New Instrument – Trade Loan Drawdown

Tomorrow Begins Today

Ulster Bank

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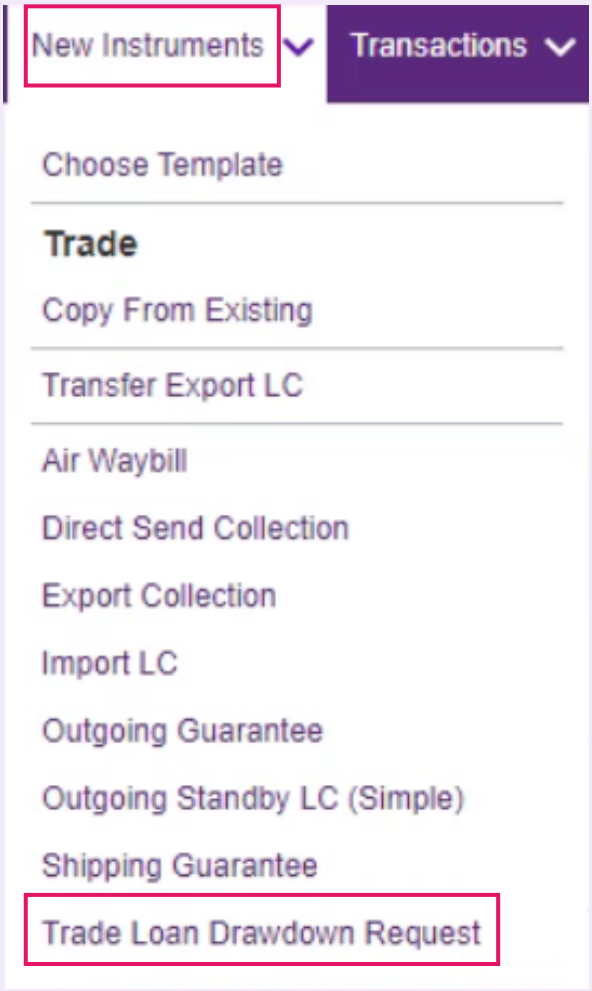
Introduction

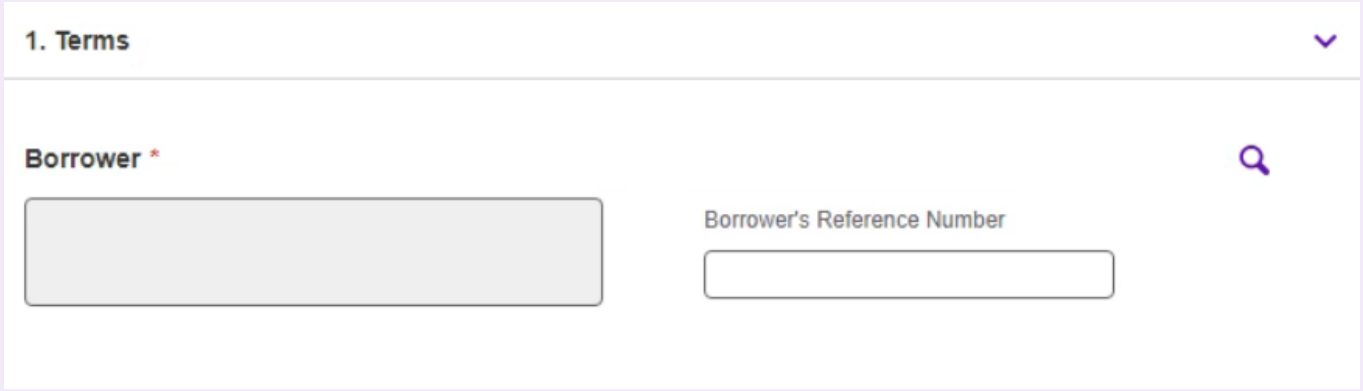
Log into the Trade Finance Portal.

To initiate a new Trade Loan Drawdown Request, from the home screen select 'New Instruments' then 'Trade Loan Drawdown Request':



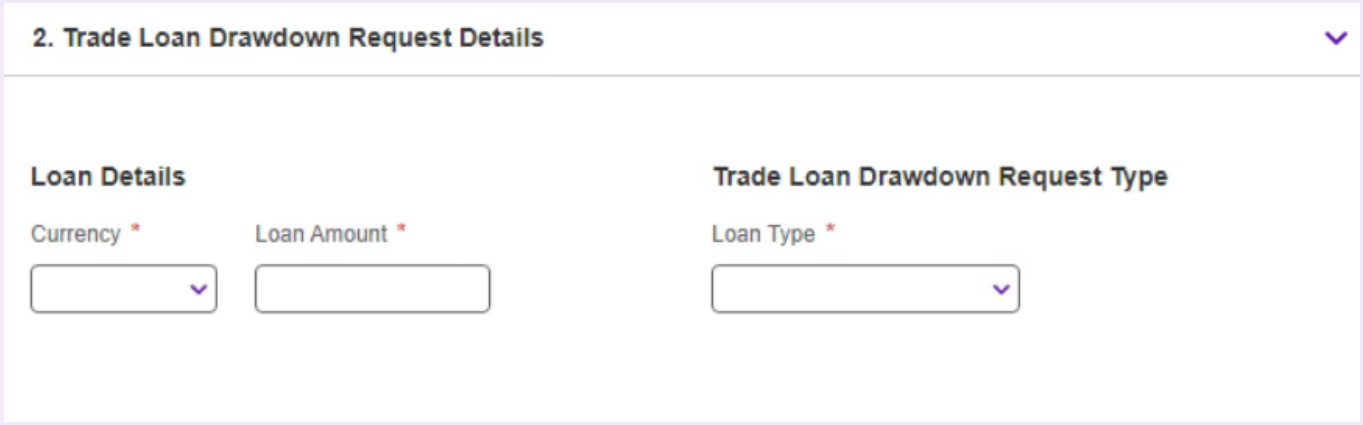
A unique transaction reference number will be applied:

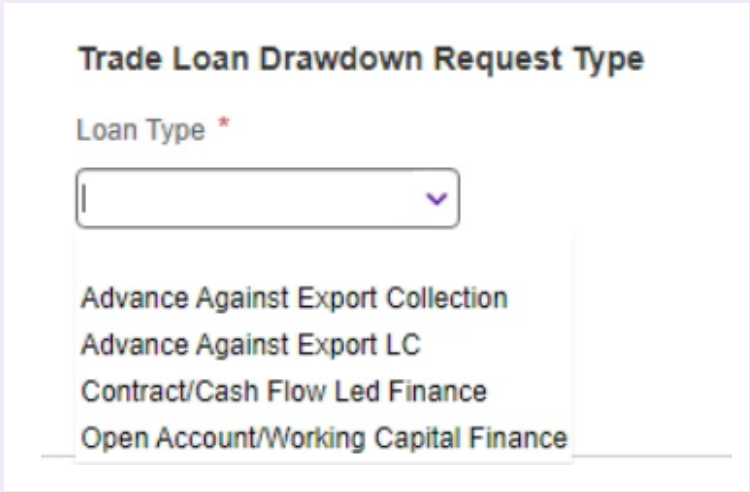
Borrower



If the borrower is a different party to yourselves, select the search option to select from your address book.

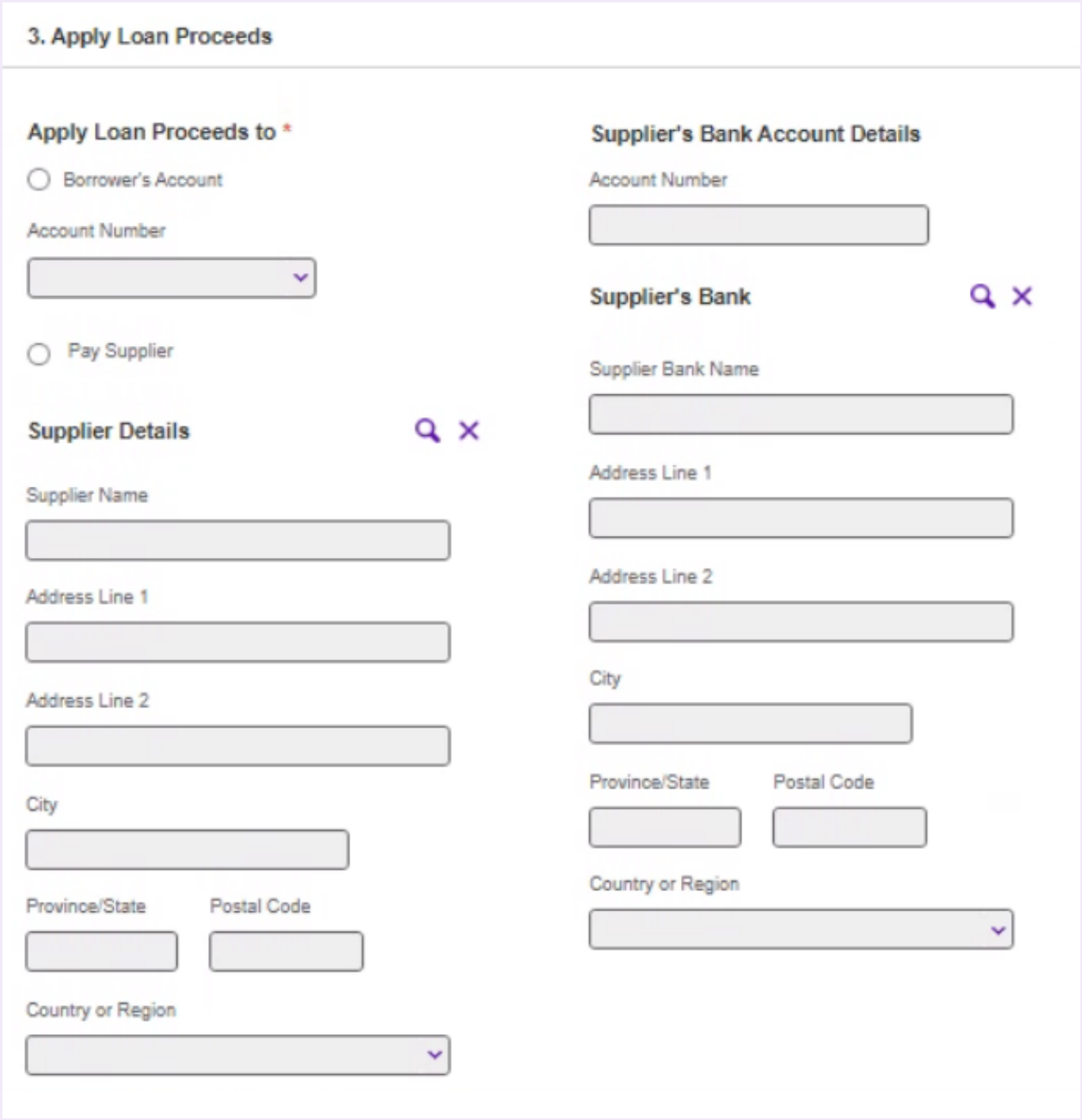
Trade Loan Drawdown Request Details





***** If requesting an Import LC or Import Collection this is to be done through the Instrument itself, please refer to guides for Import LCs & Import Collections. *****

Apply Loan Proceeds:

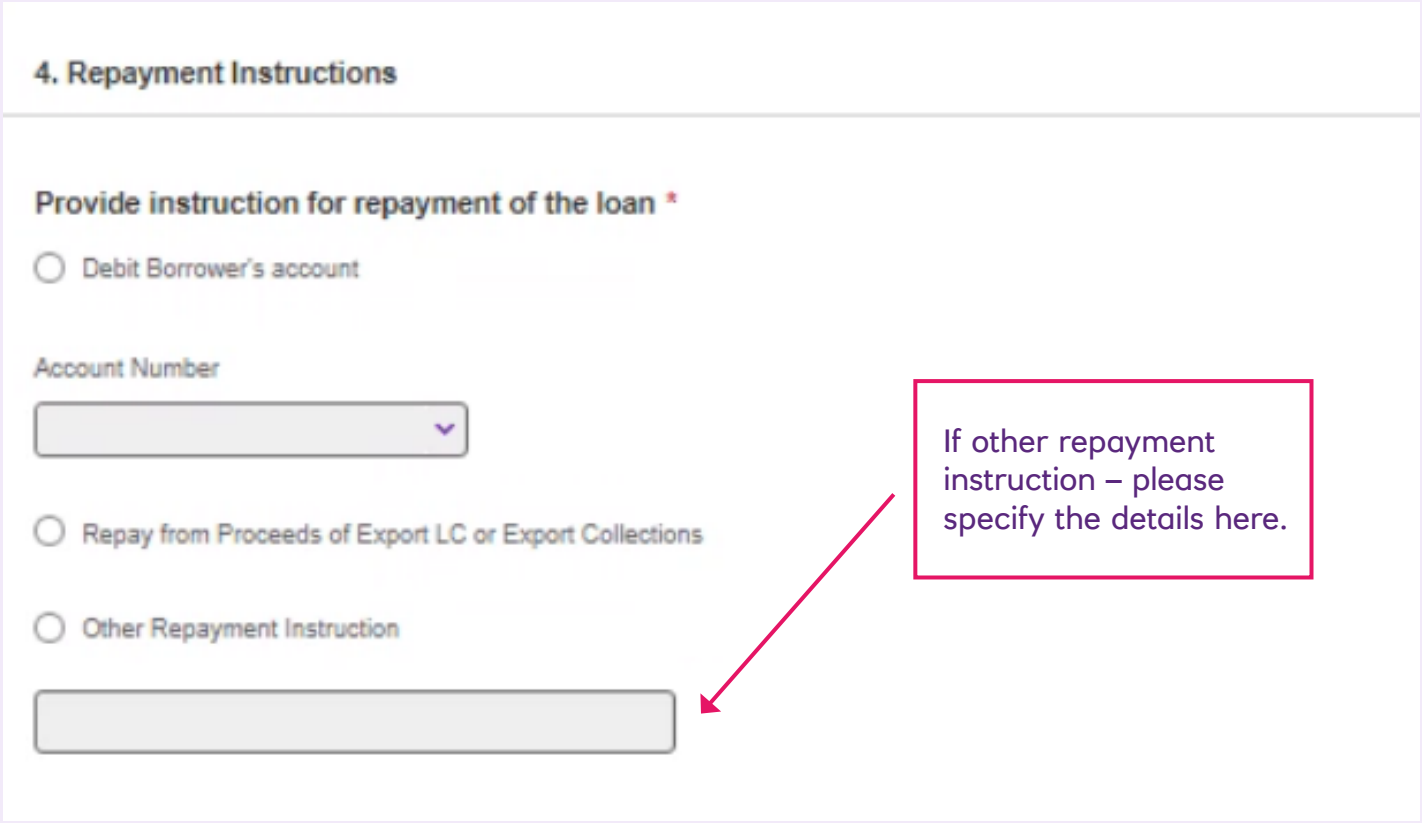


Supplier Bank Account details - Please include full account details or IBAN in section 7 (*Instructions to bank)* if the information required exceeds the available field. Please also include the Supplier Bank's Swift address.

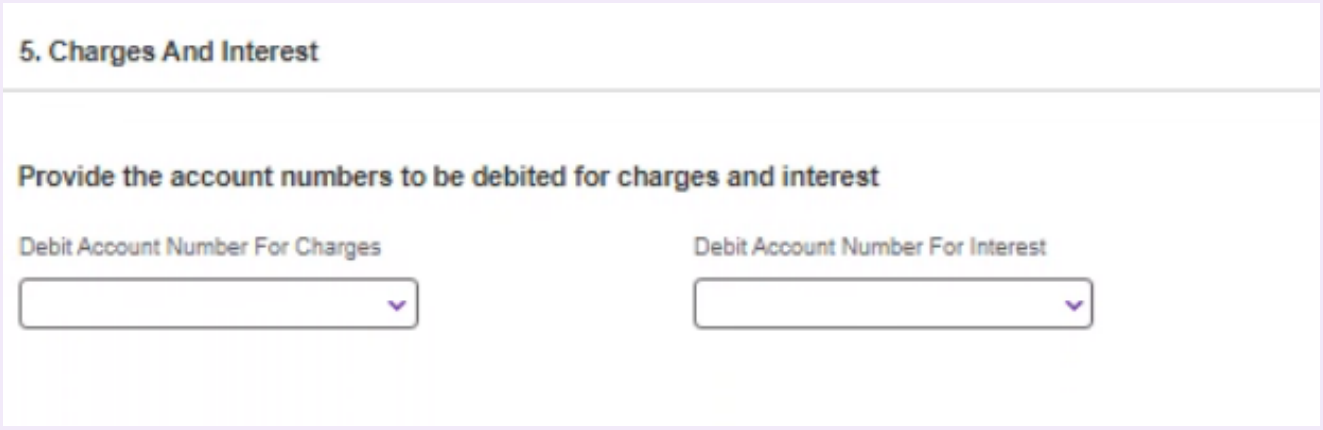
Also, for any payment to be made to an account not held with NatWest Group then please note the full IBAN and swift address in Section 7 (Instructions to bank).

If paying a third party, select 'Pay Supplier' and complete their details under 'Supplier's Details' and 'Supplier's Bank'.

Repayment Instructions

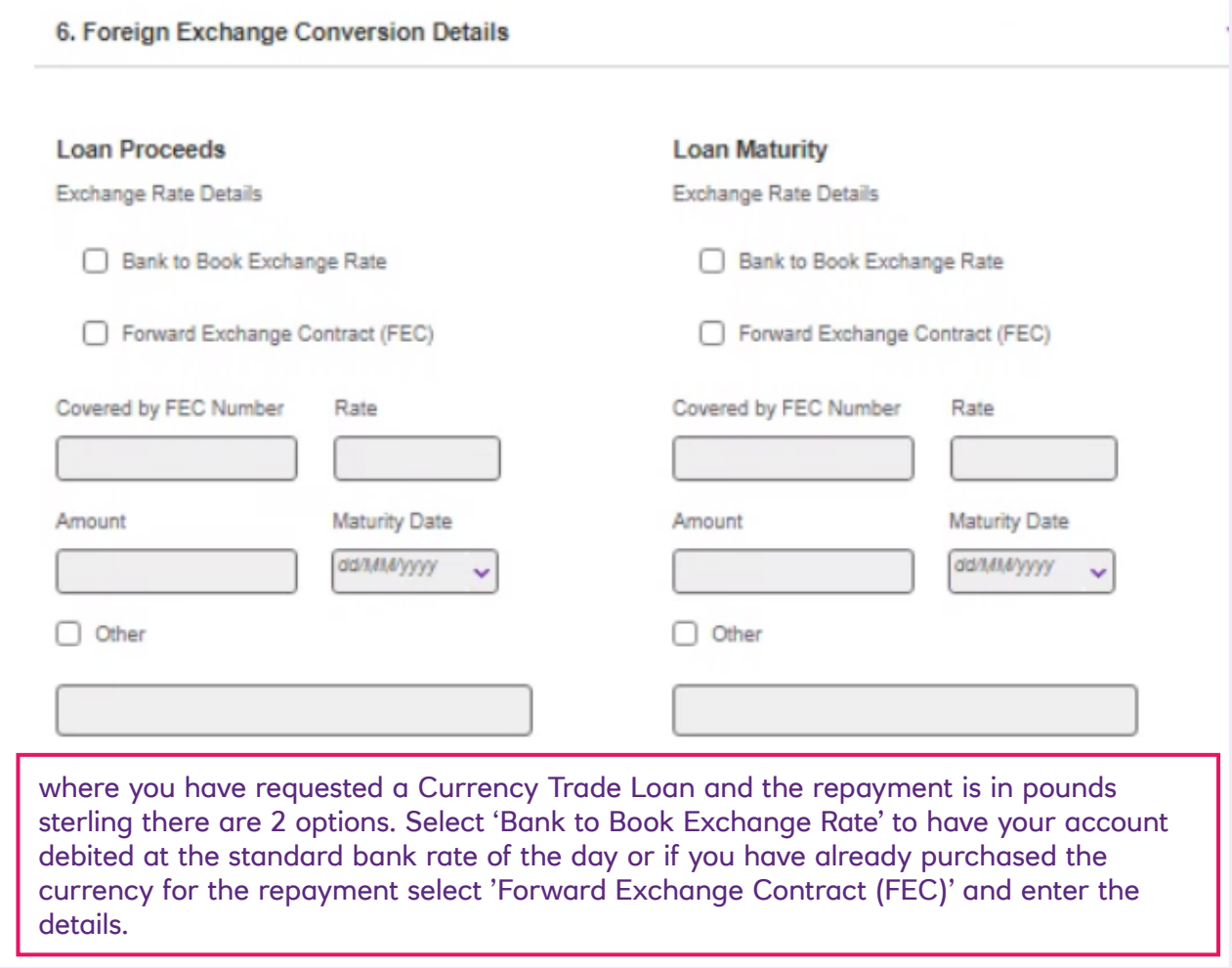


Charges and Interest



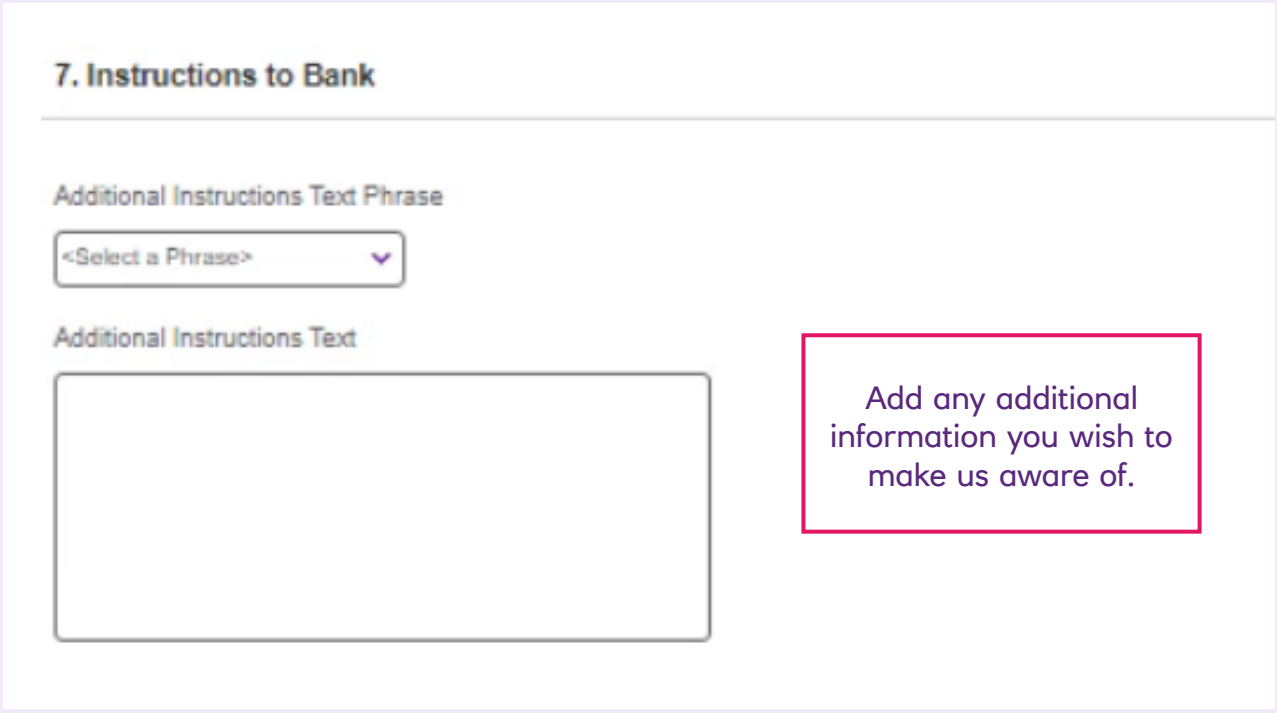
Select appropriate account for settlement of charges and interest.

Foreign Exchange Conversion Details



where you have requested a Currency Trade Loan and the repayment is in pounds sterling there are 2 options. Select 'Bank to Book Exchange Rate' to have your account debited at the standard bank rate of the day or if you have already purchased the currency for the repayment select 'Forward Exchange Contract (FEC)' and enter the details.

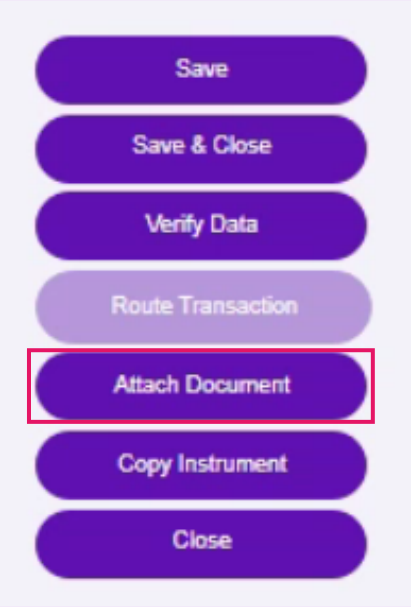
Instructions to Bank



Add any additional information you wish to make us aware of.

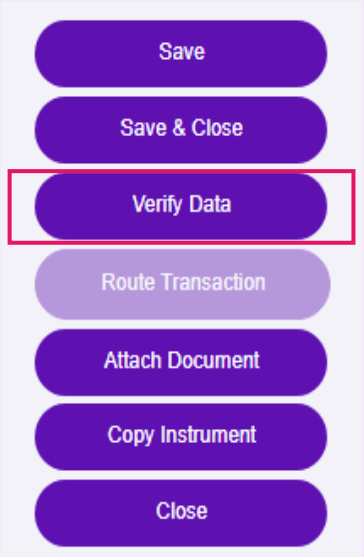
Required Paperwork

Please upload any documents required under your Trade Loan agreement using 'Attach Document'.



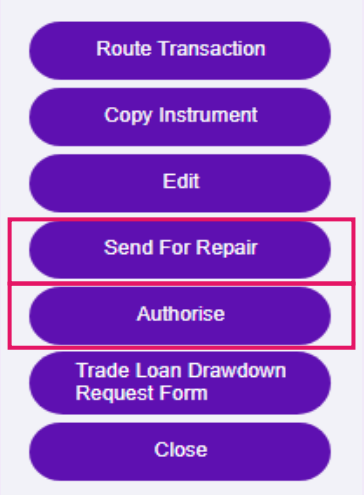
Authorisation

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'.



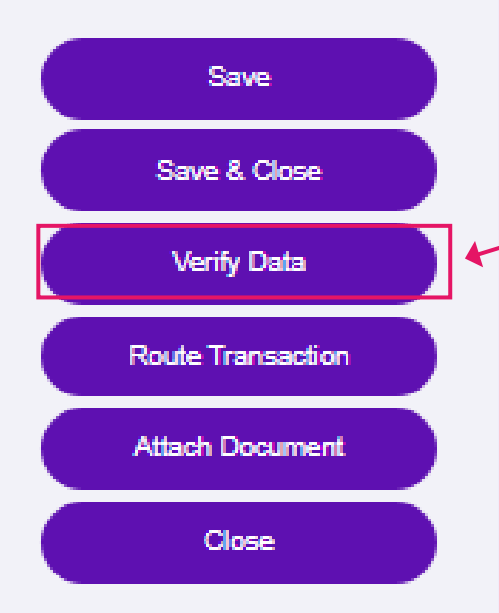
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

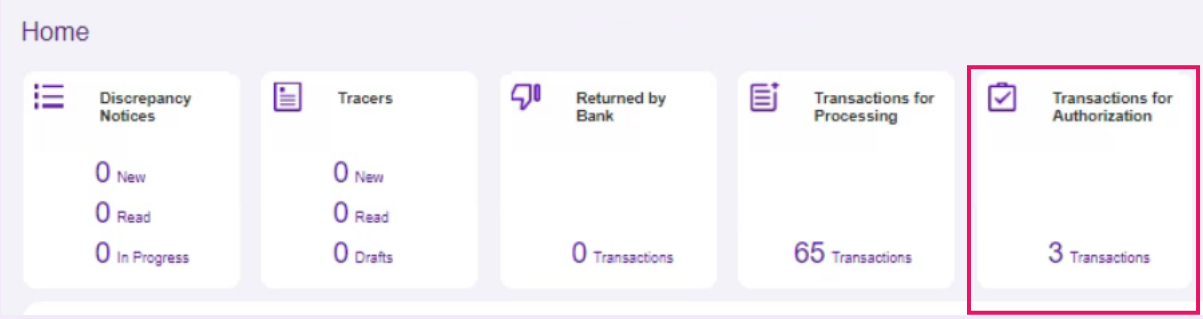


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

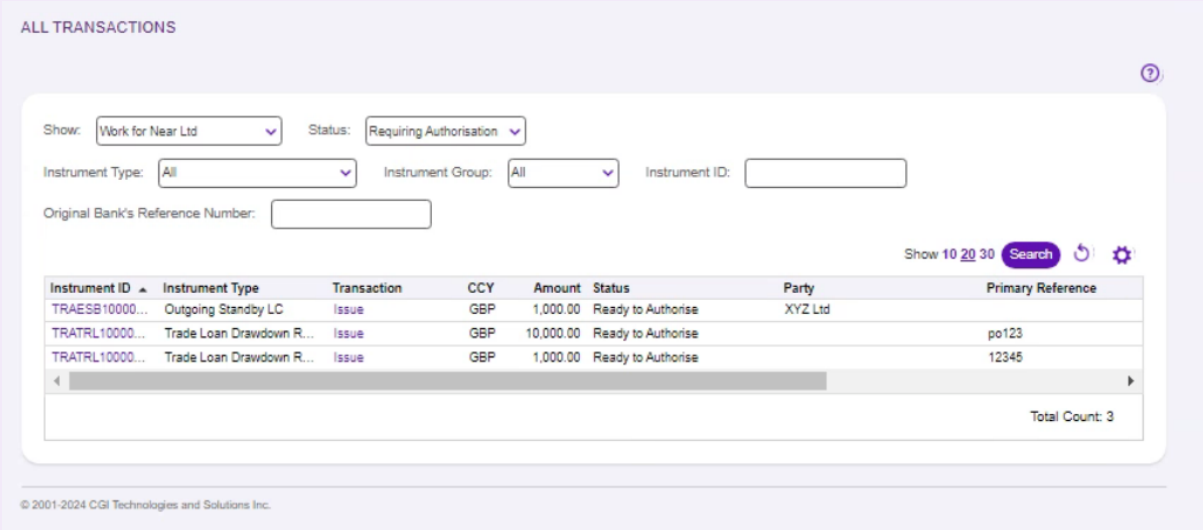
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

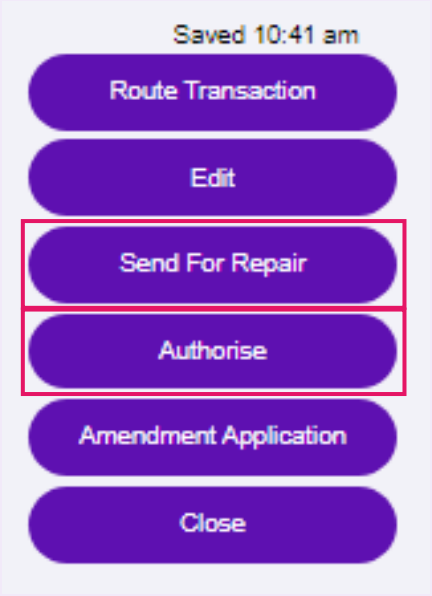
The Authoriser will need to go into the portal and select the below queue:



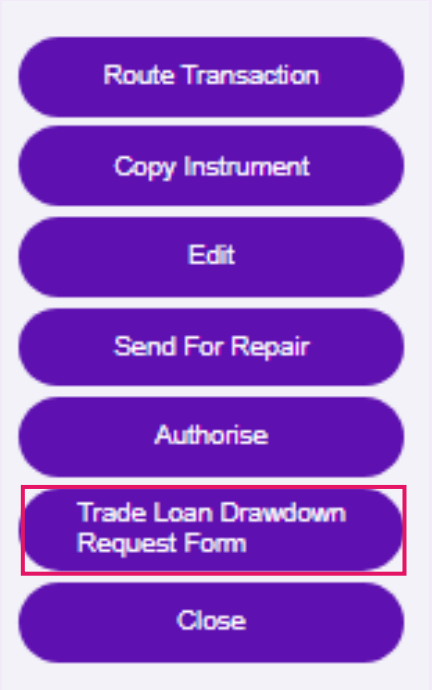
This will then take you to the below screen, where you will need to select the correct transaction:



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.



Should you need to see a draft version of the request you select “Trade Loan Drawdown Request Form”