New Instrument – Transfer Export LC

Tomorrow Begins Today

Ulster Bank

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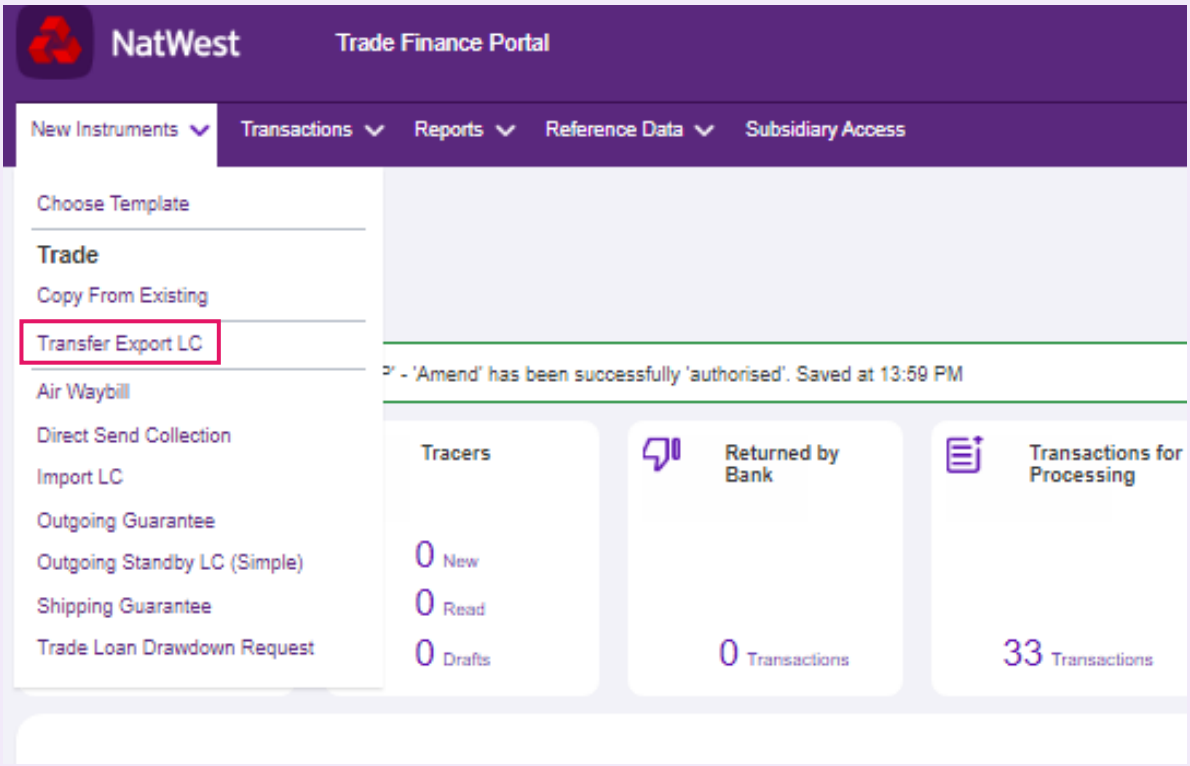
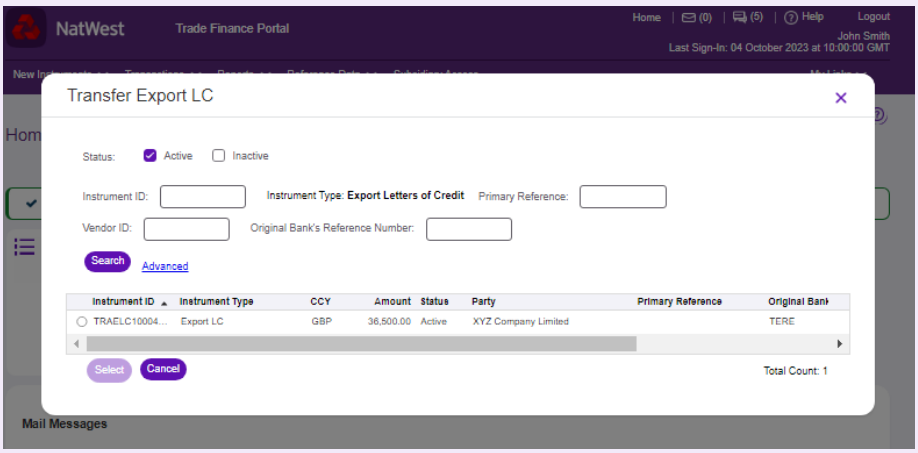
Introduction

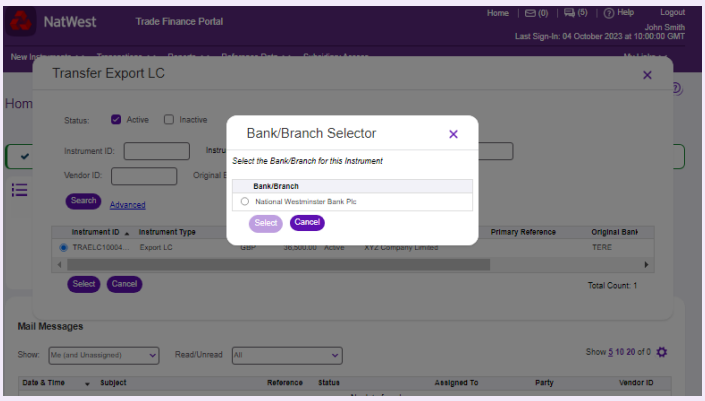
Log into the Trade Finance Portal.

To request a new Transfer Export LC, from the home screen select ‘New Instruments’ then ‘Transfer Export LC’:



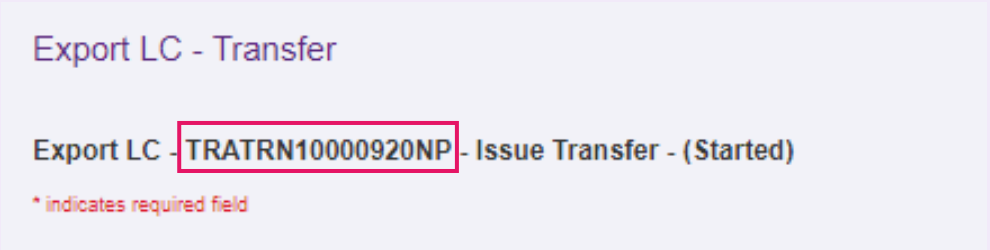
Select the transaction you wish to transfer:





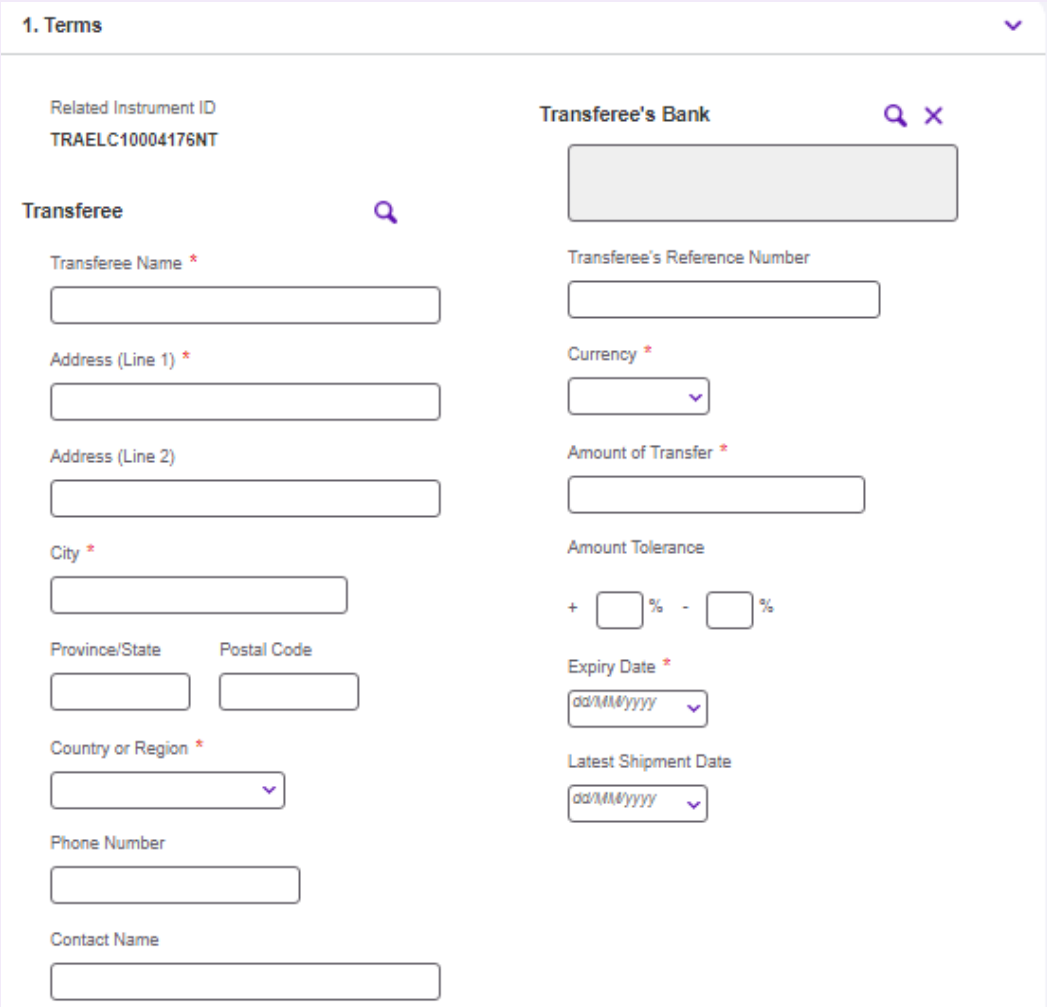
When prompted, select the appropriate brand – this should be the same as the current transaction.

The transaction reference is produced below:

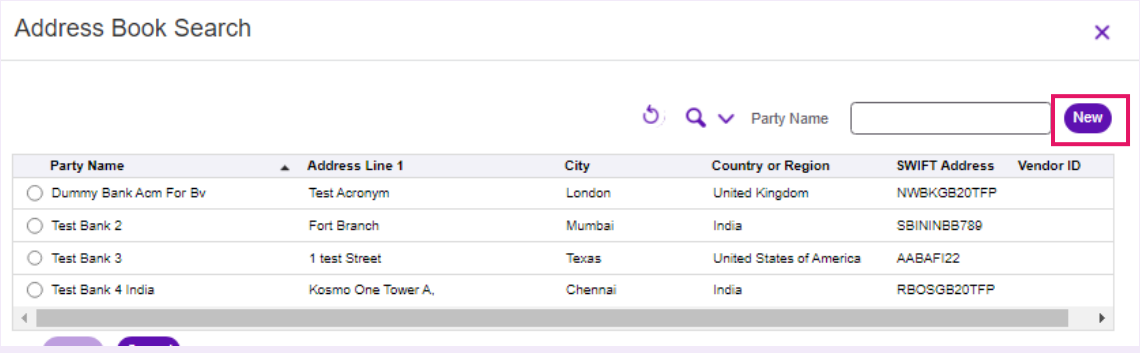


Terms

Complete the below fields:

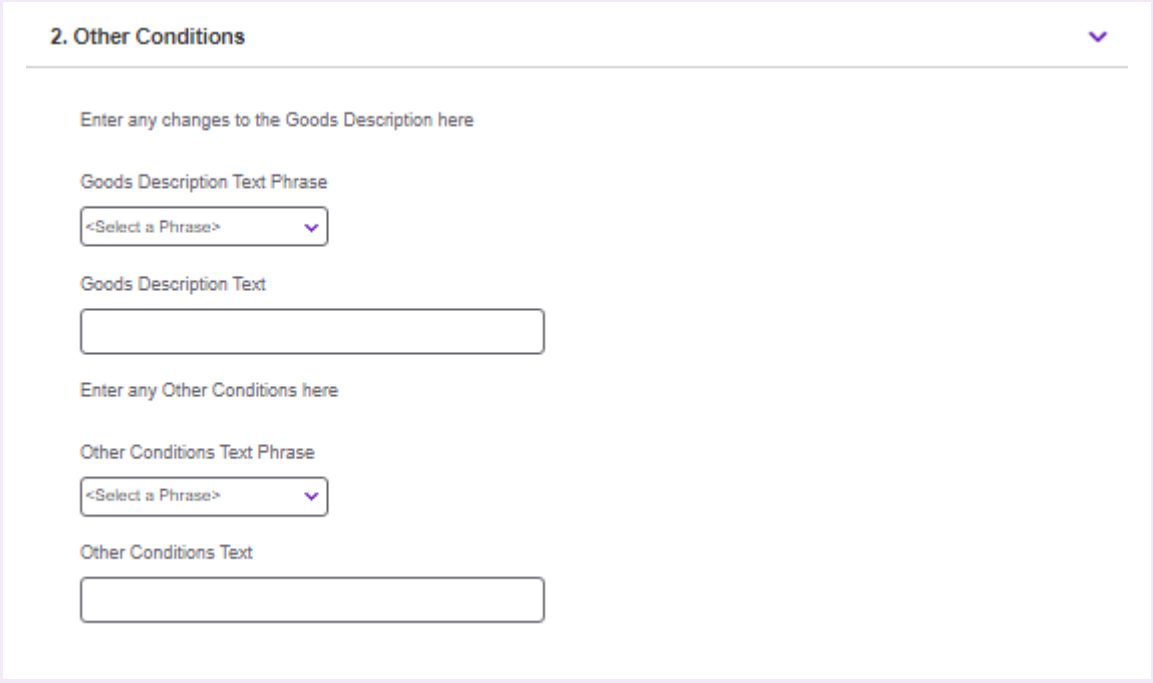


To insert the transferee's bank, select the search icon and select from the list. If the bank is not available then click on "New":



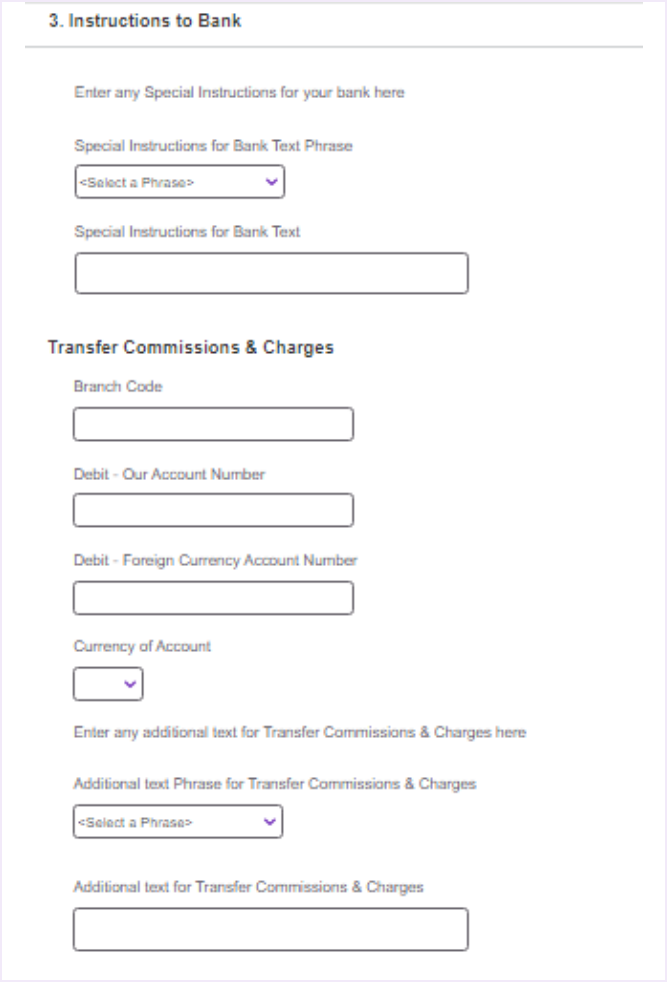
Other Conditions

Include the necessary changes to the goods, i.e. Unit Price or quantity etc.:



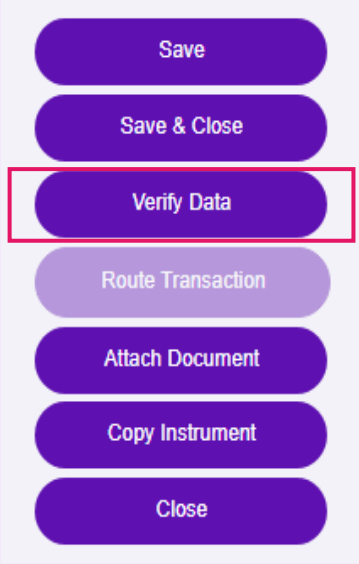
Instructions to Bank

Insert the account details that the bank should use to take charges for the transfer of the Export LC:



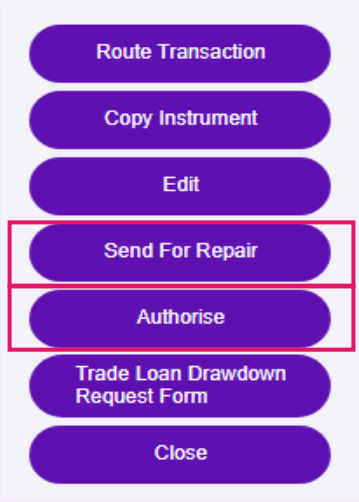
Authorisation

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'.



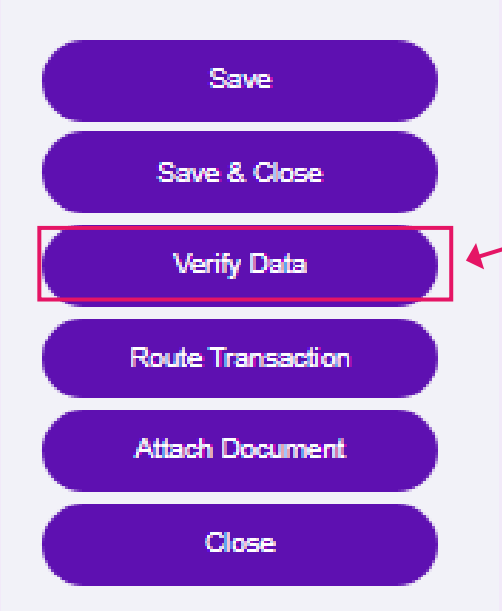
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

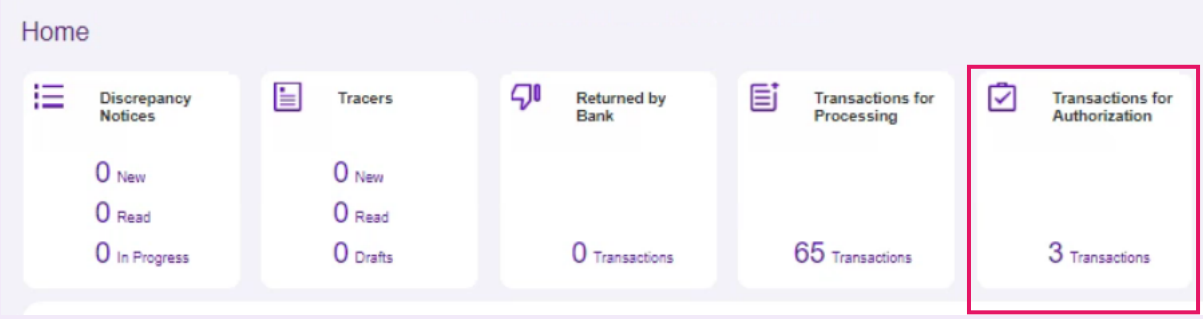


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

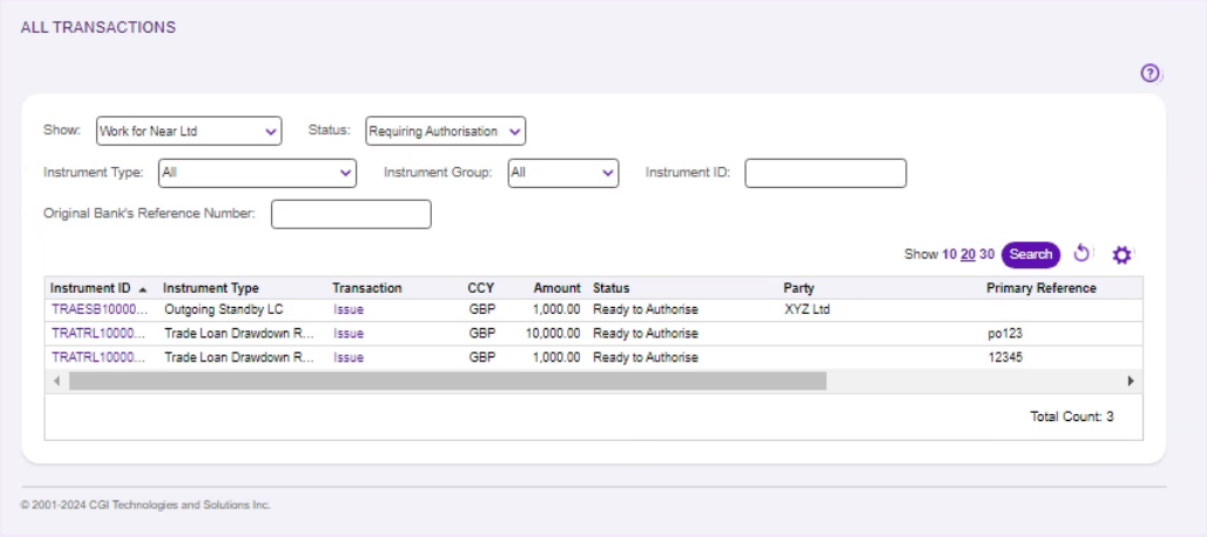
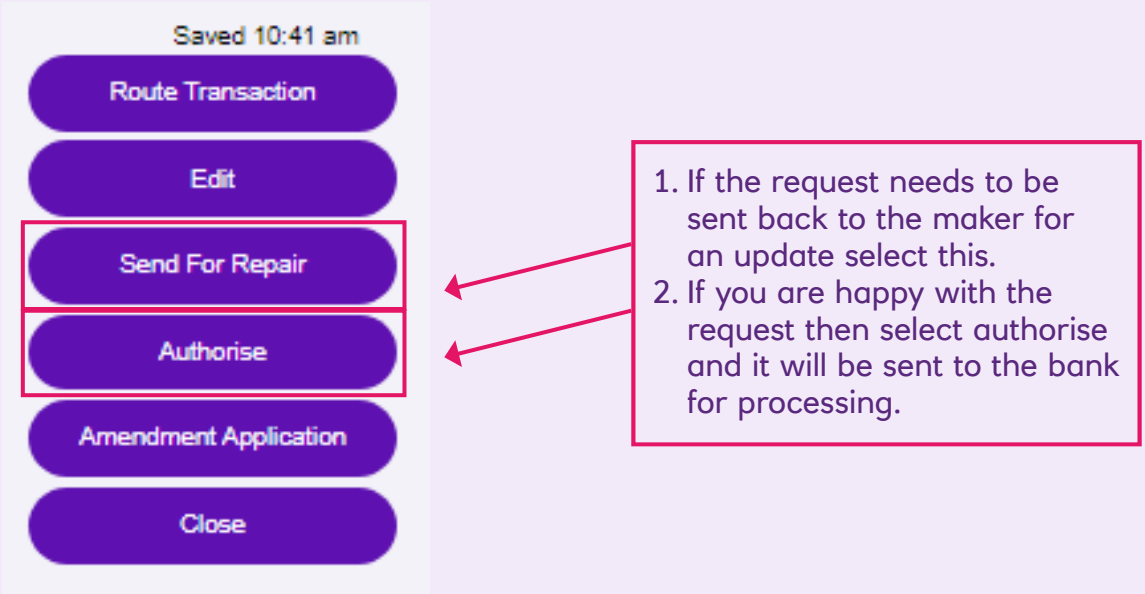
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

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.