New Instrument – Outgoing Guarantee Amendment

Tomorrow Begins Today

Ulster Bank

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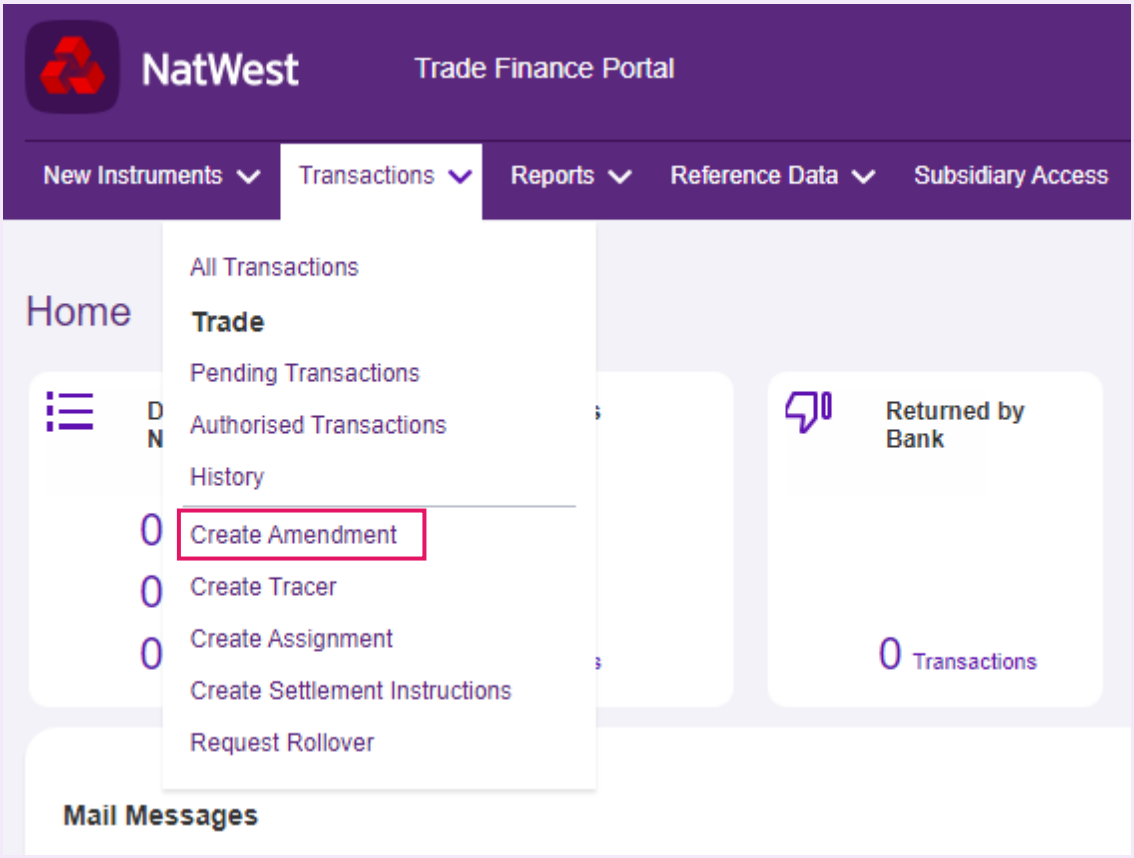
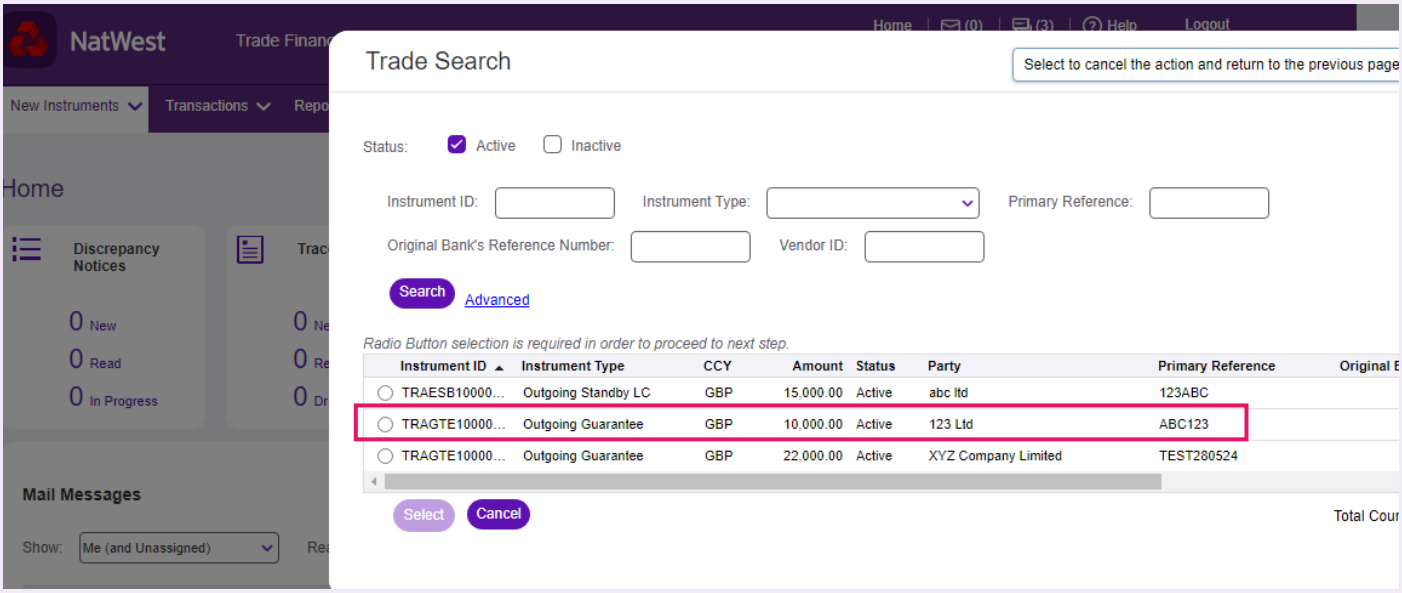
Introduction

Log into the Trade Finance Portal.

To initiate a new outgoing Guarantee amendment, from the home screen select ‘Transactions’ then ‘Create Amendment’:



Select the “Instrument Type”, then select the transaction that the amendment is required for from the list shown:



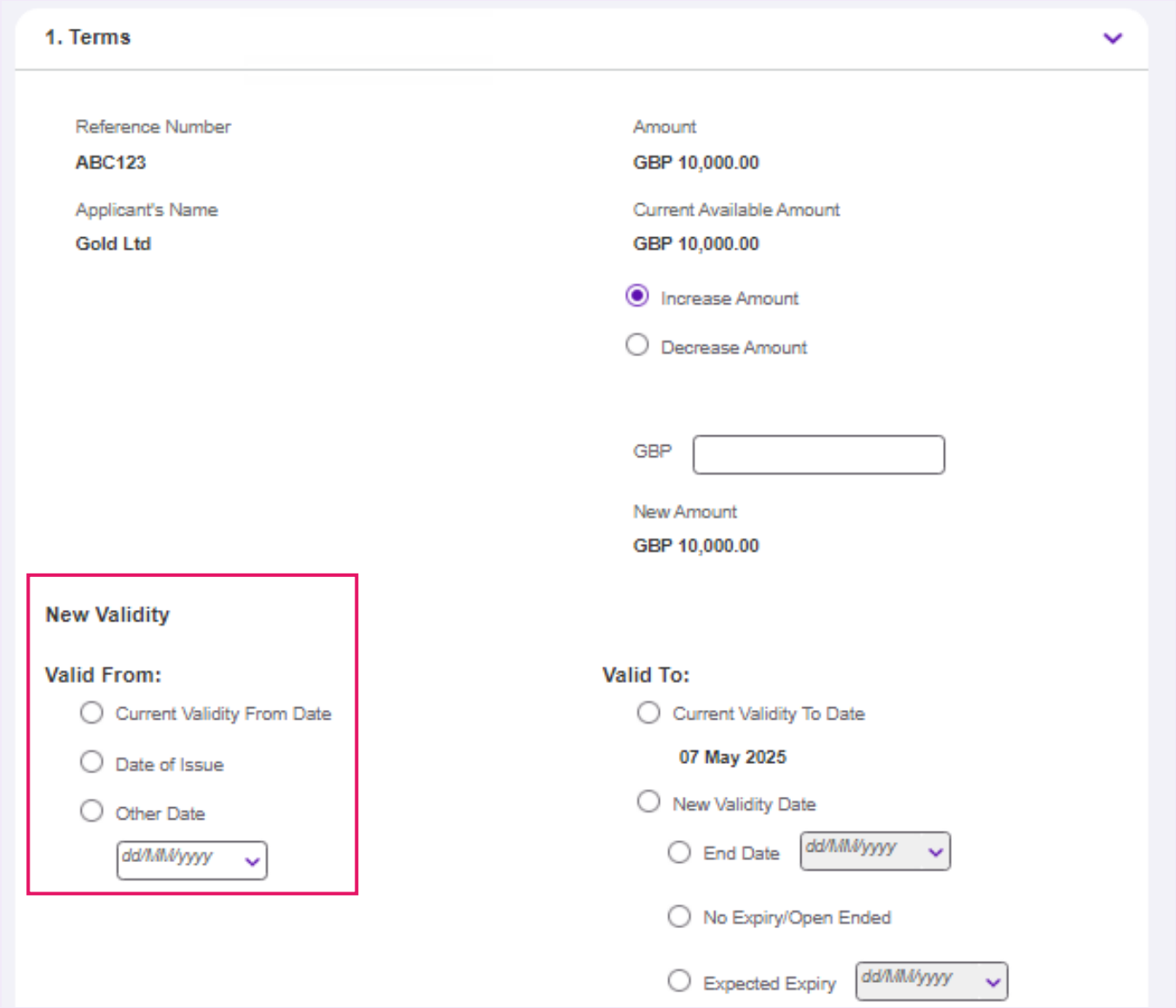
Note you can filter by Instrument Type or search by Instrument ID

The existing reference will be shown below with “Amend” next to it:

Terms:

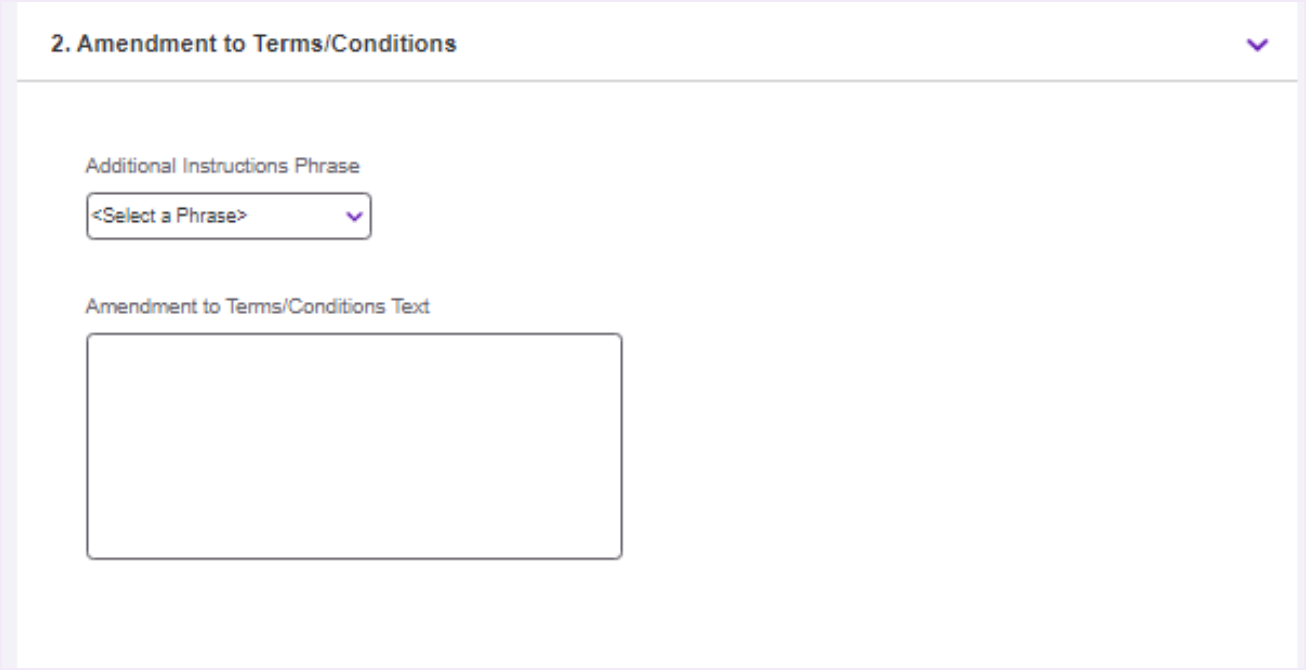
Complete the amendment details below and when complete select ‘Save’ from the right side panel (refer below). This will then bring in the changes made for you to review before you send for authorisation (if required).

Please note that for ‘Valid From’ you should select from ‘Date of Issue’ or ‘Other Date’ - we can’t back date transactions:



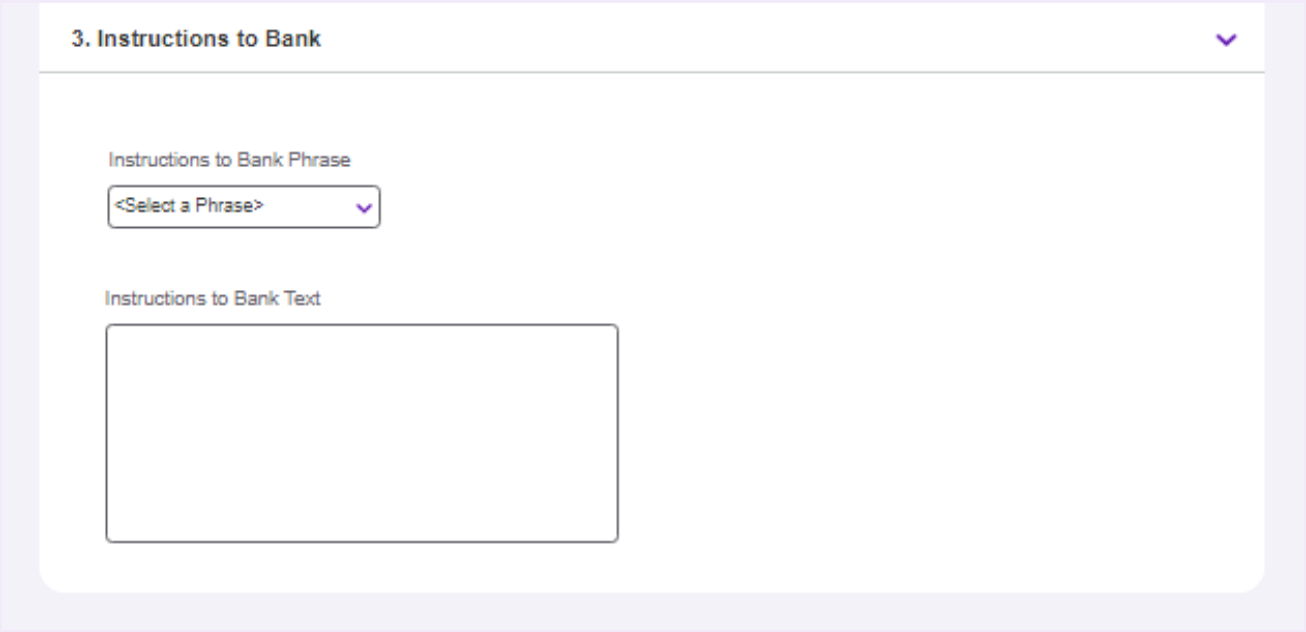
Amendment to Terms/Conditions

Any changes to be made to the wording should be included in the field below:



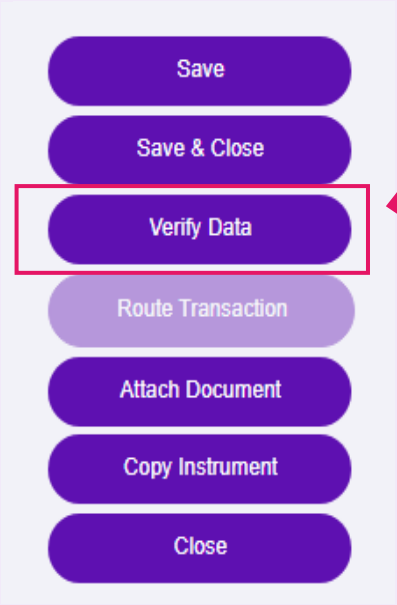
Instructions to the Bank

Any additional instructions not to be included in the guarantee but for our action (e.g., delivery instructions) should be included below:



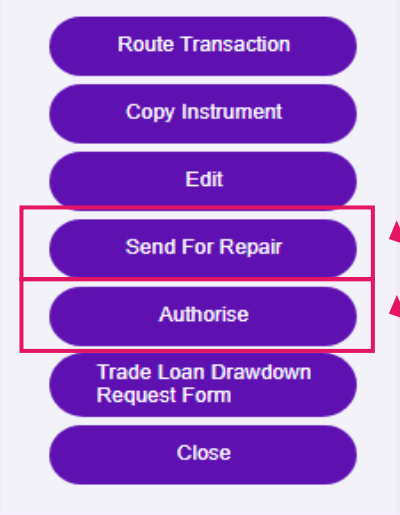
Authorisation

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'.



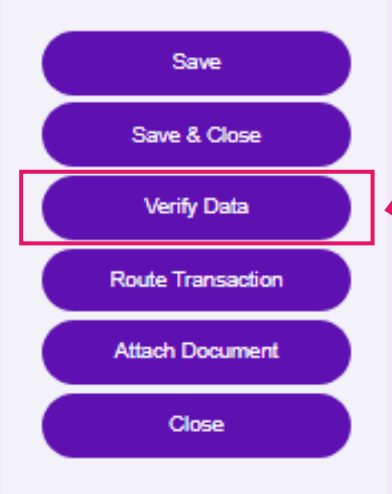
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

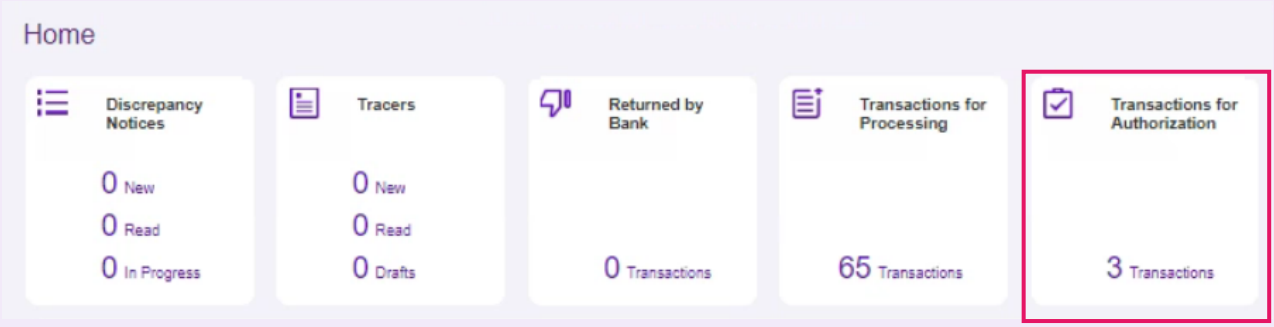


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

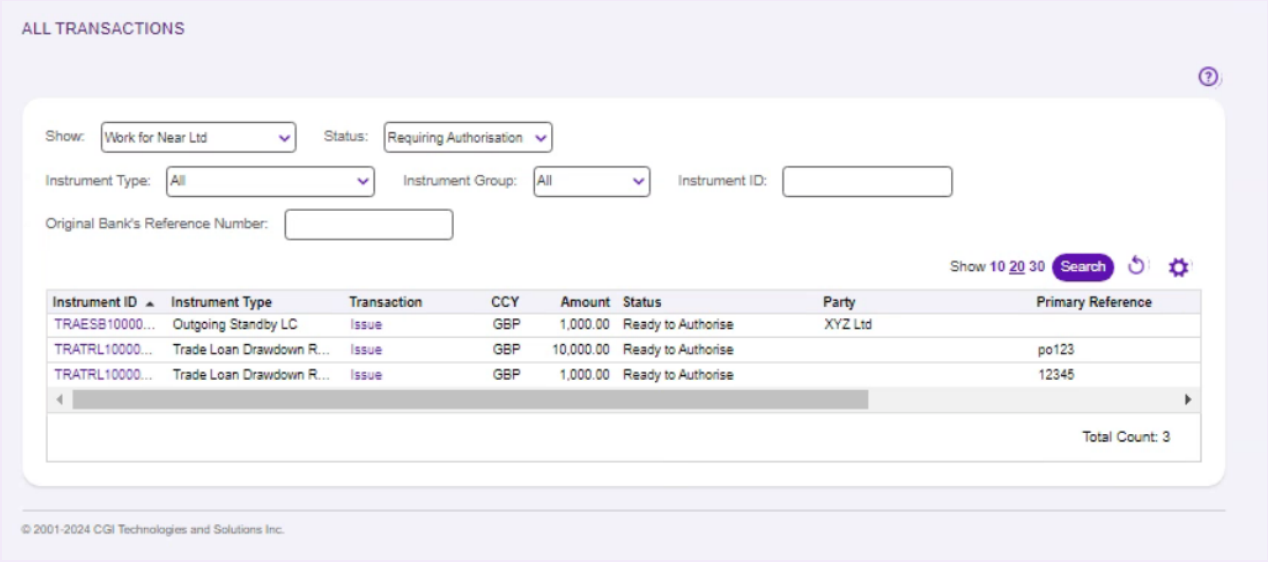
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

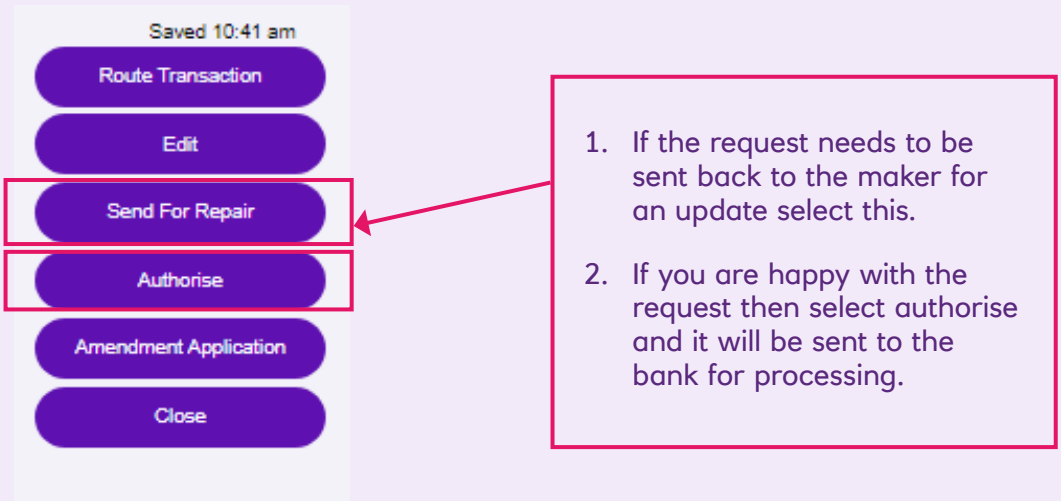
The Authoriser will need to go into the portal and select the below queue:



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.