



# New Instrument – Shipping **Guarantee**



TOMORROW BEGINS TODAY



Royal Bank  
of Scotland

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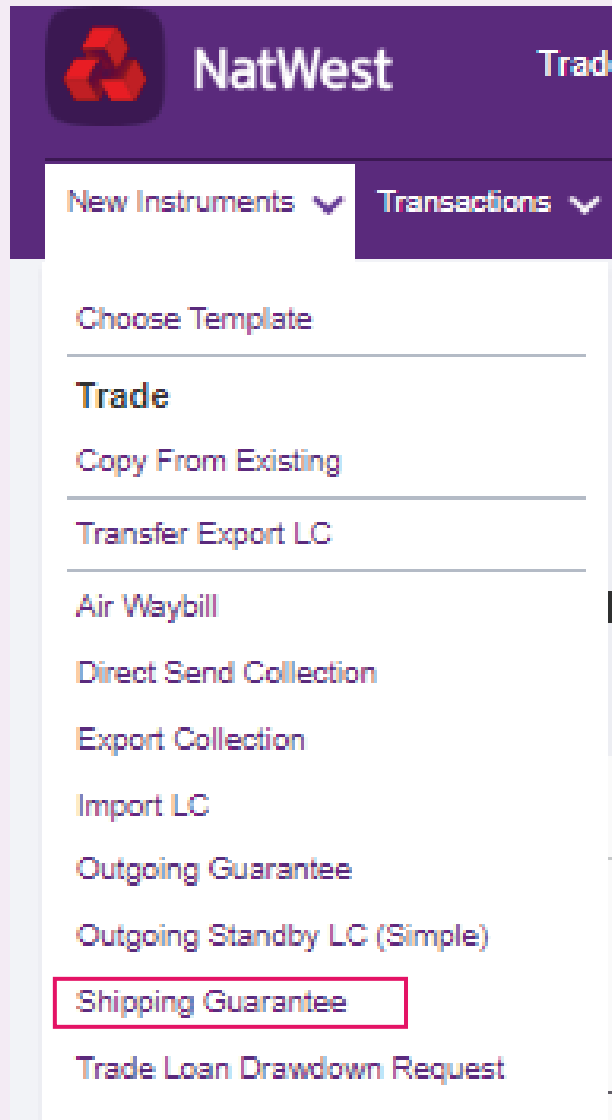
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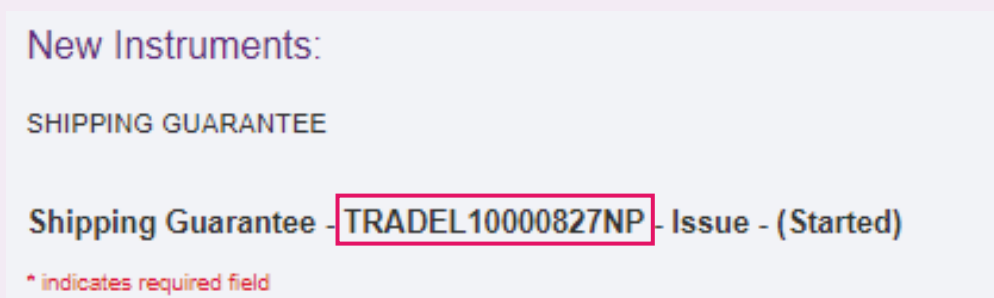
# Introduction

Log into the Trade Finance Portal.

To initiate a new Shipping Guarantee instruction, from the home screen select 'New Instruments' then 'Shipping Guarantee':



A unique transaction reference number will be applied:



# Terms

### 1. Terms

#### Freight Forwarder

Name \*

  
Address Line 1  
  
Address Line 2  
  
City  
  
Province/State    Postal Code  
      
Country or Region  
  
Fax Number  
  
Attention Of

#### Release to Party

Name \*

  
Address Line 1  
  
Address Line 2  
  
City  
  
Province/State    Postal Code  
      
Country or Region  
  

#### Amount Details

Currency \*    Amount \*

Freight Forwarder – Click on the search icon to select a party or to add a new party click on ‘new’ within the search option.

Release to Party – This is the party you wish the goods to be released to. Click on the search icon to select a party or to add a new party click on ‘new’ within the search option.

Amount Details – This should usually be 200% of the value of the goods, but this is subject to the shipping line and should be checked.

#### \*Applicant

Near Ltd  
11 Monday Road  
Stockport SK7 3ED United Kingdom

Reference Number

Related Instrument ID

If the guarantee is to be issued in the name of another company, select the search option to select from your address book.

Insert your reference number

If you have a related transaction, click on the search icon to select the relevant one

# Shipment Details

**2. Shipment Details** ▼

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Vessel Name/Voyage Number

Bill of Lading Number

Container Number

From: Port/Place of Loading

To: Port/Place of Discharge

**Goods Description**

Goods Description Text Phrase

Goods Description Text

# Instructions to Bank

**3. Instructions to Bank**

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Issue instrument in \*

**Commissions and Charges**

Debit: Our Account Number

Debit: Foreign Currency Account Number

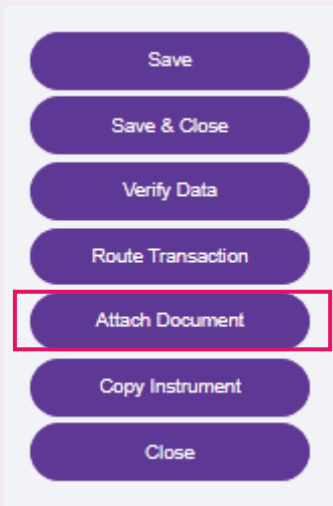
Currency of Account

Additional Instructions Text Phrase

Additional Instructions Text

\*\* Please note we will only issue the transaction in English \*\*

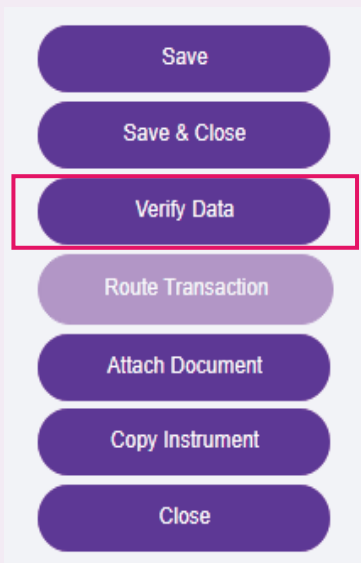
# Wording



Please attach the relevant wording provided by the shipping line.

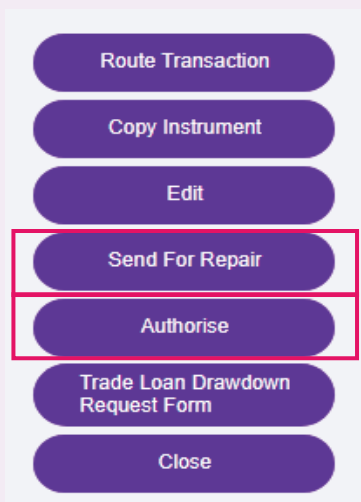
# Authorisation

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'.



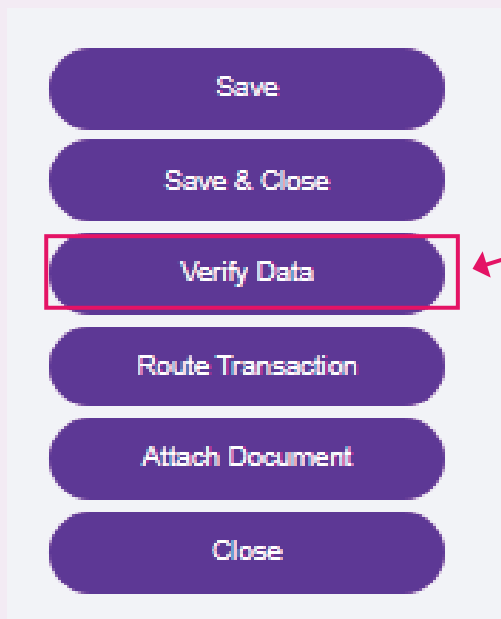
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

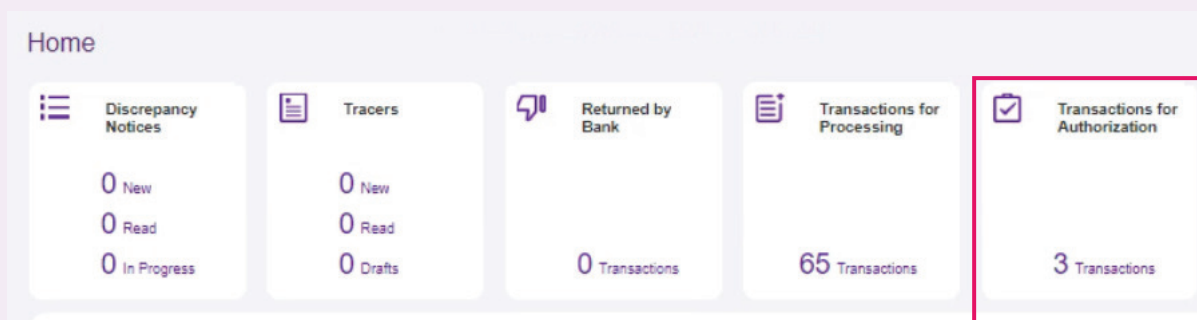


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

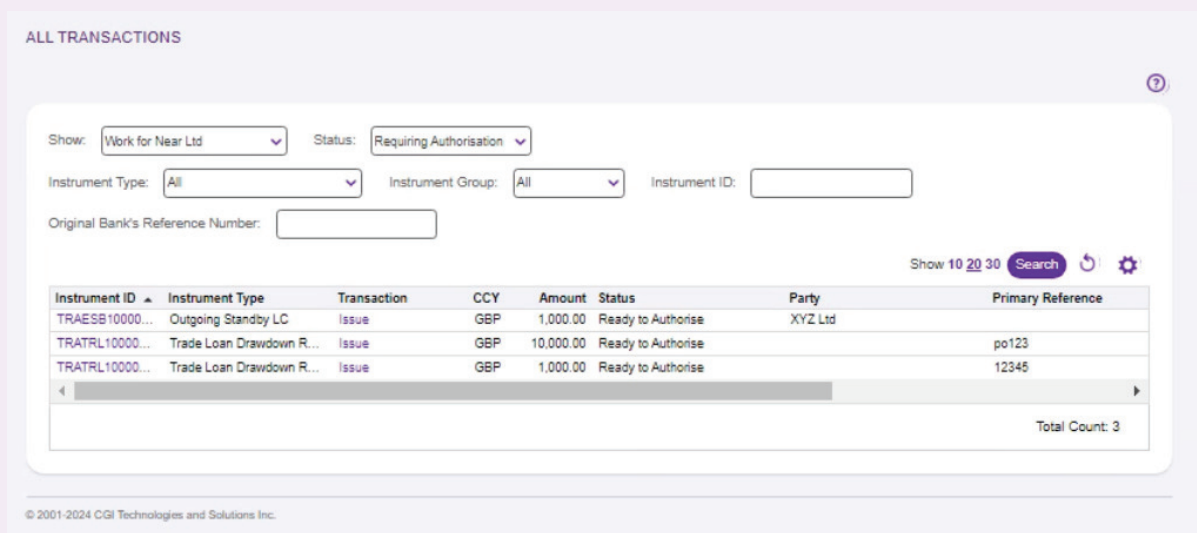
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

### Authoriser:

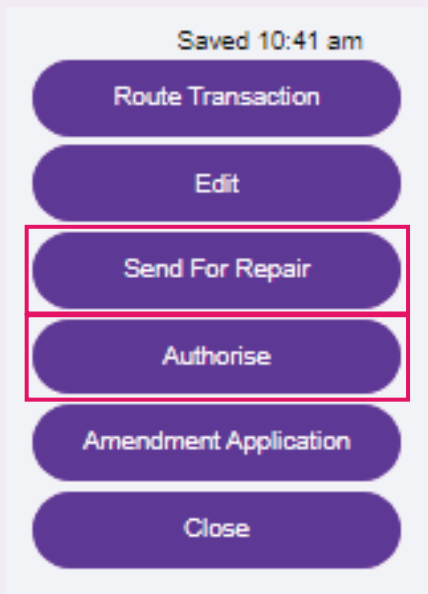
The Authoriser will need to go into the portal and select the below queue:



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.