Rabo eTrade – Product Guide

Export Documentary Collection

March 2020

Table of Contents

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 issuance and amendment Export Documentary Collections.

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 Regular Export Collection initialization: general details, settlement data, participants, collection instruction, documents, loan, and text.

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 Documentary Collections

The Rabo eTrade Export Documentary Collection module provides two modes of collection:

- Regular
- Direct

In a Regular Collection, the customer sends the application for the collection via Rabo eTrade and in parallel sends all physical documents to the Bank, which assumes responsibility for remitting the collection schedule and documents to the Collecting Bank.

In a Direct Collection, the customer creates the collection schedule via Rabo eTrade and sends the collection schedule and documents directly to the Collecting Bank. The collection schedule is printed upon completion of the

> **Note:** In *Rabobank*, as Direct and Regular Documentary Collections are identical in their usage, here they are referred to generically as an Export Documentary Collection.

transaction application.

The type of documents being sent determines if the collection is a Documentary Collection (D/C) or a Clean Collection (C/C).

- Documentary Collections refer to a collection of:
  - Financial documents accompanied by commercial documents.

     Or

  - Commercial documents not accompanied by financial documents.
- Clean Collection refers to a collection of:
  - Financial documents that are not accompanied by commercial documents.

Financial documents can be bills of exchange, promissory notes, checks, or other similar instruments used for obtaining payment of money. Commercial documents can be invoices, transport documents, or any other document that is not financial.

Since the Bank is not used as an intermediary, the process of completing a direct collection is faster than that of a regular collection. However, direct collections require greater overseeing on the part of the user.

1.2   Initiating a Regular Export Collection

The methods used to perform both Regular and Direct Documentary are identical. Although the following section describes a Regular Documentary Collection, the procedure is identical for Direct Documentary Collections.

To Initiate a Regular Export Collection:

1. From Issuance: Export Documentary Collection, click Regular Doc Collection.
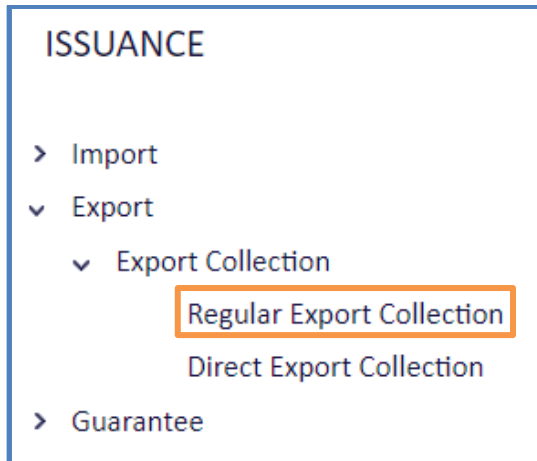
Figure – Issuance: Export Menu options
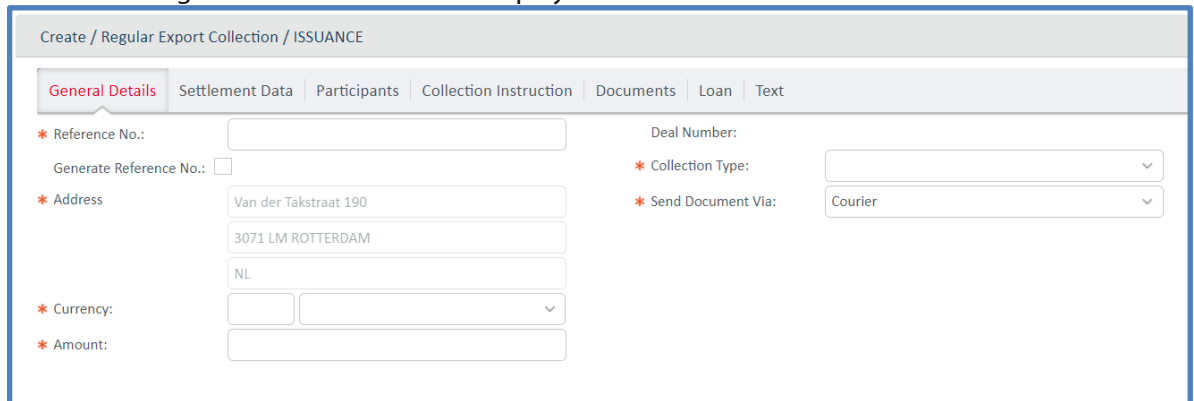
The Regular Collection window displays.

Figure – Export Collection Application: General Details tab

2. Enter data in the relevant fields.

> **Note:** Some of these fields are mandatory. They are indicated with asterisk (*) on the screen and in this Product Guide.

The following are the General Details tab fields:

*Reference No.	A unique deal identification number decided by the Rabo eTrade user, such as a contract number or delivery order
Generate Reference No	When checked, the customer reference number is generated automatically but at the customer's request.

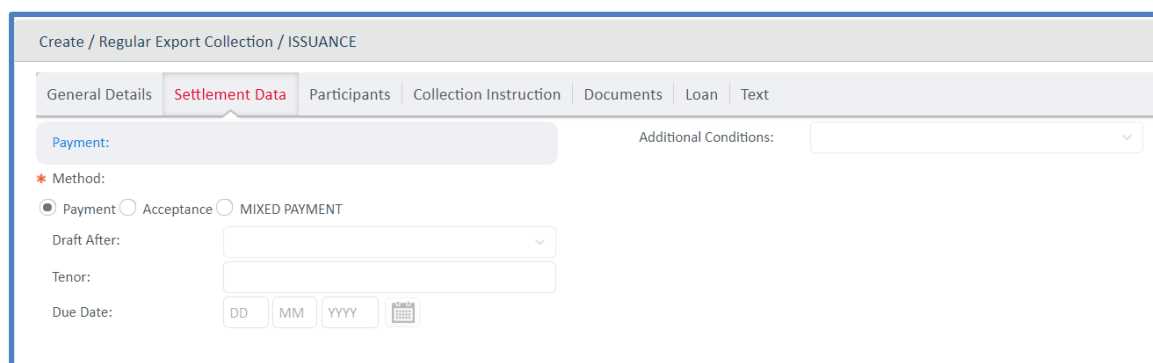|	
Deal Number:	Specifies the Deal Number created by the bank.
*Address	Customer address
*Currency	Specifies the currency in which the amount is defined
*Amount	Specifies the value of the documents to be collected
*Collection Type	This field describes the terms for releasing the documents.
*Send Document Via	Describes how the documents will be sent to the drawee, e.g. courier or airmail

3. Select the Settlement Data tab and enter data in the relevant fields.

Figure – Export Collection Application: Settlement Data tab

4. Select one of the Payment option radio buttons:

Payment	The value of the documents is to be paid immediately on presentation
Acceptance	The value of the documents is to be paid at a specified time.
Mixed Payment	A combination of Payment and Acceptance instructions

5. Enter the relevant data in the following fields:

Draft After	Payment is due after a specified event when the tenor days have lapsed. Only relevant if Acceptance or Mixed Payment button is checked
Tenor	The period of time after a certain event that payment is due. Only relevant if Acceptance or Mixed Payment button is checked
Due Date	A specific date the documents are due for payment. Only relevant if Acceptance or Mixed Payment button is checked.
*Additional Conditions	Selection is mandatory if Collection Type Acceptance or Mixed Payment is selected in the General Details tab.

6. Switch to the Transportation tab and enter the relevant data in the available fields. Is only visible if it is a Direct Export Collection.

Figure – Direct Export Collection: Transportation tab
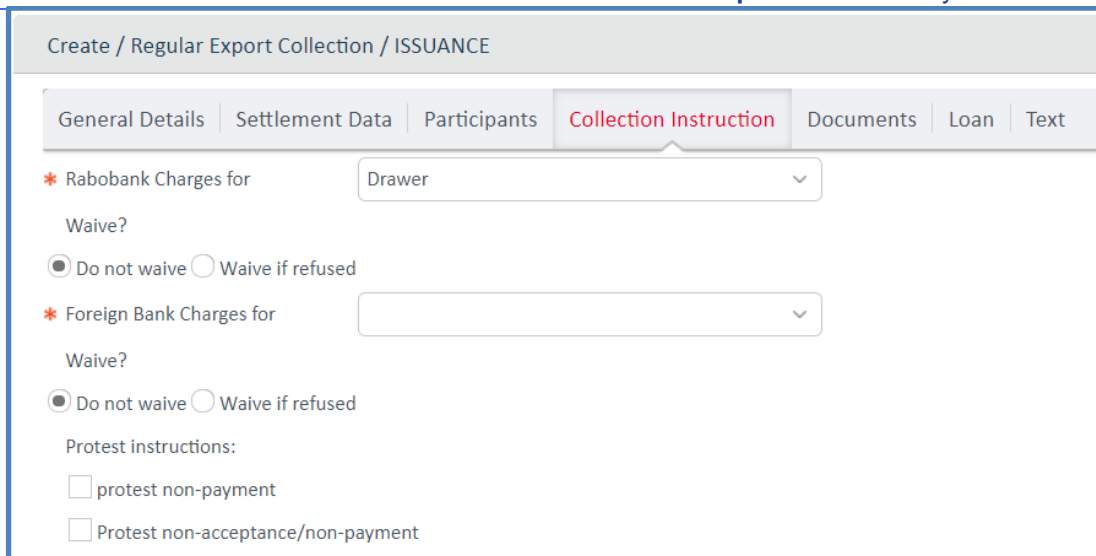
7. Switch to the Participants tab and enter the relevant data.

Figure – Export Collection Instructions: Participants tab

8. Switch to the Collection Instruction tab and enter relevant data in the available fields.

Figure – Export Collection Instructions: Collection Instruction tab

9. Switch to the Documents tab and enter relevant data in the available fields. The Documents tab displays:

Figure – Export Collection Application: Documents tab

10. Select the requested documents required from the Documents list in the right-hand side of the Documents section.

> **Note:** Select a continuous series of documents by holding down the Shift key and clicking the first and last documents in the series with the left mouse button. Select a non-continuous series of documents by holding down the Ctrl key and selecting the documents required with the left mouse button.

11. Import the selected documents into the Requested Documents window by clicking Import [<<]. Selected documents are removed from the Document List.

The Requested Documents list has the following columns:

Document Description	A list of documents required to be presented by the beneficiary.
Originals	The number of original documents that must be presented with the application for a Collection
Copies	The number of duplicates of documents that must be presented with the application for a Collection
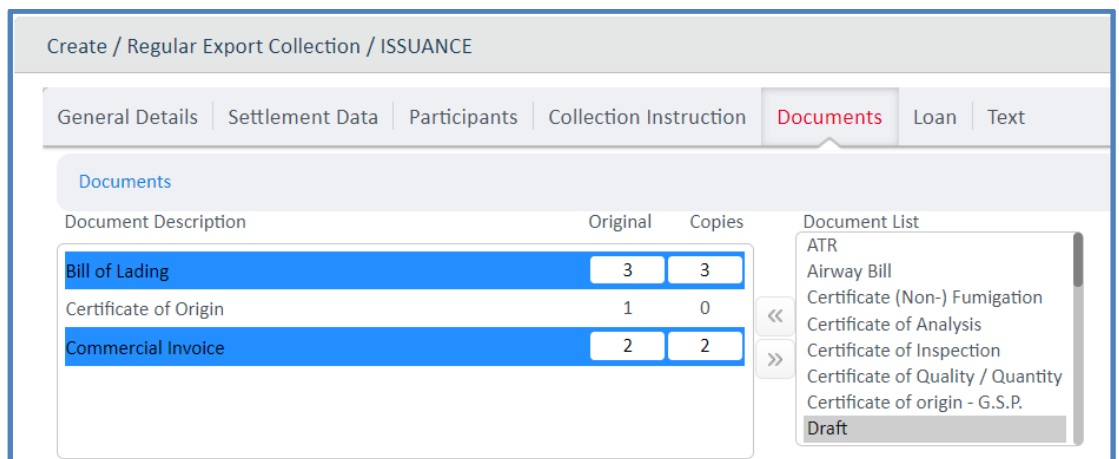
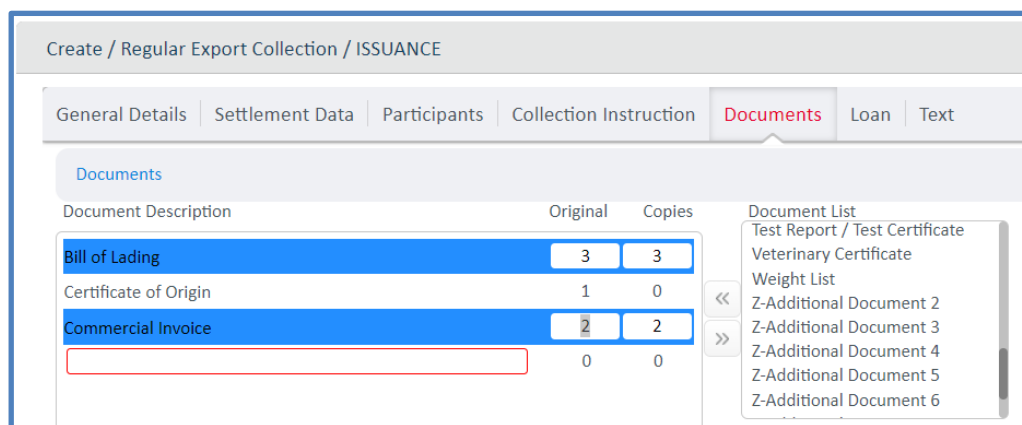12. Additional documents may be added by selecting Additional Document from the Document List pane.

Figure – Blank text field in Additional Document pane

You must then fill in the description of the document (up to a maximum of 35 characters).

Note: This feature must be enabled in your back office system in order to appear in the Document List.

13. Switch to the Loan tab and fill in the relevant details should you require a loan. (this tab is only visible if it is a Regular Export Collection)
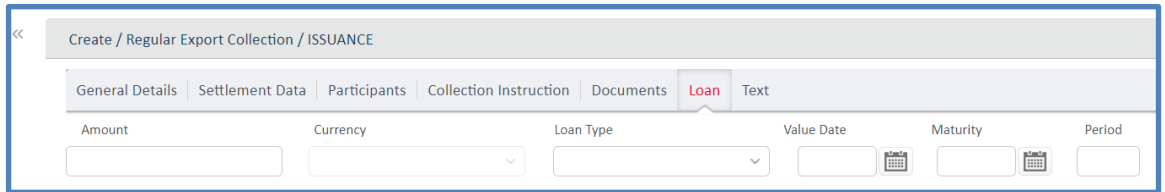
Figure –Export Collection Application: Loan Tab

14. Switch to the Texts tab to enter customer contact details and instructions for the bank.
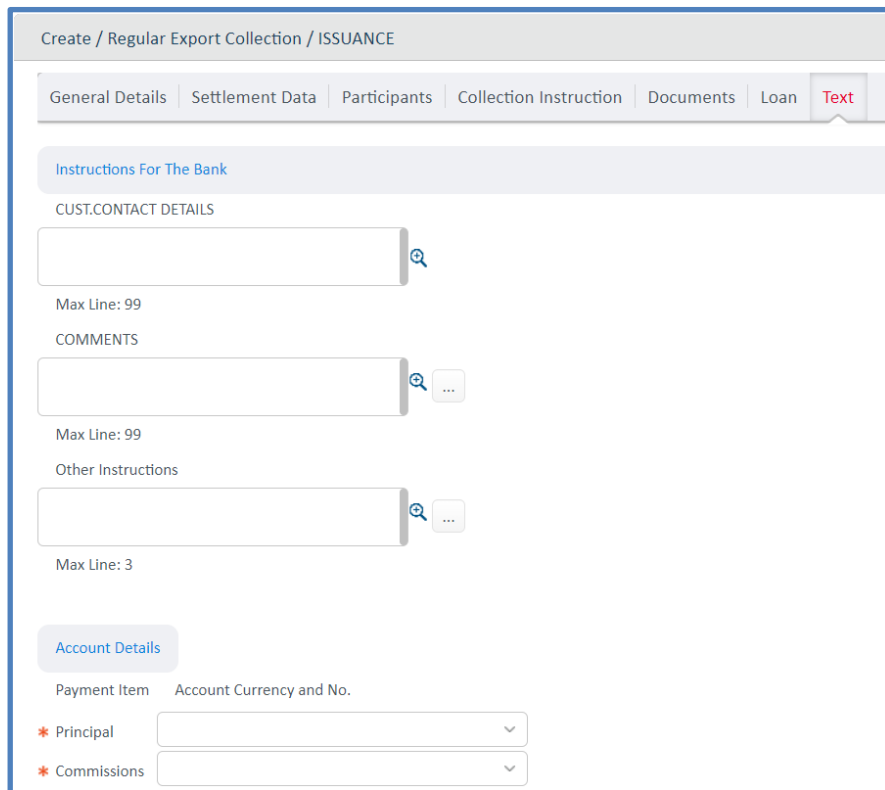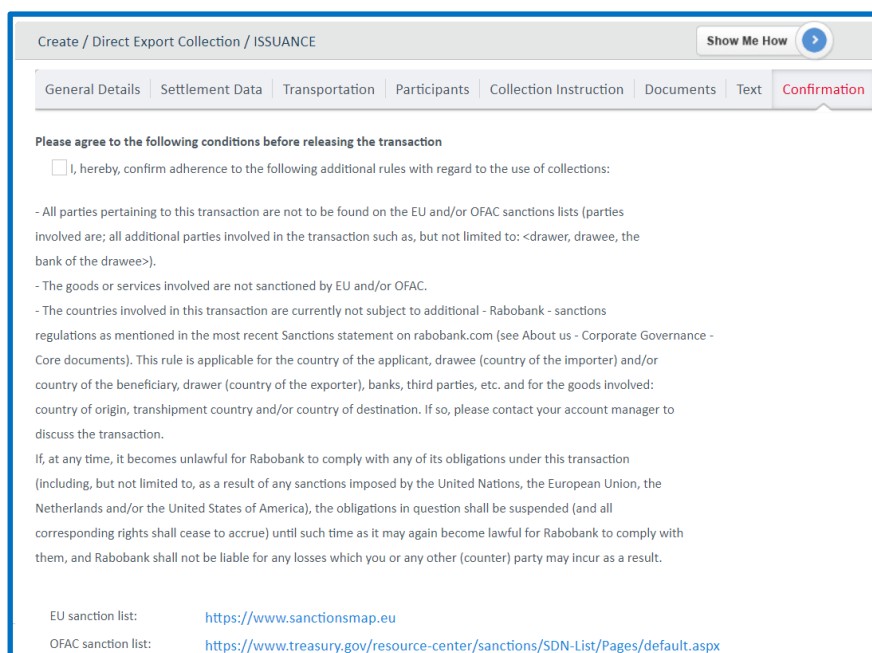

Figure – Blank text field in Additional Document pane

15. Switch to the Confirmation tab (only visible while issuing a Regular Export Collection)

Check the "I'hereby confirm" box

16. To send the transaction, when you have finished entering all the details into the application form, 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.

   To release the transaction, click Sign

Figure – Signing Window
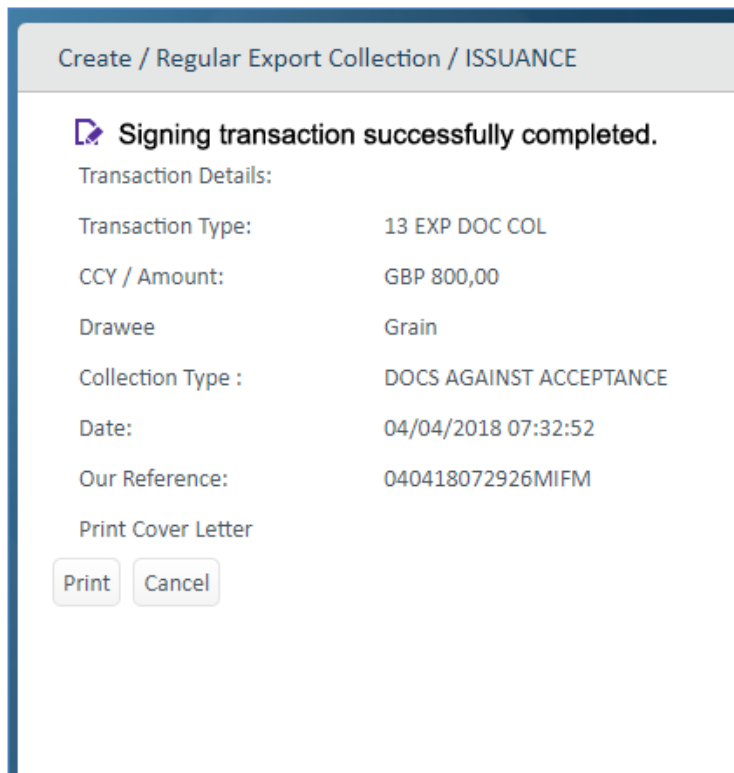
17. If you do not want to send the transaction now, once you have amended the appropriate information, click Save to update the Deal in the Rabo eTrade database.

   Or

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

> **Note:** When you want to save the updated application and apply the details to another application, click **Template.**

1.3   Amending an Export Collection

As in the case of initiating Documentary and Clean Collections, the procedures used to amend such collections are also identical.

For Direct Collections, handling depends on whether the customer sends additional documents:

● With documents: The logic is the same as for an Issuance Step.

● Without documents: No collection letter is created and the Bank sends a SWIFT message with amendments.

For Regular Collections, Rabo eTrade enables you to request an amendment on a regular collection. Should the amendment contain the presentation of new documents, the system automatically generates a collection letter to the Bank.

To Amend an Export Collection:

1. From Panorama, Inquiry tab, Deal Select, highlight the transaction you want to amend from the Deal Select transaction list.
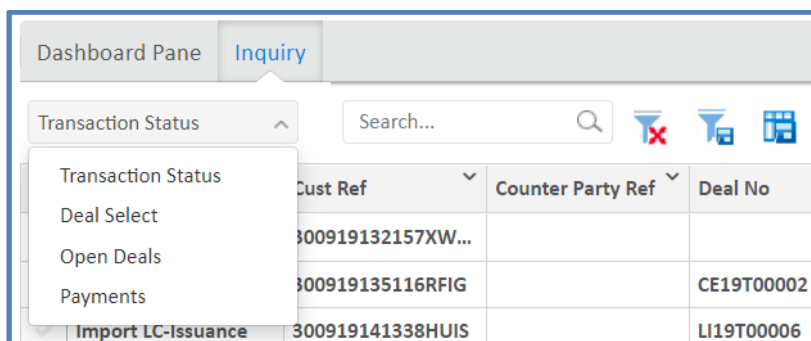
Figure – Panorama Screen: Deal Select

Alternatively, type the deal number in the Search field and click the 🔍 icon. The selected transaction is highlighted and the Panorama toolbar becomes available.
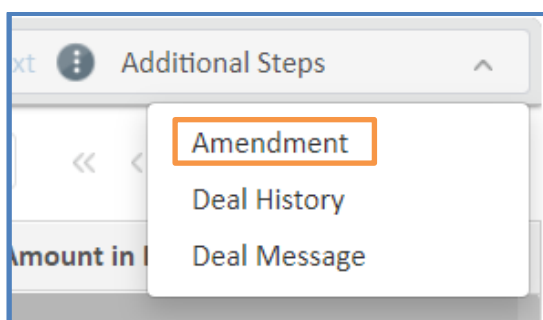
Figure – Additional Steps Dropdown: Amendment

2. From the Panorama toolbar, Additional Steps dropdown, select Amendment.

The Export Collection Amendment General Details screen displays the selected Deal. The General Details tab is the first tab that is displayed on the screen.

Dashboard Pane	Inquiry			Copy From	Copy From W/O Text	Additi...

Create / Direct Export Collection / AMENDMENT / Ibrahim 1

| General Details | Settlement Data | Transportation | Collection Instruction | Participants | Documents | Text |

✱ Reference No.:	Ibrahim 1	Deal Number:	CE20T00012
✱ Address	Cvlgwalaan 3A	✱ Collection Type:	DOCUMENTS AGAINST SIGHT PAYMENT ⌄
	9920LG CVSTAD		
	NL		
✱ Currency:	Euro		
✱ Amount:	1.500,00		
Increased Amount By:			
Decreased Amount By:			

Figure – Amend Export Collection: General Details Tab

Note: When viewing or editing a previously saved transaction, the amended fields are highlighted after the user saves the changes.

Enter data in the relevant fields.

The following are the General Details tab fields:

*Reference Number	A unique deal number specified at issuance (Establish New L/C). The reference number and deal number are specified at issuance and, therefore, cannot be modified at this stage.
*Address	Full address of yourselves.
*Currency	Specifies the currency in which the Export L/C amount is expressed.
*Amount	The value of the goods. This field is protected. Note: Changes in the amount are only performed using the Increase/Decrease fields.
Increased Amount	The amount the value of the goods has increased by.
Decreased Amount	The amount the value of the goods has decreased by.
Deal Number	A unique deal number specified by the bank's host. This field cannot be modified at the Amend stage of the application.
*Collection Type	Specifies the type of collection

3. Switch to the Settlement Data tab and enter data in the relevant fields to modify settlement instruction parameters.
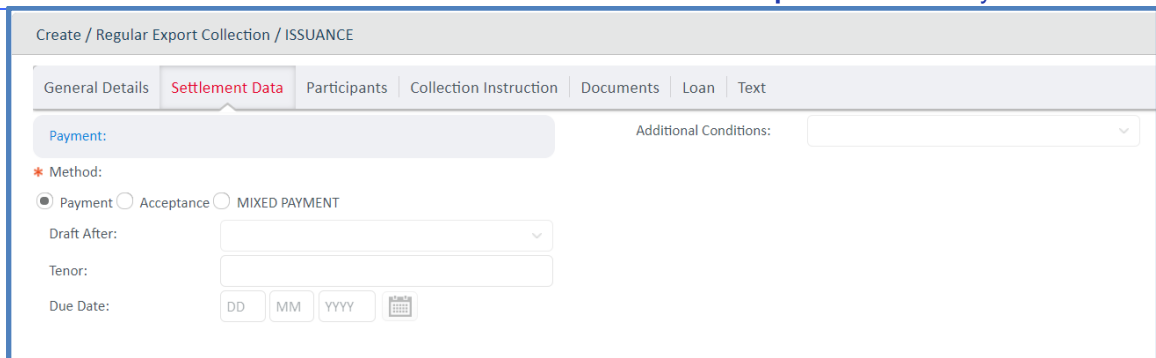
Figure – Amend Export Collection: Settlement tab

4. Enter Payment data in the relevant fields.

Method	Select the relevant method.
	If SIGHT is selected then Due Date field is disabled.
Draft After	Time of draft delivery
Tenor	The period after a certain event that payment is due.
Due Date	A specific date the L/C is due for payment. If only relevant for Time.

5. Enter Transportation data in the relevant fields.

6. Switch to the Collection Instruction tab and enter data in the relevant fields to modify collection instruction parameters.

7. Switch to the Participants tab and enter data in the relevant fields.

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

8. Switch to the Documents tab and enter data in the relevant fields to add relevant documents.

9. Switch to the Text tab and enter data in the relevant fields to amend Narrative Details, Instructions to the Bank, and access Incoming Correspondence related to the deal.

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

10. 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.

    To release the transaction, click Sign.

11. If you do not want to send the transaction now, once you have amended the appropriate information, click Save to update the Rabo eTrade database.

    Or

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

12. If you wish to print a copy of the amendment, click Draft.