New settlement instruction – Trade Loan

Tomorrow Begins Today

Ulster Bank

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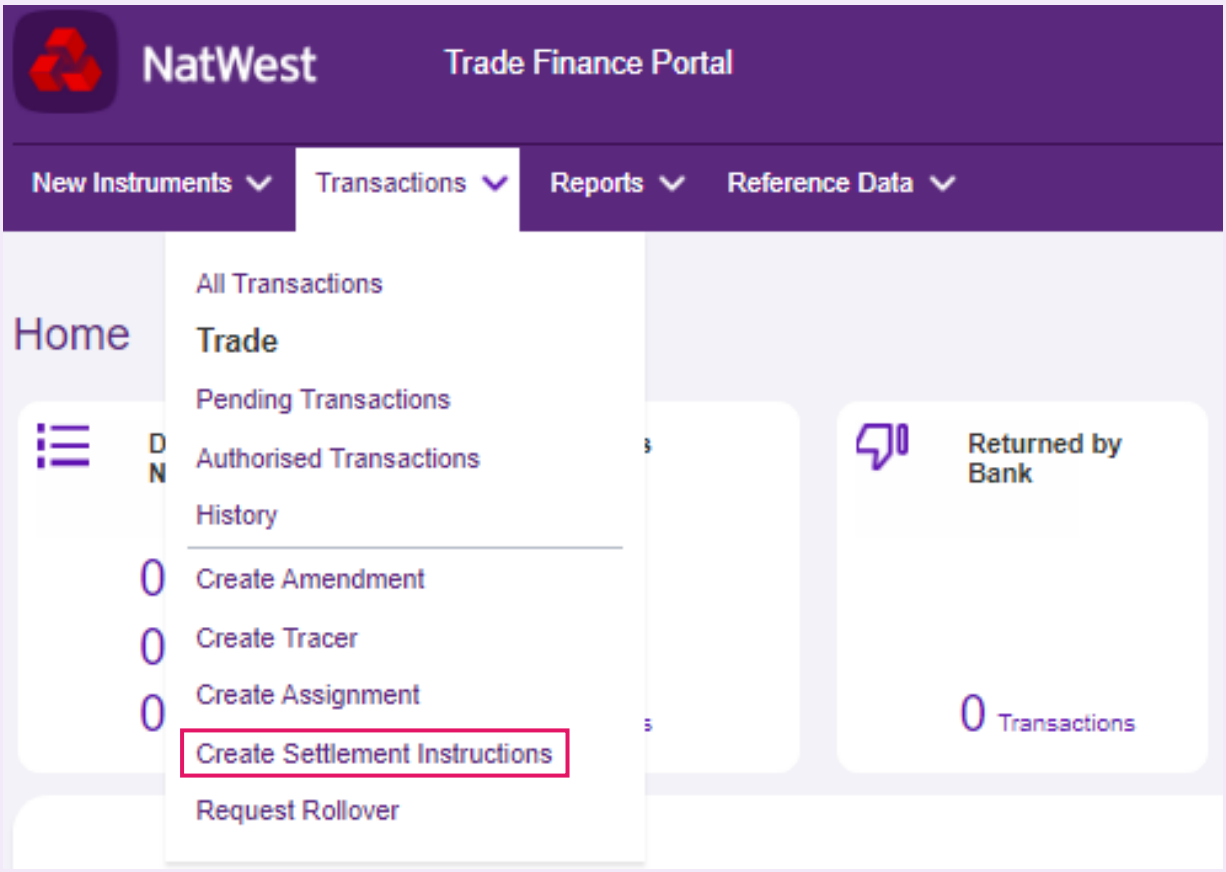
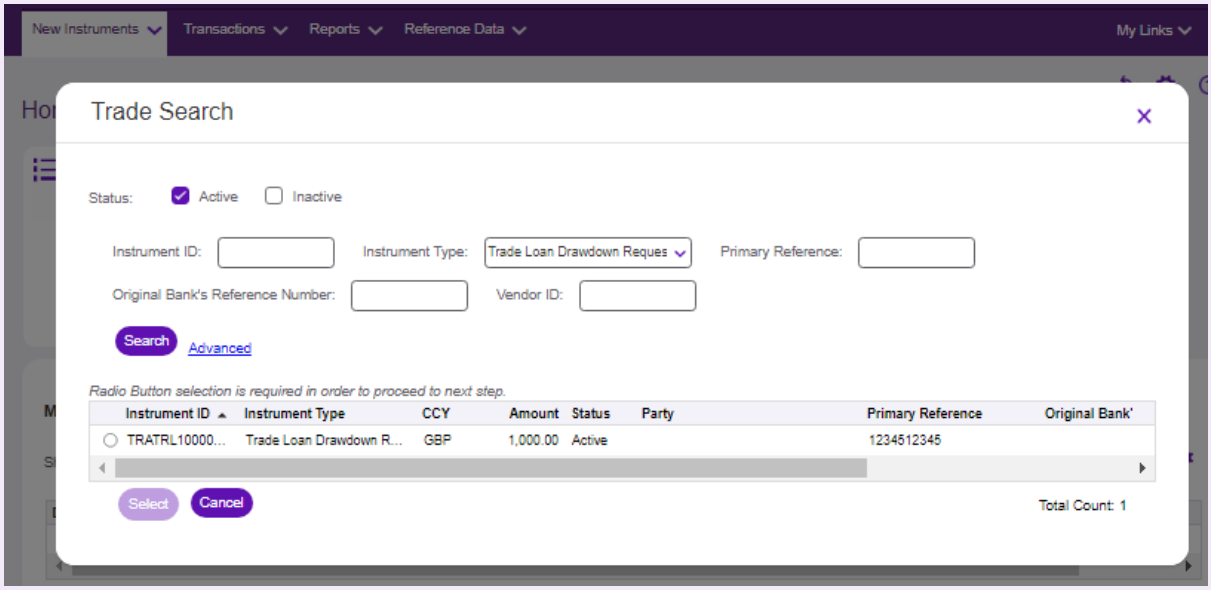
Introduction

Log into the Trade Finance Portal.

To initiate a new Trade Loan Settlement Instruction, from the home screen select ‘Transactions’ then ‘Create Settlement Instructions’:



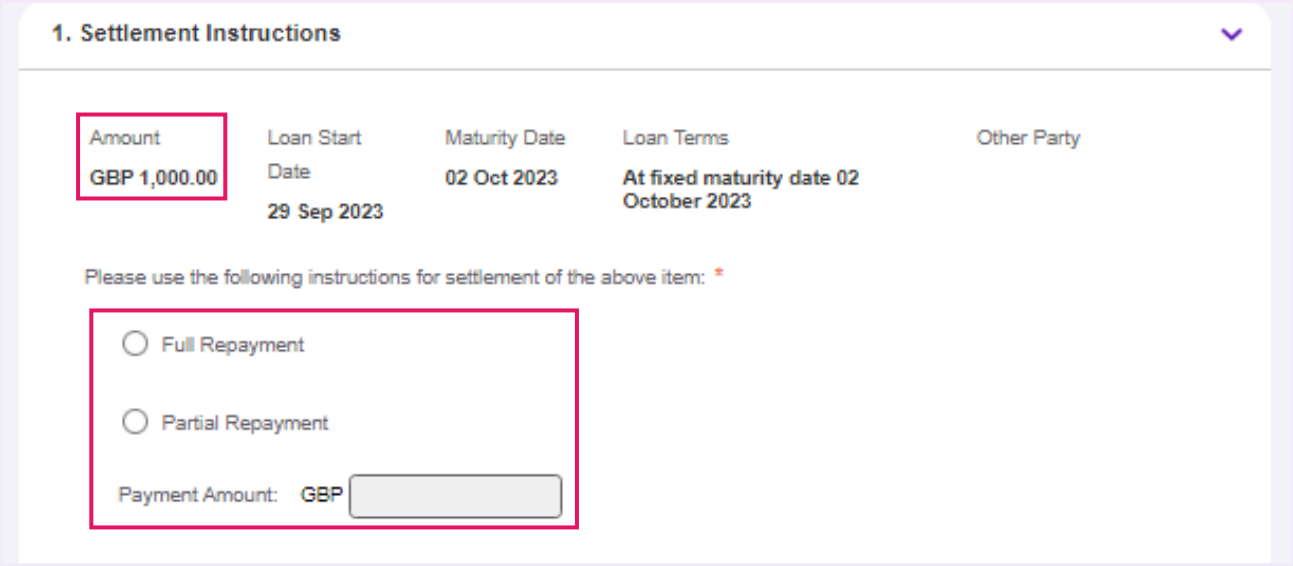
Then select Instrument Type “Trade Loan Drawdown Request”



Select the Transaction and click “Select”

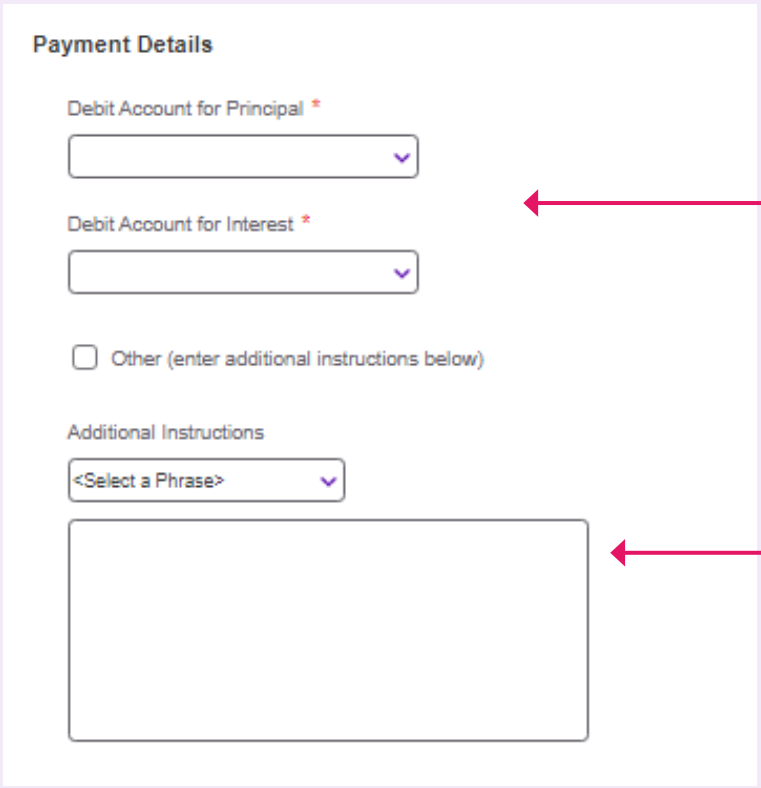
The instruction number is then shown below:

Settlement Instructions



You can then select one of two options, either a full repayment of the loan or a partial repayment and insert a value to be repaid.

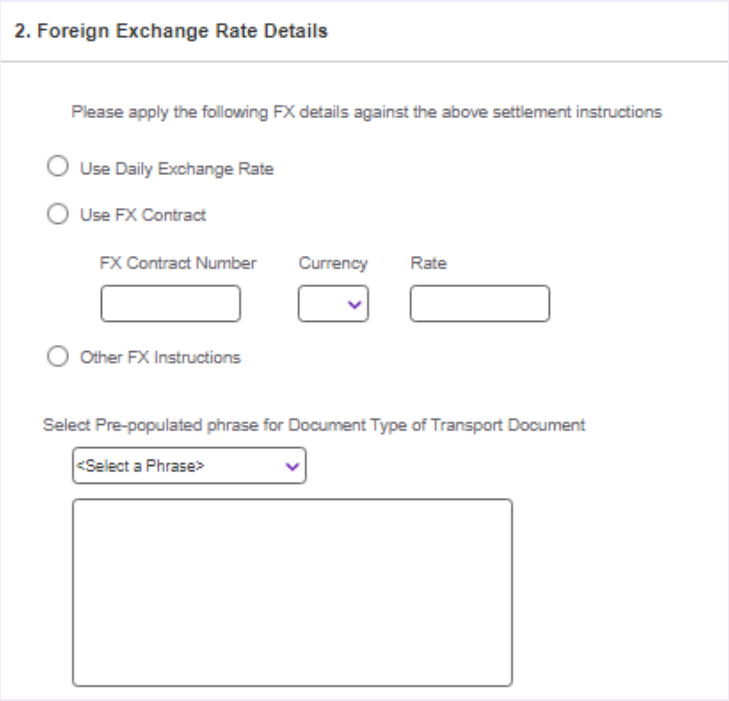
Under 'Amount', the value shown will always be the original loan amount.



Select the account for us to debit the repayment and interest.

If there are any additional instructions you need us to follow please insert within this field.

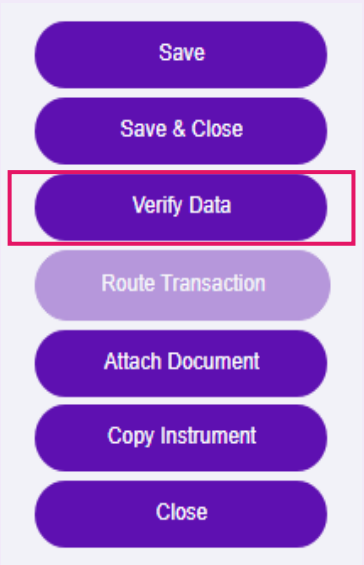
Foreign Exchange Rate Details



If there is a foreign exchange contract to be used in the repayment please insert the details above.

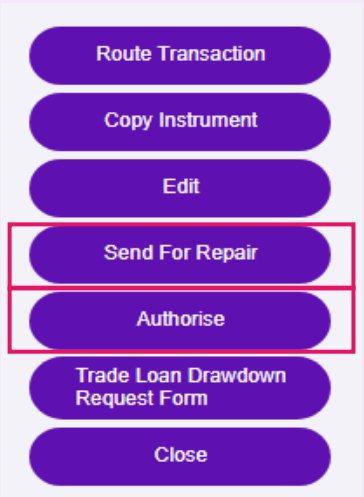
Authorisation

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'.



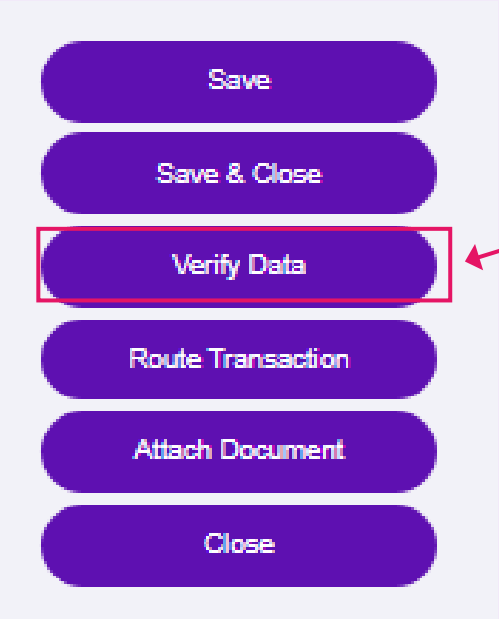
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

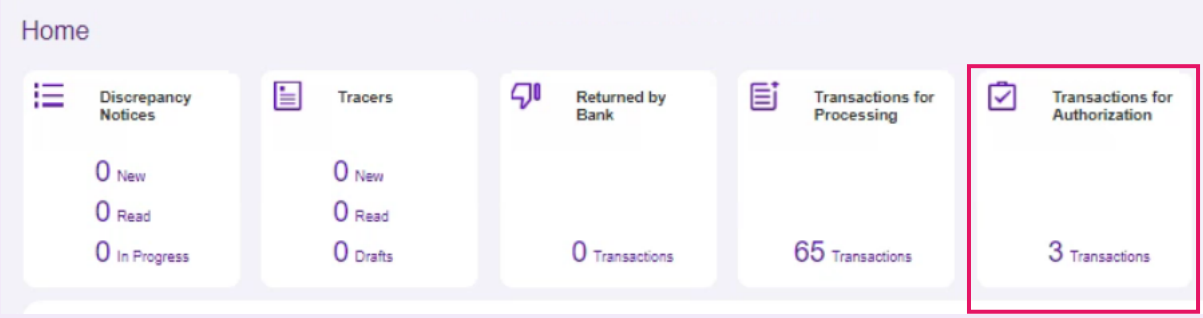


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

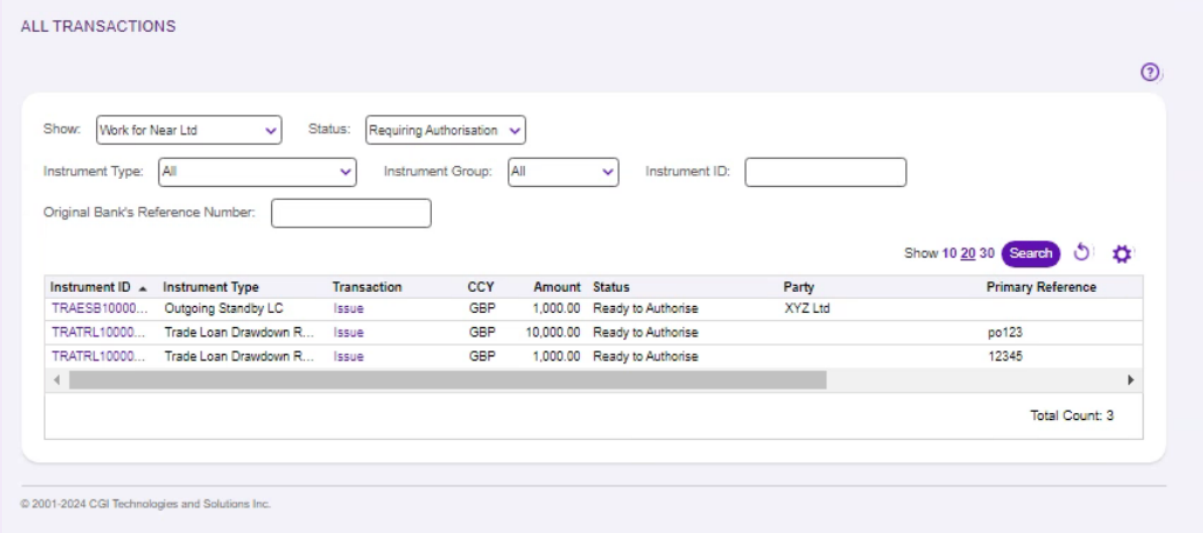
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

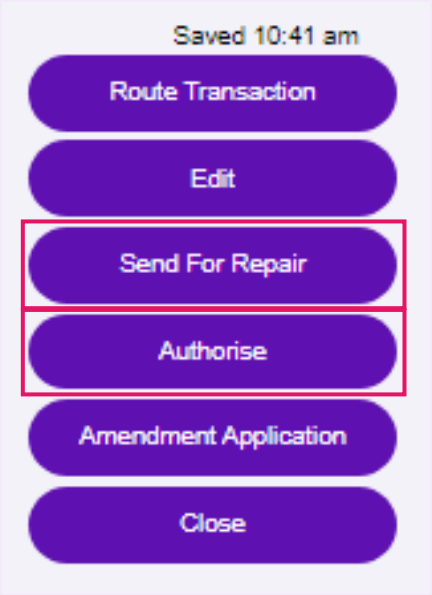
The Authoriser will need to go into the portal and select the below queue:



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.