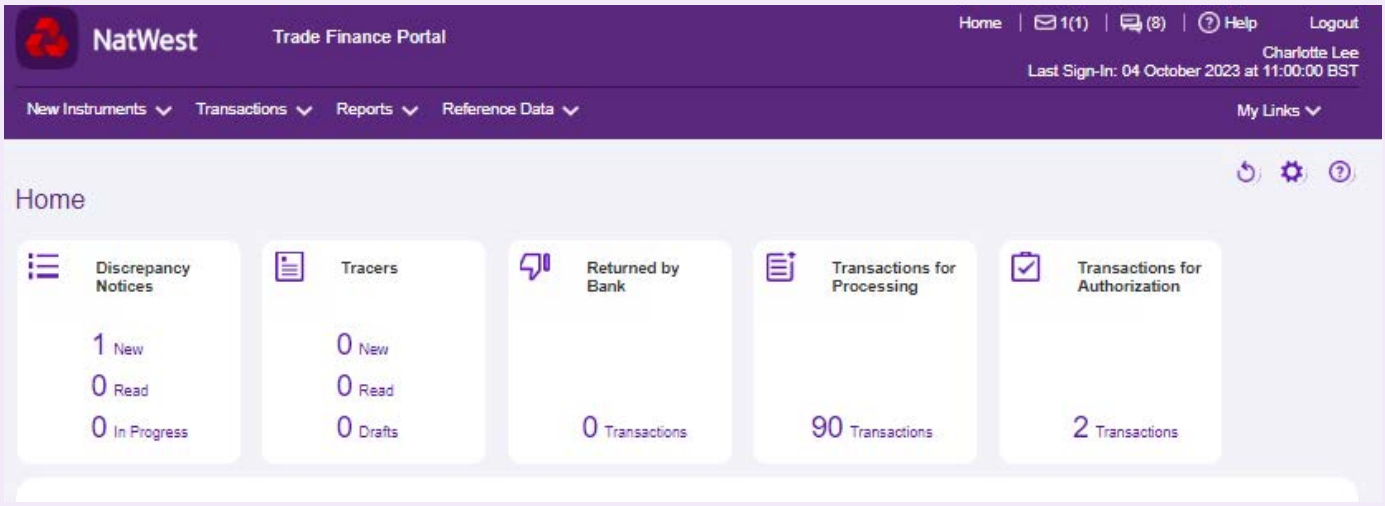
Discrepancy Notice – Accepting Import Letters of Credit Documents

Tomorrow Begins Today

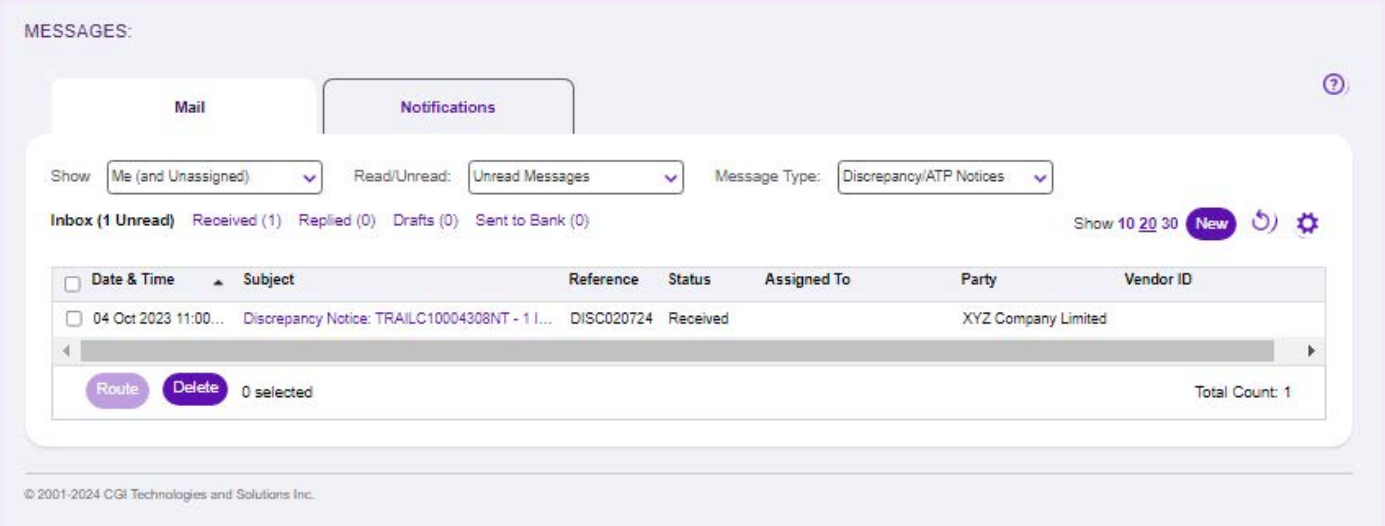
Ulster Bank

The bank will check documents upon receipt and if they are discrepant you will receive an email notification advising of this. You will then need to log into the portal and open the advice.

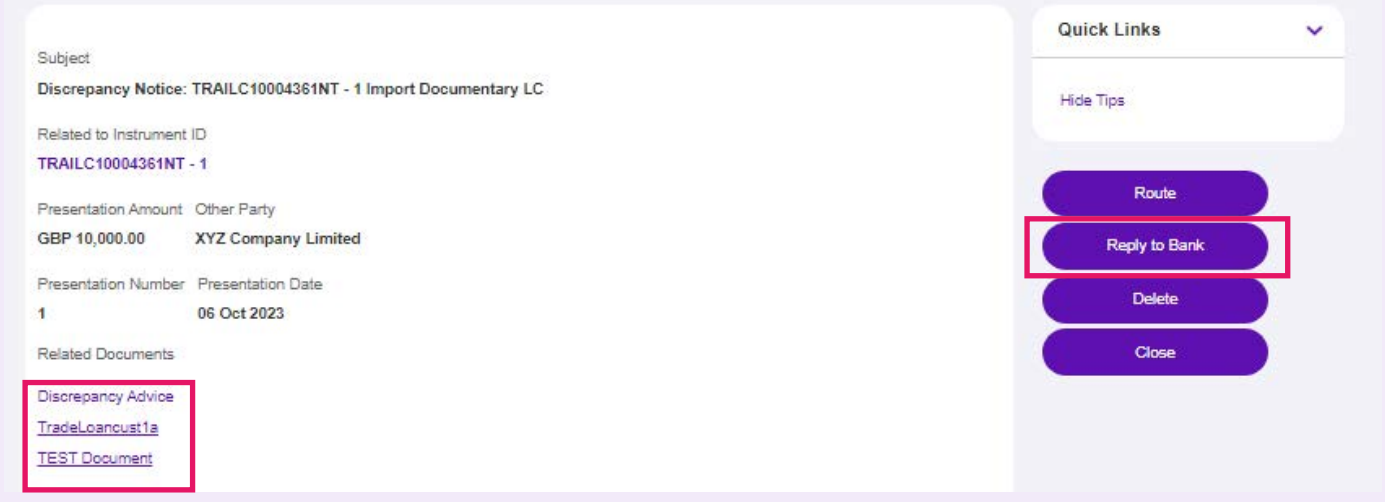
To open the advice from the dashboard select “Discrepancy Notices”:



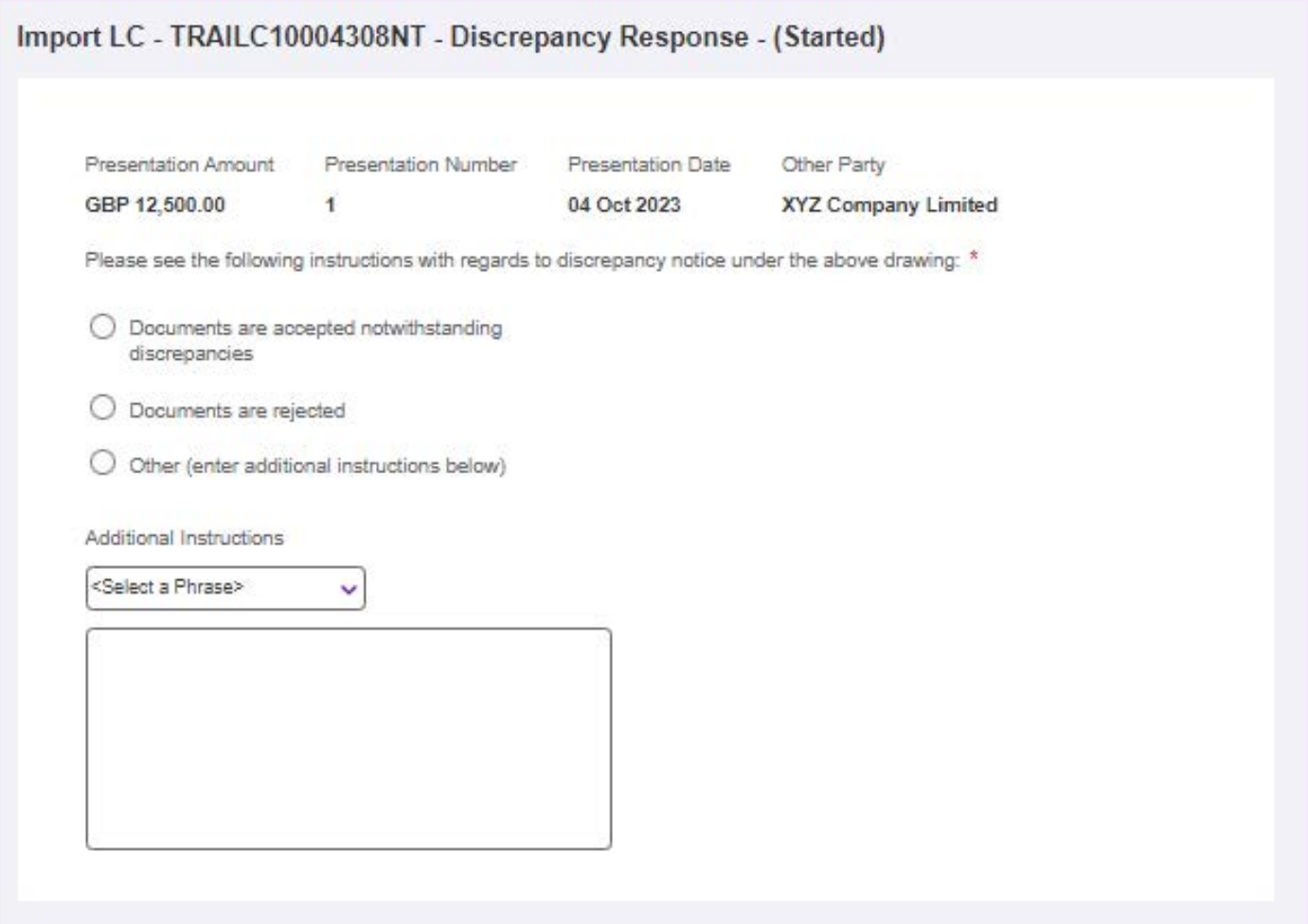
You will then need to select the transaction that has been advised:



Discrepancies will be listed below in the “Discrepancy Advice” field. There will also be a letter available to download and view, documents are also viewable and downloadable:

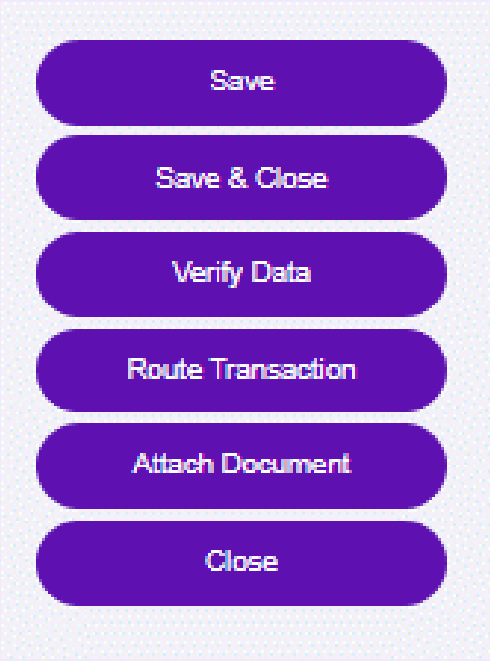


If you are happy to accept, you will need to click on “Reply to Bank” and the following screen will then appear:



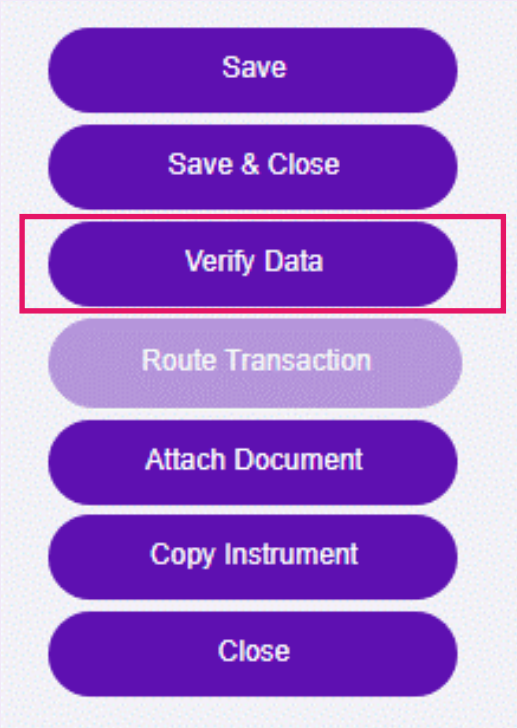
You can select ‘Documents are accepted notwithstanding discrepancies’ to accept or alternatively, if you want to reject the documents please select ‘Documents are rejected’.

If you need to attach any additional instructions then you can select ‘Attach Document’ from the below:



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'.

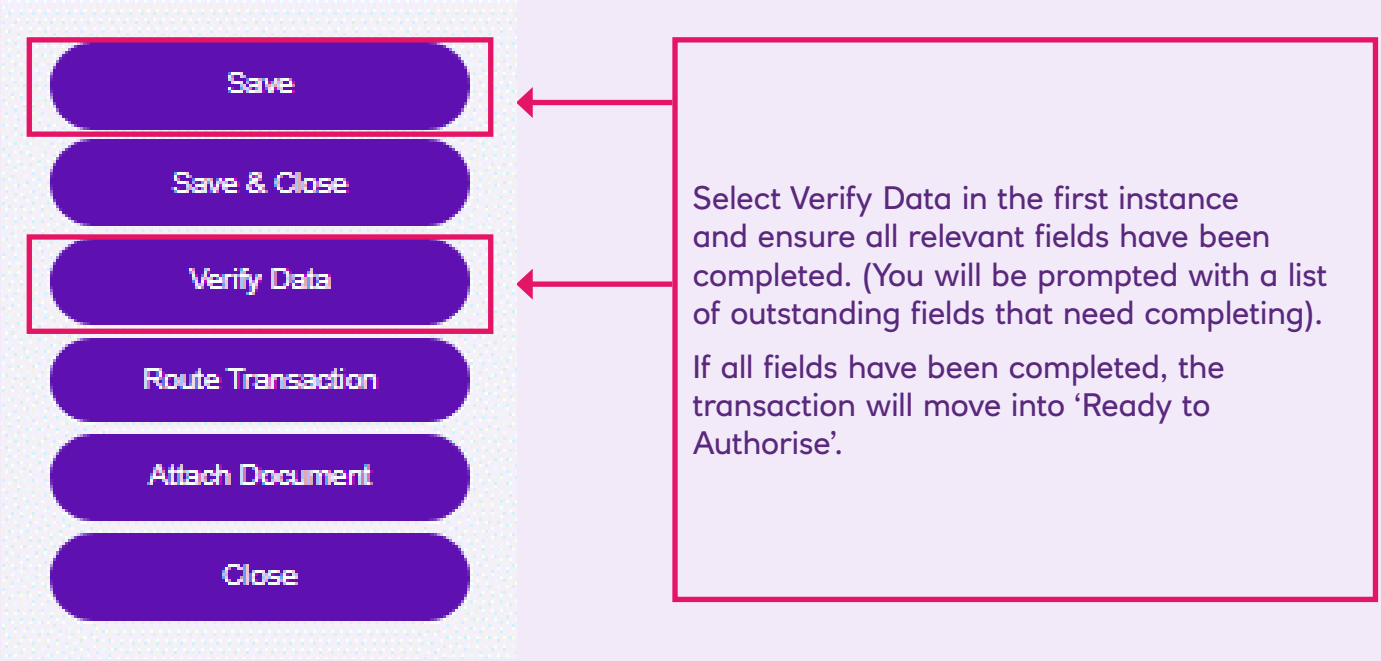
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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.

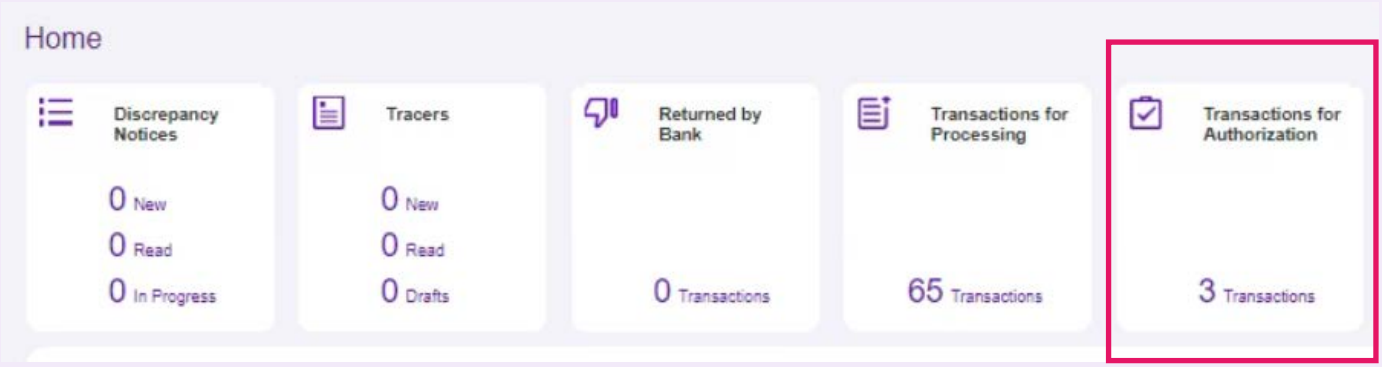
Part 2 – If a second approval is required within the organisation, please follow the below steps:

To send the request to an Authoriser:

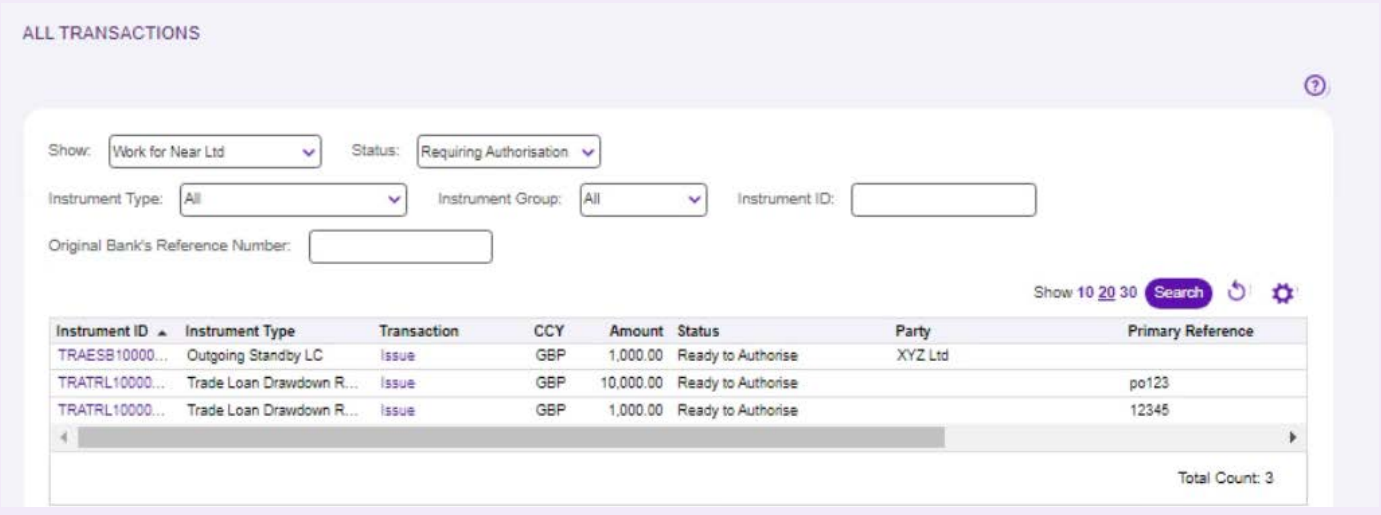


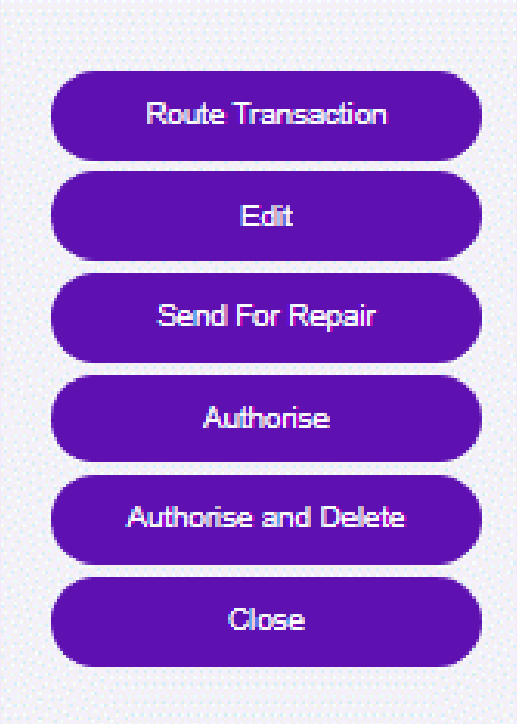
Authoriser:

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.