IDEAL TRADE FINANCE
USER GUIDE

Dec 2021

Table of Contents

01 Trade Financial Calendar

Trade Financial Calendar

Gives visibility of your upcoming trade activities

Provides you with an overview of upcoming Trade Finance activities of the current month

- Lists 4 upcoming events on the Dashboard

- Shows all events for the month by clicking "View All" button

02 Create New Application

Trade Finance Application

Manage

Tools

...ansactions

Recent Activity

Interest Projection Calculat...

Document

Transaction Create ❶ Select "Transaction Create"

Set Up

Transaction In Process

Transaction Parties

Transaction Review

...ard Clauses

Create Transaction
Use this screen to create Transaction, Amendment or Template.

Help on this page

*Required

Product* [All Product Types ▾]

☐ Create Amendment

☐ Create Template

Continue

Product* [All Product Types ▾]
| All Product Types |
| Documentary Letters of Credit (Import) |
| Shipping Guarantee / Air Waybill Endorsement |
| Documentary Letters of Credit (Export) |
| Export Bill under Collection |
| Standby Letters of Credit |
| Banker's Guarantee |
| **Trade Finance** |

Continue

❷ Choose "Trade Finance"

Product* [Trade Finance ▾]

Sub Product* [Purchase Invoice Financing (DTR/DBRP) ▾]

☐ Create Template

Optional: Tick "Create Template" to create a template

Continue

❸ Click "Continue"

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Trade Finance Application

Create Transaction Origination
Use this page to create Transaction Origination screen.

Help on this page

*Required

Product	Trade Finance
Sub Product	Purchase Invoice Financing (DTR/DBRP)
Customer Reference*	[ ]
Route Application To*	Accounts Payable Financing (DTR/DBRP) Routing ⌄
Pre-Load from Template	[ ] 🔍
Copy from Application	[ ] 🔍

4 Input Unique Customer Reference

5

6 Click "Continue"

5a

Cancel   Continue

Copy From Application List
Use this page to search for an existing application to pre-populate a new application.

5b   Help on this page

Filter

Items per Page 100 ⌄

Search Results
44 items found, displaying all items

Customer Reference	Bank Reference	Counter Party	
○ 111			
○ 12309	00947060083788		
○ 123123			
○ 12367	00947060055524		

Template List
Use this page to search for templates to pre-populate a new application.

Help on this page

Items per Page 10 ⌄

Search Results
One item found

Customer Reference	Counter Party	
○ ABC		

5. Copy from a previously created
a. **Template**: choose from list of saved templates from "Pre-load from Template" and click 'Select'
b. **Past application**: choose from list of past applications from "Copy from Application" and click 'Select'

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Trade Finance Application

Finance Details

Application Status	Incomplete
Customer Reference	14764
Bank Reference	
CL Account Number	1000570
Route Application To*	Accounts Payable Financing (DTR/DBRP) Routing ▾

	Party ID	Party Name
Applicant*	VNDBSGTS	VN IDEAL GTS-LV ▾
For the Benefit of a 3rd Party ID		
Name		Show/Hide Party Address
Address		

Trade Loan Type*

-- Select an item -- ▾
-- Select an item --
Direct BRP financing(without Import LC/Collection Documents)
Freight Loan financing

1 Choose Trade Loan Type

8

Trade Finance Application

Trade Loan Type* | Direct BRP financing(without Import LC/Collection Documents) ▾

Advance Payment* | No ▾ ①

Invoice Currency* | -- Select an item -- ▾ ②

Invoice Amount* | [ ] ③

Finance Amount* | [ ] ④

Financing Currency* | -- Select an item -- ▾ ⑤

Finance Period* | [ ] Days ⑥

Supplier Name* | [ ] ⑦

Nature of underlying Trade* | -- Select an item -- ▾ ⑧

Description Of Goods* | 0 of 100 allowed text lines ⑨

[free format text box]

Mandatory Fields

#	Field	Description
1	Advance Payment	Choose "Yes" if it is an advance payment, "No" if otherwise
2	Invoice Currency	Currency of the invoice to be financed
3	Invoice Amount	Total amount of all invoices
4	Finance Amount	Total financing amount in invoice currency. Finance amount cannot exceed invoice amount
5	Financing Currency	Can be different from invoice currency
6	Finance Period	Number of days of financing
7	Supplier Name	Name of the supplier. If there are multiple suppliers, please indicate "refer to the attached"
8	Nature of underlying Trade	Please either choose "Goods" or "Services"
9	Description of Goods	List all categories of goods to be financed in the free format text box

Trade Finance Application

Trade Loan Type* Direct BRP financing(without Import LC/Collection Documents)

Advance Payment* No

Invoice Currency* USD - US Dollar

Invoice Amount* 131342

Finance Amount* USD 131342

Financing Currency* VND - Vietnam Dong

Finance Period* 30 Days

Supplier Name* xxxxxxxxxxxxxxxxxxxx

Nature of underlying Trade* Goods

Fx Type --Select an item--

Fx Type --Select an item--
- --Select an item--
- Board Rate
- Contract Rate
- Both

Board Rate Amount USD

Number Of Contracts 1

Contract Number

Contract Amount Use USD

FX Contract Rate

FX contract Available amount

Help on this page

Financing currency *: if financing currency is different from invoice currency

1. FX type: choose option of FX conversion
a. Board rate: to apply Bank board rate on the processing date.
b. Contract rate: apply pre-booked FX contract rates.
c. Both: apply partial amount with board rate and the remaining with pre-booked FX contract rates.

2. How to fill FX amount

FX Type	Board Rate Amount	Contract Amount Use
Board Rate	Finance Amount	NA
Contract Rate *How to book FX contract: Prefer to user guide of Deal Online*	NA	Finance Amount If there are multiple contracts, input Contract amount use of each contract. Total contract amount use = Finance Amount
Both	Input the financing amount to be applied with board rate	Input the financing amount to be applied with each contract rate. Total contract amount use+ Board rate amount = Finance Amount

Choose number of FX contracts to be used

Find existing FX contract to be used and click "Select"

FX Contracts
Use this screen to select existing FX Contract.

Items per Page 10

FX Contract No items found

Contract Number	Fx Contract Rate	Buy CCY	Sell CCY	Fx Contract Available Amount
VF20000005-01	23492.0000000000	VND	USD	10.00
VF20000396-01	23255.0000000000	VND	USD	0.10

Trade Finance Application

Types of Supporting Documents (Optional)

1. Tick Document types
2. Input number of Original and Copies to be attached

Trade Finance Application

Disbursement Instruction

Disbursement instruction

1. Payment to Single Supplier: Input information of beneficiary

2. Transit Account Disbursement*:
To disburse Loan to your current account before transferring to suppliers

3. Payment to Multi-Suppliers:
Choose **Others >>** Input in text box **"refer to attached payment list"**

* Please pre-check with Bank if this option is available to your request

Trade Finance Application

Settlement instructions

Instructions

1 Debit account on maturity   -- Select an item --

2 Debit Charges from Another Account (Optional)   -- Select an item --

3 Contact Person*

Telephone Number*   Location Code   -- Select an item --   -   Area Code   -   Number

Fax Number   Location Code   -- Select an item --   -   Area Code   -   Number

1. **Debit account on maturity**: choose account to settle loan repayment on maturity date.

2. **Debit charges from another account**: choose account to collect fees (if any)

3. **Contact person**: input Name and Telephone number of in-charge person of this application

Trade Finance Application

Key items must input in Special instructions

Special Instructions   [10] of 10 allowed text lines

```
1. Drawdown date: DDMMYYYY
2. Interest rate: xxx percentage
3. Term: xxx days or months
4. Maximum Tenor: xxx months or Final maturity date (DDMMYYYY)
5. Maturity Instruction: choose either below
a. Auto-Rollover
b. To be advised at end of each Term
6. Payment details: Difference amount between Finance Amount and
Invoice Amount (if any) will be debited from account xxxxxxxxxxx
7. FX:
```

#		
1	**Drawdown date**	Date that the bank will process your loan application. Up to 7 days from application date. Format: DDMMYYYY
2	**Interest rate**	Agreed interest rate with the bank
3	**Term**	Number of months or days of the loan that the interest rate will be applied. E.g., 30 days or 3 months
4	**Maximum tenor**	Number of days or months of the loan period **OR** end date of the loan in format DDMMYYY
5	**Maturity instruction**	3 options : a. Auto-Rollover b. To be advised at end of each Term c. NA Please refer to next page for explanation
6	**Payment details**	Difference amount between Finance Amount and Invoice Amount (if any) will be debited from account 3xxxxxxxxxx

7 **FX**   Input based on type of foreign exchange used
   a. **FX contract applied**: Financing amount (in financing currency) equivalent to (in invoice currency) yyyyyyy at FX rate zzzzz
   b. **Board rate applied**: Financing amount (in financing currency) equivalent to (in invoice currency) yyyyyyyyy at board rate on drawdown date
   c. **FX rate not yet available on the application date**: FX rate to be agreed with the Bank on Drawdown date
   d. **Finance Amount < Invoice Amount and applied FX**: The shortfall between Finance Amount and Invoice Amount (in invoice currency) xxxxxx at FX rate yyyy using FX contract number zzzzzzz / board rate on drawdown date
   e. **Decimal**: up to 2 decimal points if financing amount is not in VND. No decimal point for VND amount

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Trade Finance Application

Key items must be input in Special instructions

```
3. Term: xxx days or months
4. Maximum Tenor: xxx months or Final maturity date (DDMMYYYY)
5. Maturity Instruction: choose either below
a. Auto-Rollover
b. To be advised at end of each Term
```

> **Maturity Instruction Explanation**
> Example: Drawdown date is 1 Jun. Agreed interest rate is 5%.
> Maximum loan tenor is 6 months (maturity date: 1 Dec)

Option	Scenario	Input information as below	Remark
a	Loan starts from drawdown date and is rolled over monthly until end of 6 months. Interest will be negotiated monthly at the new rollover date for each new Term.	1. Drawdown date: 1/6/2021 2. Interest rate: 5% 3. Term: 1 month 4. Maximum Tenor: 6 months 5. Maturity Instruction: Auto-Rollover	**Preferred option**
b	Loan starts from drawdown date for the first Term of 1 month. You will decide later to continue or repay the loan at end of the first Term. You need to repay the loan after 1 month. To continue the loan, you need to send the bank a **Rollover Notice Form** at end of the first Term.	1. Drawdown date: 1/6/2021 2. Interest rate: 5% 3. Term: 1 month 4. Maximum Tenor: 6 months 5. Maturity Instruction: to be advised at end of the Term	Select ONLY if you plan to repay the loan after end of first Term (1 month in this example)
c	Loan starts from drawdown date for 6 months until the maturity date. Interest rate will be fixed at 5% during the loan period (6 months)	1. Drawdown date: 1/6/2021 2. Interest rate: 5% 3. Term: NA 4. Maximum Tenor: 6 months 5. Maturity Instruction: NA	Select ONLY for fixed loan interest during loan tenor

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Trade Finance Application

Attachments options

Attachments Options* -- Select an item --

2 Manage attached documents

Attachments Options* -- Select an item --
-- Select an item --
Attached with this application
Others
Submit over the counter

1 Select "Attached with this application"

Repeating step 2- 6 as many times as required to upload all required documents

Manage Attachments
Use this page to upload or remove atta...

Help on this page

Current Attachments: 02-Apr-2021 15:15:00 atrer   remove attachment **5** Click "remove attachment" to remove previously uploaded file

*Required

Add Attachments

Description: File:
                                     Choose File No file chosen ⓘ
                                     Choose File No file chosen ⓘ
                                     Choose File No file chosen ⓘ

3 Choose file to upload and enter file description

4 Upload Files Done   **6** Click "Done" when completing uploading

Click "Upload Files" to upload selected documents

Add Attachments

Description: File:
atrer   Choose File DBS LOAN ...4032021.pdf ⓘ

Attachments:
- Supporting documents
- Summary of invoices
- Attachment of Disbursement Instruction
- TT Payment form for internal account transfer

Note:
1. Max 10MB per file. Total attachment max 50MB
2. Accepted file format: pdf, word, excel, zip folder without encryption

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Trade Finance Application

Internal Notes

New Internal Note [0] of 10 allowed text lines

Input "Internal note" if required

Add Note

Click "Save and Exit" if wants to return to application later

Cancel   Delete   Save and Exit   Submit

Click "Submit" if application is ready for approval

Cảnh Báo:
You are about to Submit the selected item. Would you like to continue.
To continue, click Yes below. Otherwise, click No.

No   Yes

Click "Yes" to complete

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03 Edit Existing Application

Forex (FX)
Foreign exchange

Trade Finance
Trade finance

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Company & user admin

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oorts

Search

Manage

Tools

Transactions

Recent Activity

Interest Projection Calculator

Document

Transaction Create

Set Up

Transaction In Process ➊ Select "Transaction in Process"

Transaction Review

Transaction Parties

Standard Clauses

Trade Notifications

Filter

Help on this page

Transactions in Process
Use this page to modify, delete or approve any of the transactions for which you have entitlement.

Filter | Transactions Pending Approval

Business Calendar 📅

| Product | -- Select an item -- | Sub Product | -- Select an item -- |

Status | -- Select an item --
-- Select an item --
Outstanding
Pending Approval
Rejected By Bank
Settlement Instruction Required
Incomplete
Received From Bank
Modification Required

Template

➋ Choose status to find applications

Customer Reference

Type | -- Select an item --

Amount From

To

Approver

Status:
1. **Incomplete**: application was saved.
2. **Pending approval**: application was submitted.
3. **Modification required**: application was rejected by approver to edit
4. **Rejected by Bank**: application requires edition/resubmission of documents

Go ➌ Click "Go"

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Select item per page to display more on screen

Filter   Transactions Pending Approval

Business Calendar 11

Items per Page 10 ∨   First ◀◀ **1** 2 3 4 ▶▶ Last

Search Results   (Select one or more items and click on the preferred action button at the bottom of the screen)   39 items found, displaying 1 to 10

☐	Transaction Type	Product/Sub Product	Status	Applicatio
	Documentary Letter of Credit-Export Bill under LC (1) items shown			
☐	Transaction Origination	Documentary Letter of Credit-Export Bill under LC	Incomplete	02-Fe
	Export Bill Under Collection-Export Bill under Collection (2) items shown			
☑	Transaction Origination	Export Bill Under Collection-Export Bill under Collection	Incomplete	02-Fe
☐	Transaction Origination	Export Bill Under Collection-Export Bill under Collection	Incomplete	02-Fe
	Shipping Guarantee/Air Waybill Endorsement (4) items shown			
☐	Transaction Origination	Shipping Guarantee/Air Waybill Endorsement	Incomplete	22-Ma
☐	Transaction Origination	Shipping Guarantee/Air Waybill Endorsement	Incomplete	02-Fe
☐	Transaction Origination	Shipping Guarantee/Air Waybill Endorsement	Incomplete	02-Fe
☐	Transaction Origination	Shipping Guarantee/Air Waybill Endorsement	Incomplete	21-Ja
	Trade Finance-Purchase Invoice Financing (DTR/DBRP) (3) items shown			
☐	Transaction Origination	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Incomplete	01-Ap
☐	Transaction Origination	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Incomplete	01-Ap
☐	Transaction Origination	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Incomplete	25-Ma

1 Tick to select application

Delete   Reject   Save as Template   View   Approve   Offline Approve   Offline Print   Select **2**

Click "Select" to edit

Note: Any edited application will require resubmission and full approvals before Bank can receive and process

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04 Approve Trade Finance application

nents & orts	Forex (FX) Foreign exchange	Trade Finance Trade finance	Admin Company & user admin

Search	Manage	Tools
Transactions	Recent Activity	Interest Projection Calculator
Document	Transaction Create	
Set Up	Transaction In Process	**Select "Transaction in Process**
	Transaction Review	
Transaction Parties		
Standard Clauses		
Trade Notifications		

Transactions in Process

Use this page to modify, delete or approve any of the transactions for which you have entitlement.

[Filter] [Transactions Pending Approval] ② **Click "Transactions Pending Approval"**   [Business Calendar 📅]

Items per Page [10 ▼]

Search Results   (Select one or more items and click on the preferred action button at the bottom of the screen)   One item found

☐ Transaction Type	Product/Sub Product	Status	Application
Trade Finance-Purchase Invoice Financing (DTR/DBRP) (1) items shown			
③ Transaction Origination	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Pending Approval	13-Ap

Select 1 or multiple transactions to approve

❌ **DBS**

Search Results (Select one or more items and click on the preferred action button at the bottom of the screen) 6 items found, displaying all items

	Transaction Type	Product/Sub Product	Status	Applicatio
	Trade Finance-Accounts Payable Financing (DTR/DBRP) (6) items shown			
✔	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Pending Approval	05-A
☐	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Incomplete	21-Ju
☐	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Incomplete	21-Ju
☐	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Incomplete	20-Ju
☐	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Pending Approval	25-Ju
☐	Transaction Origination	Trade Finance-Accounts Payable Financing (DTR/DBRP)	Pending Approval	25-Ju

Delete | Reject | Save as Template | View | Approve | Offline Approve | Offline Print | Select

1 Click "Approval"

You are about to Approve the selected item.
Please read the respective Terms and Conditions below.
By clicking on the "Confirm" button below, you indicate full acceptance of the relevant terms and conditions attached if any.

Terms and Conditions of product to review before approval

Terms & Conditions:

- Purchase Invoice Financing (DTR/DBRP) Application

To Approve selected transaction(s), click 'Confirm' or click 'Cancel' to go back on Transaction in Process screen.

Cancel | Confirm

2 Click "Confirm"

Warning:
You are about to Approve the selected item. This action cannot be un-done.
To continue, click Confirm below. Otherwise, click Cancel.

Challenge   13864662

Security Token Type   ◉ Digital Token   **How to use Digital Token**
                      ○ IDEAL Security Device   **How to use IDEAL Security Device**

Response   [   ]

3 Enter Response code from token *

Cancel | Confirm

4 Click "Confirm"

Click on link "How to user Digital token"/ "How to use IDEAL Security Device" for user guide of acquiring Response code

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Sample of a Complete Application

Application is approved and received by DBS

Application can be printed to save

05 Prepay Trade Finance Transaction

Forex (FX)
Foreign exchange

Trade Finance
Trade finance

Admin
Company & user admin

nents &
orts

Search

Manage

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Transactions

Recent Activity

Interest Projection Calculator

Document

Transaction Create

Set Up

Transaction In Process **1** Select "Transaction in Process"

Transaction Review

Transaction Parties

Standard Clauses

Trade Notifications

Filter **2** Choose Filter

Filter | Transactions Pending Approval

Business Calendar

3 Choose Product Type

Choose Sub-Product

Choose Type

Product | Trade Finance

-- Select an item --

Documentary Letters of Credit (Import)

Import Bill under Collection

Shipping Guarantee / Air Waybill Endorsement

Documentary Letters of Credit (Export)

Export Bill under Collection

Standby Letters of Credit

Banker's Guarantee

Trade Finance

Status

Customer Reference

Amount   From

Approver

Sub Product | Purchase Invoice Financing (DTR/DBRP)

-- Select an item --

Pre-Shipment Financing

Sales Invoice Financing (BRD/BRS)

Purchase Invoice Financing (DTR/DBRP)

Type

To

Type | -- Select an item --

-- Select an item --
Transaction Amendment
Transaction Origination
Document Presentation
Settlement

To

4 Click "Settlement"

Go **5** Click "Go"

Items per Page | 10

Search Results   (S   ferred action button at the bottom of the screen)   No items found

Transaction Type

Status

Application

No records found

Search Results (Select one or more items and click on the preferred action button at the bottom of the screen) One item found

☐ Transaction Type	Bank Reference	Product/Sub Product	Status
Trade Finance-Purchase Invoice Financing (DTR/DBRP) (1) items shown			
☑ Settlement	00847060084625	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Received From Bank

(1)

Select transaction

Delete | Reject | Save as Template | View | Approve | Offline Approve | Offline Print | Select **(2)**

Click "Select"

❌DBS

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Respond to Purchase Invoice Financing(DTR/DBRP)
Use this page to view or respond to Purchase Invoice Financing(DTR/DBRP)

*Required

Finance Details

① Review Finance Details

Product	Trade Finance
Sub Product	Accounts Payable Financing (DTR/DBRP)
Status	Received From Bank
Customer Reference	
Bank Reference	
CL No.	
Applicant	
Address	
Finance Type	
Effective Date	
Original Finance Amount	
Outstanding Finance Amount	
Finance Period	
Maturity Date	

Settlement Instructions

② Settlement Instructions

Number Of Accounts	1 ▾	Interest Projection Calculator
Account Number	-- Select an item -- ▾	
Finance Amount	VND	
Interest Amount	VND	

1. Choose **Account Number** to debit prepayment amount
2. **Finance Amount**: input finance amount to pre-pay. Can prepay <u>partial or full</u> Outstanding Finance amount
3. **Interest Amount**: input interest amount to pre-pay

Instructions

① **Debit Charges from Another Account (Optional)**   -- Select an item --

② **Special Instructions**   0
of 3 allowed text lines

③ **Contact Person***

Telephone Number*
Location Code   Area Code   Number
-- Select an item --

Fax Number
Location Code   Area Code   Number
-- Select an item --

Manage attached documents

1. Choose **Debit charges from another account** (if any)

2. Input in **Special Instruction** note (**mandatory**):
   a. Pre-payment date: can be future date up to 7 days.
   b. Finance Amount/ Interest Amount to be deducted
   c. FX: if there is FX conversion required
   Pre-payment amount (in finance currency) equivalent to xxxxx (in pre-payment currency) at Board rate/ at FX rate xxxxx using FX contract number zzzzzzz

3. Input **Contact person** and **Telephone Number**

Internal Notes

New Internal Note   0   of 10 allowed text lines

Input "Internal note" if required

Add Note

Cancel   Delete   Save and Exit   Submit

④ **Click "Submit"**

06 Roll over Trade Finance Transaction

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oorts

Forex (FX)
Foreign exchange

Trade Finance
Trade finance

Admin
Company & user admin

Search

Transactions

Document

Set Up

Transaction Parties

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Transaction Create

Transaction In Process ❶

Transaction Review

Tools

Interest Projection Calculator

Select "Transaction in Process"

Filter ❷ **Choose Filter**

Filter Transactions Pending Approval

Business Calendar

❸ **Choose Product Type** ➡️ **Choose Sub-Product** ➡️ **Choose Type**

Product Trade Finance

-- Select an item --

Documentary Letters of Credit (Import)

Import Bill under Collection

Shipping Guarantee / Air Waybill Endorsement

Documentary Letters of Credit (Export)

Export Bill under Collection

Standby Letters of Credit

Banker's Guarantee

Trade Finance

Status

Customer Reference

Amount From

Approver

Sub Product Purchase Invoice Financing (DTR/DBRP)

-- Select an item --

Pre-Shipment Financing

Sales Invoice Financing (BRD/BRS)

Purchase Invoice Financing (DTR/DBRP)

Type

To

Type -- Select an item --

-- Select an item --
Transaction Amendment
Transaction Origination
Document Presentation
Settlement

To

❹ **Click "Settlement"**

Go ❺ **Click "Go"**

Items per Page 10

Search Results (S   ferred action button at the bottom of the screen) No items found

☐ Transaction Type   Status   Applicatio

No records found

Search Results (Select one or more items and click on the preferred action button at the bottom of the screen) One item found

☐	Transaction Type	Bank Reference	Product/Sub Product	Status
	Trade Finance-Purchase Invoice Financing (DTR/DBRP) (1) items shown			
☑	Settlement	00847060084625	Trade Finance-Purchase Invoice Financing (DTR/DBRP)	Received From Bank

Select transaction

Delete   Reject   Save as Template   View   Approve   Offline Approve   Offline Print   Select

Click "Select"

Respond to Purchase Invoice Financing(DTR/DBRP)
Use this page to view or respond to Purchase Invoice Financing(DTR/DBRP)

*Required

Finance Details

Product	Trade Finance
Sub Product	Accounts Payable Financing (DTR/DBRP)
Status	Received From Bank
Customer Reference	
Bank Reference	
CL No.	
Applicant	
Address	
Finance Type	
Effective Date	
Original Finance Amount	
Outstanding Finance Amount	
Finance Period	
Maturity Date	

1 Review Finance Details

Settlement Instructions

2 Settlement Instructions

Number Of Accounts	1 ⌄
	Interest Projection Calculator
Account Number	-- Select an item -- ⌄
Finance Amount	VND
Interest Amount	VND

1. Choose **Account Number** to debit prepayment amount
2. **Finance Amount**: input finance amount to pre-pay. Leave blank if roll-over full outstanding finance amount
3. **Interest Amount**: input interest amount to pre-pay. Leave blank if roll-over full outstanding interest amount

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Instructions

1. **Debit Charges from Another Account (Optional)** -- Select an item -- ▼

2. **Special Instructions** 0 of 3 allowed text lines

3. **Contact Person** *

Telephone Number *
Location Code: -- Select an item -- ▼ – Area Code – Number

Fax Number
Location Code: -- Select an item -- ▼ – Area Code – Number

Manage attached documents

1. Choose **Debit charges from another account** (if any)
2. Input in **Special Instruction** note:
   a. Roll-over Finance Amount: principal amount to be roll-overed
   b. Term and Interest rate to be applied for new terms. The new term must not be longer than the duration of (Maximum tenor/ Final Maturity Date – Current roll-over date)
   c. FX: Pre-payment amount (in finance currency) equivalent to xxxxx (in pre-payment currency) at Board rate/ at FX rate xxxxx using FX contract number zzzzzzz
3. Input **Contact person** and **Telephone Number**

Internal Notes

New Internal Note 0 of 10 allowed text lines

Input "Internal note" if required

Add Note

Cancel   Delete   Save and Exit   Submit   ④ Click "Submit"

DBS

07 View & Download eAdvices

View and download advices of a particular transaction

Select Transactions

Select date range of "Last activity"

Click "Go"

View and download advices of a particular transaction

Click to icon to review/ download details of documents

eAdvice Samples

Confirmation of Loan Payment

- Interest payment

- Partial/ Full Principle payment

Finance Advice

- To confirm new interest rate of the next period

- To estimate Interest amount of the next period

Storage of Consolidated eAdvices

Choose Product Name or All Types →

To review All Types of Advices under **Document**

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eAdvice Samples

Export LC

Debit/Credit Advice

Transaction Advice

View Recent Transactions

Select "Recent Activity"

2 Filter by Product

3 Click "Go"

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08 View & Download eReports

| Files | Statements & | Forex (FX) |
| File-related services | Reports | Foreign exchange |

eStatements	Cash Management	Trade Finance / Service
Account eStatements	Account Reports	Reports	**1** Select "Reports"
	Payment Reports	Data Export
	Custom Reports	Scheduled Data Library
	File Upload Reports	Scheduled Report Library
	Data Export	

List of standard reports

2

Select type of report to review details

Search Results

	Report Type	Report Title
○	Billing of Subscription / Transaction charges	Trade Billing Report
○	Company Reports	Transaction Parties
○	Company Reports	Company User Details
○	Outstanding Balances Reports	Trade Statement
○	Outstanding Facility Report	Summary Trade Outstanding
○	Outstanding Report	Outstanding Bankers Guarantee Advised Report
○	Outstanding Report	Outstanding Standby Letter of Credit Advised Report
○	Outstanding Report	Outstanding Export Bill under Collection Report
○	Outstanding Report	Outstanding Export LC Advised Report
○	Outstanding Report	Outstanding Export Bills under LC Bills Report
○	Outstanding Report	Outstanding Import Bill under Collection Report
○	Outstanding Report	Outstanding Import Bill under Letter of Credit Report
○	Outstanding Report	Outstanding Import Letter of Credit Issued Report
○	Outstanding Report	Outstanding Bankers Guarantee Issued Report
○	Outstanding Report	Outstanding Standby Letter of Credit Issued Report
○	Outstanding Report	Outstanding Shipping Guarantees / Air Waybill Endorsement Report
○	Outstanding Report	Outstanding Transferred Letter of Credit Report
○	Outstanding Report	Outstanding Trade Finance Report
○	Tracking Report	Transaction Tracking Report
○	Turnover Report	Transaction Report for Bankers Guarantee Advised
○	Turnover Report	Transaction Report for Export Bill under Collection
○	Turnover Report	Transaction Report for Export LC / Amendment Advised
○	Turnover Report	Transaction Report for Export Bill under LC
○	Turnover Report	Transaction Report for Import Bill under Letter of Credit
○	Turnover Report	Transaction Report for Import Letter of Credit Issued
○	Turnover Report	Transaction Report for Bankers Guarantee Issued
○	Turnover Report	Transaction Report for Shipping Guarantees / Air Waybill Endorsment
○	Turnover Report	Transaction Report for Transferred Letter of Credit Report
○	Turnover Report	Transaction Report for Standby Letter of Credit Advised
○	Turnover Report	Transaction Report for Trade Finance
○	Turnover Report	Transaction Report for Import Bill under Collection
○	Turnover Report	Transaction Report for Standby Letter of Credit Issued

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Personalise an eReport

1. Choose the report
2. Right click
3. Choose "Filter"

4. Input the relevant filter details

eReport Sample

Trade Outstanding : view details of outstanding, interest amount, due date of transaction and total utilization