	In process

**Result:** The **Import letter of credit – Amendment – In process – Part 1 of 3 - Party information** screen will be displayed.

2. Review the edits/amendments on this screen for accuracy.

**Note 1:** If approving edits to the Import LC, the banner heading of screen name will be **Import letter of credit – Issue – In process**.

**Note 2:** There is a new **Sequence No.** field on this screen. The field names of the amendments on this screen and the following ones are shown in **red**.

**Note 3:** When approving an edit of a transaction before it is sent to Westpac, the **Seq. No.** field will not be displayed and edits will not be shown in red.

Click on the **Part 2 - Payments** link at the top left of the screen, or click on the **Continue to Part 2>** link.

**Westpac**

**Import letter of credit - Amendment - In process**

**Part 1 of 3 - Party information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Our reference: **Seq. No.:** Westpac reference:

GS12345 1 MB73309

☐ This letter of credit (LC) is transferable

\* Applicant: Account party:

BT TEST COMPANY BT TEST COMPANY

P O BOX 2192 P O BOX 2192  
SMITHFILED 2164 SMITHFILED 2164  
AUSTRALIA AUSTRALIA

\* Beneficiary: Advising bank:

STATESIDE TRADING COMPANY JPMORGAN CHASE BANK N.A.

123 FIRST WAY IBF/NASSAU OPERATIONS  
NEW YORK 4 CHASE METRO TECH CENTER 15TH FL.  
USA BROOKLYN, NY 11245, U.S.A.

Available with: Beneficiary bank:

ANY BANK STANDARD CHARTERED BANK

123 WALL STREET  
NEW YORK

\* Confirmation instructions to advising bank:

WITHOUT

You are currently on Part 1 of 3

Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Amendment – In process – Part 2 of 3 - Payment information** screen will be displayed.



3. Review the edits/amendments shown in red on this screen for accuracy.

**Note:** In this example, the amended **Current balance** field shows the new amount including the maximum tolerance, and the **Tenor days** field has been amended.

Click on the **Part 3 - Shipments** link at the top left of the screen, or click on the **Continue to Part 3>** link.

**Westpac**

Import letter of credit - Amendment - In process

Part 2 of 3 - Payment information

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Currency: USD - UNITED STATES DOLLARS Tolerance: PLUS/MINUS Go

Amendment amount: 5000.00 Inc(+)/Dec(-): (+) Tolerance percentage: 10/10 Tolerance amount: 0.00

Current balance: 33000.00 Additional amount/s covered

**Payment terms**

☐ Sight ☒ Term Tenor period: ABL - AFTER BILL OF LADING DATE

Tenor date: Tenor days: 90

Additional tenor details

**Expiry terms**

\* Expiry date: 20/06/08 Document presentation period (days): 14

\* Place of expiry: BENE (BENEFICIARY'S COUNTRY) Document presentation period (text)

< Return to Part 1 You are currently on Part 2 of 3 Continue to Part 3 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Amendment – In process – Part 3 of 3 - Shipment information** screen will be displayed.

- Review the edits/amendments shown in red on this screen for accuracy.

**Note:** In this example, the **Narrative** button is shown in red. To view the amendments in this example, you would need to click on the **Narrative** button.

Click on the **Approve** button.

**Westpac**

**Import letter of credit -- Amendment -- In process**

**Part 3 of 3 - Shipment information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

Latest shipment date: 06/05/08

\* Shipping Incoterm: FOB (FREE ON BOARD)

Incoterm place: ANY PORT IN USA

☐ Partial shipment/s allowed

☐ Trans-shipment/s allowed

Shipment period

**Dispatch details**

Dispatch/shipment/taking in charge from: ANY PORT IN USA (ANY PORT IN USA)

Dispatch/shipment/taking in charge to: SYDNEY (SYDNEY, AUSTRALIA)

Dispatch from: -- Choose --

Final destination (If different from Dispatch/shipment/taking in charge to): -- Choose --

**Additional details**

Description of goods Documents required Additional conditions

**Narrative**

**Details of charges**

Other bank charges to be paid by: ☐ Applicant party ☒ Beneficiary

Acceptance / disc. / def. fees to be paid by: ☐ Applicant party ☒ Beneficiary

Confirmation fees (if any) to be paid by: ☐ Applicant party ☒ Beneficiary

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Approve** window will be displayed.

- Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

## Pay an Import Letter of Credit

### Overview

Payment procedures are different for sight and term Import Letters of Credit.

#### Sight Import Letters of Credit

Sight Import LCs are paid when the Type of the transaction is **Payment** and the Status is **In process**.

There will be a number in brackets after the **Payment** type. This indicates the number of payments that have been made on that transaction. If the number is greater than 1, the payment history can be viewed by using the **Previous record** and **Next record** buttons on the relevant screens.

There are two parts to paying an import LC. The LC payment is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

The procedure to pay an import LC starts on the next page.

#### Term Import Letters of Credit

##### Advice

If there are no discrepancies, the transaction appears on the home page with a **Term payment** Type and a Status of **Accepted**.

If there are discrepancies, the transaction appears on the home page with a **Term payment +D** Type and a Status of **In process**. The customer then advises Westpac if the Import LC will be accepted or refused. If it is refused, the Status will change to **Refused**. If it is accepted, the Type will change to **Term payment** and the Status will change to **Accepted**.

The procedure to advise Westpac if a discrepant Import LC will be accepted or refused starts on page 55.

##### Payment

For all term Import LCs except those that are refused, three days before the maturity date, Westpac will send a pre-maturity advice as a secure message to the customer advising the transaction is due for payment. The Status then changes to **In process**, and the Import LC is paid.

**Note:** If there were discrepancies that were accepted, the Type will display as **Term payment + D**.

There are two parts to paying a term Import LC. The payment is entered into Westpac WinTrade, and then it is checked and approved before it is sent to Westpac.

**Note:** If you wish to pay a term Import LC early, i.e. before the status changes to **In process**, it will be necessary to contact the trade Service team.

The procedure to pay a term Import LC starts on page 65.

## Previous Record / Next Record Buttons

When there are multiple payments for an Import LC, the payment will show on the home page with a number in brackets behind it. This number will indicate the number of the payment. If the number is greater than 1, the **Previous record** and **Next record** buttons on the action screens are used to navigate between payments.

When viewing or actioning the transaction, the latest payment number will be shown on the **Part 1 of 3 – Summary information** screen, and the **Previous record** button will be active.

The number of the payment will be shown in the **Sequence number** field as shown below.

**Note:** The banner heading on the screen will display the status that was shown on the home page.

**Westpac**

Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

Import letter of credit - Payment - **In process**  
Part 1 of 3 - Summary information

Westpac reference: M873668  
Own reference: M873668  
Account party: ST TEST COMPANY  
P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA  
Beneficiary: TREVOR RAMSEY  
Currency: USD - UNITED STATES DOLLARS  
Amount of drawing: 10.00  
**Sequence number:** Payment 004 (D)  
Payment date: 01/05/08  
Maturity date:  
Discrepancies  
Tenor period:  
Tenor days: 0

You are currently on Part 1 of 3

Previous record Next record Correspondence Comments Print preview  
Cancel Save as template Save as draft Save Approve

Continue to Part 2 >

If the **Previous record** button is clicked, the **Next record** button will become active, the number of the payment will be shown in the **Sequence number** field, and the banner heading on the screen will display the status of that transaction as shown below.

**Westpac**

Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

Import letter of credit - Payment - **Received**  
Part 1 of 3 - Summary information

Westpac reference: M873668  
Own reference: M873668  
Account party: ST TEST COMPANY  
P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA  
Beneficiary: TREVOR RAMSEY  
Currency: USD - UNITED STATES DOLLARS  
Amount of drawing: 20000.00  
**Sequence number:** Payment 003 (D)  
Payment date: 21/01/08  
Maturity date:  
Discrepancies  
Tenor period:  
Tenor days: 0

You are currently on Part 1 of 3

Previous record **Next record** Correspondence Comments Print preview  
Cancel Save as template Save as draft Save Approve

Continue to Part 2 >

**Note:** The number of payments will determine whether the **Previous record** button will be active.

## Multiple Payments

The situation could arise where the latest payment number is shown on the home page screen and a previous payment number is to be paid. In the example below, **Term payment (2)** has an **Accepted** status and the customer has received a message from Westpac that payment 001 is due on this transaction.

**Note:** A payment with an **Accepted** status cannot be paid. Only payments with an **In process** status can be paid.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Tm. date	Status
19MAYAAAA	LC	payment (4)	USD	621.00	POKER MACHINES INC	17/06/08	M874059	21/05/08	Released
21MAY2DWCs	LC	issue H(2)	GBP	12,000.00	PORT POWER COMPANY	18/06/08	M874060	21/05/08	Released
21MAY2DWCs	LC	payment (2)	GBP	4,300.00	PORT POWER COMPANY	18/06/08	M874060	21/05/08	Released
21MAYMULTIPAY	LC	Term payment (2)	AUD	2,185.00	MARY'S BOOTS PTY LTD	23/07/08	M874063	22/05/08	Accepted
220408-UAT	LC	issue	AUD	1,000.00	ABC COMPANY	30/05/08	M874008	22/04/08	Released
220408-UAT	LC	amendment	AUD	0.00	ABC COMPANY	30/05/08	M874008	22/04/08	Released

The user will need to select **In process** from the drop down menu for the **Status** field and click on the **Update list** button to display the transaction to be paid, as shown below.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Tm. date	Status
08MAYMAT22	LC	amendment	AUD	0.00	CALIFORNIA WINE TRADERS	14/05/08	M874044	14/05/08	In process
12MAYTRMTST	LC	Term payment (2)+D	USD	95.00	CALIFORNIA WINE TRADERS	18/06/08	M874052	12/05/08	In process
14MAYVALTD	LC	payment (1)	USD	138.00	CALIFORNIA WINE TRADERS	20/05/08	M874054	14/05/08	In process
21MAYMULTIPAY	LC	Term payment (1)	AUD	1,637.00	MARY'S BOOTS PTY LTD	23/07/08	M874063	22/05/08	In process
220408-UAT	LC	Term payment (2)+D	AUD	700.00	ABC COMPANY	30/05/08	M874008	23/04/08	In process

Note the transaction payment number (1, in this example).

To pay the transaction, click on the radio button in front of it, then click on the **Edit/Amend** button.

**Result:** The **Import letter of credit – Term payment – Accepted – Part 1 of 3 – Summary information** screen will be displayed.

Note that in the **Sequence number** field, it shows the payment number that was shown on the home page screen when all statuses was selected.

To go to the transaction to be paid as noted in the previous step, (Payment 1 in this example), click on the **Previous record** button.

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed.

**Note:** Depending on the circumstances, it may be necessary to click on the **Previous record** button more than once.

Note that in the **Sequence number** field, it now shows the payment number that was shown on the home page screen when only **In process** transactions were selected.

The transaction is now ready to be paid according to the procedures in this User Guide.

The transaction sequence number is shown on the **Summary information** screen, but not on the **Acceptance** or the **Payment instructions** screens.

To avoid confusion when using the **Previous record** and **Next record** buttons when paying an Import LC, users may need to note the status of the transaction on the banner heading of the screen that is displayed. This status will be the same as that shown on the home page screen for that transaction.

If the status shown on the banner heading is **In process**, users can action the transaction, i.e. accept the discrepancy or make a payment. If any other status is shown on the banner heading, users can only view that transaction.

---

## Pay a Sight Import Letter of Credit

Follow the steps below to pay a Sight Import LC.

Step	Action
1.	<p>From the <b>Manage Import LCs</b> screen with the <b>Transactions</b> tab selected, click on the radio button in front of the LC that you want to pay (A).</p> <p><b>Note:</b> The transaction must have a <b>Payment</b> type (B) and an <b>In process</b> status (C).</p> <p>Click on the <b>Edit/Amend</b> button (D).</p>

The screenshot shows the 'Manage Import LCs' screen with the 'Transactions' tab selected. The left sidebar contains a 'Main menu' with options like 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'Prepare', 'Export documents', 'Reports', 'Administer', and 'Users'. The main area displays a list of LC transactions. The transaction 'GS12345' is highlighted with a radio button (A). The transaction type is 'LC payment (1)' (B). The status is 'In process' (C). The 'Edit/Amend' button is highlighted (D).

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
GS12345	LC issue	USD	25,000.00	STATESIDE TRADING COMPANY	20/06/08	M873309	14/01/08	Released
GS12345	LC amendment (1)	USD	5,000.00	STATESIDE TRADING COMPANY	20/06/08	M873309	14/01/08	Released
GS12345	LC payment (1)	USD	30,000.00	STATESIDE TRADING COMPANY	20/06/08	M873309	14/01/08	In process
M873294	LC issue	AUD	1,000.00	BT TEST COMPANY 6040B0TYRE	7/02/08	M873294	8/01/08	Released
R808SIT1	LC issue	USD	2,600.00	LAS VEGAS POKER MACHINES INC	12/03/08	M873310	14/01/08	Released
REF123	LC issue	USD	99.00	BILLION DOLLAR COMPANY	31/01/08		9/01/08	Received
S814DEC-01	LC payment (1)	USD	1,000.00	ABC FIRST IMPORTS	31/12/07	M873268	11/01/08	Received
TEST SD	LC issue	USD	1,000.00	LAS VEGAS POKER MACHINES INC	31/01/08		14/01/08	Received
TREVOR 131207	LC payment (2)	USD	30,000.00	TREVOR RAMSEY	31/12/07	M873251	19/12/07	Received

Buttons at the bottom: Delete, Edit/Amend, Create new, Create similar, Approve, Images, Send memo, Print preview.

**Result:** The **Import letter of credit – Payment – In process - Part 1 of 3 – Summary information** screen will be displayed.



2. If required, click on the **Discrepancies**, **Correspondence** and/or **Comments** buttons and review the information.

When you have reviewed all the information available on this screen, click on the **Part 2 - Acceptance** link at the top left of the screen or the **Continue to Part 2 >** link.

**Westpac**

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

**Import letter of credit - Payment - In process**

**Part 1 of 3 - Summary information** ? Help

Please ensure that you have completed all parts of the transaction.

Westpac reference:	Own reference:
M873309	GS12345
Account party:	Beneficiary:
BT TEST COMPANY P O BOX 2192 SMITHFIELD 2164 AUSTRALIA	STATESIDE TRADING COMPANY 123 FIRST WAY NEW YORK USA
Currency:	Amount of drawing:
USD - UNITED STATES DOLLARS	30000.00
Sequence number:	
Payment 001	Discrepancies
Payment date:	Tenor period:
14/01/08	ABL - AFTER BILL OF LADING DATE
Maturity date:	Tenor days:
14/04/08	90

You are currently on Part 1 of 3

Previous record Next record

Correspondence Comments

Cancel Save as template Save as draft Save

Print preview Approve

Continue to Part 2 >

**Result:** The **Import letter of credit - Payment - In process - Part 2 of 3 - Acceptance** screen will be displayed.

3. If there were discrepancies, select either the **Accept** or **Refuse** radio button.

**Note:** These radio buttons will only be active if there were any discrepancies.

If you clicked on the **Refuse** radio button:

- type the reasons for refusal in the **Additional Instructions** field, then
- go to **Step 12** on page 49.

**Note:** If you clicked on the **Refuse** radio button, the remaining buttons, radio buttons and fields will be greyed out and inactive.

If you clicked on the **Refuse** radio button, select one of the radio button options in the **Disposal of documents** section.

**Note:** If you select the **Enter details below** option, you will need to type the disposal of documents instructions in the **Additional Instructions** field.

Select the relevant account from the **Account to debit for charges** field drop down menu.

**Note:** If an account is not selected as shown in the example below, Westpac will deduct the charges from the same account as the proceeds.

Type any other additional instructions in the **Additional Instructions** field, e.g. if payment is to be made by a method other than from an account.

Click on the **Part 3 - Payment** link at the top left of the screen or the **Continue to Part 3 >** link.

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed.

4. Click on the **New** button below the **List of accounts** table.

**Westpac**

**Import letter of credit - Payment - In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 30000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
----------------	-----	--------

Delete Edit **New**

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Dealers reference
-----	--------	------	-----------	------------	-------------------

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
-----------------	----------	--------	-----------------	---------------	----------------

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Document for import – Account details** screen will be displayed.

**5.** Is the amount to be paid electronically?

**If No**, select the option **Refer to Additional Instructions** in the **Account Number** field from the drop down menu, then go to **Step 12** on page 49.

**If Yes**, select the required account number in the **Account Number** field from the drop down menu.

**Note:** The currency of that account defaults in the **Currency** field.

Type the amount to be paid from this account in the **Amount** field.



**IMPORTANT NOTE:** This amount is in the currency of the account, **not** the transaction currency of the Import LC.

**Note:** If the Import LC is in foreign currency and the account is in local currency, if the **Amount** field is left blank, it will default to '**Balance of Payment**'.

Click on the **Save** button.

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed again.

**6.** Is the LC to be paid from more than one account?

**If Yes**, repeat **Steps 4 and 5** for the amount to be paid from each account.

**Note:** The LC can be paid from a maximum of six separate accounts.

**If No**, go to the **next Step**.

7. **Note:** The account(s) selected in Steps 4 and 5 are shown in the **List of accounts** table.

Do you require currency conversion for this Import LC?

If **Yes**, click on the **New** button below the **List of foreign exchange instructions** table.

If **No**, go to **Step 10**.

**Westpac**

**Import letter of credit - Payment - In process**

**Part 3 of 3 - Payment instructions** ? Help

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 30000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> CMB0040028	USD	15000.00
<input type="radio"/> 032349137858	AUD	Balance of Payment

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Dealers reference
-----	--------	------	-----------	------------	-------------------

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
-----------------	----------	--------	-----------------	---------------	----------------

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Document for import – Foreign exchange instruction details** screen will be displayed.

8. The currency in the **Currency** field will default from the Import LC.

Type the amount of this currency in the **Amount** field.

If required:

- Click in the **FEC** checkbox, type your foreign exchange contract number in the **FEC number** field, and type the contract rate in the **Contract rate** field, and/or
- Click in the **Pre delivery** check box and type the pre delivery rate in the **Pre delivery rate** field, and/or
- Type the dealer's reference number in the **Dealers reference** field and the agreed rate in the **Spot** field.

**Note:** If no rate is entered in the rate or spot fields, Westpac will provide a rate.

Click on the **Save** button.



**Note:** If any of the rate fields has an incorrect rate entered because of market fluctuations, payment times or any other reason, Westpac will amend the rate. When viewing the payment screens in Westpac WinTrade, any amendments Westpac makes will not be shown in these fields. All amendments Westpac makes in payments will be part of the advice shown under the **Correspondence** button on the screens.

The screenshot shows the 'Document for import' screen in Westpac WinTrade. The title bar is red and says 'Document for import'. Below it is a grey bar with 'Foreign exchange instruction details' and a help icon. On the left is a 'Main menu' button and a 'Sign out' button. The main area contains several input fields: 'Currency' (USD), 'Amount' (15000.00), 'FEC' (checked), 'FEC number' (123456), 'Contract rate' (0.876), 'Pre delivery' (unchecked), 'Pre delivery rate' (0.0), 'Dealers reference' (empty), and 'Spot' (0.0). A red note at the bottom states: 'If no rate is entered, rate will be provided by Westpac.' At the bottom are 'Exit' and 'Save' buttons.

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed again.

9. Are any more foreign exchange instructions to be entered?

If **Yes**, repeat **Steps 7 and 8** for these foreign exchange instructions.

**Note:** There can be a maximum of six separate foreign exchange instructions.

If **No**, go to the **next Step**.

10. **Note:** The foreign exchange instruction(s) entered in Steps 7 and 8 are shown in the **List of foreign exchange instructions** table.

Do you wish to request Trade Finance to pay for this Import LC?

If **Yes**, Click on the **New** button below the **Trade finance request** table.

If **No**, go to **Step 12**.

**Westpac**

**Import letter of credit - Payment - In process**

**Part 3 of 3: Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 30000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> CMB0040028	USD	15000.00
<input type="radio"/> 032349137858	AUD	Balance of Payment

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Dealers reference
<input type="radio"/> USD	15000.00	0.8760	Forward exchange contract	123456	

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
-----------------	----------	--------	-----------------	---------------	----------------

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Document for import – Trade Finance request** screen will be displayed.

11. The currency in the **Currency** field will default from the Import LC. If required, change the currency using the drop down menu.

Type the amount of the finance requested in the **Amount** field.

Type the number of days trade finance is requested in the **Days of finance** field, **OR** select the loan maturity date from the calendar or type it in the **Maturity date** field.

Select the type of interest from the **Interest basis** drop down menu.

**Note:** **Interest basis** can be Yield (i.e. interest charged at maturity) or Discount (i.e. interest charged up-front).

Click on the **Save** button.

The screenshot shows the Westpac WinTrade interface. At the top is the Westpac logo. Below it is a navigation bar with 'Main menu' and 'Document for import'. The 'Document for import' section is highlighted in red. Below this is a 'Trade Finance request' form. The form contains the following fields and controls:

- Sequence number:** A text box containing the value '1'.
- Currency:** A dropdown menu showing 'AUD'.
- Amount:** A text box containing the value '10000.00'.
- Days of finance:** A text box containing the value '90'.
- Maturity date:** A text box with a calendar icon to its right.
- Interest basis:** A dropdown menu showing 'YIELD'.
- Buttons:** 'Sign out' (top left), 'Exit' (bottom left), and 'Save' (bottom right).

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed again.



12. **Note:** The trade finance request entered in Steps 10 and 11 is shown in the **Trade finance request** table.

Save or approve the payment.

**To save the payment,** click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

**To approve the payment,** click on the **Approve** button.



**WARNING!** Approving the payment at this stage could release it with errors as it has not been checked.

**Westpac**

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

**Import letter of credit - Payment - In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 30000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> CMB0040028	USD	15000.00
<input type="radio"/> 032349137858	AUD	Balance of Payment

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Dealers reference
<input type="radio"/> USD	15000.00	0.8760	Forward contract	123456	

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
<input type="radio"/> 1	AUD	10000.00	90		YIELD

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

13. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed again showing the transaction status as still **In process**.

This is the end of the first part of the procedure to pay an Import LC.

**Note:** The payment needs to be approved before the payment is complete and will be sent to Westpac.

## Approve a Payment for a Sight Import Letter of Credit

Follow the steps below to approve a payment for a Sight Import LC.

**Note 1:** When approving a payment, no changes can be made to the screens.

**Note 2:** If the payment was refused because of discrepancies, it must still be approved so it can be sent to Westpac.

### Step Action

- There are two ways to approve a payment for an Import LC. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.

If the approver does not need to check the payment, click on the radio button in front of the Import LC to be paid, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the *Orientation and Common Procedures User Guide*.



**WARNING!** The above procedure could release the Import LC payment with errors as it has not been checked.

From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the LC payment that you want to approve.

**Note:** The transaction will have a **Payment** type and an **In process** status.

The screenshot shows the 'Manage Import LCs' screen with the 'Transactions' tab active. The left sidebar contains a 'Main menu' with options like 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'Prepare', 'Export documents', 'Reports', 'Administer', 'Users', and 'User guides'. The main area displays a table of transactions. The transaction 'GS12345' is selected, showing details like 'LC payment (1)', 'USD', '30,000.00', 'STATESIDE TRADING COMPANY', and 'In process' status. The 'Approve' button is located at the bottom right of the screen.

**Result:** The **Import letter of credit – Payment – In process - Part 1 of 3 – Summary information** screen will be displayed.

2. Review this screen for accuracy before proceeding.

If required, click on the **Discrepancies**, **Correspondence** and/or **Comments** button(s) to view this information.

Click on the **Part 2 - Acceptance** link at the top left of the screen or the **Continue to Part 2>** link.

**Westpac**

● Main menu  
**Part 1 - Summary**  
 Part 2 - Acceptance  
 Part 3 - Payment

**Import letter of credit - Payment - In process**  
**Part 1 of 3 - Summary information** ? Help

Sign out

Westpac reference: M873309  
 Own reference: GS12345

Account party: BT TEST COMPANY  
 P O BOX 2192  
 SMITHFIELD 2164  
 AUSTRALIA  
 Beneficiary: STATESIDE TRADING COMPANY  
 123 FIRST WAY  
 NEW YORK  
 USA

Currency: USD - UNITED STATES DOLLARS  
 Amount of drawing: 30000.00

Sequence number: Payment 001  
 Discrepancies

Payment date: 14/01/08  
 Tenor period: ABL - AFTER BILL OF LADING DATE

Maturity date: 14/04/08  
 Tenor days: 90

You are currently on Part 1 of 3  
 Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview  
 Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Payment – In process - Part 2 of 3 – Acceptance** screen will be displayed.

3. Review this screen for accuracy before proceeding.

Click on the **Part 3 - Payment** link at the top left of the screen or the **Continue to Part 3>** link.

Westpac

Import letter of credit - Payment - In process

Part 2 of 3 - Acceptance

Help

Sign out

Discrepancies:

☐ Accept  
or  
☐ Refuse (enter reason for refusal in Additional instructions below)

Disposal of documents

☒ Send to us in terms of our standing instructions  
or  
☐ Enter details below

Account for charges

Account to debit for charges:

Note: If an account is not selected, charges will be deducted from the debit account

Additional Instructions

This field allows you to freely enter text up to a maximum of 100 rows of 65 characters.

< Return to Part 1

You are currently on Part 2 of 3

Continue to Part 3 >

Previous record

Next record

Correspondence

Comments

Print preview

Cancel

Save as template

Save as draft

Save

Approve

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed.

4. Review this screen for accuracy before proceeding.  
Click on the **Approve** button.

**Westpac**

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
**Part 3 - Payment**

Sign out

**Import letter of credit -- Payment -- In process**  
**Part 3 of 3 - Payment instructions** ? Help

Amount of drawing: USD 30000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> CMB0040028	USD	15000.00
<input type="radio"/> 032349137858	AUD	Balance of Payment

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Dealers reference
<input type="radio"/> USD	15000.00	0.8760	Forward exchange contract	123456	

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
<input type="radio"/> 1	AUD	10000.00	90		YIELD

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Approve** window will be displayed.

5. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

## Advise Westpac if a Term Import Letter of Credit with Discrepancies will be Accepted

Follow the steps below to advise Westpac if the Term Import Letter of Credit with discrepancies is accepted or dishonoured.

**Note:** This procedure is used when there are discrepancies with a term Import LC.

### Step Action

- From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the radio button in front of the term Import LC you are providing advice for.

**Note 1:** The transaction will have a **Term payment +D** type and an **In process** status.

**Note 2:** The **(D)** in the type indicates there are discrepancies with the Import LC.

Click on the **Edit/Amend** button.

The screenshot shows the 'Manage Import LCs' screen with the 'Transactions' tab selected. The left sidebar contains a 'Main menu' with 'WinTrade' expanded and 'Manage' selected. The 'Import LCs' section is active. The main area displays a table of transactions. The transaction with 'Our reference' GS22224 is selected, showing a 'Term payment (1)+D' type and 'In process' status. The 'Edit/Amend' button is highlighted at the bottom.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trn. date	Status
GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Send to bank
GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
GS22224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	In process
GS9876	LC	issue	NZD	10,000.00	NEW ZEALAND WINE SUPPLIERS	31/07/08		28/02/08	Received
HGHGH123	LC	issue	USD	1,500.00	LAS VEGAS POKER MACHINES INC	29/02/08		19/02/08	Received

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed.

- Click on the **Discrepancies** button to view the discrepancies.

**Westpac**

**Import letter of credit -- Term payment -- In process**

**Part 1 of 3 - Summary information**

Please ensure that you have completed all parts of the transaction.

Westpac reference: M873827

Own reference: GS22224

Account party: BT TEST COMPANY  
P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA

Beneficiary: STATESIDE CLOTHING CO  
224 MAIN ST  
DENVER,  
COLORADO

Currency: USD - UNITED STATES DOLLARS

Amount of drawing: 15000.00

Sequence number: Payment 001 (D)

Discrepancies

Payment date: 19/03/08

Tenor period: ABL - AFTER BILL OF LADING DATE

Maturity date: 18/04/08

Tenor days: 30

You are currently on Part 1 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Discrepancies** screen will be displayed.

- View the discrepancies, then click on the **Cancel** button.

**Discrepancies -- Web Page Dialog**

**Westpac**

**Discrepancies**

PARTIAL SHIPMENT NOT PERMITTED

Cancel Print

**Result:** The **Import letter of credit -- Term payment -- In process -- Part 1 of 3 -- Summary information** screen will be displayed again.



4. Click on the **Part 2 – Acceptance** link at the top left of the screen or the **Continue to Part 2>** link.

**Westpac**

● Main menu  
● **Part 1 - Summary**  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

**Import letter of credit -- Term payment -- In process**

**Part 1 of 3 - Summary information** ? Help

Please ensure that you have completed all parts of the transaction.

Westpac reference:	Own reference:
M873827	GS22224
Account party:	Beneficiary:
BT TEST COMPANY P O BOX 2192 SMITHFIELD 2164 AUSTRALIA	STATESIDE CLOTHING CO, 224 MAIN ST DENVER, COLORADO
Currency:	Amount of drawing:
USD - UNITED STATES DOLLARS	15000.00
Sequence number:	
Payment 001 (D)	Discrepancies
Payment date:	Tenor period:
19/03/08	ABL - AFTER BILL OF LADING DATE
Maturity date:	Tenor days:
18/04/08	30

You are currently on Part 1 of 3

Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Term payment – In process – Part 2 of 3 – Acceptance** screen will be displayed.

5. Under the **Discrepancies** heading, select either the **Accept** or **Refuse** radio button.  
If you clicked on the **Refuse** radio button, type the reasons for refusal in the **Additional Instructions** field.

The remaining buttons, radio buttons and fields will be greyed out and inactive.

**Note:** There is no need to go to the **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen as the only buttons that will be active are the action buttons that are active at the bottom of the current screen.

Save or approve the advice.

**To save the advice,** click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

**To approve the advice,** click on the **Approve** button.

**WARNING!** Approving the advice at this stage could release it with errors as it has not been checked.

**Westpac**

**Import letter of credit -- Term payment -- In process**

**Part 2 of 3 - Acceptance**

Please ensure that you have completed all parts of the transaction.

**Discrepancies:**

☒ Accept  
or  
☐ Refuse (enter reason for refusal in Additional instructions below)

**Disposal of documents**

☒ Send to us in terms of our standing instructions  
or  
☐ Enter details below

**Account for charges**

Account to debit for charges:

Note: If an account is not selected, charges will be deducted from the debit account.

**Additional Instructions**

This field allows you to freely enter text up to a maximum of 100 rows of 65 characters.

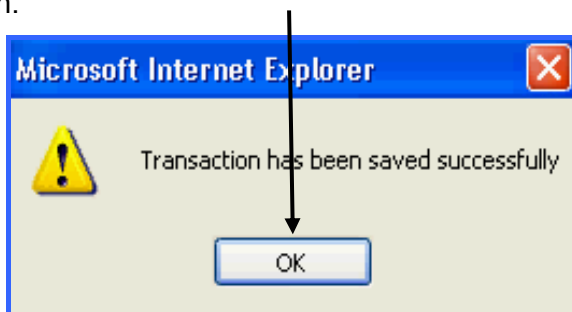
< Return to Part 1      You are currently on Part 2 of 3      Continue to Part 3 >

Previous record    Next record    Correspondence    Comments    Print preview

Cancel    Save as template    Save as draft    Save    Approve

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject a transaction as given in the **Orientation and Common Procedures User Guide**.

6. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed again showing the transaction status as still **In process**.

7. **Note:** The Status remains as **In process** until the transaction is approved.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
DV20080318	LC	issue	USD	1.00	STATESIDE TRADING COMPANY	31/03/08		18/03/08	Rejected
GS202020	LC	issue	GBP	25,000.00	CARNABY STREET CLOTHING	30/06/08		19/03/08	Received
GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
GS22224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	In process

This is the end of the first part of the procedure to advise Westpac if the term Import LC is accepted or refused.

**Note:** The advice must be approved before it will be sent to Westpac.

**Approve advice to Westpac if the Term Import Letter of Credit with Discrepancies will be Accepted**

Follow the steps below to approve the advice to Westpac if the term Import LC with discrepancies is accepted or dishonoured.

**Note 1:** When approving instructions, no changes can be made to the screens.

**Note 2:** If the LC was refused, the instructions must still be approved so they can be sent to Westpac.

**Step Action**

1. There are two ways to approve the advice to Westpac if the term Import LC is accepted or refused. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.

If the approver does not need to check the advice, click on the radio button in front of the Import LC, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.



**WARNING!** The above procedure could release the advice to Westpac with errors as it has not been checked.

From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the Import LC you are providing payment instructions for.

**Note:** The transaction must have a **Term payment +D** type and an **In process** status.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
DV20080318	LC	issue	USD	1.00	STATESIDE TRADING COMPANY	31/03/08		18/03/08	Rejected
GS22020	LC	issue	GBP	25,000.00	CARNABY STREET CLOTHING	30/06/08		19/03/08	Refused
GS2222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Refused
GS2222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
GS2223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Refused
GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
GS2224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Refused
GS2224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	In process

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed.

2. Click on the **Discrepancies** button to view the discrepancies.

Westpac

Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

Import letter of credit -- Term payment -- In process  
Part 1 of 3 - Summary information

Westpac reference: M873827  
Own reference: GS22224  
Account party: BT TEST COMPANY  
P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA  
Beneficiary: STATESIDE CLOTHING CO  
224 MAIN ST  
DENVER,  
COLORADO  
Currency: USD - UNITED STATES DOLLARS  
Amount of drawing: 15000.00  
Sequence number: Payment 001 (D)  
Discrepancies  
Payment date: 19/03/08  
Tenor period: ABL - AFTER BILL OF LADING DATE  
Maturity date: 18/04/08  
Tenor days: 30

You are currently on Part 1 of 3

Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview  
Cancel Save as template Save as draft Save Approve

**Result:** The **Discrepancies** screen will be displayed.

3. View the discrepancies, then click on the **Cancel** button.

Discrepancies -- Web Page Dialog

Westpac

Discrepancies

PARTIAL SHIPMENT NOT PERMITTED

Cancel Print

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed again.

4. Click on the **Part 2 - Acceptance** link at the top left of the screen or the **Continue to Part 2>** link.

**Westpac**

**Import letter of credit - Term payment - In process**

**Part 1 of 3 - Summary information**

**Main menu**  
 Part 1 - Summary  
 Part 2 - Acceptance  
 Part 3 - Payment

**Sign out**

Westpac reference: M873827

Own reference: GS22224

Account party: BT TEST COMPANY  
 P O BOX 2192  
 SMITHFIELD 2164  
 AUSTRALIA

Beneficiary: STATESIDE CLOTHING CO,  
 224 MAIN ST  
 DENVER,  
 COLORADO

Currency: USD - UNITED STATES DOLLARS

Amount of drawing: 15000.00

Sequence number: Payment 001 (D)

Discrepancies

Payment date: 19/03/08

Tenor period: ABL - AFTER BILL OF LADING DATE

Maturity date: 18/04/08

Tenor days: 30

You are currently on Part 1 of 3

**Continue to Part 2 >**

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Term payment – In process – Part 2 of 3 – Acceptance** screen will be displayed.

5. Review this screen to ensure the instructions to Westpac are correct.

**Note:** There is no need to go to the **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen as no data could be entered on this screen during this procedure.

Click on the **Approve** button.

The screenshot displays the 'Import letter of credit -- Term payment -- In process' window, specifically 'Part 2 of 3 - Acceptance'. The interface includes a left-hand menu with 'Main menu', 'Part 1 - Summary', 'Part 2 - Acceptance' (highlighted), and 'Part 3 - Payment'. A 'Sign out' button is also present. The main content area contains sections for 'Discrepancies' (with radio buttons for 'Accept' or 'Refuse'), 'Disposal of documents' (with radio buttons for 'Send to us in terms of our standing instructions' or 'Enter details below'), and 'Account for charges' (with a dropdown menu). A note states: 'Note: If an account is not selected, charges will be deducted from the debit account'. Below these is a large text area for 'Additional Instructions'. At the bottom, navigation buttons include '< Return to Part 1', 'Previous record', 'Next record', 'Correspondence', 'Comments', 'Print preview', 'Continue to Part 3 >', 'Cancel', 'Save as template', 'Save as draft', 'Save', and 'Approve'. A vertical arrow points from the 'Approve' button in the screenshot to the 'Approve' button in the text below.

**Result:** The **Approve** window will be displayed.

6. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

7. **Note:** When the approval procedure is complete, the Status will change to **Approved**, then to **Sent to bank**. When Westpac receives it, the status will change to **Received**. When Westpac has processed it, the status will change to **Accepted**.

- Main menu
- WinTrade
  - Manage
    - Import LCs**
    - Export LCs
    - Collections
    - Trade finance
    - TransferExportLC
  - Prepare
    - Export documents
    - Reports
  - Administer
    - Users
  - User guides

Manage Import LCs

Transactions
Memos
Phrases

Status: 
Start date: 
End date:

Ownership: 
Sort order: ☒ Ascending ☐ Descending
Sort by:

Search by: 
Enter parameter:

Update list

Results

	Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
<input type="radio"/>	GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
<input type="radio"/>	GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
<input type="radio"/>	GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
<input type="radio"/>	GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
<input type="radio"/>	GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
<input checked="" type="radio"/>	GS22224	LC	Term payment (1)	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	Sent to bank
<input type="radio"/>	GS9876	LC	issue	NZD	10,000.00	NEW ZEALAND WINE SUPPLIERS	31/07/08		28/02/08	Received
<input type="radio"/>	HGHGH123	LC	issue	USD	1,500.00	LAS VEGAS POKER MACHINES INC	29/02/08		19/02/08	Received

Delete
Edit/Amend

Images
Send memo
Print preview

Create new
Create similar
Approve



## Pay a Term Import Letter of Credit

Follow the steps below to pay a term Import LC.

### Step Action

- From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the radio button in front of the Import LC to be paid.

**Note 1:** The transaction must have a **Term Payment** type and a status of **In process**.

**Note 2:** The example below shows an Import LC that had discrepancies which were accepted as indicated by the **+D** in the type.

Click on the **Edit/Amend** button.

The screenshot shows the 'Manage Import LCs' screen with the 'Transactions' tab active. The left sidebar contains a 'Main menu' with options like 'WinTrade', 'Manage', 'Import LCs', 'Export LCs', 'Collections', 'Trade finance', 'TransferExportLC', 'Prepare', 'Export documents', 'Reports', 'Administer', and 'Users'. The main area displays a table of transactions for Import LC GS22222. The transaction with reference GS22224 is highlighted in green, showing a 'Term payment (1)+D' type and 'In process' status. The 'Edit/Amend' button is visible at the bottom.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
GS22224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	In process
GS9876	LC	issue	NZD	10,000.00	NEW ZEALAND WINE SUPPLIERS	31/07/08		28/02/08	Received
HGHGH123	LC	issue	USD	1,500.00	LAS VEGAS POKER MACHINES INC	29/02/08		19/02/08	Received

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed.

2. Review the information on this screen.

If required, click on the **Correspondence** and/or **Comments** and/or **Discrepancies** button(s) to review information.

When you have reviewed the information required on this screen, click on the **Part 2 – Acceptance** link at the top left of the screen or the **Continue to Part 2>** link.

**Westpac**

● Main menu  
 Part 1 - Summary  
 Part 2 - Acceptance  
 Part 3 - Payment

Sign out

**Import letter of credit - Term payment - In process**  
 Part 1 of 3 - Summary information

Please ensure that you have completed all parts of the transaction.

Westpac reference: MB73827  
 Own reference: GS22224

Account party: BT TEST COMPANY  
 P O BOX 2192  
 SMITHFIELD 2164  
 AUSTRALIA  
 Beneficiary: STATESIDE CLOTHING CO.  
 224 MAIN ST  
 DENVER,  
 COLORADO

Currency: USD - UNITED STATES DOLLARS  
 Amount of drawing: 15000.00

Sequence number: Payment 001 (D)  
 Tenor period: ABL - AFTER BILL OF LADING DATE

Payment date: 20/03/08  
 Tenor days: 3

Discrepancies

You are currently on Part 1 of 3

Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Term payment – In process – Part 2 of 3 – Acceptance** screen will be displayed.

3. In the **Account for charges** section, select the relevant account from the **Account to debit for charges** field drop down menu.

**Note:** If an account is not selected, Westpac will deduct the charges from the same account as the principal.

Type any other additional instructions in the **Additional Instructions** field, e.g. if payment is made by a method other than from an account.

Click on the **Part 3 - Payment** link at the top left of the screen or the **Continue to Part 3 >** link.

**Result:** The **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen will be displayed.

4. Click on the **New** button below the **List of accounts** table.

**Westpac**

**Import letter of credit -- Term payment -- In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 15000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis

**Result:** The **Document for import – Account details** screen will be displayed.

5. Is the amount to be paid electronically?

**If No**, select the option **Refer to Additional Instructions** in the **Account Number** field from the drop down menu, then go to **Step 12** on page 74.

**If Yes**, select the required account number in the **Account Number** field from the drop down menu.

**Note:** The currency of that account defaults in the **Currency** field.

Type the amount to be paid from this account in the **Amount** field.



**IMPORTANT NOTE:** This amount is in the currency of the account, **not** the transaction currency of the Import LC.

**Note:** If the Import LC is in foreign currency and the account is in local currency, if the **Amount** field is left blank, it will default to '**Balance of Payment**'.

Click on the **Save** button.

**Result:** The **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen will be displayed again.

6. Is the Import LC to be paid from more than one account?

**If Yes**, repeat **Steps 4 and 5** for the amount to be paid from each account.

**Note:** The Import LC can be paid from a maximum of six separate accounts.

**If No**, go to the **next Step**.

7. **Note:** The account(s) selected in Steps 4 and 5 are shown in the **List of accounts** table.

Do you require currency conversion for this Import LC?

If **Yes**, click on the **New** button below the **List of foreign exchange instructions** table.

If **No**, go to **Step 10**.

**Westpac**

**Import letter of credit -- Term payment -- In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 15000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> 032349137858	AUD	Balance of Payment
<input type="radio"/> CMB0001040	USD	8000.00

Delete Edit **New**

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number
-----	--------	------	-----------	------------

Delete Edit **New**

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
-----------------	----------	--------	-----------------	---------------	----------------

Delete Edit **New**

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Document for import – Foreign exchange instruction details** screen will be displayed.

8. The currency in the **Currency** field will default from the Import LC.

Type the amount of this currency in the **Amount** field.

If required:

- Click in the **FEC** checkbox, type your foreign exchange contract number in the **FEC/DCPK number** field, and type the contract rate in the **Contract rate** field, and/or
- Click in the **Pre delivery** check box and type the pre delivery rate in the **Pre delivery rate** field, and/or
- Type the dealer's reference number in the **Dealers reference** field and the agreed rate in the **Spot** field.

**Note:** If no rate is entered in the rate or spot fields, Westpac will provide a rate.

Click on the **Save** button.



**Note:** If any of the rate fields has an incorrect rate entered because of market fluctuations, payment times or any other reason, Westpac will amend the rate. When viewing the payment screens in Westpac WinTrade, any amendments Westpac makes will not be shown in these fields. All amendments Westpac makes in payments will be part of the advice shown under the **Correspondence** button on the screens.

The screenshot shows the 'Document for import' screen with the following fields and values:

Document for import	
Foreign exchange instruction details	
Currency:	Amount:
USD	2000.00
<input checked="" type="checkbox"/> FEC	Contract rate:
FEC/DCPK number:	0.9012
123456789	
<input type="checkbox"/> Pre delivery	Pre delivery rate:
	0.0
Deal reference:	Spot:
	0.0

If no rate is entered, rate will be provided by Westpac.

Buttons: Exit, Save

**Result:** The **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen will be displayed again.

9. Are any more foreign exchange instructions to be entered?

**If Yes,** repeat **Steps 7 and 8** for these foreign exchange instructions.

**Note:** There can be a maximum of six separate foreign exchange instructions.

**If No,** go to the **next Step**.

10. **Note:** The foreign exchange instruction(s) entered in Steps 7 and 8 are shown in the **List of foreign exchange instructions** table.

Do you wish to request Trade Finance to pay for this Import LC?

If **Yes**, Click on the **New** button below the **Trade finance request** table.

If **No**, go to **Step 12**.

**Westpac**

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
**Part 3 - Payment**

**Import letter of credit - Term payment - In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 15000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
032349137853	AUD	Balance of Payment
CMB0001040	USD	8000.00

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Deal reference
USD	2000.00	0.9012	Forward exchange contract	123456789	

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
-----------------	----------	--------	-----------------	---------------	----------------

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Document for import – Trade Finance request** screen will be displayed.



11. The currency in the **Currency** field will default from the Import LC. If required, it can be changed to domestic currency.

Type the amount of finance requested in the **Amount** field.

Type the number of days trade finance is requested in the **Days of finance** field, **OR**

Select the loan maturity date from the calendar or type it in the **Maturity date** field.

Select the type of interest from the **Interest basis** drop down menu.

**Note:** **Interest basis** can be Yield (i.e. interest charged at maturity) or Discount (i.e. interest charged up-front).

Click on the **Save** button.

The screenshot shows the Westpac WinTrade interface. At the top is the Westpac logo. Below it is a navigation bar with 'Main menu' and 'Document for import'. The 'Document for import' section is titled 'Trade Finance request'. On the left, there is a 'Sign out' button. The main form area contains the following fields:

- Sequence number: 1
- Currency: USD (dropdown menu)
- Amount: 5000.00
- Days of finance: 120
- Maturity date: (calendar icon)
- Interest basis: YIELD (dropdown menu)

At the bottom of the form, there are two buttons: 'Exit' and 'Save'.

**Result:** The **Import letter of credit – Term payment – In process – Part 3 of 3 – Payment instructions** screen will be displayed again.

12. **Note:** The trade finance request entered in Steps 10 and 11 are shown in the **Trade finance request** table.

Save or approve the payment.

**To save the payment,** click on the **Save** button.

**Result:** A message will be displayed saying that the transaction has been saved successfully. Go to the **next Step**.

**To approve the transaction,** click on the **Approve** button.



**WARNING!** Approving the payment at this stage could release it with errors as it has not been checked.

**Westpac**

**Import letter of credit -- Term payment -- In process**

**Part 3 of 3 - Payment instructions**

Please ensure that you have completed all parts of the transaction.  
Amount of drawing: USD 15000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
032349137858	AUD	Balance of Payment
CMB0001040	USD	8000.00

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Deal reference
USD	2000.00	0.9012	Forward exchange contract	123456789	

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
1	USD	5000.00	120		YIELD

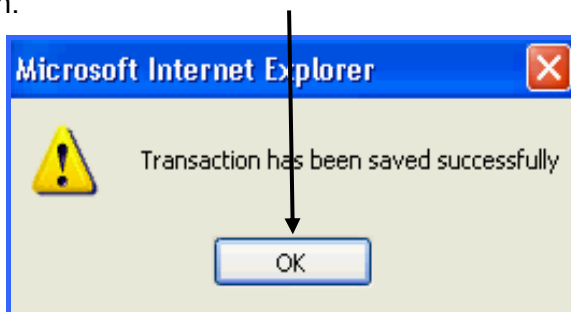
< Return to Part 2      You are currently on Part 3 of 3

Previous record    Next record    Correspondence    Comments    Print preview

Cancel    Save as template    Save as draft    Save    Approve

**Result:** The **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

13. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed again showing the transaction status as still **In process**.

14. **Note:** The Status remains as **In process**.

**Westpac**

**Manage Import LCs**

Transactions | Memos | Phrases

Status: All Start date: 19/02/08 End date: 20/03/08  
DD/MM/YY DD/MM/YY

Ownership: All transactions Sort order: Ascending Descending Sort by: Our reference Update list

Search by: Our reference Enter parameter:

**Results**

	Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Tm. date	Status
	DV20080318	LC	issue	USD	1.00	STATESIDE TRADING COMPANY	31/03/08		18/03/08	Rejected
	GS202020	LC	issue	GBP	25,000.00	CARNABY STREET CLOTHING	30/06/08		19/03/08	Received
	GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
	GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
	GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
	GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
	GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
	GS22224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	In process

Images Send memo Print preview

Delete Edit/Amend Create new Create similar Approve

This is the end of the first part of the procedure to pay a term Import LC.

**Note:** The payment needs to be approved before it will be sent to Westpac.

## Approve a Payment for a Term Import Letter of Credit

Follow the steps below to approve a payment for a term Import LC.

**Note 1:** When approving a payment, no changes can be made to the screens.

**Note 2:** If the payment was refused, it must still be approved so it can be sent to Westpac.

### Step Action

1. There are two ways to approve a payment for a term Import LC. It is recommended that the approver check the details on it before approving it, as shown in the following procedure.

If the approver does not need to check the payment, click on the radio button in front of the Import LC to be paid, and then on the **Approve** button. If this is done, the **Approve** window will be displayed. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.



**WARNING!** The above procedure could release the term Import LC payment with errors as it has not been checked.

From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the term Import LC payment that you want to approve.

**Note 1:** The transaction will have a **Term Payment** type and an **In process** status.

**Note 2:** The example below shows an Import LC that had discrepancies which were accepted as indicated by the **+D** in the type.

Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Tm. date	Status
GS22222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
GS22222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
GS22223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
GS22223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
GS22224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
GS22224	LC	Term payment (1)+D	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	In process
GS9876	LC	issue	NZD	10,000.00	NEW ZEALAND WINE SUPPLIERS	31/07/08		28/02/08	Received
HGHGH123	LC	issue	USD	1,500.00	LAS VEGAS POKER MACHINES, INC.	29/02/08		19/02/08	Received

**Result:** The **Import letter of credit – Term payment – In process – Part 1 of 3 – Summary information** screen will be displayed.

2. Review this screen for accuracy before proceeding.

If required, click on the **Discrepancies**, **Correspondence** and/or **Comments** button(s) to view this information.

Click on the **Part 2 - Acceptance** link at the top left of the screen or the **Continue to Part 2 >** link.

Westpac

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

Import letter of credit - Term payment - In process  
Part 1 of 3 - Summary information ? Help

Westpac reference: M873827 Own reference: GS22224

Account party: BT TEST COMPANY  
P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA Beneficiary: STATESIDE CLOTHING CO,  
224 MAIN ST  
DENVER,  
COLORADO

Currency: USD - UNITED STATES DOLLARS Amount of drawing: 15000.00

Sequence number: Payment 001 (D) Discrepancies

Payment date: 20/03/08 Tenor period: ABL - AFTER BILL OF LADING DATE

Maturity date: 25/03/08 Tenor days: 3

You are currently on Part 1 of 3 Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Import letter of credit – Payment – In process - Part 2 of 3 – Acceptance** screen will be displayed.

3. Review this screen for accuracy before proceeding.

Click on the **Part 3 - Payment** link at the top left of the screen or the **Continue to Part 3>** link.

**Westpac**

[Main menu](#)
[Part 1 - Summary](#)
[Part 2 - Acceptance](#)
[Part 3 - Payment](#)

**Sign out**

**Import letter of credit -- Term payment -- In process**

**Part 2 of 3 - Acceptance**

Discrepancies:

☒ Accept  
 or  
☐ Refuse (enter reason for refusal in Additional instructions below)

**Disposal of documents**

☒ Send to us in terms of our standing instructions  
 or  
☐ Enter details below

**Account for charges**

Account to debit for charges:

Note: If an account is not selected, charges will be deducted from the debit account

**Additional Instructions**

This field allows you to freely enter text up to a maximum of 100 rows of 65 characters.

< Return to Part 1      You are currently on Part 2 of 3      Continue to Part 3 >

Previous record    Next record    Correspondence    Comments    Print preview

Cancel    Save as template    Save as draft    Save    Approve

**Result:** The **Import letter of credit – Payment – In process - Part 3 of 3 – Payment instructions** screen will be displayed.

4. Review this screen for accuracy before proceeding.  
Click on the **Approve** button.

**Westpac**

● Main menu  
Part 1 - Summary  
Part 2 - Acceptance  
Part 3 - Payment

Sign out

**Import letter of credit -- Term payment -- In process**  
**Part 3 of 3 - Payment instructions** ? Help

Amount of drawing: USD 15000.00

**List of accounts (maximum 6 separate accounts)**

Account number	CCY	Amount
<input type="radio"/> 032349137858	AUD	Balance of Payment
<input checked="" type="radio"/> CMB0001040	USD	8000.00

Delete Edit New

**List of foreign exchange instructions (maximum 6 separate instructions)**

CCY	Amount	Rate	Rate type	FEC number	Deal reference
<input checked="" type="radio"/> USD	2000.00	0.9012	Forward exchange contract	123456789	

Delete Edit New

**Trade finance request**

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
<input checked="" type="radio"/> 1	USD	5000.00	120		YIELD

Delete Edit New

< Return to Part 2 You are currently on Part 3 of 3

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Approve** window will be displayed.

5. Follow the procedure to approve or reject the transaction as given in the **Orientation and Common Procedures User Guide**.

6. **Note:** When the approval procedure is complete, the Status will change to **Sent to bank**. When Westpac receives it, the status will change to **Received**. When Westpac has processed it, the status will change to **Released**.

- Main menu
- WinTrade
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    - Users
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### Manage Import LCs

Transactions
Memos
Phrases

Status: 
Start date: 
End date:

Ownership: 
Sort order: ☒ Ascending ☐ Descending
Sort by:

Search by: 
Enter parameter:

	Our reference	Doc	Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trm. date	Status
<input type="radio"/>	DV20080318	LC	issue	USD	1.00	STATESIDE TRADING COMPANY	31/03/08		18/03/08	Rejected
<input type="radio"/>	GS202020	LC	issue	GBP	25,000.00	CARNABY STREET CLOTHING	30/06/08		19/03/08	Received
<input type="radio"/>	GS222222	LC	issue P(1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Released
<input type="radio"/>	GS222222	LC	Term payment (1)	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873821	19/03/08	Accepted
<input type="radio"/>	GS222223	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Released
<input type="radio"/>	GS222223	LC	Term payment (1)	USD	10,000.00	STATESIDE CLOTHING CO,	30/04/08	M873825	19/03/08	Sent to bank
<input type="radio"/>	GS222224	LC	issue	USD	20,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	19/03/08	Released
<input checked="" type="radio"/>	GS222224	LC	Term payment (1)	USD	15,000.00	STATESIDE CLOTHING CO,	23/04/08	M873827	20/03/08	Sent to bank



## Use the Phrase Editor for an Import Letter of Credit

---

### Overview

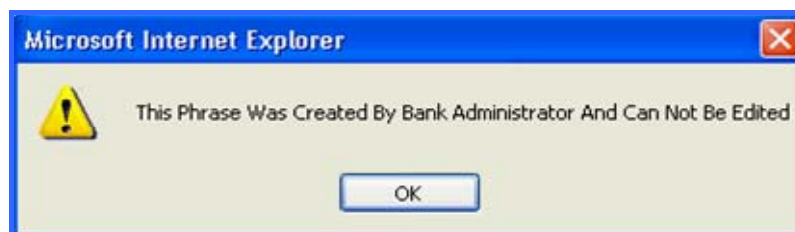
The phrase editor enables you to create, amend, save and delete common phrases that can be used each time you establish an Import LC.

There are three categories of phrases:

- Description of goods,
- Documents required, and
- Additional conditions.

To avoid typing these phrases each time an Import LC is established, they are stored in web pages which are activated by clicking on the relevant button.

Some of these phrases have been added by a system administrator and cannot be edited or deleted. In these cases, the following will be displayed on the screen:



Users can add their own commonly used phrases to these lists, view phrases in the list, and edit or delete them as required. This is done through the **Phrases** editor.

**Note:** When phrases are selected from the web page, they can still be amended when they appear in the field.

The following procedure details how to use the Phrase editor for an Import LC.

---

# Use the Phrases Editor for an Import Letter of Credit

Follow the steps below to use the phrases editor for an Import LC.

## Step Action

1. With the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Phrases** tab at the top of the screen.

**Westpac**

**Manage Import LCs**

Transactions | **Phrases** | Memos

Status: All Start date: 15/12/07 End date: 14/01/08  
DD/MM/YY DD/MM/YY

Ownership: All transactions Sort order: Ascending Descending Sort by: Our reference Update list

Search by: -- Choose -- Enter parameter:

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Trn. date	Status
1001-TD2509	LC payment (3)+D	USD	56,000.00	LAS VEGAS POKER MACHINES INC	31/01/08	M873296	11/01/08	In process
110108-TD1501	LC issue	USD	546.22	LAS VEGAS POKER MACHINES INC	22/07/08		11/01/08	Received
110108-TD2532	LC issue	USD	4,455.66	LAS VEGAS POKER MACHINES INC	31/01/08	M873300	11/01/08	Released
110108-TEST1	LC issue	USD	7,788.99	LAS VEGAS POKER MACHINES INC	31/01/08		11/01/08	Received
1234	LC issue	JPY	900,000.00	DIAGNOSTIC SOLUTIONS	28/09/08		19/12/07	In process
1234A	LC issue	JPY	900,000.00	DIAGNOSTIC SOLUTIONS	29/09/08		18/12/07	In process
1311-3-TD2090	LC issue	USD	8,700.00	LAS VEGAS POKER MACHINES INC	30/11/07	M874150	13/11/07	In process
140108-TD2457	LC issue	USD	456.78	LAS VEGAS POKER MACHINES INC	31/01/08		14/01/08	Received
140108-TD2532	LC issue	USD	546.89	LAS VEGAS POKER MACHINES INC	31/01/08	M873306	14/01/08	Released

Delete Edit/Amend Images Send memo Print preview Create new Create similar Approve

**Result:** The **Import phrases** screen will be displayed.

2. Select the phrase type you want to add, amend, view or delete from the drop down menu in the **Type** field (A).

Click on the **Update list** button (B).

**Note:** In the following examples, the **Type** selected will be **Documents required**. This will appear in the screen name where **<Type>** is shown in this procedure. The procedures for the different document types will be the same.

**To add a new phrase**, click on the **Create new** button (C).

**Result:** The **<Type> - Standard phrases - <Type>** screen will be displayed. Go to the next **Step**.

**To view an existing phrase**, click on the **Short name** link of that phrase (D).

**Result:** The **<Type> - Standard phrases - <Type>** screen will be displayed. Go to **Step 5**.

**To edit an existing phrase**, click on the radio button in front of the phrase (E) and then the **Edit** button (C).

**Result:** The **<Type> - Standard phrases - <Type>** screen will be displayed. Go to **Step 7**.

**To delete an existing phrase**, click on the radio button in front of the phrase (E) and then the **Delete** button (C).

**Result:** A window asking if you want to delete the selected phrase will be displayed. Go to **Step 9**.

**Import phrases**

Transactions Memos Phrases

Type: Documents required

Update list

**Results**

	Short name	Description
<input type="radio"/>	ASDF	ASDF
<input type="radio"/>	AIR WAYBILL	AIR WAYBILL
<input checked="" type="radio"/>	B/L	BILL OF LADING
<input type="radio"/>	COO	CERTIFICATE OF ORIGIN
<input type="radio"/>	INS	INSURANCE POLICY/CERTIFICATE
<input type="radio"/>	INV	COMMERCIAL INVOICE
<input type="radio"/>	P/L	PACKING LIST

Delete Edit Create new

3. Type a short name for the new phrase in the **Short name** field.  
Type a short description of the new phrase in the **Description** field.  
Type the text of the new phrase in the **Text** field.  
Click on the **Save** button.

**Westpac**

Main menu Documents required - Standard phrases Documents required ? Help

Sign out

All information with an asterisk \* is mandatory.

\* Short name  
SEAWAY

Description  
SEAWAY BILL

Text  
SEAWAY BILL SHOWING GOODS CONSIGNED TO WESTPAC BANKING CORPORATION ACCOUNT OF BUYER QUOTING CREDIT NUMBER AND MARKED FREIGHT COLLECT/PREPAID (DELETE AS APPLICABLE)

Cancel Save

**Result:** The **Import phrases** screen will be displayed again.

4. The new phrase will be displayed in the **Results** table.

**Westpac**

Main menu WinTrade Manage Import LCs Export LCs Collections Trade finance Administrator Users User guides Sign out

Import phrases Transactions Memos Phrases ? Help

Type: Documents required Update list

	Short name	Description
<input type="radio"/>	ASDF	ASDF
<input type="radio"/>	AWB	AIR WAYBILL
<input type="radio"/>	B/L	BILL OF LADING
<input type="radio"/>	COO	CERTIFICATE OF ORIGIN
<input type="radio"/>	INS	INSURANCE POLICY/CERTIFICATE
<input type="radio"/>	INV	COMMERCIAL INVOICE
<input type="radio"/>	P/L	PACKING LIST
<input checked="" type="radio"/>	SEAWAY	SEAWAY BILL

Delete Edit Create new

This is the end of the procedure to add a new phrase.

5. View the phrase in the **Text** field.

**Note:** The **Short name** and **Description** fields and the **Save** button are greyed out indicating that no changes can be made.

Click on the **Cancel** button.

**Result:** The **Import phrases** screen will be displayed again.

## 6.

Short name	Description
ASDF	ASDF
AWB	AIR WAYBILL
B/L	BILL OF LADING
COQ	CERTIFICATE OF ORIGIN
INS	INSURANCE POLICY/CERTIFICATE
INV	COMMERCIAL INVOICE
P/L	PACKING LIST
SEAWAY	SEAWAY BILL

This is the end of the procedure to view a phrase.

7. Make changes to the **Short name**, **Description** and/or **Text** field/s as required.  
Click on the **Save** button.

**Westpac**

Main menu | **Documents required - Standard phrases** | Documents required | ? Help

Sign out

All information with an asterisk \* is mandatory.

\* Short name  
SEAWAY

Description  
SEAWAY BILL

Text  
SEAWAY BILL SHOWING GOODS CONSIGNED TO WESTPAC BANKING CORPORATION ACCOUNT OF BUYER QUOTING CREDIT NUMBER AND MARKED FREIGHT PREPAID

Cancel Save

**Result:** The **Import phrases** screen will be displayed again.

8. Unless you changed the **Short name** and/or **Description** field in the previous step, the change will not be seen on this screen.

**Westpac**

Main menu | **Import phrases** | Transactions | Memos | Phrases | ? Help

Sign out

Type:  
Documents required [v] Update list

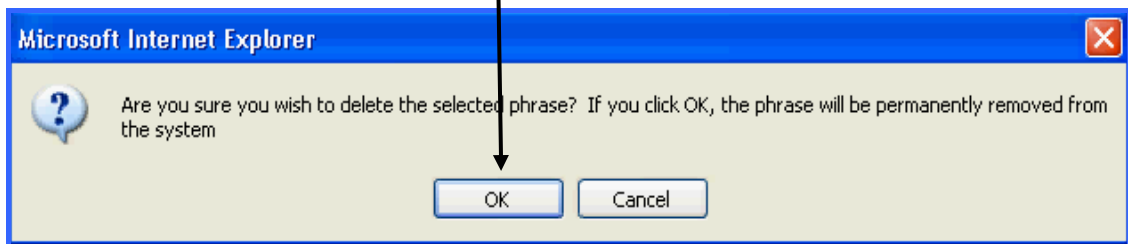
**Results**

	Short name	Description
<input type="radio"/>	ASDF	ASDF
<input type="radio"/>	AWB	AIR WAYBILL
<input type="radio"/>	B/L	BILL OF LADING
<input type="radio"/>	COO	CERTIFICATE OF ORIGIN
<input type="radio"/>	INS	INSURANCE POLICY/CERTIFICATE
<input type="radio"/>	INV	COMMERCIAL INVOICE
<input type="radio"/>	P/L	PACKING LIST
<input checked="" type="radio"/>	SEAWAY	SEAWAY BILL

Delete Edit Create new

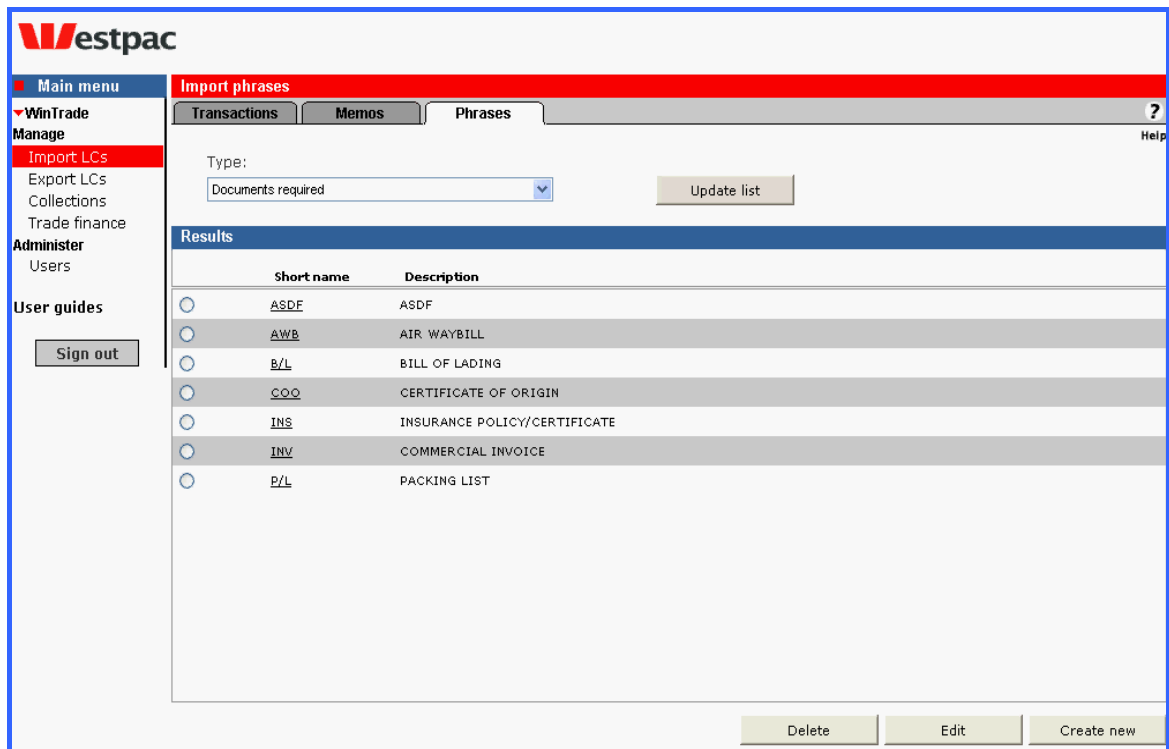
This is the end of the procedure to change a phrase.

9. Click on the **OK** button.



**Result:** The **Import phrases** screen will be displayed again.

10. Note that the phrase has been deleted from the list.



This is the end of the procedure to delete a phrase.

## Create an Import Letter of Credit Template

---

### Overview

A template makes it easier to establish an Import LC.

A template would most commonly be set up when you establish Import LCs for a regular supplier.

To create a template it is necessary to complete a transaction similar to the one to be used for the template. This transaction has to have been released in the system.

**Note:** The template will contain all party information, payment and expiry terms, dispatch details, additional details and details of charges that were on the original LC. When using the template, these details can be overwritten. The following fields will be blank and must be completed when the template is used:

- **Our reference,**
- **Amount,**
- **Expiry date,** and
- **Latest shipment date** (if applicable).

A template can only be edited or deleted by:

- the user that created the template, or
- a Corporate Administrator.

The following procedure details how to create a template for an Import LC.

---



## Create an Import Letter of Credit Template

Follow the steps below to create an Import LC template.

### Step Action

1. From the **Manage Import LCs** screen with the **Transactions** tab selected, click on the **Our reference** link of the LC to be copied as a template.

**Note:** The transaction must have a **Released** status.

**Westpac**

Main menu  
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Reports  
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Sign out

**Manage Import LCs**

Transactions Memos Phrases

Status: All Start date: 30/09/07 End date: 31/10/07  
DD/MM/YY DD/MM/YY

Ownership: All transactions Sort order: Ascending Descending Sort by: Our reference Update list

Search by: -- Choose -- Enter parameter:

**Results**

Our reference	Doc Type	Currency	Amount	Beneficiary	Exp. date	Westpac reference	Im. date	Status
161388-02	LC issue	USD	11,000.00	BENEFICARY PTY LTD	31/10/07		16/10/07	Received
161388-02	LC issue	EUR	9,500.00	BENEFICARY PTY LTD	31/10/07		16/10/07	Received
291038	LC issue	AUD	6,500.00	BENEFICARY PTY LTD	31/10/07		29/10/07	Received
291038-02	LC issue	AUD	7,500.00	BENEFICARY PTY LTD	30/11/07		29/10/07	Received
3010201	LC issue	USD	8,500.00	BENEFICARY PTY LTD	30/11/07		30/10/07	Received
BAR221	LC issue	USD	18,400.00	THE RIGHT WAY LTD	19/12/07	M873444	31/10/07	Released
BAR221	LC payment (1)	USD	18,400.00	THE RIGHT WAY LTD	19/12/07	M873444	5/11/07	Sent to bank
BAR222	LC issue	USD	11,650.00	THE RIGHT WAY LTD	19/12/07	M873445	31/10/07	Released
BAR222	LC payment (1)	USD	11,650.00	THE RIGHT WAY LTD	19/12/07	M873445	13/11/07	Sent to bank

Delete Edit/Amend Images Send memo Print preview Create new Create similar Approve

**Result:** The **Import letter of credit – Issue – Released – Part 1 of 3 - Party information** screen will be displayed.

2. Click on the **Save as template** button.

**Westpac**

**Import letter of credit -- Issue -- Released**

**Part 1 of 3 - Party information**

Please ensure that you have completed all parts of the transaction. All information with an asterisk \* is mandatory.

\* Our reference:  Westpac reference:

☐ This letter of credit (LC) is transferable

\* Applicant:  Account party:

P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA

P O BOX 2192  
SMITHFIELD 2164  
AUSTRALIA

\* Beneficiary:  Advising bank:

21 MAIN ST  
CENTREVILLE  
WHERE

IBF/NASSAU OPERATIONS  
4 CHASE METRO TECH CENTER 15TH FL.  
BROOKLYN, NY 11245, U.S.A.

Available with:  Beneficiary bank:

NEW YORK  
UNITED STATES OF AMERICA

\* Confirmation instructions to advising bank:

You are currently on Part 1 of 3

Continue to Part 2 >

Previous record Next record Correspondence Comments Print preview

Cancel Save as template Save as draft Save Approve

**Result:** The **Enter template name** window will be displayed.

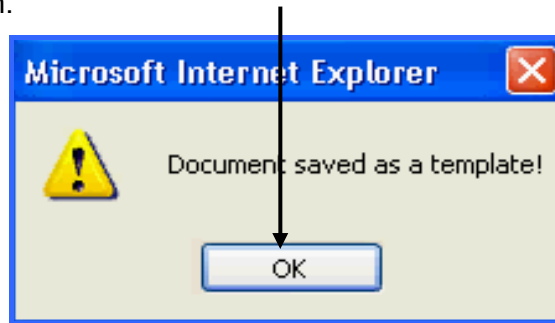
3. Type the name of the template in the field.  
Click on the **OK** button.

**Enter template name -- Web Page Dia...**

Cancel OK

**Result:** A message will be displayed saying the document has been saved as a template.

4. Click on the **OK** button.



**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed again.

5. To view or access the template, select **Template** from the drop down menu in the **Status** field.

Click on the **Update list** button.

**Note:** It may be necessary to clear the **Start date** field if you wish to view or access a template that was created more than 4 weeks ago.

**Manage Import LCs**

Transactions | Memos | Phrases

Status:  Start date:  End date:

Ownership:  Sort order: ☒ Ascending ☐ Descending Sort by:  Update list

Search by:  Enter parameter:

Own reference	Doc	Type	Currency	Beneficiary	Trm. date
<input type="radio"/> JOHN SMITH	LC	template	USD	JOHN SMITH INC	31/10/07
<input type="radio"/> MARK DAVIS	LC	template	USD	THE RIGHT WAY LTD	31/10/07
<input type="radio"/> RUSSELLS NO 2	LC	template	USD	THE RIGHT WAY LTD	31/10/07

Images Send memo Print preview

Delete Edit/Amend Create new Create similar Approve

**Result:** The newly created template will be displayed in the **Results** table.

This is the end of the procedure to create an Import LC template.

## Generate Reports for Import Letters of Credit

---

### Overview

Westpac WinTrade has nine reports for Import LCs.

You can customize the way the information is presented in each report by filtering and sorting the data. The filter types and sort types for each report are shown after the procedure.

The reports you can generate are:

- Transaction Details Report,
- Payment Report,
- Amendment Report,
- Issuance Report,
- BA Maturity Report,
- Outstanding Liability Report,
- Transaction Status Report,
- Trade Finance Report, and
- Consolidated Activity Report.

Each of these reports can be generated in either PDF format or MS Excel.

The columns contained in each of the reports are shown on the following pages.

The procedure to generate reports for Import LCs starts on page 97 of this user guide.

---

**Transaction  
Detail Report**

The Transaction Detail Report shows the following columns:

- Account Party
- Own Reference Number
- Issuing Bank Reference Number
- Transaction Type
- Sequence Number
- Currency
- Amount
- Base Currency Amount
- Transaction Date

---

**Payment Report**

The Payment Report shows the following columns:

- Applicant Party
  - Account Party
  - Own Reference Number
  - Issuing Bank Reference Number
  - Transaction Date
  - Maturity Date
  - Currency
  - Sequence Number
  - Amount
  - Base Amount
  - Term
  - (Tenor) Days
  - Beneficiary Name
-

**Amendment Report**

The Amendment Report shows the following columns:

- Applicant Party
- Account Party
- Own Reference Number
- Issuing Bank Reference Number
- Currency
- Transaction Date
- Amount
- Base Amount
- Term
- (Tenor) Days
- Terms
- Country (**Note:** This field is not used.)
- Expiry Date
- Last Shipment Date
- Beneficiary Name
- Sequence Number

---

**Issuance Report**

The Issuance Report shows the following columns:

- Applicant Party
  - Account Party
  - Own Reference Number
  - Issuing Bank Reference Number
  - Currency
  - Transaction Date
  - Amount
  - Base Amount
  - Term
  - (Tenor) Days
  - Terms
  - Country (**Note:** This field is not used.)
  - Expiry Date
  - Last Shipment Date
  - Beneficiary Name
-

**BA Maturity Report**

The BA Maturity Report shows the following columns:

- Applicant Party
- Account Party
- Own Reference Number
- Issuing Bank Reference Number
- Transaction Date
- Maturity Date
- Currency
- Sequence Number
- Amount
- Base Amount
- Term
- (Tenor) Days
- Beneficiary Name

---

**Outstanding Liability Report**

The Outstanding Liability Report shows the following columns:

- Account Party
  - Own Reference Number
  - Issuing Bank Reference Number
  - Currency
  - Foreign Amount
  - Base Currency
  - Base Amount
  - Transaction Date
  - Expiry Date
  - Beneficiary Name
-

**Transaction  
Status Report**

The Transaction Status Report shows the following columns:

- Account Party
- Issuing Bank Reference Number
- Own Reference Number
- Currency
- Amount
- Transaction Date
- Beneficiary Name
- Transaction Type
- Sequence Number
- Status

---

**Trade Finance  
Report**

The Loan Report shows the following columns:

- Account Party
- Issuing Bank Reference Number
- Own Reference Number
- Currency
- Amount
- Transaction Date
- Beneficiary Name
- Transaction Type
- Sequence Number
- Status

---

**Consolidated  
Activity Report**

The Consolidated Activity Report shows the following columns:

- Our Bank Reference Number
  - Our Reference Number
  - Other Bank Reference Number
  - Buyer/Seller
  - Currency
  - Confirmed Balance
  - Unconfirmed Balance
  - Expiry Date
  - Maturity Date
-



## Generate Reports for Import Letters of Credit

Follow the steps below to generate reports for Import LCs.

### Step Action

1. With any of the product home page screens displayed with the **Transactions** tab selected, click on the **Reports** link at the top left of the screen.

**Result:** The **Prepare reports** window will be displayed.

2. Select **Import LC** from the drop down menu for the **List of products** field. Click on the **Continue** button.

**Result:** The **Prepare reports – List of Import LC reports** window will be displayed.

3. Select the type of report you require from the **Report** drop down menu.
- Select the filter type you require (Issue Date, Transaction Number or Amount) from the **Filter** drop down menu.
- Select the sort type you require from the **Sort** drop down menu. The sort types available will depend on the type of report selected.
- Note:** A table giving a summary of filter and sort types for reports is on page 102.
- Select the file type you require (PDF or MS Excel) from the **Output** drop down menu.
- Click on the **Continue** button.

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**Prepare reports**

List of import LC reports ?

Report:  
Transaction details report

Filter:  
Issue date filter

Sort:  
Transaction number

Output:  
PDF format report

Close Back Continue

**Result:** The **Prepare reports – List of Import LC reports** window will change to reflect the filter type selected in this step. In this example, it will display date fields.

4. **Note:** In this example, the report is being filtered by issue date. If the report is being filtered by another type, the fields on this screen will be different.

Select the earliest issue date from the calendar or type it in the **Start date** field.

Select the latest issue date from the calendar or type it in the **End date** field.

**Note:** The date format must be DD/MM/YY.

Click on the **Print preview** button.

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**Prepare reports**

**List of import LC reports** ?

To filter by issue date, both start and end dates must be supplied.  
All information with an asterisk \* is mandatory.

\* Start date:


\* End date:

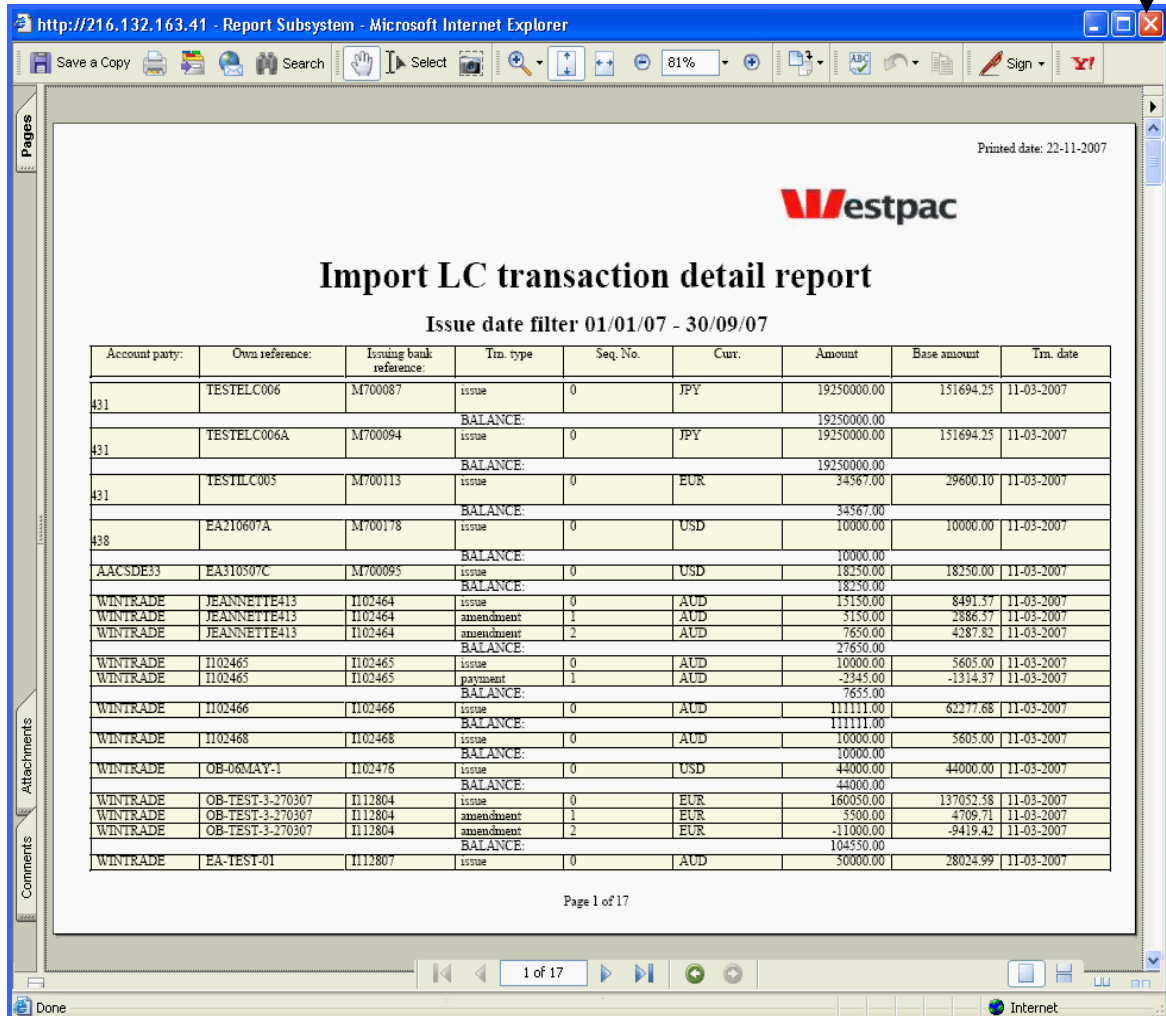
Close Back Print preview

**Result:** The report will be displayed in the format selected (PDF or MS Excel) in the previous step. In this example, it is displayed in PDF format.

5. **Note:** Depending on your computer settings, a **File Download** window may be displayed. In this case, click on the **Open** button.

View, print, action or save the report file as per your normal office procedures as required.

When finished, close this window by clicking on the  button.



Printed date: 22-11-2007

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### Import LC transaction detail report

Issue date filter 01/01/07 - 30/09/07

Account party:	Own reference:	Issuing bank reference:	Trn. type	Seq. No.	Curr.	Amount	Base amount	Trn. date
431	TESTLC006	M700087	issue	0	JPY	19250000.00	151694.25	11-03-2007
			BALANCE:			19250000.00		
431	TESTLC006A	M700094	issue	0	JPY	19250000.00	151694.25	11-03-2007
			BALANCE:			19250000.00		
431	TESTLC005	M700113	issue	0	EUR	34567.00	29600.10	11-03-2007
			BALANCE:			34567.00		
438	EA210607A	M700178	issue	0	USD	10000.00	10000.00	11-03-2007
			BALANCE:			10000.00		
AACSD33	EA310507C	M700095	issue	0	USD	18250.00	18250.00	11-03-2007
			BALANCE:			18250.00		
WINTRADE	JEANNETTE413	I102464	issue	0	AUD	13150.00	8491.57	11-03-2007
WINTRADE	JEANNETTE413	I102464	amendment	1	AUD	3150.00	2886.57	11-03-2007
WINTRADE	JEANNETTE413	I102464	amendment	2	AUD	7650.00	4287.82	11-03-2007
			BALANCE:			27650.00		
WINTRADE	I102465	I102465	issue	0	AUD	10000.00	5605.00	11-03-2007
WINTRADE	I102465	I102465	payment	1	AUD	-2345.00	-1314.37	11-03-2007
			BALANCE:			7655.00		
WINTRADE	I102466	I102466	issue	0	AUD	111111.00	62277.68	11-03-2007
			BALANCE:			111111.00		
WINTRADE	I102468	I102468	issue	0	AUD	10000.00	5605.00	11-03-2007
			BALANCE:			10000.00		
WINTRADE	OB-06MAY-1	I102476	issue	0	USD	44000.00	44000.00	11-03-2007
			BALANCE:			44000.00		
WINTRADE	OB-TEST-3-270307	I112804	issue	0	EUR	160050.00	137052.58	11-03-2007
WINTRADE	OB-TEST-3-270307	I112804	amendment	1	EUR	5500.00	4709.71	11-03-2007
WINTRADE	OB-TEST-3-270307	I112804	amendment	2	EUR	-11000.00	-9419.42	11-03-2007
			BALANCE:			104550.00		
WINTRADE	EA-TEST-01	I112807	issue	0	AUD	50000.00	28024.99	11-03-2007

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**Note:** The **Prepare reports – List of Import LC reports** window reflecting the filter type selected will still be displayed as shown in the next step.

6. Do you want to generate another report?  
**If Yes**, click on the **Back** button and go back to **Step 3**.  
**If No**, click on the **Close** button.

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**Prepare reports**

**List of import LC reports** ?

To filter by issue date, both start and end dates must be supplied.  
All information with an asterisk \* is mandatory.

\* Start date:

\* End date:

**Result:** The **Manage Import LCs** screen with the **Transactions** tab selected will be displayed.

This is the end of the procedure to generate reports for Import LCs.

**Summary of Filter and Sort Types for Reports**

<b>Report</b>	<b>Filter Type</b>	<b>Sort Type</b>
Transaction Details Report	Issue Date Transaction Number Amount	Transaction Number
Payment Report	Transaction Date Issuing Bank Reference Number Amount	Transaction Number Transaction Date Amount Beneficiary Name
Amendment Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Date Amount
Issuance Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Date Amount
BA Maturity Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Date Amount Beneficiary Name
Outstanding Liability Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Date Amount
Transaction Status Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Type Transaction Date Amount Status
Trade Finance Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Type Transaction Date Amount Status
Consolidated Activity Report	Transaction Date Transaction Number Amount	Transaction Number Transaction Date Amount