UOB BIBPlus
Trade Finance Quick Guide

UOB 大华银行

Contents

1. Overview

UOB BIBPlus supports the following Trade transactions & services:

- Trade Bill Summary – Real-time Outstanding Trade Bills Enquiry
- Import Letter of Credit (LC) Issuance, Amendment and Cancellation
- Import Bill Notifications (LC, D/A, D/P) and Trust Receipt Financing
- Shipping Guarantee/Endorsement
- Banker's Guarantee (BG) Issuance, Amendment and Cancellation
- Financing Request - Import/Export Financing such as Clean Invoice Financing, Packing Credit, Freight Loan, Export Invoice Financing and Credit Bills Purchase
- Trade Advices – Download trade advice
- Alerts – Receive email alerts for transactions processed by the Bank or transaction-related events such as LC Expiry
- Factoring – Factoring reports enquiry

Note: For Trade transaction submission, you can do it anytime at any place subjects to bank's processing hours to process the request. Refer to Appendix for Trade Services – Processing Hours.

2. Subscribe BIBPlus Trade Service

2.1. How to apply

For new BIBPlus subscribers	
I have a UOB Bank Account and • All users can create and approve payments and user management transactions. • I want dual control for payments and user management transactions.	[Standard Registration Form] + [BIB Resolution Form] [Custom Express Registration Form] + [BIB Resolution Form]
For existing BIBPlus subscribers	
I would like to: • Add / Remove services • Add / Remove accounts linked to Business Internet Banking • Add / Remove / Amend users • Amend Transaction Approval Settings	[Service and User Maintenance Form]

2.2. User Access

Trade access are assigned to all users (Enquiry, Maker, and Authoriser) if your company subscribes for trade service.

Below access rights are required for accessing Trade Services. Company Administrator is able to enquire individual users' role assignment under **Administration** > **User Management > Profile**

Roles	Roles Description
01 All Trade – Transact	Allow User to Enquire & Transact the following products 1) Trade Bill Summary 2) Import Letter of Credit (LC) Issuance, Amendment and Cancellation 3) Import Bill Notifications (LC, D/A, D/P) including Trust Receipt Financing 4) Shipping Guarantee/Endorsement 5) Banker's Guarantee (BG) Issuance, Amendment and Cancellation 6) Financing Request
01 All Trade – View	Allow User to Enquire the following products 1) Trade Bill Summary 2) Import Letter of Credit (LC) Issuance, Amendment and Cancellation 3) Import Bill Notifications (LC, D/A, D/P) including Trust Receipt Financing 4) Shipping Guarantee/Endorsement 5) Banker's Guarantee (BG) Issuance, Amendment and Cancellation 6) Financing Request

3. How it works in each roles?

3.1. Maker

You can create a transaction from the following options under each of the products you selected from Top menu > **Trade Services**,

- Create New Transaction – Create a transaction from scratch.
- Create From Template – Create a transaction from previously saved templates.
- Copy From Past Transaction – Create a transaction from previously processed transactions.

You can amend the transaction by accessing Edit Transaction menu. For transactions that you have submitted for authorisers' approval but haven't yet been released to bank, you can still amend the transaction. Transaction has to be approved again by the required authorisers.

3.2. Authoriser

You can approve pending authorise transactions from Top menu > **Account Services** > **Transactions and Reports** > **To Do List**

		BIB Ref	Product	Product Type	Customer Ref	Ccy	Amount	Maturity Date	Counterparty	Account Number	Status	Audit Trail
☐		FT16050000364472	Fund Transfer	FAST/GIRO Single Payment		SGD	10,000.00	20/06/2016	ABC Company	1013203739	Pending (Authorise)	
☐		FT16050000368247	Fund Transfer	FAST/GIRO Single Payment		SGD	10,000.00	27/06/2016	ABC Company	1013203739	Pending (Authorise)	
☐		FT16054722470447	Fund Transfer	FAST/GIRO Single Payment		SGD	10,000.00	27/06/2016	ABC Company	1013203739	Pending (Authorise)	
☐		FT16050000524359	Fund Transfer	FAST/GIRO Single Payment		SGD	10,000.00	28/06/2016	ABC Company	1013203739	Pending (Authorise)	

Step 1: Select transactions you want to approve from the Checkbox.
Step 2: Click Submit to approve.

If you want to review the transaction details before authorise, Click Padlock to access transaction to review and approve it individually.

Note: Click Edit, you will be able to amend the transaction. Once you confirm the changes, the transaction has to be approved again by the required authorisers. Click Audit Trial, you can access transaction audit log to view who had created, amended and approved the transaction with Date/Time stamp.

Alternatively, you can approve pending authorise transactions from each of the product menus or from transaction enquiry menu. For example,

- Trade Services > Import Letter of Credit > Pending LCs, OR
- Pending transaction menu (Account Service > Transactions and Report > Pending Transaction), OR
- Transaction Search menu (Account Service > Transactions and Report > Transaction Search)

	BIB Ref	Type	Ccy	Amount	Customer Reference	Last Modified Date	Expiry Date	Beneficiary / Counterparty	Status	User Name	Audit Trail
	LC16070000667877	New	SGD	10,000.00	1CMLC576	18/07/2016	20/07/2016	ABC Company	Pending (Authorise)	Maker	
	LC16070000728937	New	SGD	10,000.00	1CMLC576	25/07/2016	25/07/2016	DEF Company	Incomplete (Draft)	Maker	

Click Padlock to access transaction to review and approve it individually.

Note: Click Edit, you will be able to amend the transaction. Once you confirm the changes, the transaction has to be approved again by the required authorisers. Click Audit Trial, you can access transaction audit log to view who had created, amended and approved the transaction with Date/Time stamp.

3.3. Enquirer, Maker, Authoriser

All users are able to enquire trade transactions and access related advices under Transaction's Consolidated Summary.

You can access Consolidate Summary from each of the product menus. For example, Trade Services > Import Letter of Credit > Processed LC

Select the letter of credit you would like to enquire, click <u>Folder</u> to access consolidated Summary.

Summary of Letter of Credit as well as Beneficiary Details are displayed. It also lists down all transaction records related to the Letter of Credit you've selected.
- You can enquire and download transactions and/or advices by clicking **Last Updated Date**.
- You can download supporting documents you have uploaded related to this LC under **List of attachments**.
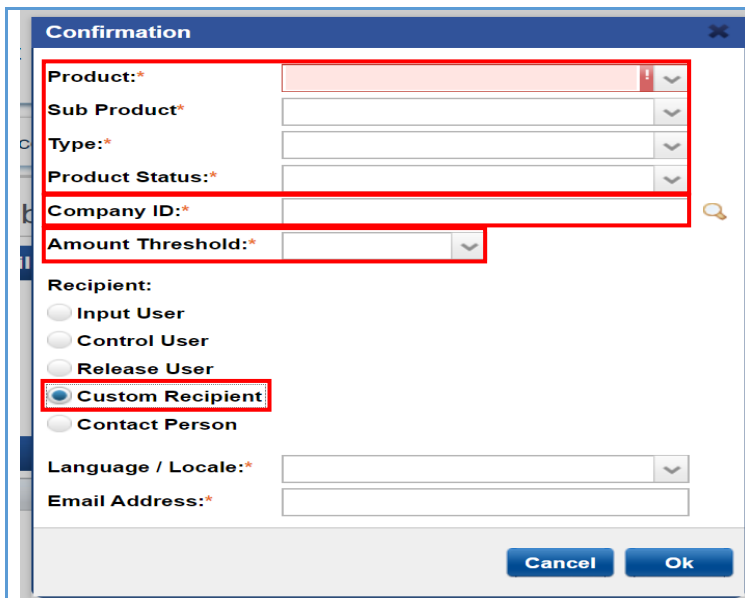- You can initial new transaction from this LC under **Actions**.

3.4. Administrator

Company Administrator is able to setup email alerts base on transaction status or transaction milestone date under Alerts Management.

Company Administrator select from Top Menu > **Administration** > **Alerts Management**

- **Submission** – Alerts you if transaction is processed or rejected by bank.
- **Calendar** – Alerts you before/after transaction milestone date.
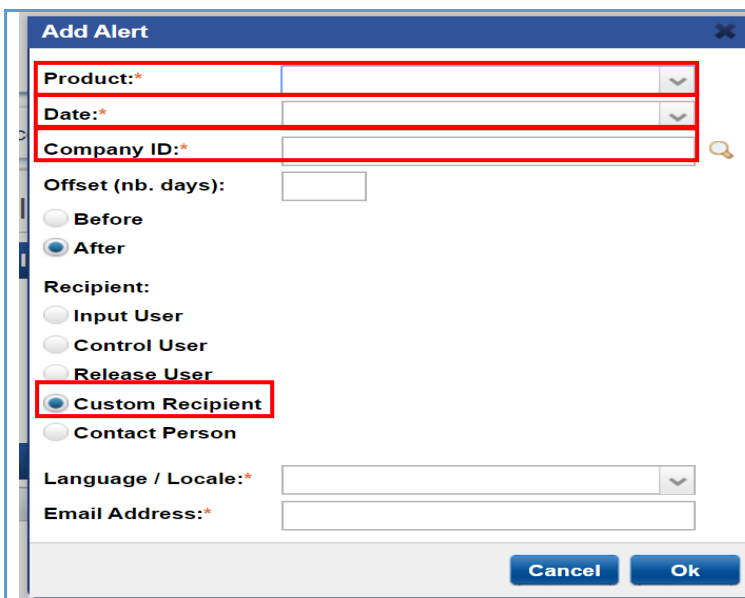
Submission Alert

Step 1: Select "*" from the dropdown menu if you would like to be alerted for all type of transactions regardless transaction status. Otherwise, select respective product and status that you would like to be alerted from the dropdown menu.

Step 2: Select "Company ID" from the lookup icon to setup alerts for specific company.

Step 3: Select "Custom Recipient" to specify the preferred language and email Address.

Step 4: Click "Ok" to confirm the setup.

Calendar Alert

Step 1: Select "Product" that you would like to be alerted from the dropdown menu. (Eg, Import Letter of Credit or Financing Request)

Step 2: Select milestone date you would like to be alerted (Eg, Maturity Date of LC). You can indicate offset date if you want to be notified X days before/after the milestone date.

Step 3: Select "Company ID" from the lookup icon to setup alerts for specific company.

Step 4: Select "Custom Recipient" to specify the preferred language and email Address.

Step 5: Click "Ok" to confirm the setup.

Note: Refer to Appendix for list of Submission Alert product status and Calendar Alert Date available for Alert setup.

4. Trade Finance Functionality

4.1. Trade Bill Summary

You can enquire Real-Time Outstanding Trade Bill and access it's related advices regardless transaction is submitted online or over the counter.

Note: For bills are no longer outstanding and unavailable under trade bill summary, you can enquire past transaction from individual product menu to locate the transaction and access its related advices.

You can access **Trade Bill Summary** from Top menu **Account Service** > **Trade Bill Summary**

Trade Bill Summary

| Group ID: | XYZCompany | | Trade Bill Description | |
| Company ID: | | | | |

Search Options

Search

Download File

1 - 6 of 6 items   10 | 25 | **50** | 100

Trade Bill Description	Currency (Base)	Outstanding amount	Number of items
Company:RC1990 R Letter of Credit Creation	SGD	3,988,543.00	5
Banker Guarantee	SGD	88,705,157.16	4
Export Loan	SGD	16,000.00	4
Foreign Cheque	SGD	32,000.00	6
Inward Bill (Sight/Term)	SGD	818,204.30	14
Inward Bill for Collection	SGD	1,198,923.81	22

Step 1: Click Search to enquire Real-Time Outstanding Trade Bills. Outstanding Trade Bills will be listed on screen.

Step 2: Click Trade Bill Description to drill down Outstanding Trade Bills detail by product selected.

Outstanding Trade Bill List – Letter of Credit Creation

Group ID:	XYZCompany	Outstanding Amount(in Base):	SGD 3,988,543.00
Company ID:	RC199015250R	No. of Items:	5
Trade Bill Description:	Letter of Credit Creation		

RC199015250R-Letter of Credit Creation

1 - 5 of 5 items   10 | 25 | **50** | 100

Bank Reference	Related Reference No.	Bill Currency	Bill Outstanding Amount	Beneficiary	Expiry Date
1CMLC564306		SGD	980,000.00	ABC Company	17/05/2016
1CMLC564307		SGD	100,000.00	ABC Company	31/05/2016
1CMLC564308		SGD	242,343.00	ABC Company	12/06/2016
1CMLC564309		SGD	1444,000.00	DEF Company	23/06/2016
1CMLC564310		SGD	1222,200.00	DEF Company	30/06/2016

Back To Trade Bill Summary

Export

Outstanding Trade Bills of specific product (Eg, LC) will be listed.

Step 1: Click Bank Reference to drill down individual transaction detail.

Note: You can click Export to output transaction listing into PDF.

Trade Bill Details – Letter of Credit Creation

General Details

Group ID:	XYZCompany	Application Date:	10/05/2016
Company ID:	RC199015250R	Open Date:	10/05/2016
Beneficiary:	ABC Company	Expiry Date:	17/05/2016
		Transshipment:	ALLOWED
		Partial Shipment:	ALLOWED
BIB Ref:	1CMLC564306		
Bank Reference No.:	1CMLC564306		
Transaction Amount:	SGD 980,000.00		
Bill Outstanding Amount (Bill Currency):	SGD 980,000.00		
Bill Outstanding Amount (Base Currency):	SGD 980,000.00		
Back To Outstanding Trade Bill List			

Export

Trade Bill Details of the selected bill will be listed.

Step 1: Click **Bank Reference** to access Consolidated Summary where you can obtain related advices.

Note: You can click Export to output transaction detail into PDF.

Consolidated Summary

Actions

Initiate a new application from this transaction
Amend this transaction
Message to the bank
Initiate a new SG from this transaction

Import Letter of Credit

BIB Ref:	LC16080000386418
Bank Reference:	1CMLC576801
Company ID:	RC199015250R
LC Amount:	SGD 1,053.00
Outstanding Amount:	SGD 1,053.00

Applicant Details

Name and Address:	XYZ Company
	Unit 88
	XYZ Road
	SINGAPORE
Bank Name:	UOB Singapore
Issuer's Ref:	0000000001000000036

Beneficiary Details

Name and Address:	ABC COMPANY
	Unit 88
	ABC Road
	SINGAPORE

1 - 4 of 4 items   10 | 25 | **50** | 100 |◀ ◀ [1] ▶ ▶|

Last Updated Date	Type	Status	Topic:	IB Reference	Ccy	Amount	
03/08/2016	New	Processed	LC New		SGD	10,000.00	👥
03/08/2016	Reporting	Updated	LC ORG DR ADVICE				👥
03/08/2016	Reporting	Updated	LC AIRMAIL				👥
03/08/2016	Reporting	Updated	MT705 BRIEF CABLE (BA)				👥

Pending Transactions

1 - 3 of 3 items   10 | 25 | **50** | 100 |◀ ◀ [1] ▶ ▶|

	Type	Status	Ccy	Amount	Input
📝	Message Correspondence	Incomplete (Draft)			27/08/2016
📝	Message Correspondence	Incomplete (Entry)			27/08/2016
📝	Amend Terms	Incomplete (Draft)			27/08/2016

List of attachments

	Title	File Name	Status
📄		TTPayment6.txt	Incomplete

On Consolidated Summary screen, transactions and advices related to the bill will be listed. You can refer to Topic column to identity the transactions and advices you would like to enquire. For this case, Debit advice for LC issuance and Pre-Advice of LC (MT705) is available for downloading.

4.2. Import Letter of Credit

How do I Apply, Amend or Cancel Letter of Credit?

You can access **Letter of Credit** related transactions from main menu **Trade Services** > **Import Letter of Credit**

- Apply a New Letter of Credit

To Create a New Letter of Credit, you can select Create Letter of Credit to initiate a new transaction from below Options

- Create New LC – Create a LC from scratch. See screens below.
- Create From Template – Create a LC from previously saved template.
- Copy From Past LC – Create a LC from previously processed LC.

- Template Name: If you want to save this LC content for future usage, input template name, click Template from top/bottom of the screen to save it as template.
- Expiry Date/Place of Expiry (Tag 31D): Indicate LC expiry date and Place of Expiry (unusually in beneficiary's country).
- LC Type : Select "Commercial"

- Form of LC (Tag 40A): Default "Irrevocable". You can change to "Transferable" if seller request for a transferable LC"
- Confirmation Instruction (Tag 49): Default "Without".
  - Confirm – Issuing Bank Request Advising Bank to add confirmation to the LC
  - May Add – Issuing Bank authorise Advising bank to add confirmation to the LC
  Note: When confirm or May Add is selected, Confirmation Charge becomes mandatory.
- LC Amount (Tag 32B): Select currency from magnifier and input LC amount.
- Variation in Drawing (Tag 39A): Indicate +/- tolerance of LC amount

- Credit Available With (Tag 41D): Which bank seller should present their export document to. Options under Type,
  - Advising Bank
  - Any Bank
  - Issuing Bank
  - Other (Need to indicate Bank name and address)
- Credit Available By (Tag 41D): Default "Negotiation"
- Payment/Draft At (Tag 42C):
  - Sight – LC issuing bank needs to pay within 5 working days upon receive of import document from the negotiating bank.
  - Usance LC With tenor – LC issuing bank pays on the defined maturity date.

- Description of Goods (Tag 45A): Under Narrative Field, input the description of Goods
- Additional Conditions (Tag 47A): Input any additional conditions
- Period for Presentation (Tag 48): Period that seller must present their document to the presenting/negotiating bank.

Note: For the narrative field, you can maintain frequently used contents under "List of Phrases" by clicking Edit icon. Once you choose the content from existing phrases, it will be auto-populated into the Narrative details.

- Documents Required (Tag 46A): Select the document required. Fill up free format text field if the required document is different from the defaulted value in triplicate.
- Additional Documents: Indicate in narrative field for additional documents required.

- Send LC by: Select SWIFT
- Principal Account/Fee Account:
  - Principal account is NOT mandatory.
  - Fee account is mandatory.
- Margin: For LC to be issued against margin, please indicate Margin account for deduction. Do upload Margin Deposit letter as a supporting document.
- File Upload Details: You can upload supporting documents together with the application.

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- Amend an existing Letter of Credit

Create Letter of Credit	˅
LC Amendment	˄
From Past LC	
Edit Transactions	
Pending Approval	
Message to Bank	˅
Pending LCs	
Processed LC	
LC Management	˅

To Create a **Letter of Credit Amendment**, you can click **LC Amendment** > **From Past LC**

1 - 4 of 4 items			10	25	**50**	100					⏮ ◀ 1 ▶ ⏭
BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC16070000667877	RC199015250R	1CMLC564391	ABC Company	SGD	10,000.00	18/07/2016	21/07/2016
LC16070000667946	RC199015250R	1CMLC564390	ABC Company	SGD	20,000.00	11/07/2016	31/07/2016
LC16070000628641	RC199015250R	1CMLC564389	DEF Company	SGD	40,500.00	07/07/2016	09/08/2016
LC16070000562630	RC199015250R	1CMLC564388	ABC Company	SGD	8,000.00	29/06/2016	09/08/2016

List of issued Letter of Credit is displayed.

Step 1: Select BIB Ref for the Letter of Credit you would like to amend.

General Details

BIB Ref:	LC16070000667877
Bank Reference:	1CMLC564391
Issue Date:	18/07/2016
Original Expiry Date:	21/07/2016
New Expiry Date:*	[ ] ˅ (dd/mm/yyyy)

Original Beneficiary Details

Name and Address:	ABC Company
	Unit 88
	ABC Road
	SINGAPORE

New Beneficiary Details

Name and*	ABC Company
Address:*	Unit 88
	ABC Road
	SINGAPORE
Reference:	
Contact Name:	
Contact Number:	
Fax Number:	
E-mail:	

Step 2: Fill up Amendment Details,

- New Expiry Date: Indicate new expiry date of LC. If no change, input same date as original expiry date to proceed.
- New Beneficiary Details: Input new beneficiary name and address. If no change, input same beneficiary name and address to proceed.

Amount Details

Original LC Amount:	SGD	SGD10,500.00
Increase Amount:	SGD	
Decrease Amount:	SGD	500.00
New LC Amount:	SGD	SGD10,000.00
Original Drawing Variation:	No Original Drawing Variation	
New Drawing Variation:		
Tolerance (+):	[ ]	
Tolerance (-):	[ ]	
Max Credit Amount:	[ ] ˅	
New Additional Amount:		
[ ]		

- Amount Details: Indicate increase or decrease of amount. New LC amount will be auto-computed.

Amendment Details

[   ]

- Amendment Details: You can indicate other amendment details under the narrative details.

- Send LC by: Select SWIFT
- Principal Account/Fee Account:
  - Principal account is not mandatory.
  - Fee account is mandatory.
- Margin: For LC to be issued against margin, please indicate Margin account for deduction. Do upload Margin Deposit letter as a supporting document.
- File Upload Details: You can upload supporting documents together with the application.

- Cancel OR Other Instructions related the existing Letter of Credit

To Cancel an issued LC, Accept or acknowledge Incoming Bills, you can click **Message to Bank**

- From Past LC – Cancel or Correspondence

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC16070000667877	RC199015250R	1CMLC564391	ABC Company	SGD	10,000.00	18/07/2016	21/07/2016
LC16070000667946	RC199015250R	1CMLC564390	DEF Company	SGD	20,000.00	17/07/2016	31/07/2016
LC16070000628641	RC199015250R	1CMLC564389	DEF Company	SGD	40,000.00	17/07/2016	09/08/2016
LC16070000562630	RC199015250R	1CMLC564388	ABC Company	SGD	30,500.00	29/07/2016	09/08/2016
LC16070000561146	RC199015250R	1CMLC564385	DEF Company	SGD	14,500.00	11/07/2016	16/07/2016

List of issued Letter of Credit is displayed.

Step 1: Select BIB Ref for the LC you would like to give instruction.

Step 2: Fill up Message to Bank Details,

- Message Type:
  - Correspondence – Any instruction to bank related to this LC other than amendment and cancellation. You can indicate the instruction under Other Information section.
  - Cancel – Request to Cancel LC.
- File Upload Details: You can upload supporting documents together with the application.

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4.3. Import Bills under Letter of Credit

How can I download Bill Notifications for Import Bills under Letter of Credit and apply for Trust Receipt Financing?

| Create Letter of Credit ∨ |
| LC Amendment ∨ |
| Message to Bank ∧ |
| From Past LC |
| From Bill Arrival - Discrepant |
| From Bill Arrival - Clean |
| Edit Transactions |
| Pending Approval |
| Pending LCs |
| Processed LC |
| LC Management ∨ |

To Download Bill Notifications for Import Bills under Letter of Credit, you can click **Message to Bank**

- From Bill Arrival – Discrepant – For bills with discrepancies
- From Bill Arrival – Clean – For clean bills.

From Bill Arrival – Discrepant

1 - 3 of 3 items		10 | 25 | **50** | 100					⊮ ◀ 1 ▶ ⊯
BIB Ref	**Company ID**	**Bank Ref**	**IB Reference**	**Beneficiary Name**	**Ccy**	**Amount**	**Last Updated Date**
LC16070000143727	RC199015250R	1CMLC600087		ABC Company	SGD	10,000.00	12/07/2016
LC16070000142763	RC199015250R	1CMLC600085		ABC Company	SGD	10,000.00	10/07/2016
LC16060000132861	RC199015250R	1CMLC600080		ABC Company	SGD	10,000.00	04/07/2016

Step 1: Select Sub menu <u>From Bill Arrival – Discrepant</u> for bills with discrepancies. List of outstanding bills are displayed.
Step 2: Select BIB Ref for the Import Bill you would like to accept/reject discrepancies and give settlement instructions.

General Details

BIB Ref:	LC16070000143727
Bank Reference:	1CMLC600087
Issue Date:	12/07/2016
Expiry Date:	18/07/2016
Document Amount:	SGD 10,000.00
Accept the Discrepancies:*	Yes ▾
Debit Amount:*	SGD ☐ (Debit amount of settlement instruction only applies to Document Amount)

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below.
The remaining amount will be applied under Trust Receipt in SGD with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of finan[ce] X contract (if any) in the free format message below.
For more information on our trade financing products and services, please refer to the corporate website at: http://www.uob.com.sg

[Show Form Summary | Top]

| **Principal Account:** | ☐ 🔍 ⊖ |
| **Fee Account:*** | ☐ 🔍 |

Other Information

[text box] 🗔

File Upload Details (Max 5 files and 1 Mb each)

No files

[Add a file]

Step 3: Fill up Bill Acceptance/Settlement Instructions,

- Magnifier: Click the icon displayed on the General Details banner to download the Collection Notice of the bill. Discrepancies of the bill are listed on the collection notice.
- Document Amount: Bill Amount is displayed on screen.
- Accept the Discrepancies:
  - Yes – Debit Amount field will be enabled for giving settlement instruction.
  - No – To reject the discrepant bill.

- **Debit Amount**: Debit Amount currency will be defaulted as Bill Amount currency. It cannot be amended. Do indicate the account for debiting under Principal Account field below.
  - Same Amount as Document Amount – Bank will debit full document amount from your account.
  - 0 – Bank will apply Trust Receipt Financing for bill settlement.
  - Any Amount between 0 and Document Amount – Bank will debit amount you indicated from your account and apply Trust Receipt Financing for the remaining amount.
- **Other Information**: Other instructions related to this bill such as bill collection method, other type of financing, other financing currency, and FX contract (if any). You can use "List of Phrases" to manage frequently used instructions.

Note: Facilities has to be arranged with bank in-advance. Financing is subject to bank's approval.

From Bill Arrival – Clean

							Last Updated Date
BIB Ref	**Company ID**	**Bank Ref**	**IB Reference**	**Beneficiary Name**	**Ccy**	**Amount**	
LC16040000529648	RC199015250R	1CMLC564292	1CMIB864230	ABC Company	SGD	10,000.00	28/06/2016
LC16030000527245	RC199015250R	1CMLC564283	1CMIB864219	ABC Company	SGD	60,000.00	20/06/2016

1 - 2 of 2 items   10 | 25 | 50 | 100

Step 1: Select Sub menu <u>From Bill Arrival – Clean</u> for clean bills. List of outstanding bills are displayed.

Step 2: Select BIB Ref for the Import Bill you would like to give settlement instruction.

General Details

BIB Ref:	LC16040000529648
Bank Reference:	1CMLC564292
IB Reference:	1CMIB864230
Issue Date:	28/06/2016
Expiry Date:	28/07/2016
Document Amount:	SGD 10,000.00

Show Form Summary | Top

Debit Amount:* SGD [ ] (Debit amount of settlement instruction only applies to Document Amount)

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below.
The remaining amount will be applied under Trust Receipt in SGD with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below.
For more information on our trade financing products and services, please refer to the corporate website at: http://www.uob.com.sg

Principal Account:	[ ] 🔍 ⛔
Fee Account:*	[ ] 🔍

Other Information

[text box] 📝

File Upload Details (Max 5 files and 1 Mb each)

No files

Add a file

Step 3: Fill up Bill Settlement Instructions,

- **Magnifier**: Click the icon displayed on the General Details banner to download the Collection Notice/Debit Note of the bill.
- **Document Amount**: Bill Amount is displayed on screen.
- **Debit Amount**: Debit Amount currency will be defaulted as Bill Amount currency. It cannot be amended. Do indicate the account for debiting under Principal Account field below.
  - Same Amount as Document Amount – Bank will debit full document amount from your account.
  - 0 – Bank will apply Trust Receipt Financing for bill settlement.
  - Any Amount between 0 and Document Amount – Bank will debit amount you indicated from your account and apply Trust Receipt Financing for the remaining amount.
- **Other Information**: Other instructions related to this bill such as bill collection method, other type of financing, other financing currency, and FX contract (if any). You can use "List of Phrases" to manage frequently used instructions.

Note: Facilities has to be arranged with bank in-advance. Financing is subject to bank's approval.

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4.4. Import Bills under D/A or D/P

How can I download Bill Notifications under D/A or D/P, give settlement instruction or apply for Trust Receipt Financing?

You can access **Import Collection** related transactions from main menu **Trade Services** > **Import Collection**

To download Bill Notifications, give settlement instruction or Apply TR, select **Message to Bank** > **Action Required**

BIB Ref	Comany ID	Bank Ref	Drawer	Ccy	Amount	Type
IC16080000732528	RC199015250R	14073001199426	ABC Company	SGD	10,000.00	07/08/2016
IC16020000514605	RC199015250R	14030500797961	ABC Company	JPY	5,000.00	05/03/2016
IC16100000444266	RC199015250R	13110100679123	DEF Company	SGD	20,000.00	01/11/2016
IC12120000250080	RC199015250R	12121400376129	ABC Company	SGD	5.00	14/12/2016
IC12110000243363	RC199015250R	12121000370579	DEF Company	SGD	5,000.00	10/12/2016

List of outstanding bills are displayed.
Step 1: Select BIB Ref for the Import Bill you would like to access.

Step 2: Fill up Bill Acceptance/Settlement instruction,

- Magnifier: Click the icon displayed on the General Details banner to download the Collection Notice/Debit Note of the bill.
- Message Type:
  - Request For Settlement/Acceptance
  - Correspondence - Any instruction to bank related to this bill.
- Collection Amount: Bill Amount is displayed on screen.
- Debit Amount: Debit Amount currency will be defaulted as Bill Amount currency. It cannot be amended. Do indicate the account for debiting under Principal Account field below.
  - Same Amount as Document Amount – Bank will debit full document amount from your account.
  - 0 – Bank will apply Trust Receipt Financing for bill settlement.
  - Any Amount between 0 and Document Amount – Bank will debit amount you indicated from your account and apply Trust Receipt Financing for the remaining amount.
- Other Information: Other instructions related to this bill such as bill collection method, other type of financing, other financing currency, and FX contract (if any). You can use "List of Phrases" to manage frequently used instructions.

Note: Facilities has to be arranged with bank in-advance. Financing is subject to bank's approval.

4.5. Export Collection

To apply Export Collection, you can submit the application online. Do print out the online application form and attach it with the original copy of export document and submit it to bank's counter for processing.

Note: Bank will process the transaction once receive the original copy of export collection document.

You can access **Export Collection** related transactions from main menu **Trade Services** > **Export Collection**

To Create a New Export Collection, you can select **Create Export Collection** to initiate a new transaction from below Options

- Create Collection – Create an EC from scratch. See screens below.
- Create from Template – Create an EC from existing templates.
- Copy From Past EC – Create an EC from previously processed EC.

Payment Terms:
- Sight/Document Against Payment
- Document Against Acceptance
- Other

Bill Tenor is enabled if D/A OR Other is selected.

- Collection Amount: Fill out Collection currency and amount.
- Remitting Bank: Defaulted as UOB Singapore.

- Presenting Bank: Indicate the collecting bank that deals directly with the drawee. Usually is the drawee's bank of account.

Collection Instructions

Advise payment by:	[dropdown]
Advise acceptance and due date by:	[dropdown]
Remitting Bank Charges:	⦿ Drawer ○ Drawee
Correspondent Bank Charges:	○ Drawer ⦿ Drawee
	☐ Waive all charges if refused by the drawee
	☐ Protest in case of non payment
	☐ Protest in case of non acceptance
Advise reason of refusal by:	[dropdown]
	☐ Acceptance/Payment may be deferred pending the arrival of goods
In case of need refer to:	[text box]
	⦿ For information only
	○ Accept their instructions without reserve
Agent Bank Account Information:	[text box]
Other Instructions:	[text box]

- Collection Instructions: Fill up collection instructions such as related fees or other instructions.

Documents

No documents

Add document

Instructions for the Bank Only

Send Documents by:*	[dropdown]
Purpose of presentation:*	[dropdown]
Finance Amount:	[text box]
Finance Tenor:*	[text box] days
Settlement Method:*	[dropdown]
Principal Account:	[text box] 🔍 ⊖
Fee Account:*	[text box] 🔍
Other Information:	[text box]

File Upload Details (Max 5 files and 1 Mb each)

No files

Add a file

- Documents: Click "Add document" to indicate export documents submitted.

- Instructions for the Bank Only:
  - Purpose of Presentation
    - Finance Request
    - Collection of Proceed
  - Finance Amount and Finance Tenor: Fields are enabled when Finance Request is selected.
- Settlement Method:
  - Credit to Account: Do indicate Principal Account for crediting.
  - Other Settlement Method: Do indicate settlement Method under "Other Information".

- File Upload Details: You can upload supporting documents required for EC.

4.6. Shipping Guarantee

How do I apply Shipping Guarantee/Endorsement?

You can access **Shipping Guarantee** related transactions from main menu **Trade Services** > **Shipping Guarantee**

To Create a New Shipping Guarantee, you can select **Create Shipping Guarantee** to initiate a new transaction from below Options

- Create New SG – Create a SG from scratch. See screens below.
- From Past LC – Create a SG from existing issued LC.
- Copy From Past SG – Create a SG from previously processed SG.

SG Type:

- Shipping Guarantee (Defaulted) – For Delivery without Bill of Lading
- Endorsement - For Endorsement of Airway Bill or Original Bill of Lading

- Collector's Name/Collector's identification: Indicate the personal data for verification when collect SG at the branch.
- Other Information: Indicate how you would like to collect SG.
- File Upload Details: Do upload the following supporting documents required for SG
  - Shipping Guarantee
    - Letter of Indemnity from Shipping Company
    - Copy of Commercial Invoice
    - Copy of B/L
  - Endorsement
    - Copy of Commercial Invoice
    - Copy of Airway Bill or Bill of Lading

Note: For endorsement required on the original shipping document, please proceed to the branch to complete Shipping Guarantee.

4.7. Banker's Guarantee

How do I apply Banker's Guarantee Issuance, Amendment and Cancellation?

Trade Services ⌄	Adm
Import Letter of Credit	
Import Collection	
Export Collection	
Banker's Guarantee	
Financing Request	
Shipping Guarantee	
Factoring	

You can access **Banker's Guarantee** related transactions from main menu **Trade Services** > **Banker's Guarantee**

- Apply New Banker's Guarantee

Create Bankers Guarantee ⌃
Create New BG
Create from Template
Copy From Past BG
Edit Transactions
Pending Approval
BG Amendment ⌄
Message to Bank ⌄
Pending BGs
Processed BG
BG Management ⌄

To Create **a Banker's Guarantee**, you can select **Create Banker's Guarantee** to initiate a new transaction from below Options

- Create New BG – Create a new BG from scratch. See screens below.
- Create From Template – Create a new BG from existing template.
- Copy From Past BG – Create a new BG from processed BG.

Search Options ⌄

1 - 3 of 3 items		10 | 25 | **50** | 100		⏮ ◀ 1 ▶ ⏭
Guarantee Template ID	Company ID	Description	Guarantee Format	Preview
Banker Guarantee	RC199015250R	Banker Guarantee	Standard	🔍
123 Banker Guarantee	RB20051400L	Banker Guarantee	Standard	🔍
XYZ Banker Guarantee	RC199015250R	Banker Guarantee	Standard	🔍

List of **Standard** Guarantee templates are listed for selection.

Step 1: Click Magnifier to preview the guarantee template.
Step 2: Click Guarantee Template ID to initiate a BG for the template selected. Refer to Step 3 below.

List of Guarantee Formats

Search Options ⌃

Company ID:		🔍
Guarantee Format:	Standard ⌄	
Guarantee Template ID:		
Description:		

Search

1 - 3 of 3 items		10 | 25 | **50** | 100		⏮ ◀ 1 ▶ ⏭
Guarantee Template ID	Company ID	Description	Guarantee Format	Preview
Banker Guarantee	RC199015250R	Banker Guarantee	Standard	🔍
123 Banker Guarantee	RB20051400L	Banker Guarantee	Standard	🔍
XYZ Banker Guarantee	RC199015250R	Banker Guarantee	Standard	🔍

For **Non-Standard** Guarantee template, click "Search Options" to hide the filter conditions.

Step 1: Select Non-Standard from Guarantee Format dropdown.
Step 2: Click Search. List of Non-Standard Guarantee Templates will be listed for preview and selection.

Step 3: Fill up Banker Guarantee details,

- Subtype:
  - Bank Guarantee (Defaulted)
  - Counter Guarantee – Request UOB Singapore to further request Other UOB Subsidiaries or Branches to issue guarantee under the different applicant name in other locations. Ordering Party is mandatory.
- Expiry Date: Input expiry date of BG
- Effective Date: Default as current date.
- Claim Date: Input claim date.

Note: If you intend to renew an existing BG, please tick renewal checkbox and indicate Previous Guarantee Reference

- Guarantee Format and Template ID: Defaulted base on the template selected
- Purpose: Indicate purpose of the Guarantee. You can continue to input under other instructions if the field length is not sufficient.
- Other Instruction: Any other information required on the Guarantee Template but not available on the online screen.

Note: "List of Phrases" can be created and maintained for frequently used narratives.

- Send BG By
  - SWIFT
  - Courier
- Margin: For BG to be issued against margin, please indicate Margin account for deduction. Do upload Margin Deposit letter as supporting document.
- File Upload Details: For Non-Standard Template BG, Guarantee Template is required to be uploaded.

- Amend or Cancel Banker's Guarantee

To Create a **Banker's Guarantee Amendment**, you can click **BG Amendment** > **From Past BG**

To Cancel or give instruction on an issued BG, you can click **Message to Bank** > **From Past BG** with below Message Type options:

- Cancel – Request to Cancel BG.
  - Correspondence – Any instruction to bank related to this BG other than amendment and cancellation, you can indicate under "Other Information" section.

![UOB 大华银行 logo]

4.8. Financing Request

How do I apply Financing Request such as Clean Invoice Financing, Packing Credit, Freight Loan, Export Invoice Financing and credit bills purchase?

Trade Services ⌄ Adr Import Letter of Credit Import Collection Export Collection Banker's Guarantee **Financing Request** Shipping Guarantee Factoring **Create TF Import** ⌃ **Create New TF** Edit Transactions Pendding Approval **Create TF Export** ⌄ **Update TF** ⌄ Pending TFs Processed Trade Finance **TF Management** ⌄	Customer can apply **Clean invoice Financing** via **Financing Request** > **Create TF import** > **Create New TF**
Please select a Type of Financing Financing Type:* [Import Invoice Financing ▼]	Financing Type: Select "Import Invoice Financing"
General Details BIB Ref: TF16090000395361 Customer Reference: Application Date: 14/09/2016 *(dd/mm/yyyy)* Requested Issue Date:* [▼] *(dd/mm/yyyy)* Tenor (days):* [ ] Maturity Date:* [▼] *(dd/mm/yyyy)* (Subject to bank's approval) Financing Type:* [Import Invoice Financing ▼] Related Reference: [ ] Description of Goods: [ ]	• Request Issue Date: The date request invoice financing to pay vendor. • Maturity Date: The date required for Invoice financing loan repayment. Tenor will be auto-calculated. • Description of Goods: Input description of goods stated on the Invoice(s). **Note**: Maturity Date is subject to bank's review and approval.
Amount Details Financing Amount:* [ ] [ ] 🔍 **Additional Details** [ ]	• Additional Details: To request the financing to payout to the seller directly, it is mandatory to provide beneficiary's account details. Any other financing information, please indicate it here. **Note**: You can create and maintain the frequently used beneficiary's account details under "List of Phrases".
Instructions for the Bank Only Principal Account: SGD 1013203755 Current Account - Corpora 🔍 🔴 Fee Account:* SGD 1013203755 Current Account - Corpora 🔍 Other Information: [ ] **File Upload Details (Max 5 files and 1 Mb each)** No files [Add a file]	File Upload Details: Do upload copy of invoice(s) as a supporting document. **Note**: Please compress PDF file or split copy of invoice(s) into different PDF if the file size is more than 1MB.

How to maintain "List of Phrases" and what information is required for Clean Invoicing Financing?

Step 1: Click Edit displayed next to the narrative field.

List of existing phrases will be listed for selection.

Step 2: Click Add a new phrase to create a new phrase.

Note: Click Group ID hyperlink to retrieve content from existing phrases saved.

Add phrase screen is displayed,

- Company ID: select Company ID from the magnifier. The phrase added will be used by users in the same company.
- Group ID : Input Group ID
- Description: This will be used and displayed on "List of phrases" for selection.
- Content: The content maintained will be saved for future usage. For example, you can maintain following details for Clean Invoice financing,
  - Beneficiary's Name :
  - Beneficiary's Address :
  - Beneficiary's Account No:
  - Beneficiary's Bank Name :
  - Beneficiary Bank Address (SWIFT CODE) :
  - Receiving Agent of Beneficiary's Bank (if any).

Note: For Post-shipment Financing, do also include
  - Port of Loading
  - Port of Discharge
  - Vessel IMO No:

Any other types of Financing Request that I can submit online?

For **Export Financing**, Customer can apply via **Financing Request** > **Create TF Export** > **Create TF** with Financing Type Options listed below,
- Packing Credit
- Freight Loan
- Export Invoice Financing
- Credit Bills Purchase

4.9. Repay Financing

How can I repay Trust Receipt or Clean Invoice Financing?

Create TF Import	⌄
Create TF Export	⌄
Update TF	⌃
From Existing TF	
Edit Transactions	
Pending Approval	
Pending TFs	
Processed Trade Finance	
TF Management	⌄

From Top menu, select **Trade Service** > **Financing Request** > **Update TF** > **From Existing TF**

	BIB Ref	Company ID	Bank Reference	Related Reference	Ccy	Amount	Issue Date	Maturity Date
	TF16090000395361	RC199015250R	1CMIL736282	ABC Company	SGD	10,000.00	14/09/2016	14/09/2016

1 - 1 of 1 items   10 | 25 | **50** | 100

List of Trade Financing Records are listed.

Step 1: Select a financing you like to repay.

General Details

BIB Ref:	TF16090000395361
Bank Reference:	1CMIL736282
Issue Date:	14/09/2016 *(dd/mm/yyyy)*
Maturity Date:	16/09/2016
Message Type:*	Final/Full Payment
Outstanding Amount:	SGD 10,000.00
Interest Amount:	SGD 24,476.29
	As of 08/08/2016
Repayment Mode:	◯ Principal
	◯ Principal+Interest
Repayment Amount:	SGD 34,476.29

Repayment amount for Final/Full Payment instruction will be determin by bank upon the date of processing of the transaction

Settlement Method:	
Principal Account:	🔍 ⊖
Fee Account:*	🔍

Other Information

to save this.

File Upload Details (Max 5 files and 1 Mb each)

No files

[Add a file]

Step 2: Fill up loan repayment or correspondent details,

- Message Types

  ▪ Partial Payment: If selected, the below two options will be enabled under repayment mode,
  - Principal: Repayment amount will be settled for principal amount. In addition, interest amount will be deducted from the same account.
  - Principal + Interest: Repayment amount will be settled for interest amount. Remaining balance will be used to settle the principal amount.
  ▪ Final/Full Payment: To repay the full outstanding amount.
  ▪ Correspondence: Any other instructions to bank other than Repayment. Indicate instructions on "Other Information" section below.

- Outstanding and Interests Amount: Outstanding and Interests amount are displayed.

Note: Interest amount is computed as of previous business day.

- Repayment Amount: If partial payment is selected, amount field is enabled. If Final/Full Payment is selected, total outstanding amount and Interest Amount will be aggregated and defaulted.

Note: Total repayment amount will be determined by bank upon the date of processing.

- Settlement Method: Debit Account or Other Settlement Method. If other settlement method is selected, do indicate settlement method under other information section below.
- File Upload Details: To upload supporting documents.

4.10. Advices and Notification

For export trade advices such as export letter of credit advising letter, you can download it under Advices and Notification.

| Transaction Notifications |
| Pending Transactions |
| Transaction Search |
| Create Batch |
| Batch Enquiry |
| Processed Transactions |
| Advices and Notification |
| Download Reports |
| To Do List |

You can access **Advices and Notification** from Top Menu **Account Services** > **Transactions and Reports** > **Advices and Notification**

Search Options ⌃

Company ID: [   ] 🔍   Bank Ref: [   ]
BIB Ref: [*]   Date From: [▼] To: [▼]
Advices Type: [▼]
Account Number: [Trade Services / Remittance ▼] 🔍

Search

Download File

1 - 4 of 4 items   10 | 25 | **50** | 100 |◄ ◄ [1] ► ►|

	BIB Ref	Company ID	Advices Type	Account Number	Topic	Bank Ref	Date	Status
🔍📁	SE16050000533970	RC199015250R	Remittance	1013203755	1OR611250018	1OR611250018	17/06/2016	Processed
🔍📁	SE16070000562732	RC199015250R	Trade Services	1019203706	LA COVERING LETTER(LC)	1CELA350441	17/06/2016	Processed
🔍📁	SE16070000562731	RC199015250R	Remittance	1013203739	101407040044C01 CR ADVICE	10140704044C01 CR A	10/06/2016	Processed
🔍📁	SE16070000562692	RC199015250R	Remittance	3523020984	1OR407100202D01 DR ADVICE	1OR407100202D01 DR A	24/05/2016	Processed

Step 1: Click Search Options to unhide search criteria.
Step 2: Under Advices Type option, select Trade Services OR input Bank Ref if you want to enquire specific record.
Step 3: Click Search, list of advices meet search criteria will be displayed on screen. You can refer to Topic column to identify name/types of advices.
Step 4: Click Folder to access list of advices related to the transaction. See screen below.

Consolidated Summary   Actions

Secure Email

BIB Ref:	SE16070000379662
Bank Reference:	1CELA350434
Company ID:	RC199015250R
Bank Name:	UOB Singapore
Instruction:	Trade Services

1 - 4 of 4 items   10 | 25 | **50** | 100 |◄ ◄ [1] ► ►|

Last Updated Date	Type	Status	Topic	Ccy	Amount	
08/07/2016	New	Processed	DEBIT ADVICE (BENEFICIARY)			👥
08/07/2016	New	Processed	LA FAX NOTICE-LC (CUSTOMER)			👥
08/07/2016	New	Processed	LA COVERING LETTER (LC)			👥
08/07/2016	New	Processed	INCOMING SWIFT COPY			👥

Pending Transactions
0 items

	Type	Status	Ccy	Amount	Input
		No Records Found			

List of advices related to this record are listed on screen. For this case, list of advices related to the LC advising record are listed, refer to "INCOMING SWIFT COPY" for copy of Letter of Credit.

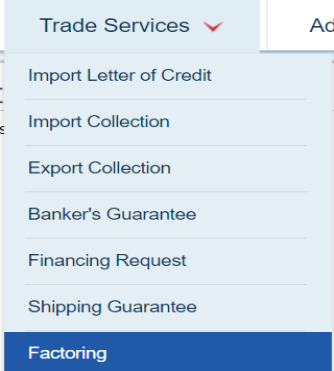**Step 1**: Click Last Updated Date to open the content online.
Step 2: Click Export to output the content into PDF.

Note: Letter of Credit in MT700/MT701/MT705 formats are available for online enquiry and able to be exported into PDF.
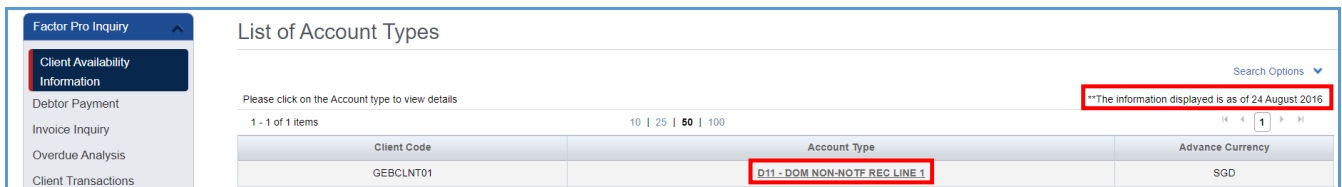
4.11. Factoring

There are five different factoring reports that you can enquire in BIBPlus.

From Top menu, select **Trade Service** > **Factoring**

Upon reaching the factoring menu, you will be able to access the individual inquiry reports.

1. **Client Availability Information**: It shows availability for advances based on outstanding invoices, ineligible debts, disputed invoices, additional reserve, excess advance limits and excess client advance limits.
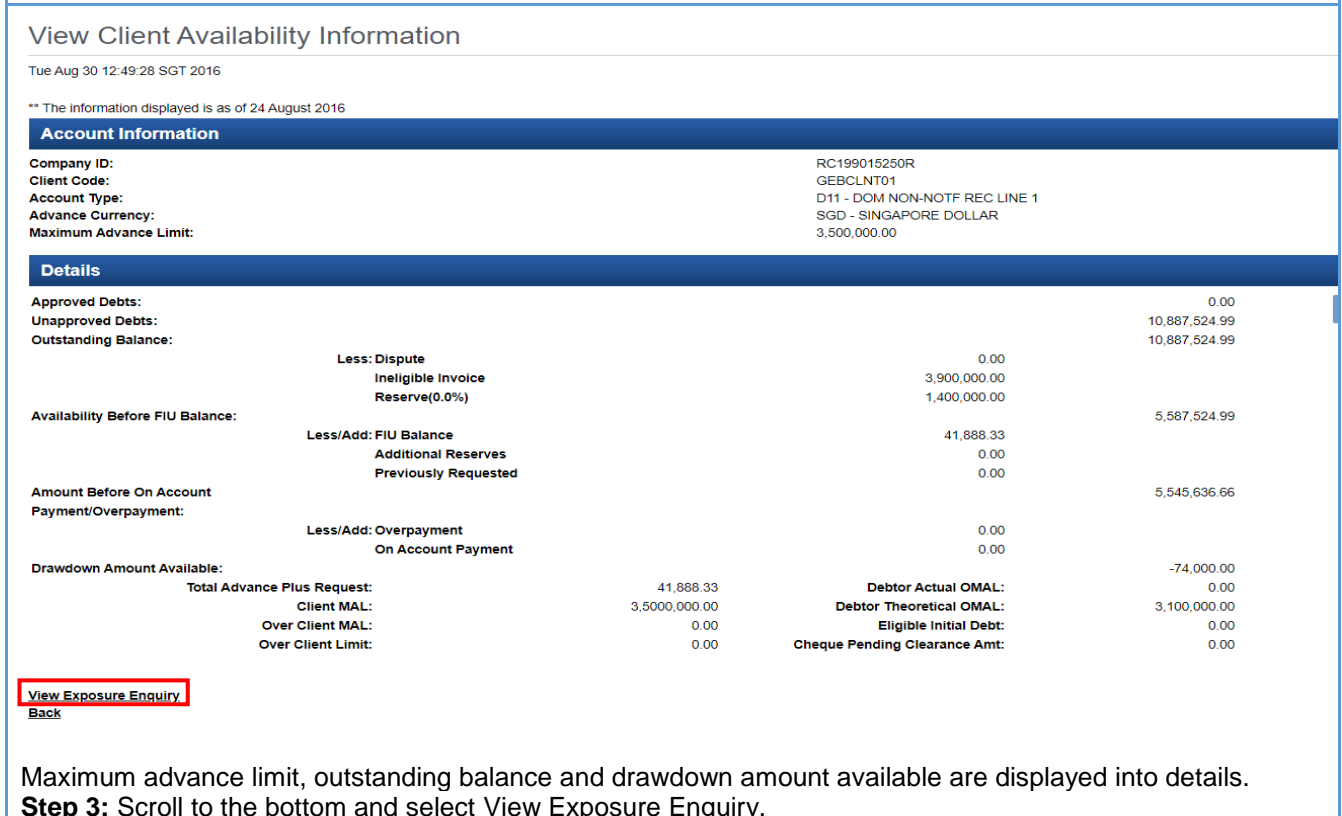
Step 1: Select <u>Client Availability Information</u> under the Factor Pro Inquiry menu
Step 2: Select account you would like to enquire by clicking <u>Account Type</u> hyperlink.

Note: The information is displayed as of previous working day's balance. Refer to the right top corner for the information retrieval date.

View Client Availability Information

Tue Aug 30 12:49:28 SGT 2016

** The information displayed is as of 24 August 2016

Account Information

Company ID:	RC199015250R
Client Code:	GEBCLNT01
Account Type:	D11 - DOM NON-NOTF REC LINE 1
Advance Currency:	SGD - SINGAPORE DOLLAR
Maximum Advance Limit:	3,500,000.00

Details

Approved Debts:		0.00
Unapproved Debts:		10,887,524.99
Outstanding Balance:		10,887,524.99
Less: Dispute	0.00	
Ineligible Invoice	3,900,000.00	
Reserve(0.0%)	1,400,000.00	
Availability Before FIU Balance:		5,587,524.99
Less/Add: FIU Balance	41,888.33	
Additional Reserves	0.00	
Previously Requested	0.00	
Amount Before On Account Payment/Overpayment:		5,545,636.66
Less/Add: Overpayment	0.00	
On Account Payment	0.00	
Drawdown Amount Available:		-74,000.00

Total Advance Plus Request:	41,888.33	Debtor Actual OMAL:	0.00
Client MAL:	3,500,000.00	Debtor Theoretical OMAL:	3,100,000.00
Over Client MAL:	0.00	Eligible Initial Debt:	0.00
Over Client Limit:	0.00	Cheque Pending Clearance Amt:	0.00

<u>View Exposure Enquiry</u>
Back

Maximum advance limit, outstanding balance and drawdown amount available are displayed into details.
Step 3: Scroll to the bottom and select <u>View Exposure Enquiry</u>.

View Client Availability Information

Tue Aug 30 12:49:28 SGT 2016

** The information displayed is as of 24 August 2016

Debtor Details

Company ID:	RC199015250R
Client Code:	GEBCLNT01
Account Type:	D11 - DOM NON-NOTF REC LINE 1
Advance Currency:	SGD - SINGAPORE DOLLAR
Maximum Advance Limit:	3,500,000.00

Debtor: FMCTECIN - NAME1 600069613

Credit Limit:	0.00	Maximum Advance Limit:	2,500,000.00
O/S Balance:	10,900,000.00	Disputes:	0.00
Approved Debts:	0.00	Ineligible Invoice	3,900,000.00
Unapproved Debts:	10,900,000.00	Unfunded Invoice:	0.00

Show Form Summary | Top

Debtor: QRJUL16MAX71 - NEW Cust.w71_Max Chars

Credit Limit:	0.00	Maximum Advance Limit:	1,000,000.00
O/S Balance:	-12,475.01	Disputes:	0.00
Approved Debts:	0.00	Ineligible Invoice	0.00
Unapproved Debts:	-12,475.01	Unfunded Invoice:	0.00

Total

Total Credit Limit:	0.00	Total Maximum Advance Limit:	3,500,000.00
Total O/S Balance:	10,887,524.99	Total Disputes:	0.00
Total Approved Debts:	0.00	Total Ineligible Invoice:	3,900,000.00
Total Unapproved Debts:	10,887,524.99	Total Unfunded Invoice:	0.00

View Client Availability Details
Back

List of debtors will be listed with its relevant advance limit, O/S balance as well as approved debts will be breakdown in to details.

2. **Debtor Payment**: It shows collections that have been received from your debtor selected.

Factor Pro Inquiry

- Client Availability Information
- Debtor Payment
- Invoice Inquiry
- Overdue Analysis
- Client Transactions

List of Debtors

Search Options ▼

Please click on the Debtor name to view details

**The information displayed is as of 24 August 2016

1 - 2 of 2 items   10 | 25 | **50** | 100

Client Code	Account Type	Debtor Name	Debtor Code	Factor Name	Factor Code	Invoice Currency
CLNTBIB001	D12 - DOM NON-NOTF REC LINE 2	CUSTOMER STATMENT 001	CSACUST001			SGD
TSTGEBCLNT001	D11 - DOM NON-NOTF REC LINE 1	ABC Customer	1ABCCUSTN			SGD

Step 1: Select Debtor Payment under the Factor Pro Inquiry menu
Step 2: Select Debtor you would like to enquire collections have been received by clicking Debtor Name hyperlink.

Note: The information is displayed as of previous working day's balance. Refer to the right top corner for the information retrieval date.

View Debtor Payment

Tue Aug 30 13:46:25 SGT 2016

** The information displayed is as of 24 August 2016

Debtor Payment Details

Client Code:	Factoring-FactorProInquiry-DebtorPayment-Detail.html
Account Type:	D12 - DOM NON-NOTF REC LINE 2
Debtor Code:	CSACUST001
Factor Code:	SG01000 - NAME1
Invoice Currency:	SGD - SINGAPORE DOLLAR

Show Form Summary | Top

SNo.	Document Reference	Payment Date	Document Amount
		No Records Found	

Back

Collections that have been received are listed on the screen with reference, payment date and document amount.

3. **Invoice Inquiry**: It provides you with the details of the outstanding invoices assigned to the Bank.

List of Debtors

Search Options ▼

Please click on the Debtor name to view details

1 - 1 of 1 items   10 | 25 | **50** | 100 |◄ ◄ **1** ► ►|

Client Code	Account Type	Debtor Name	Debtor Code	Factor Name	Factor Code	Invoice Currency
TSTGEBCLNT001	D11 - DOM NON-NOTF REC LINE 1	ABC Customer	1ABCCUSTN			SGD

Step 1: Select Invoice Inquiry under the Factor Pro Inquiry menu
Step 2: Select Debtor you would like to enquire for outstanding Invoices by clicking Debtor Name hyperlink.

Note: The information is displayed as of previous working day's balance. Refer to the right top corner for the data retrieval date.

View Invoice Details

Tue Aug 30 13:35:50 SGT 2016

** The information displayed is as of 24 August 2016

Invoice Enquiry

Company ID: RC199015250R
Client Code: TSTGEBCLNT001
Account Type: D11 - DOM NON-NOTF REC LINE 1
Debtor Code: 1ABCCUSTN
Factor Code: SG01000 - NAME1
Invoice Currency: SGD - SINGAPORE DOLLAR
Total O/S Amt: 10,900,000.00

Outstanding Invoices

Show Form Summary | Top

SNo.	Document Reference	Invoice Amt	O/S Amount	Document Date	Due Date	No.of Days Overdue	Batch Code
1	GEBINVC020	250.00	150.00	22/01/2016	23/01/2016	999	20130516 - 0001
2	GEBINVC019	250.00	150.00	23/01/2016	24/01/2016	999	20130516 - 0001
3	GEBINVC018	250.00	250.00	24/01/2016	25/01/2016	999	20130516 - 0001
4	GEBINVC017	250.00	250.00	25/01/2016	26/01/2016	999	20130516 - 0001
5	GEBINVC016	250.00	250.00	26/01/2016	27/01/2016	999	20130516 - 0001
6	GEBINVC015	250.00	250.00	27/01/2016	28/01/2016	999	20130516 - 0001
7	GEBINVC014	250.00	250.00	28/01/2016	29/01/2016	999	20130516 - 0001

Outstanding invoices belongs to the debtor are listed.

4. **Overdue Analysis**: The Overdue Analysis will be generated based on the debts outstanding at the end of the month.

List of Account Types

Search Options ▼

Please click on the Account type to view details

1 - 1 of 1 items   10 | 25 | **50** | 100 |◄ ◄ **1** ► ►|

Client Code	Account Type	Advance Currency
GEBCLNT01	D11 - DOM NON-NOTF REC LINE 1	SGD

Step 1: Select Overdue Analysis under the Factor Pro Inquiry menu
Step 2: Select account that you would like to enquire for outstanding debts clicking Account Type hyperlink.

Note: The information is displayed as of previous working day's balance. Refer to the right top corner for the information retrieval date.

View Overdue Analysis

Tue Aug 30 12:50:55 SGT 2016

** The information displayed is as of 24 July 2016

Overdue Analysis Enquiry (Client)

Show Form Summary | Top

Company ID:	RC199015250R
Client Code:	GEBCLNT01
Account Type:	D11 - DOM NON-NOTF REC LINE 1
Advance Currency:	SGD - SINGAPORE DOLLAR
Aged From:	

Document Date
Due Date

Details

SNo.	Debtor Name	Invoice Currency	Current Balance	0-30	31-60	61-90	91-120	>120	Guarantee Amount	Credit Note/Receipt	Total Balance
1	GEB CUSTOMER 000001	SGD	0.00	0.00	14,000.00	50,000.00	0.00	0.00	0.00	80,000.00	16,000.00
1	GEB CUSTOMER 000001	SGD	0.00	0.00	14,000.00	50,000.00	0.00	0.00	0.00	80,000.00	16,000.00

Back

With the report, you will be able to assess the promptness of your debtors' payments. You can sort the payment details by either <u>Document Date</u> or <u>Due Date</u>.

5. **Client Transactions**: The Client Transactions is divided into 2 section - Funds in Use (FIU) and Current Account (CCA).

Factor Pro Inquiry

- Client Availability Information
- Debtor Payment
- Invoice Inquiry
- Overdue Analysis
- **Client Transactions**

List of Account Types

Search Options ▼

Please click on the Account type to view details   **The information displayed is as of 24 August 2016**

1 - 1 of 1 items   10 | 25 | **50** | 100   ◀ ◀ **1** ▶ ▶

Client Code	Account Type	Advance Currency
GEBCLNT01	D11 - DOM NON-NOTF REC LINE 1	SGD

Step 1: Select <u>Client Transactions</u> under the Factor Pro Inquiry menu
Step 2: Select account that you would like to enquire for transactions <u>Account Type</u> hyperlink.

Note: The information is displayed as of previous working day's balance. Refer to the right top corner for the information retrieval date.

View Client Transactions

Mon Aug 04 12:51:20 SGT 2016

** The information displayed is as of 31 July 2016

Account Information

Company ID:	RC199015250R
Client Code:	D11 - DOM NON-NOTF REC LINE 1
Account Type:	D11 - D11 - DOM NON-NOTF REC LINE 1
Advance Currency:	SGD - SINGAPORE DOLLAR
FIU:	10,000.00
CCA:	70,000.00

SNo.	Value Date	Transaction Ref	FIU	Desc1	Desc2	CCA
		Opening Balance as at 01/07/2016	10,000.00			70,000.00
1	31/07/2016	201607310001	0.00	DEBIT NOTES		80,000.00
		Closing Balance	10,000.00			150,000.00

- Funds in Use (FIU) is a memorandum account which shows the movement of funds. All advances and charges, including service and discount charges will be debited to the FIU account while payments received from your customers or repayments made by you will be credited to the FIU account.
- Current Account (CCA) reflects all the transactions between UOB and your company. All invoices assigned will be credited to the CCA while all advances and charges will be debited to this account.

5. Appendix

5.1. Trade Services – Processing Hours

Product	Trade Services & Functions	Day of Transaction Request	Processing Hours	Remarks
Import Letter of Credit	Create Letter of Credit & LC Amendment	Mon - Fri	9.30 am - 6.00 pm	All transactions sent outside processing hours will be processed only at the next available processing day.
		Sat, Sun & PH	N.A.	
	Trust Receipt for Bill Settlement	Mon - Fri	9.30 am - 3.00 pm	
		Sat, Sun & PH	N.A.	
Import Collection	Trust Receipt for Bill Settlement	Mon - Fri	9.30 am - 3.00 pm	
		Sat, Sun & PH	N.A.	
Banker's Guarantee	Create Banker Guarantee, BG Amendment & Cancellation	Mon - Fri	9.30 am - 3.00 pm	
		Sat, Sun & PH	N.A.	
Shipping Guarantee	Create Shipping Guarantee	Mon - Fri	9.30 am - 5.00 pm	
		Sat, Sun & PH	N.A.	
Export Collection	Create Export Collection	Mon - Fri	9.30 am - 3.00 pm	
		Sat, Sun & PH	N.A.	
Financing Request	TF - Import & Export	Mon - Fri	9.30 am - 3.00 pm	
		Sat, Sun & PH	N.A.	

5.2. Alerts Management

5.2.1. Submission Alert Status

Product	Sub Product	Product Status
Shipping Guarantee	-	- * - Purged - Amended - Expired - Extended - Expire - In Progress - Cancelled - Updated - Rejected - Released - Processed
Import Collection	-	- * - Financed - Amended - Expire - Accepted - Settled - In Progress - Cancelled - Sight Payment - Updated - Partially Settled - Rejected - Partial Sight Payment - Processed - Purged - Expired - Financing Requested
Financing Request	- Bills of Exchange Purchased - Credit Bills Purchased - Export Invoice Financing - Freight Loan - Import Invoice Financing - Other Export Financing - Other Import Financing - Packing Credit - Trust Receipt	- * - Purged - Amended - Extended - In Progress - Settled - Cancelled - Updated - Partially Settled - Rejected - Processed
Banker's Guarantee	-	- * - Financed - Amended - Extended - Financing Request Refusal - Expire - Settled - In Progress - Cancelled - Updated - Partially Settled - Rejected - Processed - Purged - Expired - Financing Requested

Export Collection	-	- * - Amended - Extended - Expire - Accepted - Settled - In Progress - Cancelled - Sight Payment - Updated - Partially Settled - Rejected - Partial Sight Payment - Processed - Purged - Financing Requested
Import Letter of Credit	-	- * - Financed - Amended - Extended - Financing Request Refusal - Expire - Accepted - In Progress - Settled - Cancelled - Sight Payment - Updated - Advise of Bill Arrival - Clean - Partially Settled - Rejected - Partial Sight Payment - Processed - Advice of Bill Arrival - Discrepant - Purged - Expired - Financing Requested

5.2.2. Calendar Alert Date

Product	Date options
Shipping Guarantee	- Issue Date - Expiry Date
Import Collection	- Creation - Tenor Maturity Date - Tenor Start Date - Maturity Date
Financing Request	- Issue Date - Maturity Date
Banker's Guarantee	- Issue Date - Expiry Date - Amendment Date
Export Collection	- Application - Tenor Maturity Date - Tenor Start Date - Maturity Date
Import Letter of Credit	- Issue Date - Expiry Date - Last Ship. Date - Maturity Date - Latest Answer Date - Amendment Date

RIGHT BY YOU