New Instrument – Air Waybill

Tomorrow Begins Today

Ulster Bank

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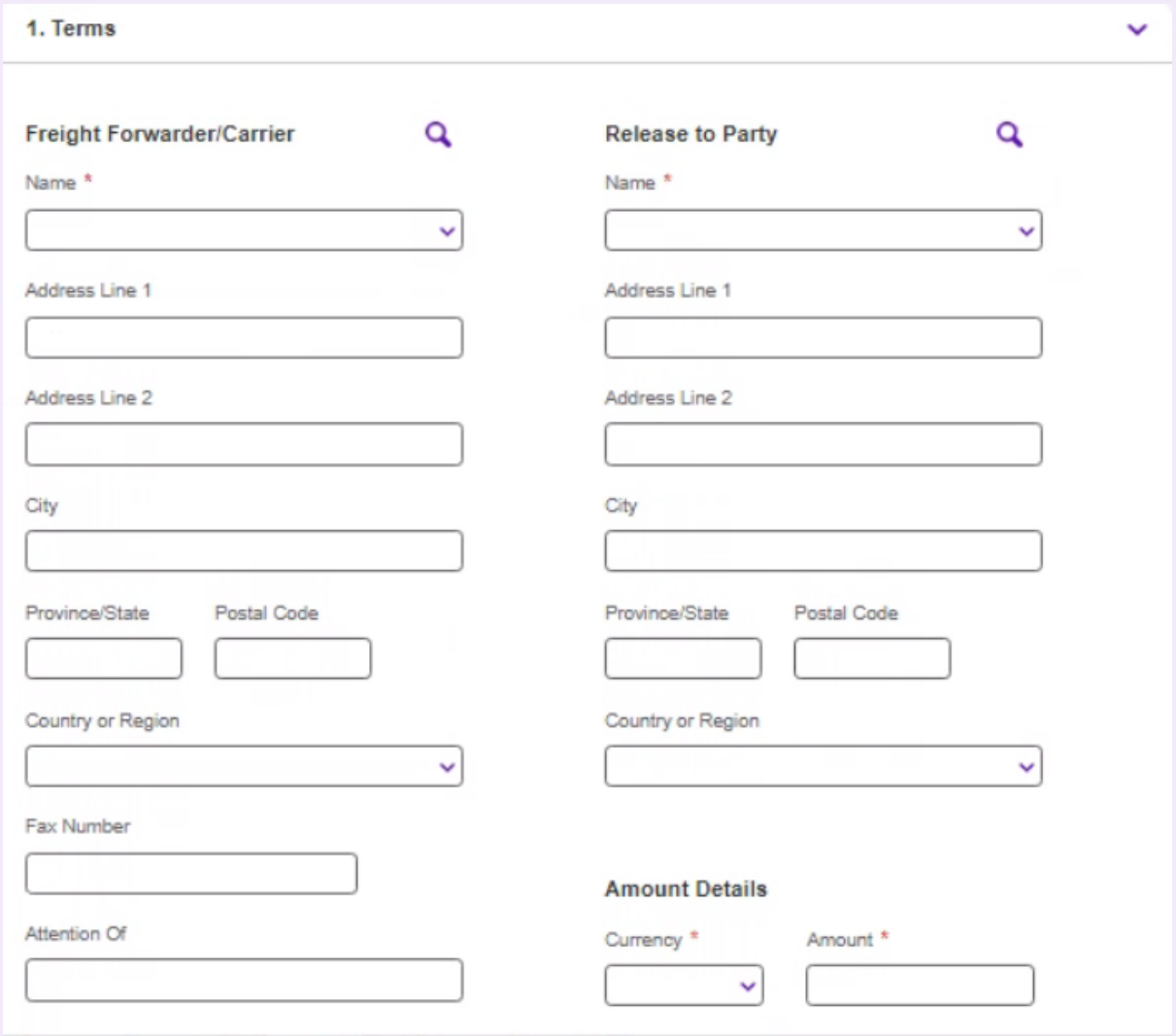
Introduction

Log into the Trade Finance Portal.

To initiate a new Air Waybill instruction, from the home screen select ‘New Instruments’ then ‘Air Waybill’:

A unique transaction reference number will be applied:

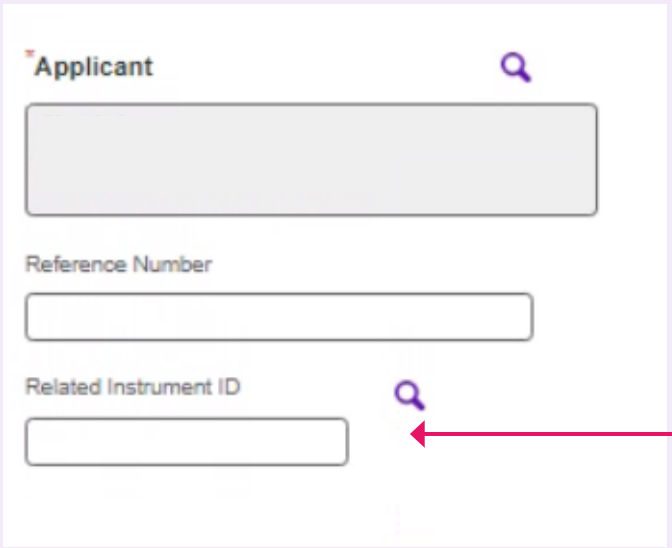
Terms



Freight Forwarder/Carrier & Release to Party

Select the search icon to add relevant parties to freight forwarder/carrier and release to party details.

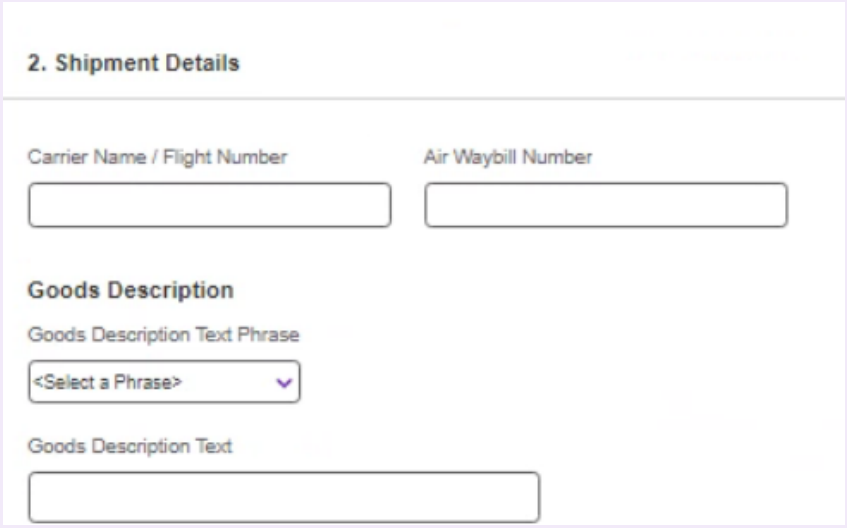
** Both fields must be completed **



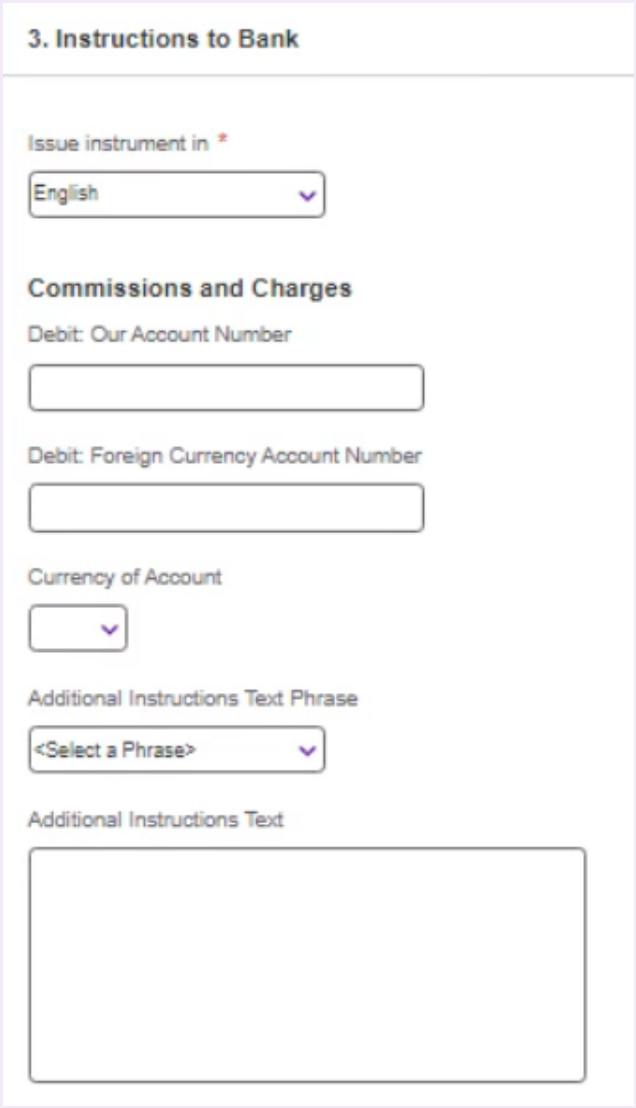
Related Instrument ID

If you have a transaction related to this request please include the reference in this field using the search icon.

Shipment Details

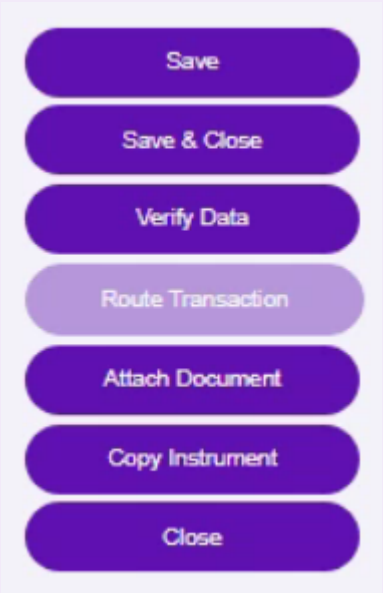


Instructions to Bank



** Please note, we only issue in English language **

Other

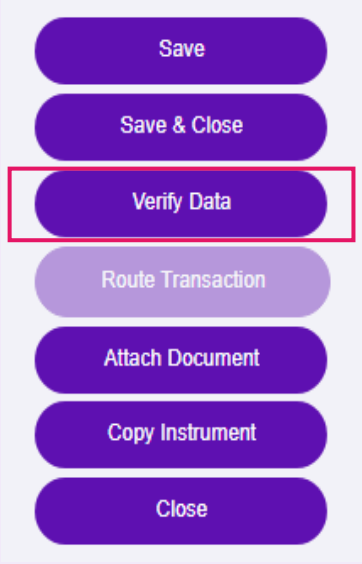


Please attach any relevant documents for this transaction:

- Air Waybill
- Invoice

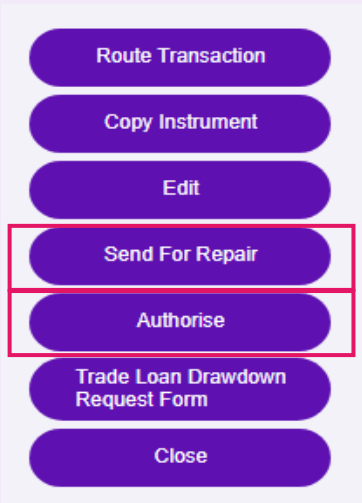
Authorisation

Part 1: If you are the sole authoriser within the organisation, please follow the below steps:



Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

If all fields have been completed, the transaction will move into 'Ready to Authorise'.



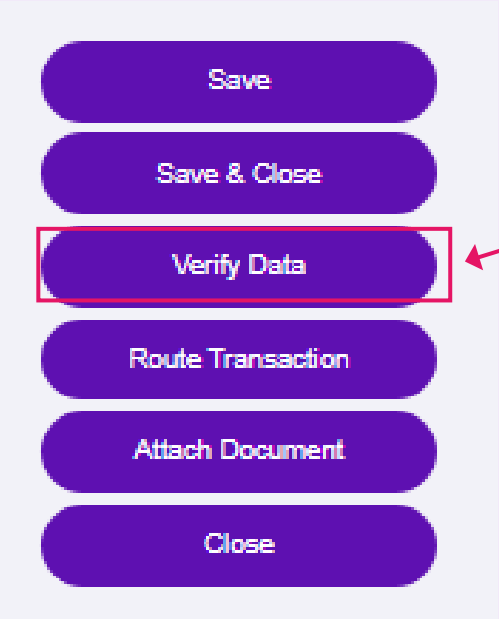
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

Select 'Authorise' and the transaction will be sent to the Bank for processing.

Please contact us immediately if changes need to be made after Authorisation.

Part 2: If a second approval is required within the organisation, please follow the below steps:

To send the request to an Authoriser:

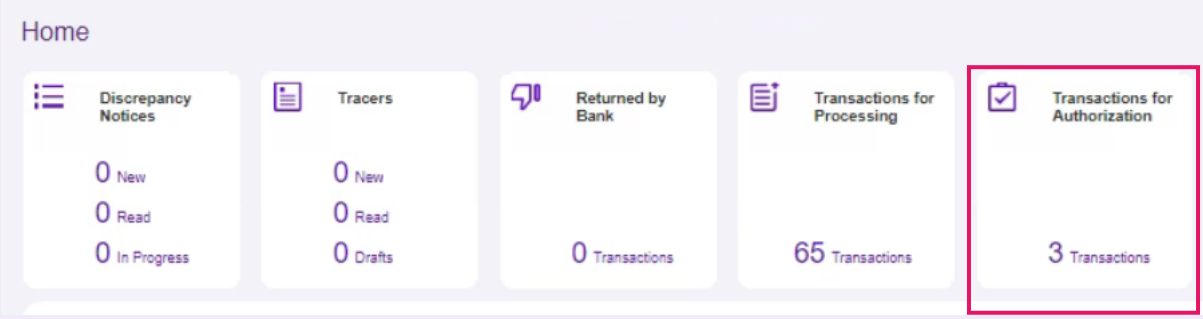


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

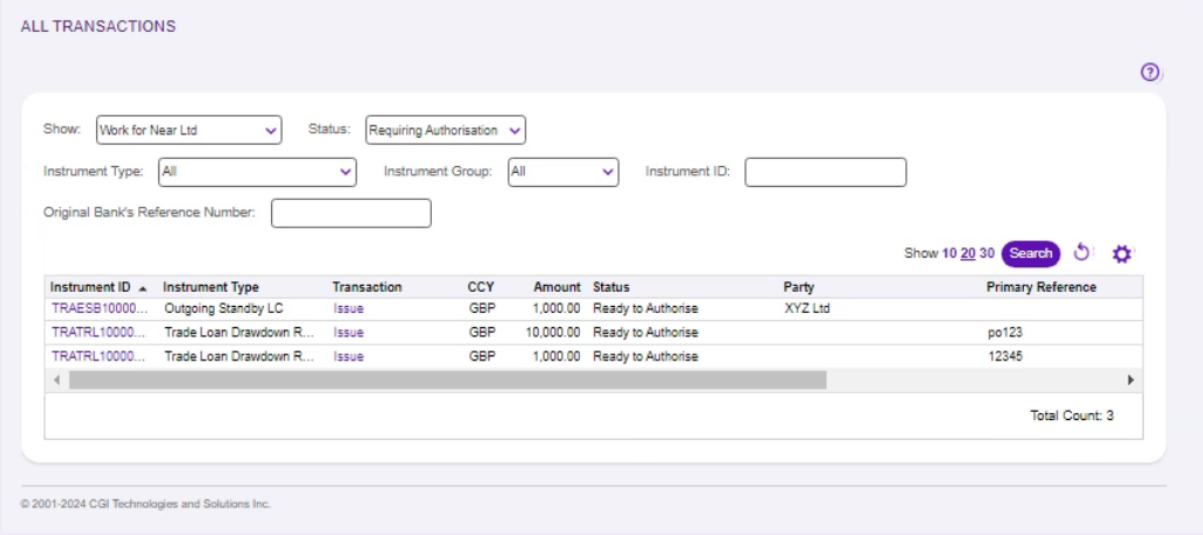
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

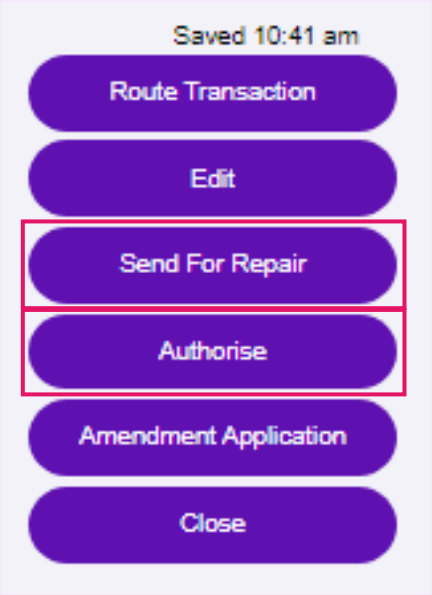
The Authoriser will need to go into the portal and select the below queue:



This will then take you to the below screen, where you will need to select the correct transaction:



To open the transaction for approval, click on “Issue” next to the reference number.



1. If the request needs to be sent back to the maker for an update select this.
2. If you are happy with the request then select authorise and it will be sent to the bank for processing.