

# Manual Rabo Corporate Connect

## Rabo Trade Access

User Manual import LC  
February 2019



**Rabobank**



# Contents

1	Introduction.....	3
2	Creating an import LC in RTA.....	4
3	Amend issued LC.....	12
4	Viewing and printing a draft import LC application.....	15
5	Modifying or deleting import LC transactions in RTA.....	17
5.1	Modifying transactions.....	17
5.2	Deleting transations.....	17
6	Annexe.....	19

# 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 modify Letters of Credit.

The step-by-step procedures described in this Rabo Trade Access User manual are designed to support the process of an import Letter of Credit. 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.

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 further with your business requirements.

## 2 Creating an import LC in RTA

Click on 'Letters of Credit' in the main menu (blue bar) and then on 'Import LC' to access the import LC functionality.

DEMO USER 1 | Log out

Rabobank RaboTradeAccess

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC  
Export LC

Welcome to Rabobank Trade Access System

Your last logon was 31-01-2013 14:19. Today is 31-01-2013, current time is 14:53.

Products/Status	Saved Records	Rejected	Awaiting Authorisation	Bank Messages
Import LC	1	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

The column on the left presents an overview of import LC functions for which you have been assigned user rights. Click on 'Create LC Application' to create a new import LC.

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC

Create LC Application  
Authorise Transaction  
Amend Issued LC  
Modify Transaction  
Delete Pending Records  
View Status of LC

Export LC

Welcome to Rabobank Trade Access System

Your last logon was 31-01-2013 14:19. Today is 31-01-2013, current time is 14:57.

Products/Status	Saved Records	Rejected	Awaiting Authorisation	Bank Messages
Import LC	1	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

The next screen for creating the import LC order consists of six tabs. Click on the required tab or use the 'Next' and/or 'Previous' buttons at bottom right to navigate between tabs.

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC

Create LC Application

Main Parties Goods Documents Instructions Charges

Application Date: 31-01-2013 Company Name: RTA DEMO KLANT > Issue Same As

General Information

LC Number LM510501CRP

Your Reference

Form of LC IRREVOCABLE

### Tab General

You can fill in the following fields in this tab:

LC Number – This is a unique (Rabobank) LC number that is automatically generated by the system when an LC is created.

Your reference – Fill in your reference here.

Form of LC – Choose from the following in the drop-down list:

Irrevocable	= irrevocable (= standard)
Irrevocable transferable	= if the beneficiary wants to transfer the rights under the LC to a final supplier. Usually the beneficiary will ask for this. In that case the documents requested by you will be drawn up by the final supplier except for invoices that are already issued to you by the beneficiary in your name. This is not a standard form.

LC amount – Select a currency from the drop-down list and enter the amount for which the LC is to be opened.

Expiry date – Last date up to which the LC is valid. This date is determined by adding the number of days of the presentation period (in tab 'Instructions') to the latest forwarding/shipment date (in tab 'Goods'). You will need to select the date in the calendar (you can delete the date by double-clicking in the field). Note: The 'Expiry date' must be equal to the sum of the number of days stated in the presentation period documents and the latest shipment date (system check).

Expiry Place – Place where the documents must be presented within the presentation period (and validity of the LC). Normally, this is the country of the bank to which the LC is sent (usually the beneficiary's bank).

Tolerance % +/- – A percentage margin can be entered here if the LC should be opened for an LC amount that can be xx % higher and/or xx% lower (for instance if the quantity of goods to be supplied and/or unit price is not fixed or fluctuates). It is also possible to enter a percentage for only one of the two options (+) or (-).

Note. Your credit facility will then also be limited to, for instance, 110% of the LC amount.

Available with Bank Details – The fields under 'Available with Bank Details', 'Tenor Information' and 'Drawee Information' are interrelated. How they are filled in depends on the options chosen. In general, Rabobank uses the standard instruction: 'Any Bank' (at 'Available with Bank Details') + 'By Negotiation' (at 'Tenor Information') + 'RABONL2U' (at 'SWIFT Code' under 'Drawee Information') so that bills of exchange must be drawn on Rabobank Nederland. In that case the supplier can present its documents to any bank in its country. We advise you to not to change this standard instruction. It can benefit you in terms of the timing of the eventual settlement in your current account (see explanation of the available options).

The following combinations under 'Available By' are possible:

1. By Negotiation: a sight bill is drawn on Rabobank Nederland. Under 'Drawee Information', enter the SWIFT code of Rabobank Nederland (=RABONL2U) at 'SWIFT address' or leave this field empty. Settlement from your current account will take place immediately (at sight) after receipt of credit-compliant documents by Rabobank Nederland. If any discrepancies are found in the documents, settlement will only take place after acceptance by you of the discrepancies. If supplier credit has been agreed (term bill) you should also fill in the number of days under 'Tenor' and choose from: 'Days sight', 'Days after shipment date' and 'Days after B/L date'.
2. By Payment: LC payable at the counter of the bank where the LC was made available (usually the beneficiary's bank) on presentation of the documents. Under 'Available with Bank Details', enter the

SWIFT code of the bank concerned at 'SWIFT address' or search for it via 'Bic+'. If presented with credit-compliant documents, this bank is authorised to proceed immediately to paying the beneficiary.  
**Note!** The current account of the applicant is charged before Rabobank Nederland has received and checked the documents.

3. **By Deferred Payment:** LC payable at the counter of the bank where the LC was made available (usually the beneficiary's bank) on presentation of the documents. Under 'Available with Bank Details', enter the SWIFT code of the bank concerned at 'SWIFT address' or search for it via 'Bic+'. If presented with credit-compliant documents, this bank is authorised to proceed to paying the beneficiary on a future date. Accordingly, this represents a supplier credit. You are therefore also required to fill in the number of days at 'Tenor' and to choose from: 'Days sight', 'Days after shipment date' and 'Days after B/L date'.

4. **By Acceptance:** LC payable on acceptance of a bill of exchange drawn on the bank where the LC was made available (usually the beneficiary's bank) on presentation of the documents. Under 'Available with Bank Details' and 'Drawee Information', enter the SWIFT code of the bank concerned at 'SWIFT address' or search for it via 'Bic+'. If presented with credit-compliant documents, this bank is authorised to proceed to paying the beneficiary on a future date. Accordingly, this represents a supplier credit. You are therefore also required to fill in the number of days at 'Tenor' and to choose from: 'Days sight', 'Days after shipment date' and 'Days after B/L date'.

5. **Mixed Payment:** This represents a combination in which a percentage of the document amount is payable immediately ('at sight') and a percentage is payable on a future date ('deferred'). If you fill in the percentage at sight at '% Sight Amount', RTA will automatically fill in the percentage at '% Accept/Deferred' and the respective corresponding amounts. You must also fill in the number of days for the deferred proportion at 'Tenor' and choose from: 'Days sight', 'Days after shipment date' and 'Days after B/L date'. Settlement will take place at a future date.

Note: The option 'Any bank' can only be chosen in RTA in combination with 'By Negotiation'. A different SWIFT address can only be chosen for options 2 to 5.

**Additional Amounts Covered** – If additional costs (for instance, insurance or freight costs) are stated in the LC, it is advisable to increase the LC amount by those costs.

**% of payment at sight and % of payment deferred** – This is 100% as standard but depends on the arrangements agreed between the buyer and the supplier (see also 'Available with Bank Details').

**Tenor** – Fill in this field if the chosen payment term is deferred. See 'LC available at' for a more detailed explanation.

**Payment details** – This field is linked to the option 'Tenor' and is automatically filled with the description entered at 'Deferred payment term'.

**Drafts At** – This field is linked to the option 'By Acceptance' or 'By Negotiation' and is automatically filled with the description of the term conditions.

**Drawee Information** – This field is linked to Available at 'By Negotiation' and 'By Acceptance'. If 'By Negotiation' has been chosen (the standard) this field does not have to be filled in, or enter 'RABONL2U'. For 'By Acceptance', you can fill in the same SWIFT address here of the bank as at 'LC available at'.

## Tab Parties

In this tab, you can state information on the parties involved in the LC. It comprises the following fields:  
Beneficiary Details – Enter the name, address, place of residence and country of the beneficiary here. If you regularly do business with the same supplier you can also use 'Search' to retrieve the supplier's details from an address book in which they have been saved previously. Use the 'Standing Module' and 'Add party' to create and manage customer details in an address book.

Beneficiary Bank Details – The beneficiary (supplier) or an order confirmation / pro-forma invoice will inform you of the beneficiary's bank details. 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 or another bank in BIC+ that is located in the same country. In that case, enter the beneficiary's bank at 'Advise Through Bank'. You can also retrieve the bank details from the favourites list if you have saved them there previously. The 'Standing Module' and 'Bank Maintenance' allow you to create and manage bank details in an address book.

Rabobank Nederland reserves the right to send the letter of credit via another bank.

Advise Through Bank – This field is only used if no SWIFT code can be found for the bank under 'Beneficiary Bank Details' (see instructions for 'Beneficiary Bank Details').

## Tab Goods

You can fill in details of the goods and shipment in this tab.

Partial Shipment – State here whether partial shipments are permitted. You can choose 'Not allowed', 'Allowed' or 'Other' from a drop-down list. 'Other' is only used if partial shipments are allowed under certain conditions, which you must also state (for example: 'only per complete order allowed').

Transshipment – Transshipment is the transfer of goods from one vessel to another, for instance. Transshipment may not always be desirable from your perspective. But you need to bear in mind that transshipment is always permitted under international regulations for certain types of transport (for instance a prescribed transportation route involving several modes of transport, or transport by airplane). You can choose 'Not allowed', 'Allowed' or 'Other' from a drop-down list. 'Other' is rarely used and is only intended for situations where transshipment is permitted under certain conditions (for instance if the place of transshipment is limited to Singapore).

Dispatch from – Fill in the place of receipt of the goods by the carrier here (only to be used for two different modes of transport, for instance the first section by truck and the remainder by ship), the place of receipt by the carrier (in the case of transport by road, by rail or inland shipping or courier service), the place of dispatch or shipment as it is required to be stated on the transport document.

(Air)port of Loading/Departure – State the (air)port of loading/departure here, as it is required to be stated on the transport document. If the exact place is not known, it is sufficient to fill in 'any port' or 'any airport' in a country stated by name.

(Air)port of Destination – State the (air)port of destination here, as it is required to be stated on the transport document. If the exact place is not known, it is sufficient to fill in 'any port' or 'any airport' in a country stated by name.

For Transportation to – State the final place of destination or place of delivery of the goods here, as it is required to be stated on the transport document, for transport by road, by rail or inland shipping or courier service.

Latest shipment date – This is the latest date by which the exporter must have shipped the goods. Select the date in the calendar (you can delete the date by double-clicking on the field).

Shipment period – This field is only used if it has been agreed that partial deliveries of the goods (specified as 'lots') must be shipped with specific periods.

E.g.: Lot 1 is to be shipped not before 10-05-2012 however not later than 20-05-2012.

Lot 2 is to be shipped not before 20-05-2012 however not later than 30-05-2012.

The description of goods must show which goods belong to the various 'lots'.

A maximum of 6 lines can be filled in here. If this field is filled in, the field above it (latest forwarding/shipment date) must be empty (system check).

Incoterms to be applied – In this field, first choose the version of the Incoterms that you have agreed on with the supplier. Incoterms were published in 1990 and 2000 and the last update is from 2010, and they also differ to some extent from version to version. After you have entered a year of publication several new fields will be displayed for you to fill in:

Terms of delivery – You can select the agreed delivery condition from the drop-down list.

Place – Fill in the place relating to the agreed delivery condition here.

The delivery condition and place will subsequently be stated in the description of goods in the LC.

Description of goods – You can enter a brief or specific description of the goods here. We advise you to include, if known, the number of items and unit prices and to refer to a contract or pro-forma invoice, if possible. A highly detailed description of the goods will not provide more certainty that the correct goods will be received.

If you have filled in the 'Incoterms fields' above this, you do not have to include a delivery condition in the description of goods, but you will if you chose 'none' for 'Incoterms to be applied'.

If you stated a tolerance percentage for the LC Amount and included quantities (numbers/weights) in the description of goods, you should check whether the tolerance also applies to the description of goods. If so, you can state the following here, for instance: '10 pct more or less in quantity (per item) allowed'.

If you often use the same description of goods, you can also create a standard text template for it under 'Standing Module' > 'Clause' > 'Add clause'. You can use 'Search' at the bottom of the field to call up this text in the description of goods.

## **Tab Documents**

This tab includes the most widely used documents. You can select the required documents here. You can also add documents under 'Other documents'.

It comprises the following fields:



## Create LC Application

[Main](#) [Parties](#) [Goods](#) **[Documents](#)** [Instructions](#) [Charges](#)

Application Date: 05-02-2013

Company Name: RTA DEMO KLANT

[Issue Same As](#)

### Documents Required

- Signed Commercial Invoice
- Transport Document
  
- Insurance policy / certificate
- Certificate of origin
  
- GSP certificate of origin (form A)
- Packing list
- Other documents

[top](#)

[<<PREVIOUS](#) [CANCEL](#)

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

Ticking one of the documents will automatically bring up more fields to be completed, in which you can select the required details and enter the numbers.

## Create LC Application

[Main](#) [Parties](#) [Goods](#) **[Documents](#)** [Instructions](#) [Charges](#)

Application Date: 05-02-2013

Company Name: RTA DEMO KLANT

[Issue Same As](#)

### Documents Required

- Signed Commercial Invoice in  fold
- Transport Document  full set on board bills of lading  Waybill CMR
- Airwaybill  Duplicate railwaybill
- With notification/goods address to  Applicant
- Insurance policy / certificate  110% of the invoice value   % of the invoice value
- Certificate of origin in  fold
- Issued by  Beneficiary  Chamber of Commerce  Other
- Country of origin:
- GSP certificate of origin (form A) in  fold, country of origin
- Packing list in  fold
- Other documents

Documents Required

[Search](#)

[top](#)

[<<PREVIOUS](#) [CANCEL](#)

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

You will immediately see how to fill in the fields. After receipt of the LC application by Trade Services, the requested documents in the LC to be opened will be converted into Rabobank's standard texts developed for that purpose.

You can also opt to include all (or extra) documents in the field 'Other documents'. In that case, we advise you to use the (standard) document descriptions included in LCs opened previously wherever possible. If you include all documents in this field, tick only this field and leave the selection fields above blank.

If you often use the same set of documents, you can also create a standard text template for this under 'Standing Module' > 'Clause' > 'Add clause'. You can use 'Search' at the bottom of the field to call up this text in the 'Other documents' field.

### Tab Instructions

Additional Conditions – You can include additional conditions for the documents or other matters here.

Period for Presentation – This field must be filled in if you also included a transportation document with the prescribed documents, and states the number of days after forwarding/shipping within which the documents must be presented to the designated bank. The term must be reasonable: the beneficiary should be given enough time for (arranging for) documents to be drawn up and presenting them. Take account for this purpose of the time during which the goods are in transit. If the presentation period set is too long in relation to the transportation time for the goods, a situation may arise in which the goods have already arrived but the buyer (especially with bills of lading) cannot take delivery of the goods yet because the documents are still under way. This can lead to demurrage costs for storing the goods after their arrival.

If the specific number of days is not important to you, you can enter 21 days, the standard number of days under the Uniform Rules (see also the instructions for the next field).

Note! The sum of the number of days of the presentation period and the latest shipment date must be equal to the credit validity of the LC (system check).

Presentation Period Text - You will often not need to fill in this field because the standard text used by Rabobank will apply in many cases ('documents to be presented not later than xx days after shipment date, however within credit validity').

If the standard text does not apply (for instance because no transportation document is included) you can use this field to prescribe within which period and after which event the documents must be presented. For instance: 'Documents to be presented within xx days after date of acceptance certificate, however within expiry date'.

Confirmation Instruction – This field is defaulted to 'Without' (see explanation below). You can choose 'Confirm', 'Without', or 'May add' from a drop-down list to state how the advising bank should advise the LC to the beneficiary.

If the advising bank confirms the LC, it undertakes to pay to the beneficiary if presented with credit-compliant documents. Without confirmation, the advising bank advises the LC to the beneficiary without a binding undertaking that it will proceed to payment if presented with credit-compliant documents, and will often only pay after the amount has been received from Rabobank. The option 'May add' means that the bank may or may not provide confirmation, after consultation with the beneficiary.

Owing to the stable political situation in the Netherlands and the good financial standing of Rabobank, LCs opened by Rabobank do not require confirmation by other banks. You can already point this out to your supplier during negotiations.

Note: An LC with confirmation instruction can involve the drawback that the confirming bank wants a reimbursement authorisation in the LC, meaning you as a client can already be debited for a document set before it has been received by Rabobank. In addition, the confirmation costs will have to be paid by you if they cannot be recovered from the beneficiary.

### Tab Charges

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

Issuing Charges For – Use this field to state who should pay Rabobank's charges. Usually, the charges of the issuing bank (Rabobank) are payable by the applicant and the charges of the advising and/or other banks are payable by the beneficiary.

Other Charges For – State here by whom the charges of the advising and/or other banks are payable.

Note: If charges payable by the beneficiary cannot be recovered from beneficiary they are to be paid by the applicant.

Debit Account – State here from which IBAN account number and in which currency (euros or foreign currency) the document amount should be debited. You must use 'Search' to select the correct IBAN account number, entered by you previously in the 'Standing Module'.

Charges Account – State here from which IBAN account number and in which currency (euros or foreign currency) the charges of the LC should be debited. You must use 'Search' to select the correct IBAN account number, entered by you previously in the 'Standing Module'.

Note! If you do not state an IBAN account number here your euro account will be debited.

Notes – You can add notes relating to the transaction here.

After all required details for the LC 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 mandatory field). After completion the transaction will be given the status 'Pending' and will need to be approved and signed by an authorised user accordingly in the function 'Authorise Transaction'.

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 Transaction'.

Cancel – Abort the transaction.

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

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 LCs to save you from having to re-enter the fixed details every time.

'Authorise Transaction', 'Modify Transaction' and 'Creating a template' are discussed in more detail below in this user manual.

After confirming, authorising by yourselves and processing by Trade Services, the sent swiftmessage is available for viewing in the module 'Documents'. See chapter 10.2 of this manual for further details.

### 3 Amend issued LC

To amend an issued LC go to 'Amend Issued LC' within the Import LC functions. This will open a screen showing all LCs already processed by Trade Services. You can find the LC to be amended on the list by (partially) entering one or more selection criteria such as the LC Number, Your reference and Beneficiary. Click on 'Filter' to display a list of all LC transactions already processed by Trade Services that meet the criteria.

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

Tick the LC transaction you want to modify and click on 'Select'.

DEMO USER 1 | Log out

Rabobank RaboTradeAccess

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC  
Create LC Application  
Authenticate Transaction  
**→ Amend Issued LC**  
Modify Transaction  
Delete Pending Records  
View Status of LC  
Export LC

Amend Issued LC

LC Number: Contains [ ] AND [ ]  
Your Reference: Contains [ ] AND [ ]  
Beneficiary: Contains [ ]

Filter Reset

SELECT	LC Number	Your Reference	Issue Date	Beneficiary	CCY	Amount	UNIT Code	Event Name
<input checked="" type="checkbox"/>	LM510249CRP		27-11-2012	BENEFICIARY NAME	EUR	15.000,00	000010	Issued LC
<input type="checkbox"/>	LM510248CRP		27-11-2012	BENEFICIARY NAME	EUR	12.000,00	000010	Payment Details

CANCEL SELECT

The amendment comprises five tabs: Main, Details, Shipment, Narrative and Notes to Rabobank. Clicking on one of the five tabs will take you directly to that area.

#### Amend Issued LC

Main Details Shipment Narrative Notes

General Information

LC Number LM510249CRP  
Your Reference [ ]  
Date of Issue 27-11-2012

Beneficiary Name BENEFICIARY NAME  
Beneficiary Bank AGRICULTURAL BANK OF CHINA  
Available With Bank ANY BANK  
Advise Through Bank [ ]

CANCEL SAVE NEXT>>

The text to be entered must be in English and will be checked for the use of invalid SWIFT characters (see annexe). The information shown in fields with a grey background cannot be modified (in that field). The fields are described in more detail below on a tab by tab basis.

Note: All fields that can be filled in for an amendment were described in detail in section 2.2. The fields are described on a tab by tab basis below.

#### Tab Main

This tab shows general LC information such as the LC number, Your reference, Date of issue, Beneficiary Name, Beneficiary Bank, where the LC is available and Advise Through Bank. No changes can be made in this tab.

### **Tab Details**

You can enter the details of the transactions in this tab. It comprises the following fields:

LC amount – This field displays the original LC amount.

Increase amount by – If you want to increase the LC amount, you can enter the amount by which it is to be increased here.

Decrease amount by – If you want to decrease the LC amount, you can enter the amount by which it is to be decreased here.

The increased or decreased LC amount will be displayed in the field 'New LC amount'.

Tolerance % +/- – If required the user can change the tolerance settings here.

Additional Amounts Covered – This field is hardly ever filled in but the user can modify the value here.

Expiry date – Shows the expiry date of the LC.

New expiry date – If a new expiry date is required you can select it in the calendar (you can delete the date by double-clicking in the field). The system will check whether that date does not precede the date of issue. Because the expiry date is linked to the latest shipment date and number of days of the presentation period the latest shipment date will often also have to be changed.

Expiry Place – The place of validity entered previously will be displayed and can if required be modified by the user (the modification will be displayed in the Free text field).

### **Tab Shipment**

You can enter shipment details in this tab. It comprises the following fields:

Dispatch From – The place entered previously will be displayed and can be amended by the user (if applicable).

(Air)port of Loading/Departure – The place entered previously will be displayed and can be amended by the user (if applicable).

(Air)port of Destination – The place entered previously will be displayed and can be amended by the user (if applicable).

For Transportation to – The place entered previously will be displayed and can be amended by the user (if applicable).

Latest shipment date – The date previously entered will be displayed. If a new latest shipment date is required you can select it in the calendar (you can delete the date by double-clicking in the field). The system will check whether that date does not precede the date of issue. Because the latest forwarding/shipment date and number of days of the presentation period are linked to the expiry date, the presentation period will often also have to be changed.

Shipment period – If applicable the period entered previously will be displayed and can be amended by the user.

### **Tab Narrative**

Narrative – The user can enter the details of the amendment here if they could not be entered in the fields referred to above.

Amendment Charges For – Choose 'Applicant' or 'Beneficiary' from the drop-down list.

### **Tab Notes**

You can enter other instructions in this tab. This tab comprises only a single field.

Notes – The user can add a note relating to the transaction here.

After all required details 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 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 mandatory 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 Transaction'.

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

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

'Authorise Transaction' is discussed in detail in section 7.

After confirming, authorising by yourselves and processing by Trade Services, the sent swiftmessage is available for viewing in the module 'Documents'. See chapter 10.2 of this manual for further details.

## 4 Viewing and printing a draft import LC application

Immediately after you have completed and confirmed an LC application, a screen will be displayed allowing you to view and print a draft of the LC application by clicking the link 'View document' as shown below.

### Transaction Completed Successfully


To repeat the last action, please click [>here](#)

To return to the main page, please click [>here](#)

Associated Document  
Export Direct Collection

[View Document](#)

A draft of the LC application will then be shown, part of which is depicted below. This is a PDF file that you can save or print.

<i>Application for a Documentary Credit</i>			
<i>LC Number:</i>	LM509509CRP	<i>Date:</i>	23-04-2012
<i>Your Reference:</i>	testJK	<i>Applicant:</i>	RFLP support
<i>LC Amount:</i>	EUR 500.00	<i>Form of LC:</i>	IRREVOCABLE
<i>Tolerance +/-:</i>		<i>Expiry Date:</i>	30-06-2012
<i>Available With Bank:</i>	ANY BANK	<i>Expiry Place:</i>	NL
		<i>Available By:</i>	BY NEGOTIATION
		<i>Additional Amounts Covered:</i>	
<i>Payment Details:</i>		<i>Drafts At:</i>	SIGHT FOR 100 PERCENT OF INVOICE VALUE
<i>Drawee</i>			
<i>Beneficiary</i>	a	<i>Beneficiary Bank</i>	RABOBANK NEDERLAND GILDENKWARTIER 199
	a		

If you have already moved beyond the screen with the 'View document' option, it is also possible to view the draft of the LC order via the ILC function 'View Status of LC'.

Select the transaction concerned and click on the button 'History'.

DEMO USER 1 | Log out

Rabobank RaboTradeAccess

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC  
 Create LC Application  
 Authorise Transaction  
 Amend Issued LC  
 Modify Transaction  
 Delete Pending Records  
**→ View Status of LC**  
 Export LC

View Status of LC

Transaction Ref.: Contains [ ] AND [ ]  
 Your Reference: Contains [ ] AND [ ]  
 Beneficiary: Contains [ ]

Filter Reset

SELECT	Transaction Ref.	Your Reference	Beneficiary	CCY	Amount	Issue Date	Event Name	Status	Date Processed
<input checked="" type="checkbox"/>	LM510249CRP		BENEFICIARY NAME	EUR	15.000,00	27-11-2012	Issued LC	Processed	27-11-2012
<input type="checkbox"/>	LM510248CRP		BENEFICIARY NAME	EUR	12.000,00	27-11-2012	Payment Details	Processed	27-11-2012
<input type="checkbox"/>	LM510271CRP		BENEFICIARY NAME	EUR	0,00		LC Application	Saved	24-01-2013
<input type="checkbox"/>	LM510501CRP				0		LC Application	Saved	31-01-2013
<input type="checkbox"/>	LM510503CRP			EUR	12.000,00		LC Application	Saved	31-01-2013
<input type="checkbox"/>	LM510504CRP				0		LC Application	Saved	04-02-2013
<input type="checkbox"/>	LM510513CRP				0		LC Application	Saved	05-02-2013
<input type="checkbox"/>	LM510518CRP				0		LC Application	Saved	05-02-2013
<input type="checkbox"/>	LM510519CRP				0		LC Application	Saved	08-02-2013
<input type="checkbox"/>	LM510532CRP				0		LC Application	Saved	18-02-2013

1 | 2

CANCEL HISTORY COMPARE EVENT SELECT

Select the event (LC Application) of the transaction that you want to print and click on 'Select'.

SELECT	Transaction Ref.	Your Reference	Beneficiary	CCY	Amount	Issue Date	Event Name	Event No	Date Processed
<input checked="" type="checkbox"/>	LM510249CRP		BENEFICIARY NAME	EUR	15.000,00	27-11-2012	LC Application	1	27-11-2012
<input type="checkbox"/>	LM510249CRP		BENEFICIARY NAME	EUR	15.000,00	27-11-2012	Issued LC	2	27-11-2012

CANCEL SELECT

You can call up and print the PDF file via the 'Documents' button at the bottom of the page.

Application Date: 17-07-2012 Company Name: CC NL

Issuance Charges For: Applicant  
 Other Charges For: Applicant  
 Debit Account: USD NL29 RABO 0626 3965 30  
 Charges Account: AED NL08 RABO 0127 6817 87  
 Notes: [ ]

<<PREVIOUS CANCEL Documents Print top

Again, the draft of the LC application will be shown for you to save or print.



# 5 Modifying or deleting import LC transactions in RTA

## 5.1 Modifying transactions

LC applications or amendments that have not yet been signed, have been rejected or have been temporarily saved can still be modified via the import LC function 'Modify Transaction'. The status of these transactions is 'Pending' or 'Saved'.

Click on 'Modify Transaction' and if required use the filter function to rapidly find the transaction to be modified. Enter (partially) one or more selection criteria such as the LC Number, Your reference and Beneficiary 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'.

DEMO USER 3 | Log out

RaboTradeAccess

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

Import LC  
Create LC Application  
Amend Issued LC  
**Modify Transaction**  
View Status of LC  
Export LC

Modify Transaction

LC Number: Contains [ ] AND [ ]  
Your Reference: Contains [ ] AND [ ]  
Beneficiary: Contains [ ]

Filter Reset

SELECT	Your Reference	LC Number	Beneficiary	CCY	Amount	Company	Event Name	Status
<input checked="" type="checkbox"/>		LMS10271CRP	BENEFICIARY NAME	EUR	120.000,00	000010	LC Application	Saved

CANCEL SELECT

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

## 5.2 Deleting transactions

LC applications or amendments that have not yet been signed, have been rejected or have been temporarily saved can be deleted via the import LC 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 LC Number, Your reference and Beneficiary 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 'Select'.

Home Letters of Credit Collections Guarantees Reports Documents Standing Module

**Import LC**  
 Create LC Application  
 Authorise Transaction  
 Amend Issued LC  
 Modify Transaction  
**Delete Pending Records**  
 View Status of LC

**Export LC**

### Delete Pending Records

LC Number: Contains [ ] AND [ ]  
 Your Reference: Contains [ ] AND [ ]  
 Beneficiary: Contains [ ]

Filter Reset

SELECT	LC Number	Your Reference	Beneficiary	CCY	Amount	Event Name
<input checked="" type="checkbox"/>	LM510271CRP		BENEFICIARY NAME	EUR	120.000,00	LC Application

CANCEL DELETE

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

### Delete Transactions

Main Parties Goods Documents Instructions Charges

Application Date: 17-07-2012 Company Name: CC NL

- Issuance Charges For
- Other Charges For
- Debit Account
- Charges Account
- Notes

Applicant [ ]  
 Applicant [ ]  
 USD [ ] > Search  
 EUR [ ] > Search  
 Text13

Bericht van webpagina

Click OK to confirm.

OK Annuleren


<<PREVIOUS CANCEL DELETE top

## 6 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>
--	--

Error messages if session is timed out

<p>Error message: record has been locked</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>
---	--

<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.</p> <p>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>
---	--