

# Manual Rabo Corporate Connect

## Rabo Trade Access

User Manual Export Collections & Direct Collections  
February 2019



**Rabobank**



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# 1. Introduction

Rabo Trade Access (RTA) is a user-friendly application with which clients can electronically submit orders for documentary payment products. RTA can be used to conveniently line up, authorise, release and amend Export Collections and Direct Collections.

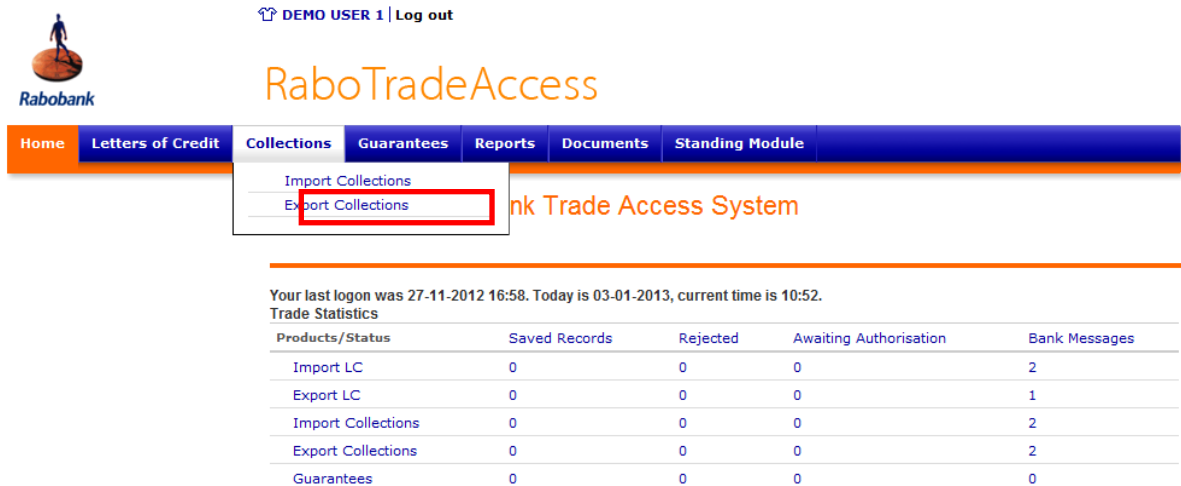
The step-by-step procedures described in this Rabo Trade Access User Manual are designed to support the process of Export Collections and Direct Collections. This manual is intended to show new users the full range of functions offered by RTA, and to assist experienced users who need to look up something quickly about a specific process. You can use this manual for the product specific information. The general manual can be used for other information about RTA.

Both Export Collections and Direct Collections can be created using RTA. In fact, the latter can only be created via RTA.

As always, please contact your account manager with any additional questions that are not addressed in this manual or if you want to know how Rabobank can assist you with your business requirements.

## 2. Creating a collection in RTA

Click on 'Collections' in the main menu (blue bar) and select 'Export Collection' to access the 'Export Collection' functionality.



The screenshot shows the RaboTradeAccess interface. At the top left is the Rabobank logo. To its right is the user information: DEMO USER 1 | Log out. The main title "RaboTradeAccess" is centered. Below it is a blue navigation bar with tabs: Home, Letters of Credit, Collections, Guarantees, Reports, Documents, and Standing Module. The "Collections" tab is active, and a dropdown menu is open, showing "Import Collections" and "Export Collections" (highlighted with a red box). Below the navigation bar, the text "nk Trade Access System" is visible. A horizontal line separates the header from the main content area. The main content area starts with the text "Your last logon was 27-11-2012 16:58. Today is 03-01-2013, current time is 10:52." followed by a "Trade Statistics" table.

Products/Status	Saved Records	Rejected	Awaiting Authorisation	Bank Messages
Import LC	0	0	0	2
Export LC	0	0	0	1
Import Collections	0	0	0	2
Export Collections	0	0	0	2
Guarantees	0	0	0	0

Then click on 'Export Collection' for a drop-down list of functions for which you have been assigned user rights.



The screenshot shows the RaboTradeAccess interface with the "Export Collections" dropdown menu open. The menu items are: Amendment, Direct Collection, Export Collection, and Authorise Collection (highlighted with a red box). Below the dropdown, the "Welcome to Rabobank Trade Access System" message is displayed. The user information "DEMO USER 1 | Log out" and the "RaboTradeAccess" title are visible. The navigation bar shows "Collections" as the active tab. The "Trade Statistics" table is also present, showing the same data as in the previous screenshot.

Products/Status	Saved Records	Rejected	Awaiting Authorisation	Bank Messages
Import LC	0	0	0	2
Export LC	0	0	0	1
Import Collections	0	0	0	2
Export Collections	0	0	0	2
Guarantees	0	0	0	0

You can choose from two different types of export collection you can create: a direct collection and a 'regular' export collection.

A direct collection requires you to provide instructions yourself and ensure that the documents are sent to the drawee's bank. A 'regular' export collection requires you to create an order to send the documents to Trade Services for further processing and forwarding.

To create a collection, click on 'Direct Collection' or 'Export Collection' on the left side of the screen. The next screen for creating the collection order consists of four tabs. Click on the required tab or use the 'next' or 'previous' buttons at bottom right to navigate between tabs. The instructions set out here show you how to create a direct export collection because that is the most widely used type. The fields and tabs to be filled in for a 'regular' export collection are virtually identical.



- Import Collections
- Export Collections
  - Amendment
  - Direct Collection
  - Export Collection
  - Authorise Collection
  - View Status
  - Unlock Records
  - Modify Collection
  - Delete Master Records
  - Delete Pending Records
  - Create Promissory Note

## Direct Collection

- Main
- Parties
- Transport
- Goods
- Documents
- Charges

Application Date:08-08-2013 Company Name:CC NL [Issue Same As](#)

**General Information**

Collection Reference

Client Reference

Collection Type

Collection Instruction

**Financial Information**

Collection Amount EUR

**Tenor Information**

Maturity Date  [help?](#)

Tenor

Protest Instructions  [help?](#)

[CANCEL](#) [TEMPLATE](#) [SAVE](#) [NEXT>>](#) [top](#)

The individual tabs are described below.

### Tab Main

You can fill in the following fields in this tab.

Collection Reference – This a unique reference number for the transaction that is generated by the system.

Client Reference – You can include a reference number here that is identifiable for you (this will not be included in the remittance letter).

Collection Type - The default setting for this field is Direct Collection. You can change this to Export Collection if required.

Collection instruction – you can choose from the following options:

- Deliver documents against payment
- Deliver documents against acceptance of the draft and payment
- Deliver documents against acceptance and aval of the draft and payment
- Deliver documents against issuance of promissory note/letter of payment
- Deliver documents against acceptance/aval of promissory note/letter and payment
- Deliver draft/promissory letter for acceptance and payment
- Deliver draft/promissory letter for acceptance, aval and payment
- Deliver draft/promissory letter for payment

Collection Amount – Select the currency from the drop-down list and enter the amount of the collection.

Maturity date – If deferred payment has been opted for with a fixed maturity date you can click on this field to select a date from the calendar displayed.

Tenor – You will need to fill in these three fields if a deferred payment term has been agreed that is linked to another date.

First field: Enter a number

Second field : Then select Days or Months from the drop-down list

Third field : Select one of the following options:

- After date of bill of exchange
- After customs clearance of goods
- After goods pass food and drug administration
- After first presentation
- After arrival of goods
- After invoice date
- After sight
- After date of transport documents

Protest instructions – You can state here whether the drawee's bank should protest in the case of non-payment and/or non-acceptance of the bill of exchange or promissory note. Choose from the drop-down list whether and when the bank should protest:

- Protest in case of non-payment
- Protest in case of non-payment / Non-Acceptance
- Protest in case of Non-Acceptance
- Do not protest

If you choose one of the first three options the direct collection must contain a bill of exchange/promissory note.

## Tab Parties

The screenshot shows the RaboTradeAccess web application interface. At the top, there is a navigation bar with tabs: Home, Letters of Credit, Collections (selected), Guarantees, Reports, Documents, and Standing Module. Below the navigation bar, the main content area is titled 'Direct Collection' and has sub-tabs: Main, Parties (selected), Transport, Goods, Documents, and Charges. The 'Parties' tab is active, displaying a form for 'Direct Collection' with the following details:

- Application Date: 08-08-2013
- Company Name: CC NL
- Issue Same As: > Issue Same As
- Drawee Details:
  - ID: [input field] > Search | > help?
  - Name: [input field]
  - Address: [input field]
  - [input field] > Search
- Collecting Bank Details:
  - Collecting Bank ID: [input field] > Favorites | > Bic +
  - Name: [input field]
  - Address: [input field]
- Additional Parties:
  - Click here if the address shown above is not correct.
  - Click here if there are no additional parties
  - ID: [input field] > Search | > help?
  - Name: [input field]
  - Address: [input field]
  - [input field] > Search
  - Click here if there are more additional parties involved

At the bottom of the form, there are navigation buttons: <<PREVIOUS, CANCEL, TEMPLATE, Parties (selected), AVE, and NEXT>>. A 'top' link is also visible.

In this tab, state the parties involved in the collection. It contains the following fields:

#### Drawee Details

ID – If you have saved the name and address details of the drawee as a counterparty (under 'Basic data' in RTA), you can enter the ID (the name) here under which the drawee is listed and saved in the database. The name and address of the drawee will then be retrieved automatically from the database. Clicking on the link 'Search' will open a separate screen in which you can select the ID of the buyer. Next, click on the ID to display the name and the address. If the ID is not included in the database, skip this field and key in the name and address of the drawee in the next four fields.

#### Collecting Bank Details

ID – The drawee (buyer) or an order confirmation will inform you of the bank details of the drawee. If you do not have the SWIFT code you can find it via BIC+. If you cannot find this bank in the BIC+, you can select the head office of that bank that is located in the same country and copy the address details of that bank. Sometimes the address details of a bank will be incorrect. Ticking the box 'Click here if the address stated above is not correct' will allow you to edit the address details.

Note: This option is not available when you create a regular collection, in which case you can include the correct bank address in the special instructions (last tab).

Collecting Bank Details

- ID  > Favorites | > Bic +
- Name
- Address

Click here if the address shown above is not correct.

You can also retrieve the bank details from the favourites list if you have saved them there previously. The functions 'Standing Module' and 'Bank Maintenance' allow you to create and manage bank details in an address book.

#### Additional Parties

In the field for Additional Parties you fill in the details of all Additional Parties involved in the transaction.

ID – If you have saved the name and address details of the party in the Standing Module you can select the ID by clicking on the 'Search button'. If the ID is not included in the database, skip this field and key in the name and address of the party in the next four fields.

Name – Name of the additional party

Address – Here you fill in the address of the additional party and at the end of the third address line you select the ISO country code of the concerned address. In case the countrycode is not known by you, then you can search and select the concerned country and the ISO country code is automatically filled in for you.

If no Additional Parties are involved in the transaction you can confirm this by ticking the box 'Click here if there are no additional parties'.

In case more than 1 additional party is involved in the transaction you can tick the box 'Click here if there are more additional parties involved'. Then extra fields for another additional party are show on the screen. You can repeat this action twice.

## Transport Tab

On the Transport you fill in the details concerning the transport of the goods. The fields to be filled in are described below.

The screenshot shows the RaboTradeAccess interface. At the top, there is a navigation bar with tabs: Home, Letters of Credit, Collections (selected), Guarantees, Reports, Documents, and Standing Module. Below this is a sidebar with a menu for 'Direct Collection' including options like 'Amendment', 'Export Collection', 'Authorise Collection', 'View Status', 'Unlock Records', 'Modify Collection', 'Delete Master Records', 'Delete Pending Records', and 'Create Promissory Note'. The main content area is titled 'Direct Collection' and has sub-tabs: Main, Parties, Transport (selected), Goods, Documents, and Charges. The 'Transport' tab is active, showing a form with the following fields and controls:

- Application Date: 06-08-2013
- Company Name: CC NL
- Issue Same As: >
- Shipment section:
  - Dispatch From: [text input] > Search
  - (Air) port of Loading/Departure: [text input] > Search
  - (Air) port of Destination: [text input] > Search
  - For Transportation To: [text input] > Search
  - Transshipment: No >
  - Carrier: [text input] > Search
  - Click here to add one additional carrier:
  - Transport Type:  Vessel  Transport  Other > help?
- Navigation buttons: << PREVIOUS, CANCEL, TEMPLATE, SAVE, NEXT >>

Dispatch from – In this field you enter the original place of shipment of the goods, accompanied by the concerned ISO country code. In case the ISO country code is not known by you, you can search for the correct ISO country code by clicking on ‘Search’. After selecting the concerned country the country code will be automatically filled in for you.

(Air) port of Loading/Departure – In this field you enter the (air)port of loading/departure, accompanied by the concerned ISO country code.

(Air) port of Destination – In this field you enter the (air)port of destination, accompanied by the concerned ISO country code.

For transportation to – In the field you enter the final destination of the goods, accompanied by the concerned ISO country code.

Transshipment - Here you select ‘Yes’ or ‘No’ to the question if transshipment is taking place. In case transshipment is taking place an extra field is shown.

Port of transshipment – In this field you enter the (air)port of transshipment, accompanied by the concerned ISO country code.

Transshipment Yes >  
 Port of transshipment [text input] > Search

Carrier – In this field you enter the name of the carrier, accompanied by the concerned ISO country code. In case more carriers are involved in shipment of the goods you can tick the box ‘Click here to add one additional carrier’ after which extra fields for an additional carrier are shown.

Carrier [text input] > Search  
 Click here to add one additional carrier  
 Carrier [text input] > Search



Transport Type – Choose for the concerned transport type by ticking the concerned box(es). In case of combined transportation you can tick multiple boxes.

In case of shipment by vessel two extra fields are shown on the screen:

▪ Transport Type  Vessel  Airplane  Other > help?

▪ Vessel Name

IMO nr.  > help?

Vessel name – In this field you enter the name of the vessel

IMO nr. – The IMO-number is a ship identification number consisting of three letters 'IMO' followed by a number of 7 digits. This number can be filled in in this field. This field is not a mandatory field but adding the IMO number improves the time needed for verification of the transaction.

## Goods Tab

On the 'Goods' tab in the field 'Description of Goods' you fill in the description of the goods of the underlying transaction.

The screenshot shows the RaboTradeAccess interface. At the top left is the Rabobank logo. The user is logged in as 'testpas 3 RTA 3'. The main navigation bar includes 'Home', 'Letters of Credit', 'Collections', 'Guarantees', 'Reports', 'Documents', and 'Standing Module'. The 'Collections' section is expanded, showing options like 'Import Collections', 'Export Collections', and 'Direct Collection'. The 'Direct Collection' form is active, with the 'Goods' tab selected. The form displays 'Application Date: 06-08-2013' and 'Company Name: CC NL'. The 'Description of Goods' field is currently empty. Navigation buttons at the bottom include '<< PREVIOUS', 'CANCEL', 'TEMPLATE', 'SAVE', and 'NEXT >>'.

## Tab Documents

You can specify the documents you will be forwarding in this tab. The most widely used document types are listed on the left. Select the relevant documents by ticking them and then state the number of originals and copies. If the documents you require are not shown in the standard list you can add them yourself at the bottom (click on 'more' to display more empty fields, up to a maximum of 10).

### Direct Collection

[Main](#) [Parties](#) [Transport](#) [Goods](#) [Documents](#) [Charges](#)

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Application Date:08-08-2013      Company Name:CC NL      [Issue Same As](#)

Documents Required

	Originals	Duplicates
<input type="checkbox"/> Draft	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Waybill	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Invoice	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Packinglist	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Weightlist	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Certificate of Health	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Bill of Lading	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Certificate of origin	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Copy Bill of Lading	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Insurance Certificate	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Analysis certificate	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> European Circulation Certificate	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[More](#)

[top](#)

[<<PREVIOUS](#)    [CANCEL](#)    [TEMPLATE](#)    [SAVE](#)    [NEXT>>](#)

## Tab Charges

You can enter the allocation of charges and settlement details in this tab. It comprises the following fields:

### Direct Collection

[Main](#) [Parties](#) [Transport](#) [Goods](#) [Documents](#) [Charges](#)

---

Application Date:08-08-2013      Company Name:CC NL      [Issue Same As](#)

Charges

Rabobank Charges For    
 Waive Charges if refused

Other Banks Charges For    
 Waive Charges if refused

Account to be Credited  [Search](#)

Special Instructions

[top](#)

[<<PREVIOUS](#)    [CANCEL](#)    [TEMPLATE](#)    [SAVE](#)    [CONFIRM](#)

Rabobank Charges For – Use the drop-down list in this field to state whether the drawer or the drawee should pay Rabobank's charges. These charges are usually payable by the drawer.

Waive Charges if refused – If you selected 'Drawer' in the preceding field, this field defaults to 'No'. If you entered 'Drawee', you can state here whether or not the drawee can refuse the charges.

Other Bank Charges For – Use the drop-down list in this field to state whether the drawer or the drawee should pay the charges of collecting and/or other banks. These charges are usually payable by the drawee.

Waive Charges if refused – If you selected 'Drawer' in the preceding field, this field defaults to 'No'. If you entered 'Drawee', you can state here whether or not the drawee can refuse the charges.

Account to be Credited – Use this field to state to which account number and in which currency (euro or foreign currency) the collection amount should be credited.

Special instructions – You can use this field to state extra details for the transaction that you want to include with the remittance letter.

After all required details for the collection have been entered, there are various completion options at the bottom of the screen:

Confirm – If you want to fully complete the transaction. If this is successful, the message 'Transaction completed successfully' will be displayed (if not, the system will automatically remind you that you have forgotten to fill in a field). After completion the transaction will be given the status 'Pending' and will need to be approved and signed by the authorised supervisor accordingly in the function 'Authorise Collection'.

Save – You can temporarily save a transaction that you are unable to fully complete yet. The transaction will be given the status 'Saved'. You can then resume the transaction later and complete it by clicking on 'Modify Collection'.

Transactions that have not yet been signed and transactions that have been saved can subsequently be changed using the function 'Modify Collection'.

Template – Before you confirm or save a transaction, you can also save the transaction as a template by clicking on 'Template'. You can call up this template for subsequent collection orders to save you from re-entering the fixed details every time.

Cancel – Abort the transaction.

Authorise Collection (section 6), Amending a collection (section 3) and Creating a template (section 4) are discussed in more detail below in this User manual.

### 3. Amending a collection

To create an amendment for a (direct) collection that has already been forwarded and processed, go to 'Amendment' within the Export Collection functions. This will open a screen showing all collections already processed by Trade Services. You can find the collection to be amended in the list by (partially) entering one or more selection criteria such as the Collection reference, your reference number, Drawee and Collecting Bank details. Click on 'Filter' to display a list of all collections already processed by Trade Services that meet the criteria.

Note: Text entered in the search fields is case-sensitive.

Tick the collection you want to amend and click on 'Select'.

DEMO USER 1 | Log out

Rabobank RaboTradeAccess

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import Collections  
Export Collections  
Amendment  
Direct Collection  
Export Collection  
Authorise Collection  
View Status  
Modify Collection  
Delete Pending Records  
Create Promissory Note

Amendment

Collection Ref.: Contains AND  
Client Ref.: Contains AND  
Drawee: Contains AND  
Collecting Bank: Contains

Filter Reset

SELECT	Collection Ref.	Client Ref.	Collection Date	Drawee	Collecting Bank	CCY	Amount
<input checked="" type="checkbox"/>	CX621179CRP		15-11-2012	DRAWEE NAME	DEXIA BANK BELGIUM SA	EUR	9.845,00
<input type="checkbox"/>	CX621180CRP		15-11-2012	DRAWEE NAME	DEXIA BANK BELGIUM SA	EUR	15.000,00

CANCEL SELECT

The amendment order comprises three tabs: Main, Amendments and Additional Details. Clicking on one of the three tabs will take you directly to that area.

#### Amend Collection

Main Amendments Additional Details

Application Date:03-01-2013 Company Name:RTA DEMO KLANT

General Information  
Collection Reference: CX621179CRP  
Client Reference:  
Collection Date: 15-11-2012

Original Financial Information  
Collection Amount: EUR 9.845,00  
Maturity Date: 30-11-2012

Original Tenor Information  
Tenor Days: 0

Original Drawee Details  
Name: DRAWEE NAME  
Address: DRAWEE ADDRESS 1, DRAWEE ADDRESS 2, DRAWEE ADDRESS 3

CANCEL SAVE NEXT>> top

## Tab Main

This tab shows general collection information such as the Collection Reference, Your reference, Collection Date and Amount, Maturity Date or Tenor Days (if applicable) and details of the drawee. No changes can be made in this tab.

## Tab Amendments

In this tab, fill in only the fields to be modified.

This tab comprises the following fields:

Collection Amount – Select the new currency from the drop-down list and enter the new collection amount.

Maturity Date – If a deferred payment has now been agreed with a fixed maturity date, you can click on this field and select a date in the calendar displayed.

Tenor Days – If a new tenor has already been agreed that is linked to another date you should fill in all three fields.

First field: enter a number

Second field : then select Days or Months from the drop-down list

Third field : select one of the following options:

- After date of bill of exchange
- After customs clearance of goods
- After goods pass food and drug administration
- After first presentation
- After arrival of goods
- After invoice date
- After sight
- After date of transport documents

Drawee Details – If you have saved the name and address details of the new drawee as a counterparty (under Basic data in RTA) you can enter the ID (the name) here under which the drawee is listed and saved in the database. The name and address of the drawee will then be retrieved automatically from the database and the details of the original drawee will be overwritten. Clicking on the link 'Search' will open a separate screen in which you can select the ID of the drawee. Then click on the ID to display the name and address. If the ID is not in the database, skip this field and manually delete the contents of the next four fields and key in the name and address of the new drawee.

### Additional Parties

In the field for Additional Parties you fill in the details of all Additional Parties involved in the transaction.

ID – If you have saved the name and address details of the party in the Standing Module you can select the ID by clicking on the 'Search button'. If the ID is not included in the database, skip this field and key in the name and address of the party in the next four fields.

Name – Name of the additional party

Address – Here you fill in the address of the additional party and at the end of the third address line you select the ISO country code of the concerned address. In case the countrycode is not known by you, then you can search and select the concerned country and the ISO country code is automatically filled in for you.

If no Additional Parties are involved in the transaction you can confirm this by ticking the box 'Click here if there are no additional parties'.

In case more than 1 additional party is involved in the transaction you can tick the box 'Click here if there are more additional parties involved'. Then extra fields for another additional party are show on the screen. You can repeat this action twice.

### **Tab Additional Details**

If required you can enter the following extra details in this tab:

- Return the documents and close your file.
- After acceptance, please retain the draft(s), and collect proceeds at maturity.
- After acceptance, please airmail the draft(s) to us.

You can use the field 'Remark' to add (extra) instructions that you have not been able to enter previously in another field.

After all required data for the amendment have been entered, there are various completion options at the bottom of the screen:

Confirm - If you want to fully complete the amendment of the transaction. If this is successful, the message 'Transaction completed successfully' will be displayed (if not, the system will automatically remind you that you have forgotten to fill in a field). After completion the transaction will be given the status 'Pending' and will need to be approved and signed by the supervisor authorised accordingly in the function 'Authorise Collection'.

Save - You can temporarily save a modified transaction that you are unable to fully complete yet. The transaction will be given the status 'Saved'.

Cancel – Abort the transaction.

Amendments of a transaction that has not yet been signed and amendments of a transaction that has been saved can subsequently be modified via the function 'Modify Transaction'.

Authorise Collection is discussed in detail later on in this manual.

Note: If you submit the amendment via RTA and new documents must also be sent to the collecting bank, it is best to have these sent to the collecting bank by Trade Services. In our experience, amendments and/or new documents are rarely if ever accepted by the collecting bank if they are sent by clients themselves.

## 4. Modifying or deleting transactions in RTA

### 4.1. Modify transactions

Collection orders or amendments that have not yet been authorised, have been rejected or have been temporarily saved can still be modified via the Export Collection function 'Modify Collection'. The status of these orders is 'pending' or 'saved'.

Click on 'Modify Collection' and if required use the filter function to rapidly find the order to be modified. Enter (partially) one or more selection criteria such as the Collection Ref, your ref, Company Name and Collecting Bank and click on 'Filter' to display a list with all transactions that meet the stated criteria (the text entered in the search fields is case-sensitive). Tick the transaction you want to modify and click on 'select'.

**Modify Collection**

Collection Ref.: Contains [ ] AND [ ]  
Client Ref.: Contains [ ] AND [ ]  
Company Name: Contains [ ] AND [ ]  
Collecting Bank: Contains [ ]

SELECT	Collection Ref.	Client Ref.	Drawee Name	Collecting Bank	CCY	Amount	Company Name	Status
<input type="checkbox"/>	CX400650CRP		a	BANK MELLI IRAN	EUR	10,00	RFLP support	Pending
<input type="checkbox"/>	CX617684CRP	test JK	a	RABOBANK NEDERLAND	EUR	10,00	RFLP support	Pending
<input type="checkbox"/>	CX618146CRP		a	RABOBANK INTERNATIONAL	USD	20,00	RFLP support	Pending
<input checked="" type="checkbox"/>	CX618150CRP		a	RABOBANK INTERNATIONAL	USD	22,00	RFLP support	Pending
<input type="checkbox"/>	CX400662CRP	test	xx	BANK MELLI IRAN	EUR	9.990,00	RFLP support	Pending
<input type="checkbox"/>	CX618228CRP	12	xx	SAUDI HOLLANDI BANK	EUR	990,00	RFLP support	Pending
<input type="checkbox"/>	CX618274CRP	test	Piet	HONGKONG AND SHANGHAI BANKING CORP.	EUR	1.111,00	RFLP support	Pending
<input type="checkbox"/>	CX618289CRP	w	xx	RABOBANK NEDERLAND	EUR	90,00	RFLP support	Pending
<input type="checkbox"/>	CX618360CRP	voorbeelddossier	BUYER LTD	RABOBANK INTERNATIONAL	EUR	100,00	RFLP support	Pending
<input type="checkbox"/>	CX618430CRP	test rembourse	a	BANK OF TOKYO-MITSUBISHI UFJ, LTD.	JPY	1.000	RFLP support	Pending

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 → Next

The order will be displayed and you can edit the details as required. Click on 'confirm' when you are ready.

### 4.2. Deleting transactions

Collection orders or amendments that have not yet been signed, have been rejected or have been temporarily saved can be deleted via the Export Collection function 'Delete Pending Records'. The status of these orders is 'pending' or 'saved'.

Click on 'Delete Pending Records' and if required use the filter function to rapidly find the order to be deleted. Enter (partially) one or more selection criteria such as the Collection ref, your ref and Drawee Name and click on 'Filter' to display a list with all transactions that meet the stated criteria (the text entered in the search fields is case-sensitive). Tick the order you want to delete and click on 'Delete'.

- Import Collections
- Export Collections
- Amendment
- Direct Collection
- Export Collection
- Authorise Collection
- View Status
- Unlock Records
- Modify Collection
- Delete Master Records
- Delete Pending Records**
- Create Promissory Note

## Delete Pending Records

Collection Ref.:  AND

Client Ref.:  AND

Drawee Name:

SELECT	Collection Ref.	Client Ref.	Company Code	Status	Drawer Name	Drawee Name	CCY	Amount
<input type="checkbox"/>	CX400650CRP		004321	Pending	RFLP support	a	EUR	10,00
<input checked="" type="checkbox"/>	CX617684CRP	test JK	004321	Pending	RFLP support	a	EUR	10,00
<input type="checkbox"/>	CX618146CRP		004321	Pending	RFLP support	a	USD	20,00
<input type="checkbox"/>	CX618150CRP		004321	Pending	RFLP support	a	USD	22,00
<input type="checkbox"/>	CX400662CRP	test	004321	Pending	RFLP support	xx	EUR	9.990,00
<input type="checkbox"/>	CX618228CRP	12	004321	Pending	RFLP support	xx	EUR	990,00
<input type="checkbox"/>	CX618274CRP	test	004321	Pending	RFLP support	Piet	EUR	1.111,00
<input type="checkbox"/>	CX618289CRP	w	004321	Pending	RFLP support	xx	EUR	90,00
<input type="checkbox"/>	CX618360CRP	voorbeelddossier	004321	Pending	RFLP support	BUYER LTD	EUR	100,00
<input type="checkbox"/>	CX618430CRP	test rembourse	004321	Pending	RFLP support	a	JPY	1.000

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 → Next

The order will be displayed and you can delete the transaction by clicking on 'Delete' in the last tab. The next screen will ask you to confirm this. Click on 'OK' to delete the transaction.

## Delete Transactions

- Main
- Parties
- Transport
- Goods
- Documents
- Charges**

Application Date:

Company Name:

### Charges

Rabobank Char

Waive Charges

Other Banks Ch

Waive Charges

Account to be C

Special Instruct

text1|TEXT2|Text3

Bericht van webpagina

Click OK to confirm.

817 87 > Search

<<PREVIOUS

CANCEL

DELETED

top




## 5. Annexe

Characters that are permitted in SWIFT

Characters that are permitted in SWIFT	<p>a to z A to Z 9 to 0 / - ? : ( ) . , ' +</p> <p>The use of other symbols (such as % ' \ # @ &amp; * etc.), vowels with accents and a TAB is not permitted in RTA!</p>
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Error messages if session is timed out

<p>Error message: <b>record has been locked</b></p> <p>If you want to continue with the record</p>	 <p style="text-align: center;"><b>RaboTradeAccess</b></p> <p style="text-align: center;"><b>There was a problem submitting your request.</b></p> <p style="text-align: center;">[100094] DUH - The record has been locked by User 3000509605. Please check that the record is not currently in use and then use Unlock Transaction to release the lock. <a href="#">Return to Main Menu</a></p> <p>Go to the function 'unlock records' (left menu) and select the record ..</p>
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<p>Error message: <b>Duplicate session</b></p> <p>If you want to log in again</p>	<p>Reason: another RTA session is active in the background. Solution:</p> <ol style="list-style-type: none"> <li>1. close RTA</li> <li>2. close all internet browsers or if this is not enough go to internet. At the top of the menu bar, select Extra &gt; Internet options &gt; click on Delete cookies and click on Delete files.</li> <li>3. open RTA again.</li> </ol> <p>You can now log in again through Rabo Corporate Connect in RTA. If this does not work, you can contact Rabo Corporate Support.</p> <div style="border: 1px solid #4F81BD; padding: 5px; margin: 10px 0;"> <p>Contact information Rabo Corporate Support</p> <p>Service hours: Working days from 8.00 a.m. to 5.30 p.m.</p> <p>Email: <a href="mailto:corporatesupport@rabobank.com">corporatesupport@rabobank.com</a></p> <p>Telephone: +31 (0) 30 71 21 777</p> </div> <p>Detailed information about logging into Rabo Corporate Connect can be found on <a href="http://www.rabobank.com/supportcorporateconnect">www.rabobank.com/supportcorporateconnect</a>. On Rabo Corporate Connect portal your requested user rights determine if you are able to use the described functionalities.</p>
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