



# Rabo eTrade – Product Guide

*Export Letter of Credit*

March 2020

Rabobank March 2020

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## Table of Contents

1	Introduction.....	4
1.1	Transaction Overview .....	4
2	Export Letter of Credit.....	5
2.1	Negotiating an Export Letter of Credit .....	5
2.2	Confirming an Export Letter of Credit .....	8
2.3	Generating and Printing an L/C Cover Letter .....	11

# 1 Introduction

This document provides Customer users of Rabo eTrade with a guide to the activities required for the operation of Rabo eTrade features and functions related to the negotiation, confirming and printing of Export Letters of Credit (L/Cs).

The Rabo eTrade system and accompanying documentation assume a working knowledge of Trade Finance, along with industry standard basic computer and cyber skills.

**Working Assumptions:** The Rabo eTrade system and documentation package assume a working knowledge of Trade Finance, and industry standard basic computer and cyber skills.

**Other documents:** Documents also included in the Rabo eTrade documentation package are the User Guide and the Quick Reference Guide.

**User Experience:** Rabo eTrade provides an accessible and streamlined user experience regardless of what type of user you are, e.g. a bank customer, a supervisor, a manager or an administrator.

**Types of Users:** Several types of users can be defined in Rabo eTrade. This enables implementation of the business practices, roles and responsibilities, authorization levels and segregation schemes within the bank and defined jointly in your system with Rabobank team/s.

## 1.1 Transaction Overview

The following Rabo eTrade transactions must be performed in the listed order:

1. Transaction Initialization — each transaction initialization is made up of a number of data sections, all of which must be completed in order to finalize the transaction. For example, there are seven sections involved in an Import L/C initialization: general details, settlement data, transportation, participants, terms, text, and confirmation.
2. Transaction Authorization — once all transaction details are completed, the transaction must be approved by the required number of authorization signatures before it is ready for transmission. The customer determines the number and type of signatures required based on the value of the transaction.
3. Transaction Transmission — when transaction details are completed, the transaction is automatically transmitted to the Bank's Back Office.
4. Status — all transactions have a status determining the current stage of the specific transaction, starting with the creation until final release at the Bank's Back Office by the bank.

## 2 Export Letter of Credit

### 2.1 Negotiating an Export Letter of Credit

To Negotiate an Export Letter of Credit:

1. From Panorama: Inquiry tab: Deal Select, select the Export L/C transaction you want to negotiate from the Deal Select transaction list.

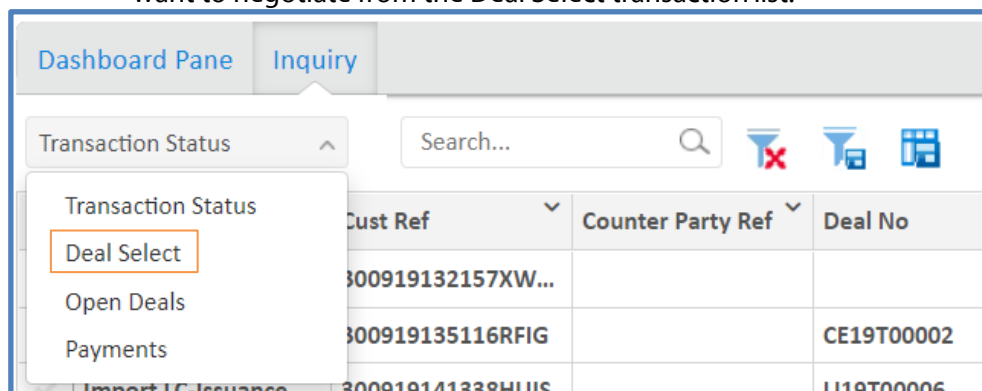



Figure – Panorama Screen: Deal Select

Alternatively, type the deal number in the Search field and click the  icon. The selected transaction is highlighted and the Panorama toolbar becomes available.

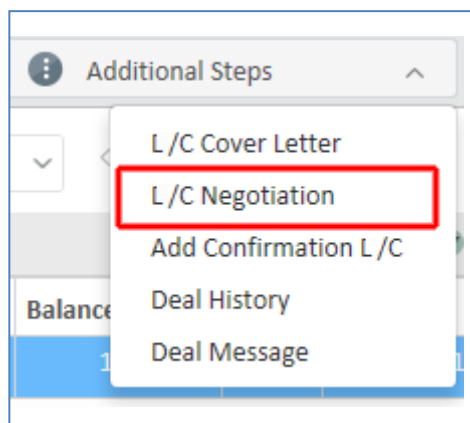
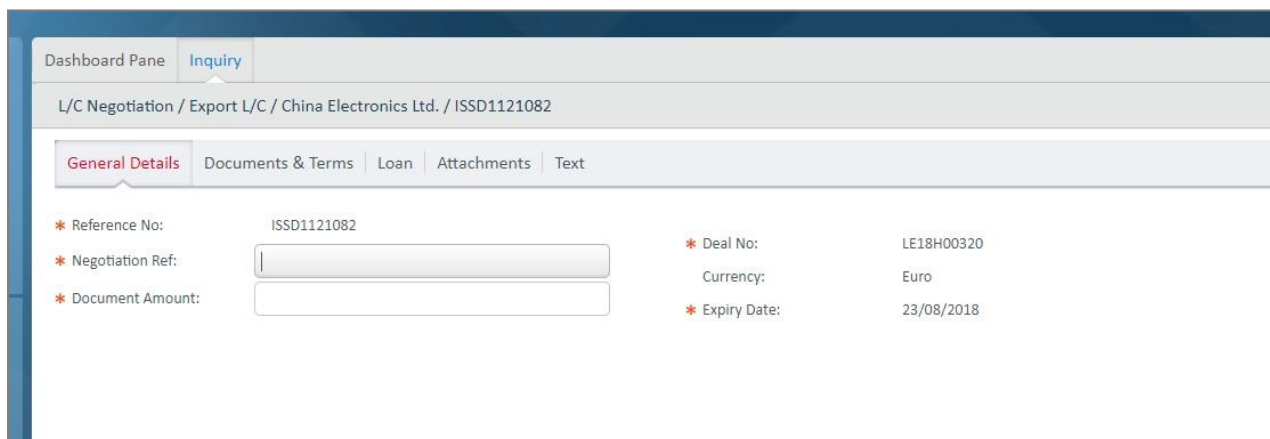


Figure – Additional Steps Dropdown: L/C Negotiation

2. From the Panorama toolbar: Additional Steps dropdown, select L/C Negotiation. The L/C Negotiation page displays.



Dashboard Pane Inquiry

L/C Negotiation / Export L/C / China Electronics Ltd. / ISSD1121082

General Details Documents & Terms Loan Attachments Text

\* Reference No: ISSD1121082

\* Deal No: LE18H00320

\* Negotiation Ref:

Currency: Euro

\* Document Amount:

\* Expiry Date: 23/08/2018

Figure – Export L/C Negotiation page: General Details tab

Reference No.	The customer's deal reference no. if assigned.
Deal No.	Bank's deal no.
Negotiation Ref.	The customer's reference no. for this specific Negotiation. In case of multiple negotiations, Rabo eTrade validates the uniqueness of the Negotiation Reference No. under the same deal. In case of duplication, Rabo eTrade prompts the 'Duplicate Negotiation Reference No' error message. Size: 16 alphanumeric.
Currency	Deal currency
Document Amount	The amount of the documents. Standard Rabo eTrade amount field. Rabo eTrade validates the entered amount against the deal balance. If the document amount is greater than the deal balance, Rabo eTrade will prompt the warning message 'Document amount is greater than the deal balance' to the user.
Expiry Date	Date of deal expiration

3. Switch to the Documents & Terms tab and enter relevant data in the available fields.

The Documents & Terms tab is divided into two parts:

- 1) The upper part contains the Deal's terms
- 2) The lower part contains the Deal's documents

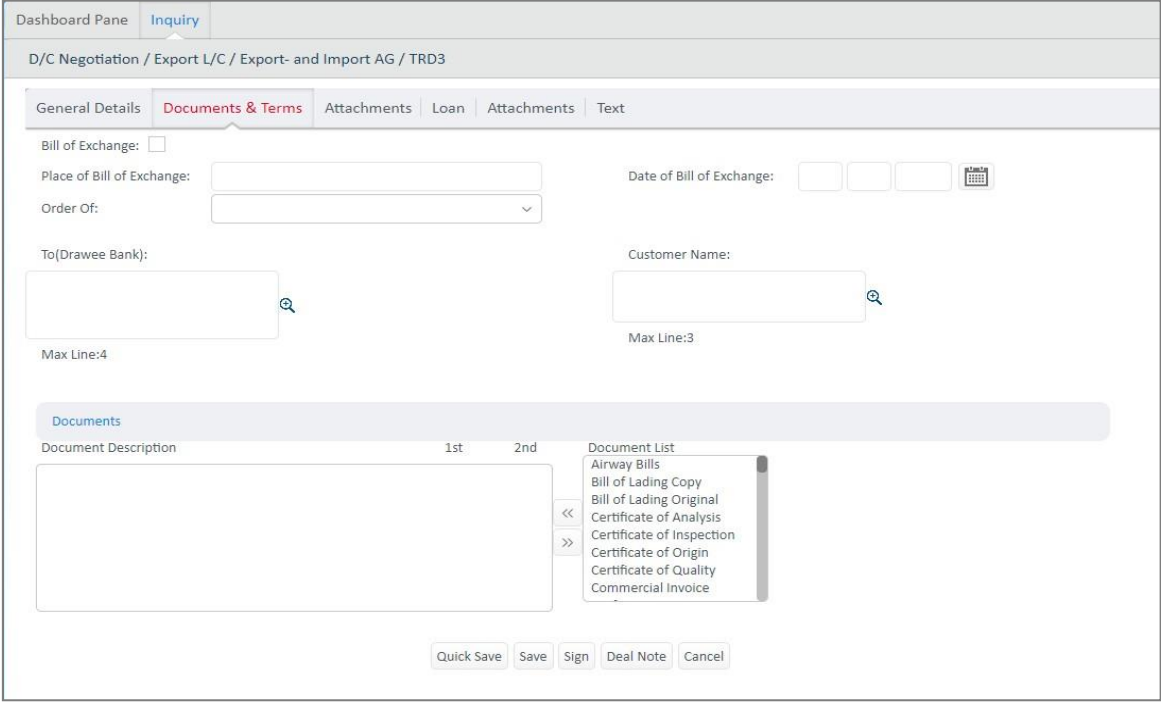


Figure – Export L/C tab: Documents & Terms Tab

Bill of Exchange	It is a deal term which is defined as per standard setup.
Place of Bill of Exchange	It appears and is mandatory when the Bill of Exchange checkbox is selected. Field size: 20 characters.
Date of Bill of Exchange	A date field populated with the current system date as default. User can change the date.
Order Of	It appears and is mandatory when the Bill of Exchange checkbox is selected. The field is a dropdown list with the following options: <ul style="list-style-type: none"> <li>● Rabobank Ltd.</li> <li>● Ourselves</li> </ul>
To (Drawee Bank)	It appears and is mandatory when the Bill of Exchange checkbox is selected. A free text field with size 4*3.
Customer Name	It appears and is mandatory when the Bill of Exchange checkbox is selected. A free text field with size 3*35. The bank's back-office system downloads the first three lines of the customer's Name & Address in the Party screen. This is defaulted and the user can override it.
Presented Documents	The dropdown list includes documents which have been Setup by the bank

4. Switch to the Loan tab and fill in the relevant details if you need to request a loan.
5. Switch to the Attachments tab to attach files to a Collection application to the bank and upload them to the Back Office.

For more information about this tab, see the Rabo eTrade User Guide, Attachments.

6. Switch to the Texts tab to enter additional customized information and requirements to the L/C Negotiation Deal.
7. To send the transaction, click Sign.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

8. If you do not want to send the transaction now, click Save to update the Deal in the Rabo eTrade database.

Or

Click Cancel to return to the previous page without saving any action on the current page.

## 2.2 Confirming an Export Letter of Credit

### To Confirm an Export Letter of Credit:

1. From Panorama, Inquiry tab, Deal Select, select the Export L/C transaction you want to confirm from the Deal Select transaction list.

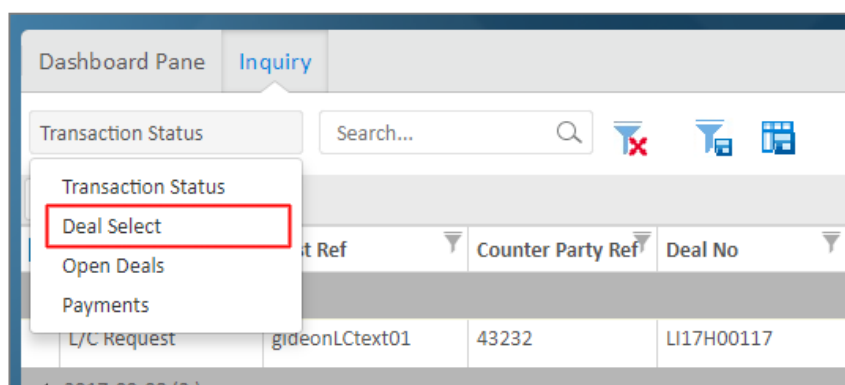



Figure – Panorama Screen: Deal Select



Alternatively, type the deal number in the Search field and click the  icon. The selected transaction is highlighted and the Panorama toolbar becomes available.

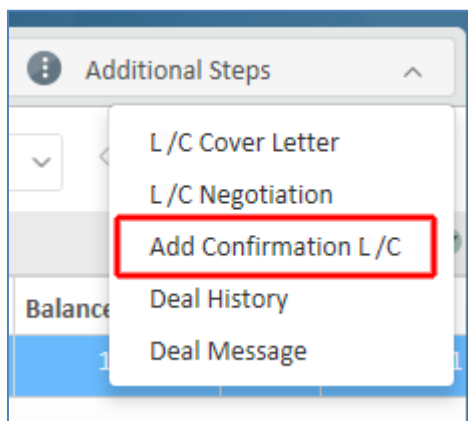


Figure – Additional Steps Dropdown: Add Confirmation L/C

2. From the Panorama toolbar: Additional Steps dropdown, select Add Confirmation L/C.

The Confirmation L/C page displays.

Dashboard Pane
Inquiry

Add Confirmation DC / Export L/C / Export- and Import AG / TRD3

General Details
Documents & Terms
Attachments
Text

Reference No.:	TRD3	Deal Number:	LE18H00183
Currency:	Euro		
Amount:	20.050,00		
Varied Amount Sum:			
Amount Terms:	None (as per UCP)		
Varied Amount Pct (+/-):	+ -		
Unconfirmed Amount:	20.050,00		
Expiry Date:	15/03/2018		
Country:	Germany		

\* Add Confirmation for Amount of:

Quick Save
Save
Sign
Deal Note
Cancel

Figure – Add Confirmation page

3. Switch to the Documents & Terms tab.

The Export L/C Document & Terms tab displays.

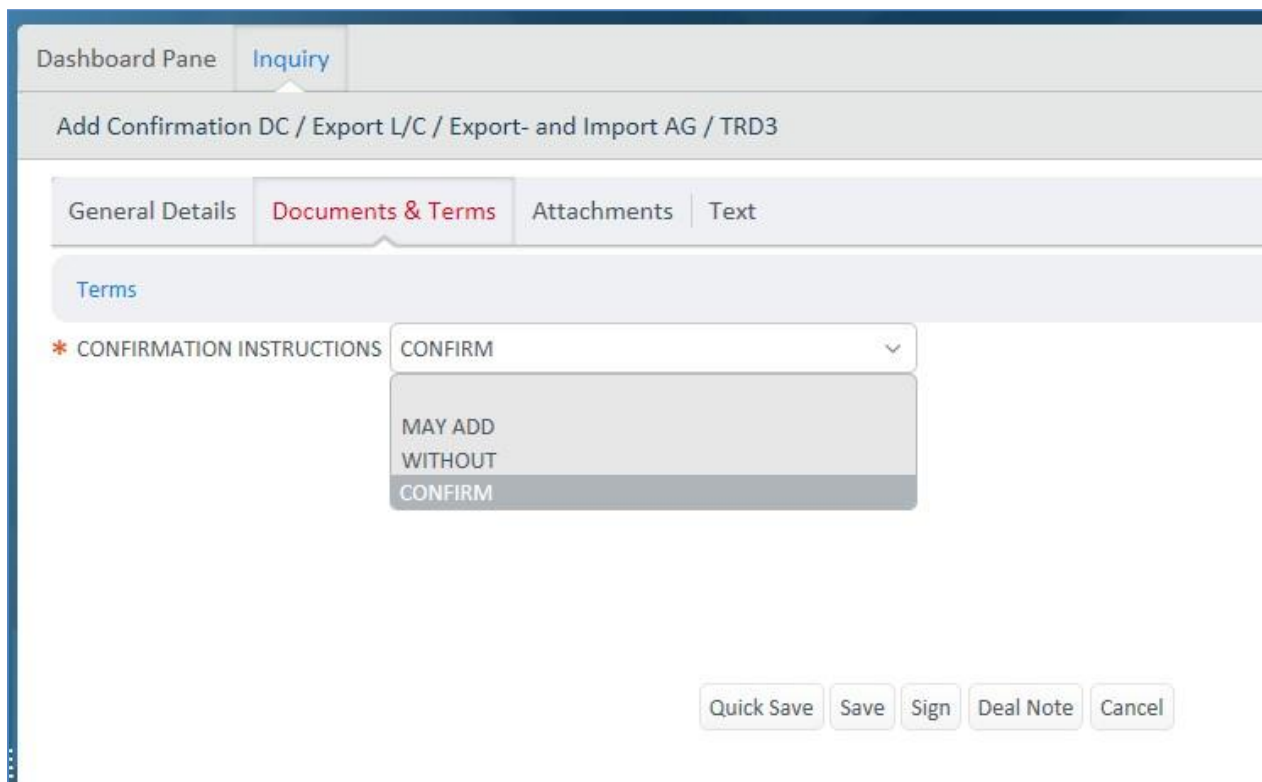


Figure – Documents and Terms tab

4. Select Confirm from the Confirmation Instructions dropdown list.
5. To send the transaction, click **Sign**.  
The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.
6. If you do not want to send the transaction now, click **Save** to update the Deal in the Rabo eTrade database.

Or

Click **Cancel** to return to the previous page without saving any action on the current page.

## 2.3 Generating and Printing an L/C Cover Letter

A cover letter can be generated, printed and attached to the set of documents to be sent to the bank for Regular Export Collections.

This option allows you to add a confirmation to an Unconfirmed Export L/C.

### To Generate and Attach a Cover Letter to an Export L/C:

7. From the Panorama screen, enable the Additional Steps dropdown menu by highlighting the relevant transaction.
8. From the Additional Steps dropdown, select L/C Cover Letter.

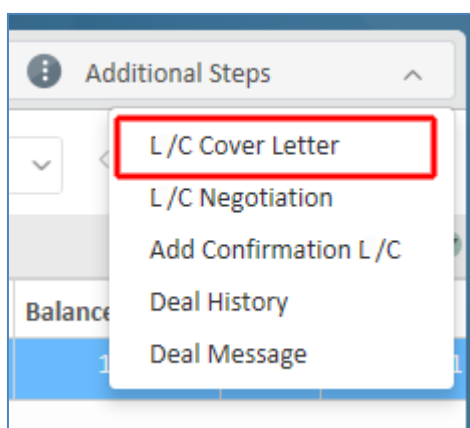
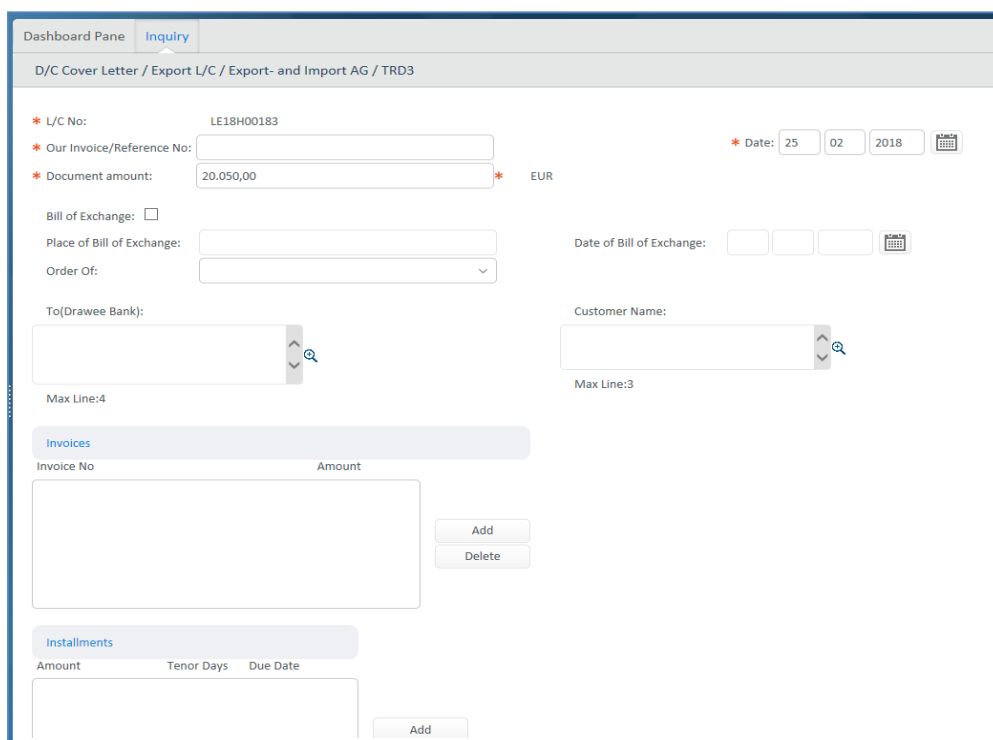


Figure – Additional Steps Dropdown: L/C Cover Letter

The L/C Cover Letter page displays.



Dashboard Pane Inquiry

D/C Cover Letter / Export L/C / Export- and Import AG / TRD3

\* L/C No: LE18H00183

\* Our Invoice/Reference No:

\* Date: 25 02 2018

\* Document amount: 20.050,00 \* EUR

Bill of Exchange: ☐

Place of Bill of Exchange:

Date of Bill of Exchange:

Order Of:

To/Drawee Bank:

Customer Name:

Max Line:4

Max Line:3

Invoices

Invoice No	Amount

Add

Delete

Installments

Amount	Tenor Days	Due Date

Add

Figure – Export L/C Cover Letter tab

9. Enter data and attach any relevant documentation (e.g., Invoices or Installment data). You may have to scroll down to reach the fields at the bottom of the page.

#### To Print a Cover Letter for an Export L/C:

1. From the Panorama screen, enable the Additional Steps dropdown by highlighting the relevant transaction.
2. From the Panorama toolbar: Additional Steps dropdown, select Print. The default Windows print dialog displays.
3. Click Print.