



New Instrument – Trade Loan **Drawdown**

TOMORROW BEGINS TODAY



Royal Bank
of Scotland

Contents

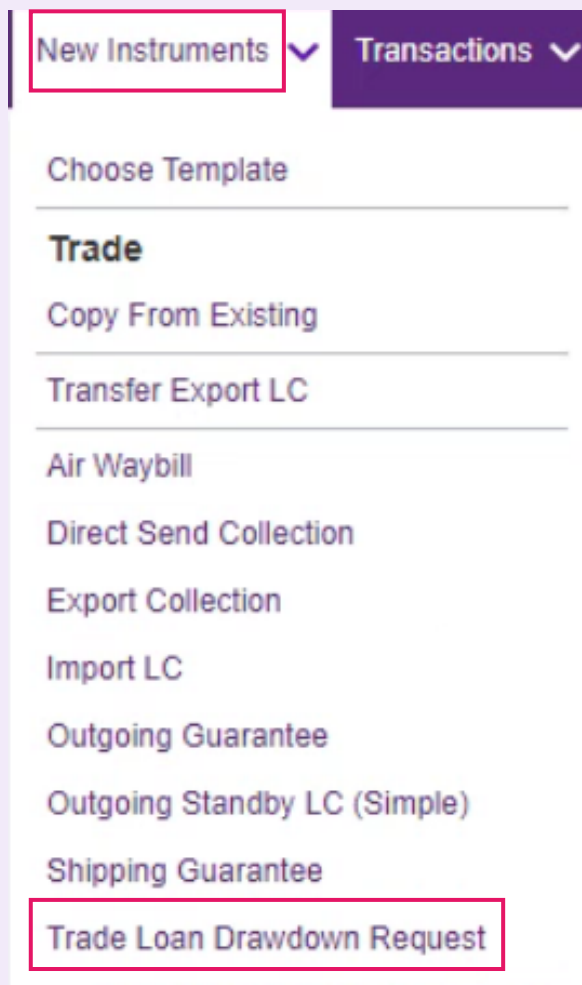
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Introduction

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:

New Instruments:

TRADE LOAN DRAWDOWN REQUEST

Trade Loan Drawdown Request - **TRATRL10000801NP** - - (Started)

Borrower

1. Terms ▼

Borrower * 🔍

Borrower's Reference Number

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

Trade Loan Drawdown Request Details

2. Trade Loan Drawdown Request Details ▼

Loan Details **Trade Loan Drawdown Request Type**

Currency *

Loan Amount *

Loan Type *

Trade Loan Drawdown Request Type

Loan Type *

- Advance Against Export Collection
- Advance Against Export LC
- Contract/Cash Flow Led Finance
- Open Account/Working Capital Finance

*** 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:



3. Apply Loan Proceeds

Apply Loan Proceeds to *

Borrower's Account

Account Number

Pay Supplier

Supplier Details  

Supplier Name

Address Line 1

Address Line 2

City



Province/State

Postal Code

Country or Region

Supplier's Bank Account Details

Account Number

Supplier's Bank  

Supplier Bank Name

Address Line 1

Address Line 2

City

Province/State

Postal Code

Country or Region

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

4. Repayment Instructions

Provide instruction for repayment of the loan *

Debit Borrower's account

Account Number

Repay from Proceeds of Export LC or Export Collections

Other Repayment Instruction

If other repayment instruction – please specify the details here.

Charges and Interest

5. Charges And Interest

Provide the account numbers to be debited for charges and interest

Debit Account Number For Charges

Debit Account Number For Interest

Select appropriate account for settlement of charges and interest.

Foreign Exchange Conversion Details

6. Foreign Exchange Conversion Details

Loan Proceeds	Loan Maturity
Exchange Rate Details	Exchange Rate Details
<input type="checkbox"/> Bank to Book Exchange Rate	<input type="checkbox"/> Bank to Book Exchange Rate
<input type="checkbox"/> Forward Exchange Contract (FEC)	<input type="checkbox"/> Forward Exchange Contract (FEC)
Covered by FEC Number Rate	Covered by FEC Number Rate
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Amount Maturity Date	Amount Maturity Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="text"/>	<input type="text"/>

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

7. Instructions to Bank

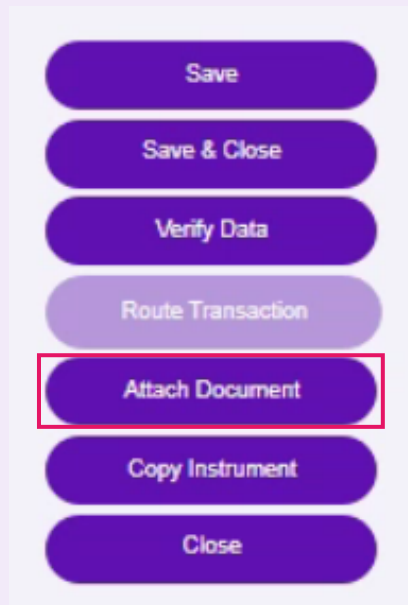
Additional Instructions Text Phrase

Additional Instructions Text

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

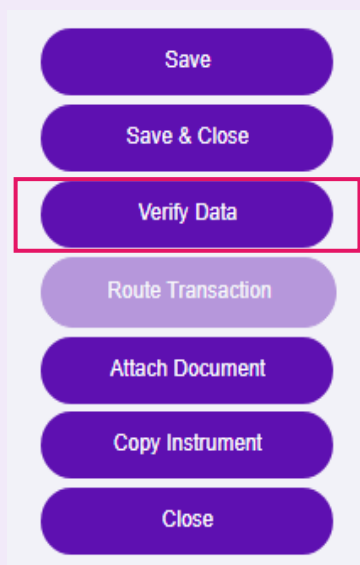
Required Paperwork

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



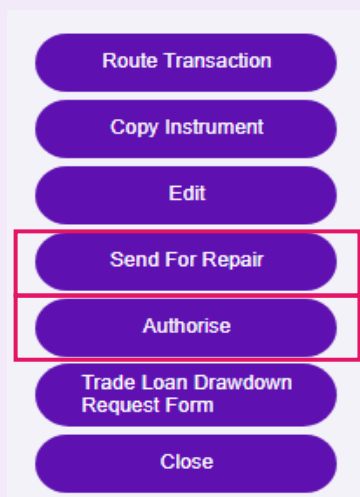
Authorisation

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'.



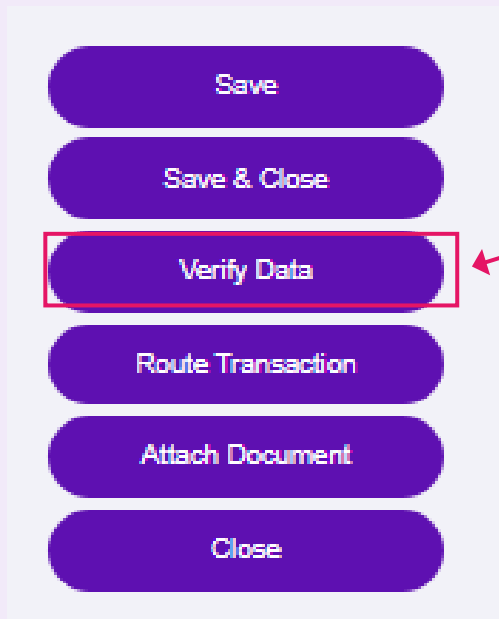
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

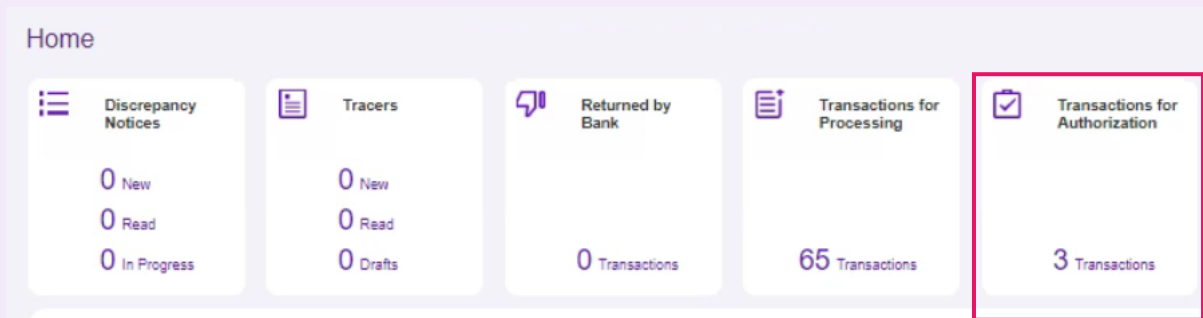


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

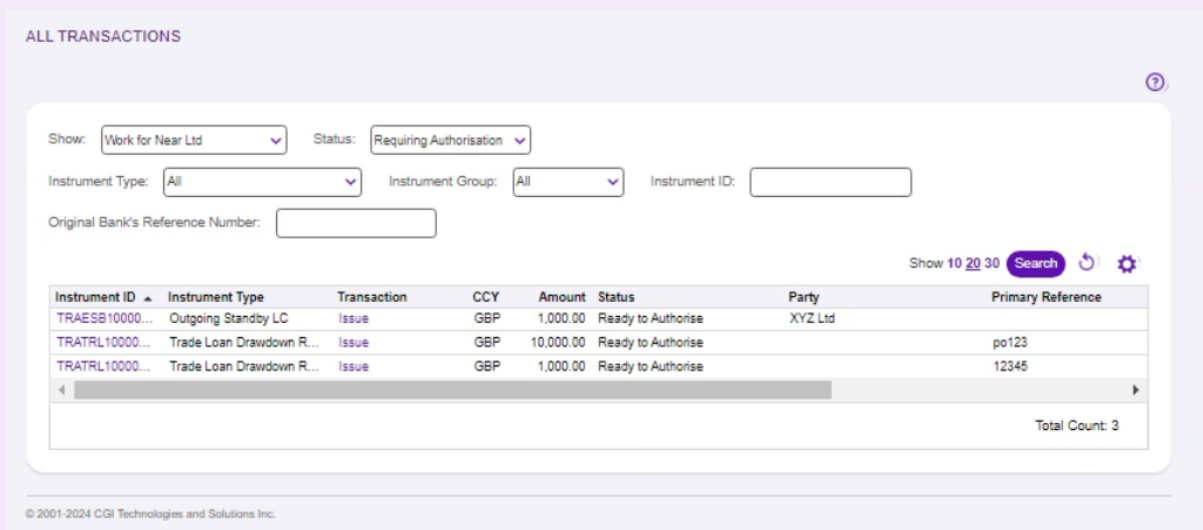
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

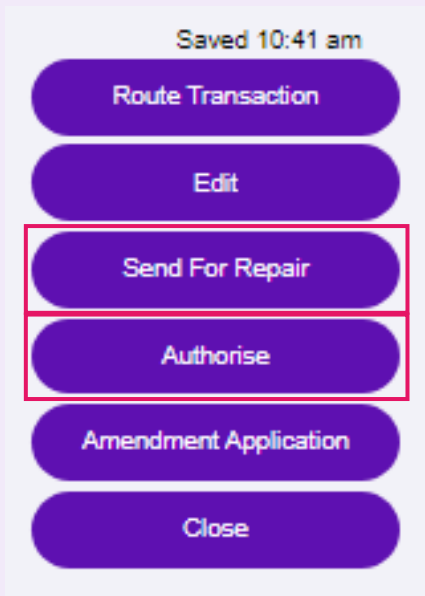
The Authoriser will need to go into the portal and select the below queue:



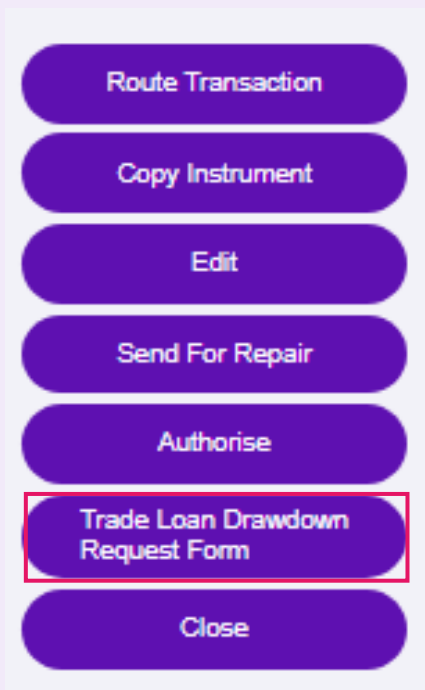
This will then take you to the below screen, where you will need to select the correct transaction:



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”