

Lab Document

1. Starting up

Importer:

- Log into Trade Finance portal using these credentials :
Username – akshata
Password – 999999
OTP - 999999
- Click on *Trade Finance* tab on the upper right corner.
- Click on the *Importer* tab.

Exporter:

- Log into Trade Finance portal using these credentials :
Username – yashraj
Password – 999999
OTP - 999999
- Click on *Trade Finance* tab on the upper right corner.
- Click on the *Exporter* tab.

2. LC Application (Scenario 1)

Importer:

- Click on the *LC Application* tab on the portal.
- Fill in the details in the LC Application form as shown below :

New Letter Of Credit Application
Tue Sep 29 2015 22:03:23 GMT+0800 (Malay Peninsula Standard Time)

LC Details

Expiry Date : 30/10/2015 Expiry Place : China

Amount (in Figures) : 10000 Currency : USD United States D

Revocable : No Confirmation : Yes

Beneficiary Details

Beneficiary Account Number : 1926 Address :

Your Account Number : 1925 Address : Akshat, Singapore

Shipment Details

Shipment To : Singapore Shipment Period : 90 Days

Documents

Required

Invoices and other documents : Signed Invoice
 Packing List
 Weight List
 Certificate Of Origin

Other Details

Special instructions :

Brief Description Of Goods :

- Click on *Apply*.
- A popup window appears to confirm the application.
- Click on *Confirm Add LC*.

Please keep note of the LC reference number.

Issuing Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_issue
Password – qwerty
- Click on the task appearing on the home page.
- Click on *Claim task* if the popup window appears.
- Review the LC and click on *Reject*.

Importer receives an SMS and email notifying that LC Application has been rejected and the process ends.

3. LC Application (Scenario 2)

Importer:

- Click on the *LC Application* tab on the portal.
- Fill in the details in the LC Application form as shown below :

New Letter Of Credit Application
Tue Sep 29 2015 22:03:23 GMT+0800 (Malay Peninsula Standard Time)

LC Details

Expiry Date : 30/10/2015 Expiry Place : China

Amount (in Figures) : 10000 Currency : USD United States D

Revocable : No Confirmation : Yes

Beneficiary Details

Beneficiary Account Number : 1926 Address :

Your Account Number : 1925 Address : Akshat, Singapore

Shipment Details

Shipment To : Singapore Shipment Period : 90 Days

Documents Required

Invoices and other documents : Signed Invoice
 Packing List
 Weight List
 Certificate Of Origin

Other Details

Special instructions :

Brief Description Of Goods :

- Click on *Apply*.
- A popup window appears to confirm the application.
- Click on *Confirm Add LC*.

Issuing Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_issue
Password – qwerty
- Click on the task appearing on the home page.
- Click on *Claim task* if the popup window appears.
- Review each detail according to the checklist and tick it.
- Click on *Approve*.
- Logout from the portal.
- Log into Trade Operations as the checker using these credentials :
Username – checker_issue
Password – qwerty
- Click on the task appearing on the home page.
- Change the Issue date to the today's date.
- Review each detail according to the checklist and tick it.
- Click on *Approve*.

Importer receives an SMS and email notifying that LC Application has been accepted.

You can check the database to see that the message_log table has the Issuance message sent from Issuing Bank to Advising Bank in accordance to Issuing Bank's messaging standard.

Advising Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_advise
Password – qwerty
- Click on the task appearing on the home page.
- Click on *Claim task* if the popup window appears.
- Review each detail according to the checklist and tick it.
- Click on *Approve*.
- Logout from the portal.
- Log into Trade Operations as the checker using these credentials :
Username – checker_advise
Password – qwerty
- Click on the task appearing on the dashboard.
- Review each detail according to the checklist and tick it.
- Click on *Approve*.

Exporter receives an SMS and email notifying that LC Application has been advised.

Exporter:

- Click on *Acknowledge LC Application*.
- Set the date range for this month in order to retrieve all the LC.
- Click on *Retrieve LC List*.
- You can see the details of the LC.
- Click on *Approve*.

Importer receives an SMS and email notifying that LC Application has been accepted by the exporter.

You can check the database to see that the message_log table has the Acknowledgement message sent from Advising Bank to Issuing Bank in accordance to Issuing Bank's messaging standard.

4. Document Presentation (Scenario 1)

(This is a confirmed LC)

Exporter:

- Click on *Document Presentation* tab.

- Input your LC reference number
- Choose *Document Type* and upload a document inside the Trade Documents folder present on the desktop
- Click on *Store*.
- Upload 4 other documents
- Click on *Submit all Documents*.

Advising Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_advise
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Click on *Reject*.

Exporter receives an SMS and email notifying that Documents have been rejected and the process ends.

5. Document Presentation (Scenario 2)

(This is a confirmed LC)

Exporter:

- Click on *Document Presentation* tab.
- Input your LC reference number
- Choose *Document Type* and upload a document inside the Trade Documents folder present on the desktop
- Click on *Store*.
- Upload 4 other documents
- Click on *Submit all Documents*.

Advising Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_advise
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Check all the documents according to the checklist and tick them.
- Click on *Approve*.
- Log into Trade Operations as the check using these credentials :
Username – check_advise

Password – qwerty

- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Check all the documents according to the checklist and tick them.
- Click on *Approve*.

Exporter receives an SMS and email notifying that Documents have been accepted.

Exporter receives an SMS and email notifying that Payment has been made to his account.

Issuing Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_issue
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Review all the documents according to the checklist and tick them.
- Click on *Ok*.
- Log into Trade Operations as the checker using these credentials :
Username – checker_issue
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Review all the documents according to the checklist and tick them.
- Click on *Ok*.

Importer receives an SMS and email notifying that LC amount has been paid from his account.

You can check the database to see that the message_log table has the Documents Acknowledgement message sent from Issuing Bank to Advising Bank in accordance to Advising Bank's messaging standard.

Also, there is a payment message sent from Advising Bank to Issuing Bank in accordance to Issuing Bank's messaging standard and a payment acknowledgement message from Issuing Bank to Advising Bank in accordance to Advising Bank's messaging standard.

6. Document Presentation (Scenario 3)

(This is a non-confirmed LC)

Exporter:

- Click on *Document Presentation* tab.
- Input your LC reference number
- Choose *Document Type* and upload a document inside the Trade Documents folder present on the desktop
- Click on *Store*.
- Upload 4 other documents
- Click on *Submit all Documents*.

Issuing Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_issue
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Click on *Reject*.

Exporter receives an SMS and email notifying that Documents have been rejected and the process ends.

You can check the database to see that the message_log table has the Documents Acknowledgement message sent from Issuing Bank to Advising Bank in accordance to Advising Bank's messaging standard.

7. Document Presentation (Scenario 4)

(This is a non-confirmed LC)

Exporter:

- Click on *Document Presentation* tab.
- Input your LC reference number
- Choose *Document Type* and upload a document inside the Trade Documents folder present on the desktop
- Click on *Store*.
- Upload 4 other documents
- Click on *Submit all Documents*.

Issuing Bank:

- Log into Trade Operations as the maker using these credentials :
Username – maker_issue
Password – qwerty
- Click on the task appearing on the dashboard.

- Click on *Claim task* if the popup window appears.
- Check all the documents according to the checklist and tick them.
- Click on *Accept*.
- Log into Trade Operations as the check using these credentials :
Username – check_issue
Password – qwerty
- Click on the task appearing on the dashboard.
- Click on *Claim task* if the popup window appears.
- Check all the documents according to the checklist and tick them.
- Click on *Accept*.

Importer receives an SMS and email notifying that Documents have been reviewed and received.

Importer receives an SMS and email notifying that LC amount has been paid from his account.

Exporter receives an SMS and email notifying that Documents have been accepted.

Exporter receives an SMS and email notifying that Payment has been made to his account.

You can check the database to see that the message_log table has the Documents Acknowledgement message sent from Issuing Bank to Advising Bank in accordance to Advising Bank's messaging standard.

Also, there is a payment acknowledgement message from Issuing Bank to Advising Bank in accordance to Advising Bank's messaging standard.

8. Additional Features

LC Enquiry:

- Click on *LC Enquiry* tab on Trade Finance portal.
- You can check the list of LC Applications made and their statuses.
- You can also filter according to the different status types

Trade Glossary:

- In the home page of the Trade Finance portal, there are tabs for the definitions of different terms used in Trade Finance.
- You can click on each term to check the definition.

Thank you for taking out time to finish our user test. We really appreciate it.

