



Barclays iPortal Trade & Working Capital

Key Tasks – How to Guide

July 2023

V7



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Glossary



Glossary

Terminology	Description
A - G	
<ul style="list-style-type: none">▪ Authorised Transaction	A transaction that has completed all internal transaction stages in Barclays iPortal Trade & Working Capital (for example, Started, Partially Authorised, Authorised) and is ready to be processed by the bank. You can view authorised transactions in the Instruments area of the platform.
<ul style="list-style-type: none">▪ Direct Send Collections	A documentary collection arrangement in which an exporter sends the collection documents (accompanied by collecting instructions) directly to the importer's bank in order to arrange for the financial proceeds to be collected.
<ul style="list-style-type: none">▪ Discrepancy Notice	A message from the bank informing your organisation that there are discrepant items or documents for a transaction you have sent for processing. To resolve a discrepancy, you can create a discrepancy response and send it to the bank. You can view and respond to discrepancy notices in the Mail page of the Messages area.
<ul style="list-style-type: none">▪ Discrepancy Response	Instructions to the bank detailing how to deal with the discrepancies communicated to you through a discrepancy notice from your bank. You can work with discrepancies and discrepancy responses in the Messages area.
<ul style="list-style-type: none">▪ Export Collection	An instrument that sends commercial documents to the bank in order to arrange for the financial proceeds to be collected and paid to the presenter of the documents.
<ul style="list-style-type: none">▪ Export Letter of Credit	An instrument issued by an Overseas bank at the request of an Importer, that sets out certain terms which when met will prompt the bank to make payment or issue an undertaking to make a payment at a later date. The instrument is viewed by the seller of the goods
<ul style="list-style-type: none">▪ Guarantee/Outgoing Guarantee/BGI	An instrument issued by a bank promising to pay a set amount of money, in the event of the failure of its client to fulfil its obligations. A Guarantee can be either Outgoing (initiated by your organisation and sent to your bank for processing) or Incoming (initiated by another organisation and sent to you by your bank). Also known as a BGI or Bond, Guarantee and Indemnity

Glossary

Terminology	Description
I - M	
<ul style="list-style-type: none"> ▪ Import Collection 	A documentary collection arrangement in which an Exporter (Seller) sends the collection documents to their bank requesting the bank to forward the documents to the Importer's (Buyer)
<ul style="list-style-type: none"> ▪ Import Letter of Credit 	An instrument issued by a bank at the request of a customer, that sets out certain terms which when met will prompt the bank to make payment or issue an undertaking to make a payment at a later date.
<ul style="list-style-type: none"> ▪ Instrument 	A group of transactions in Barclays iPortal Trade & Working Capital. The first transaction is an issue (for activities generated in the system) or could be either an advise or issue, for bank-initiated activities. Subsequent transactions are amendments, payments (issued by the bank), and usances (issued by the bank). An instrument can have related instruments; for example a usance Letter of Credit would have related instruments representing future payments. You work with instruments in the Instruments area of Barclays iPortal Trade & Working Capital.
<ul style="list-style-type: none"> ▪ Instrument ID 	The unique identification number assigned to an instrument by Barclays iPortal Trade & Working Capital. Instrument ID numbers are randomly assigned by the system and, therefore, are not necessarily assigned sequentially.
<ul style="list-style-type: none"> ▪ Instrument History 	A consolidated transaction view that displays the parent instrument activity and subsequent transactions for every instrument processed in Barclays iPortal Trade & Working Capital. You view instrument history in the Instruments area.
<ul style="list-style-type: none"> ▪ Instrument Template 	A reference data item that is a partially completed transaction form, used as the basis for new transactions of the same type. You work with instrument templates in the Reference Data area.
<ul style="list-style-type: none"> ▪ Issue 	The original transaction for an instrument
<ul style="list-style-type: none"> ▪ Loan Request (Trade Loan) 	An arrangement (which can be initiated in Barclays iPortal Trade & Working Capital) in which a lender gives money to a borrower, and the borrower agrees to repay the money, usually along with some interest, at some future point in time
<ul style="list-style-type: none"> ▪ Mail 	Items in the Messages area, of Barclays iPortal Trade & Working Capital, received from the bank that require action from your organisation. Mail also includes the responses that you send to the bank in response to mail messages received.
<ul style="list-style-type: none"> ▪ Messages 	The area in which you communicate with the bank about your trade transactions being processed. The Messages area of Barclays iPortal Trade & Working Capital includes a Mail tab and a Notifications tab.

Glossary

Terminology	Description
N – R	
<ul style="list-style-type: none">▪ Notification	A message from the bank reporting the status of a trade transaction it has processed for your organisation. Notifications are for information purposes only and do not require action from anyone in your organisation. You view notifications in the Notifications page in the Messages area.
<ul style="list-style-type: none">▪ Party	A reference data item containing information about the counter-Parties that your organisation deals with. After a Party is entered into the system, the Party and its details can be referenced on any transaction created in the system. You work with Parties in the Reference Data area.
<ul style="list-style-type: none">▪ Pending Transaction	A transaction that has not yet been processed by the bank. You work with pending transactions in the Instruments area.
<ul style="list-style-type: none">▪ Phrases	A reference data item containing a text statement for reference on transactions. You work with phrases in the Reference Data area.
<ul style="list-style-type: none">▪ Operator Inputter	Has access to create/amend instruments and work items
<ul style="list-style-type: none">▪ Operator Superuser	Input and authorise instrument & work items
<ul style="list-style-type: none">▪ Ready to Authorise	Ready to approve a transaction
<ul style="list-style-type: none">▪ Reference Data	Data items in Barclays iPortal Trade & Working Capital that are either required by the system or are used to create transactions. Examples of reference data include parties, instrument templates and security profiles.
<ul style="list-style-type: none">▪ Route	An action in Barclays iPortal Trade & Working Capital that places the item -- either a mail message or a transaction -- in another user's Messages or Instruments summary section in the home page.

Glossary

Terminology	Description
S - Z	
<ul style="list-style-type: none">▪ Save	Pressing this button saves the current information in all sections of the page.
<ul style="list-style-type: none">▪ Save and close	Pressing this button saves the current information in all sections of the page and returns you to the home page.
<ul style="list-style-type: none">▪ Standby Letter of Credit (SBLC)	A Standby Letter of Credit can be either Outgoing (initiated by your organisation and sent to the bank for processing) or Incoming (initiated by another organisation and sent to you by the bank).
<ul style="list-style-type: none">▪ Status	The state of a transaction that indicates where it is in the workflow. Examples of transaction statuses include Started, Ready to Authorise, Partially Authorised, Authorised, Returned by Bank, and Processed by Bank.
<ul style="list-style-type: none">▪ Trace	A transaction for an Export Collection instrument that traces payment for the instrument.
<ul style="list-style-type: none">▪ Transaction	A trade-related instruction from you to the bank, processed through Barclays iPortal Trade & Working Capital. For example, a request to issue or amend a Letter of Credit. You work with transactions in the Instruments area
<ul style="list-style-type: none">▪ User	A person who is able to log into and use the features of Barclays iPortal Trade & Working Capital. Each user has a user profile.
<ul style="list-style-type: none">▪ Verify	The verification process validates that transaction data entered meets the business rules established within Barclays iPortal Trade & Working Capital. A transaction must be successfully verified before it can be authorised.



Introduction



Introduction


- **Barclays iPortal Trade and Working Capital**
 - Allows clients to submit instructions digitally for multiple approved products and provide real-time information.
- **Instruments**
 - The Instruments area is where you create trade transactions. When you press on the new Instruments button on the navigation bar, a drop down of available application forms display. The transactions tab includes the Pending Transactions, Authorised Transactions, and Instrument History sections. Each tabbed section displays a listing page that enables you to work with transactions and instruments through the processing life cycle. You can click on any instrument or transaction under the Pending Transactions, Authorised Transactions, or Instrument History tabs to view the detailed page for the instrument or transaction.
 - You can create new trade transactions for a variety of instrument types, by copying from an existing instrument or instrumenttemplate, or by starting with a blank instrument form.
 - However, if you do not have minimum security rights to instruments, you will not be able to access the Instruments area.

Introduction cont.

- For each **instrument type**, one or more transaction types are available. The following matrix illustrates the type(s) of transactions you can create and process for each instrument type:

Instrument Type	Issue	Amend	Trace	ATP / Discrepancy Response*
<u>Import Letter of Credit</u>	X	X		X
<u>Outgoing Standby Letter of Credit</u>	X	X		X
<u>Export Letter of Credit (transfer)</u>	X	X		X
<u>Export Letter of Credit (assign)</u>	X			
<u>Outgoing Guarantee</u>	X	X		
<u>Import Collection</u>	X	X	X	
<u>Export Collection</u>	X	X	X	
<u>Direct Send Collection</u>	X	X	X	
<u>Loan Request (Trade Loans)</u>	X			

* Discrepancy response transactions are generated by replying to discrepancy notices the bank sends to you through the Messages area of the system.

- On any page, if you require help click on the  icon, on the top right hand side of the page that you are viewing, this opens up a new window displaying help for the current page.



Instruments

Creating an Outgoing Guarantee, a Standby Letter of Credit, an Import Letter of Credit, Direct Send, Export Collection and a Loan Request



Instruments – Create an Outgoing Guarantee

The screenshot shows the Barclays Trade Services interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank Customer:'. On the right, there are links for 'Home', '59(67)', '(304)', 'Help', and a 'Logout' button. Below this, a status bar indicates 'Last Sign-In: 08 April 2022 at 12:02:48 GMT'. The main navigation menu includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A dropdown menu is open under 'New Instruments', listing options like 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Import LC', 'Loan Request', 'Outgoing Guarantee', and 'Outgoing Standby LC (Detailed)'. The 'Outgoing Guarantee' option is highlighted with a blue box and a '2' in a circle. Below the menu, there is a table with columns for 'Reference', 'Status', 'Assigned To', and 'Party'. The table contains several rows of data, including references like 'UKTILC92000941P - 1 Impo...' and 'UKTOGT82016126M - 0 Outwa...', all with a status of 'Received' and assigned to 'Vintage Clothing' or 'Beneficiary Inc.'.

- 1. Click on the New Instruments tab to expand it
- 2. Click on **Outgoing Guarantee**, this opens up a new window.

Important - Please ensure that you have sufficient limits in place to cover the Outgoing Guarantee, otherwise please speak to your Relationship Manager before submitting an application

Instruments – Create an Outgoing Guarantee cont.

BARCLAYS Trade Services Barclays Bank Customer: Home | 69(80) | (378) | Help | Logout

New Instruments Transactions Reports Reference Data

New Instruments: OUTGOING GUARANTEE ?

Outgoing Guarantee - UKTOGT92001034P - Issue - (Started)

* indicates required field

3

4

5

1. Terms

Beneficiary

* Beneficiary Name

* Address Line 1

Address Line 2

* City

Province/State Postal Code

* Country or Region

Contact Name

Phone Number

* Applicant

Customer
Address Line 1
Address Line 2
Detroit United Kingdom

Applicant's Reference Number

Validity

* Valid From:

Date of Issue

Other Date

Valid To:

End Date

No Expiry/Open Ended

Expected Expiry

Other Expiry conditions

* Delivery Instructions

Deliver To:

Beneficiary

Other

* Business Name

* Address Line 1

Address Line 2

Address Line 3

Section Shortcuts

1. Terms

2. Auto Extend Terms/ICC Rules

3. Guarantee Terms and Conditions

4. Document and Presentation Instructions

5. Instructions to Bank

6. Internal Instructions

7. General Terms and Conditions

Quick Links

Collapse All

Hide Tips

Back To Top

Save

Save & Close

Verify Data


Route Transaction

Attach Document

Copy Instrument

Close

3. Working through all of the Sections, complete fields as required (any **mandatory** fields are marked with *).

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

5. If No expiry/Open-ended is chosen then specific approval is required from your Relationship Team before submitting.

Tip: The beneficiary name cannot be longer than 35 characters. If the beneficiary name exceeds this then please include the full name within the additional information field.

Instruments – Create an Outgoing Guarantee cont.

3. Guarantee Terms and Conditions

* Enter either Customer Text or Bank Standard Wording in the text areas below. Text is required in one of the text areas below.

Customer Text Phrase
<Select a Phrase>

Customer Text
See attached

Bank Standard Wording Text Phrase
<Select a Phrase> X

Standard Wording Language

Bank Standard Wording Text

Underlying Transaction Details

4. Document and Presentation Instructions

Document and Presentation Instructions Text Phrase
<Select a Phrase>

Enter any Document and Presentation instructions (for example, form and/or place of presentation)

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Guarantee Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions
7. General Terms and Conditions

Quick Links

[Collapse All](#)
[Hide Tips](#)
[Back To Top](#)

[Save](#)
[Save & Close](#)
[Verify Data](#)
[Route Transaction](#)
[Attach Document](#)
[Copy Instrument](#)
[Close](#)

6

6. To attach a document to an application click **Attach Document**. This opens up a new window.

Tip: A maximum of 5000 Characters can be included within the 'Customer text' field.

Important - Please engage with your relevant Trade contact to ensure your **bespoke wording** has been reviewed and approved prior to submitting the application on the portal.

Instruments – Create an Outgoing Guarantee cont.

BARCLAYS Trade Services Barclays Bank Customer:

Home | 59(67) | (304) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

Attach Documents

* indicates required field

Choose Files **7**

Drop Documents Here

Upload Files Cancel Upload **8**

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7. Click **Choose Files**, this will open up your file explorer. Select the relevant file to upload, drop the file within the Drop Documents Here box. Close your file explorer.

8. Click on **Upload Files** in order to attach the selected file. Alternatively click **Cancel Upload**, to cancel the file upload.

Tip: A maximum of 10 documents can be dragged and dropped/attached at one time.

Instruments – Create an Outgoing Guarantee cont.

5. Instructions to Bank

Issue instrument in
English

Additional Instructions Text Phrase
<Select a Phrase>

Additional Instructions Text

Settlement Instructions

Debit: Our Account Number

Branch Code

Debit: Foreign Currency Account Number

Currency of Account

Commissions and Charges

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

Additional Instructions Text Phrase
<Select a Phrase>

Additional Instructions Text

6. Internal Instructions

Instructions entered here are for Internal purposes only, and will not be sent to the bank.

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Guarantee Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions
7. General Terms and Conditions

Quick Links

Collapse All

Hide Tips

Back To Top

Saved 15:01 pm

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

9.i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled **“Approve an Instrument”** on page 46 for authorising transactions.

Tip: If you have submitted incorrect data please call Trade Services so that a hold is put on the request straight away. This will ensure that the request does not get completed and guidance can be provided on next steps.

If the request has already been issued, an amendment to the instrument will be required via the portal.

Instruments – Create a Standby Letter of Credit

The screenshot shows the Barclays Trade Services interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank Customer:'. On the right, there are links for 'Home', '59(67)', '(304)', 'Help', and a 'Logout' button. Below this, a status bar indicates 'Last Sign-In: 08 April 2022 at 12:02:48 GMT'. The main navigation menu includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A dropdown menu is open under 'New Instruments', listing options such as 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Import LC', 'Loan Request', 'Outgoing Guarantee', and 'Outgoing Standby LC (Detailed)'. A red box with the number '1' highlights the 'New Instruments' tab. Below the menu, there is a search bar with 'Read/Unread' and 'All' options, and a 'Show 5 10 20 of 29' filter. A table of instruments is displayed with columns for Reference, Status, Assigned To, and Party.

Reference	Status	Assigned To	Party
ice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ... Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ... Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

- 1. Click on the New Instruments tab to expand it
- 2. Click on **Outgoing Standby LC**, this opens up a new window.

Important - Please ensure that you have sufficient limits in place to cover the Outgoing Standby LC, otherwise please speak to your Relationship Manager before submitting an application

Instruments – Create a Create a Standby Letter of Credit cont.

BARCLAYS Trade Services Barclays Portal Customer UA... Home 104(133) (1077) Help Logout Barclays UAT

New Instruments Transactions Accounts Reports Reference Data My Links

New Instruments: OUTGOING STANDBY LC-DETAILED

Outgoing Standby LC-Detailed - UKTOSB92020198P - Issue - (Started)

* indicates required field

3 1. Terms

Beneficiary 4

* Beneficiary Name

* Address Line 1

Address Line 2

* City

Province/State Postal Code

* Country or Region

Phone Number

* Applicant

Search Address

Barclays Portal Customer UAT Ltd
Address01
Address02
Address03 United Kingdom

Applicant's Reference Number

Detailed Information

Validity

* Valid From:

Date of Issue

Other Date

Valid To:

End Date

No Expiry/Open Ended

Expected Expiry

Other Expiry conditions

* Delivery Instructions

Deliver To:

Beneficiary

Other

Business Name

Address Line 1

Address Line 2

Address Line 3

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions
7. General Terms and Conditions

Quick Links

Collapse All

Hide Tips

Back To Top

5

Save

Save & Close

Verify Data


Route Transaction

Attach Document

Copy Instrument

Close

3. Working through all of the Sections, complete fields as required (any **mandatory** fields are marked with *).

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

5. i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on page 46 for authorising transactions.

Please Note: If SBLC have auto extension then specific approval is required from your Relationship Team before submitting.

Tip: The beneficiary name cannot be longer than 35 characters. If the beneficiary name exceeds this then please include the full name within the additional information field.

For further help, refer to [pages 12-17](#), same process applies as Outgoing Guarantees.

Instruments – Create an Import Letter of Credit

The screenshot shows the Barclays Trade Services portal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', 'Barclays Bank Customer:', 'Home', '59', '04) | ? Help', and 'Logout'. Below this, a secondary navigation bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A dropdown menu is open under 'New Instruments', listing options: 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Import LC' (highlighted with a blue box and the number '2'), 'Loan Request', 'Outgoing Guarantee', and 'Outgoing Standby LC (Detailed)'. The main content area shows a table with columns: Reference, Status, Assigned To, and Party. The table contains several rows of data, including references like 'UKTILC92000941P - 1 Impp...' and 'UKTOGT82016126M - 0 Outwa...'. A 'Read/Unread' dropdown is set to 'All', and a 'Show 5 10 20 of 29' pagination control is visible.

1. Click on the New Instruments tab to expand it
2. Click on **Import LC**, this opens up a new window.

Tip: If you have submitted incorrect data please call Trade Services so that a hold is put on the request straight away. This will ensure that the request does not get completed and guidance can be provided on next steps.

If the request has already been issued, an amendment to the instrument will be required via the portal.

Important - Please ensure all relevant approvals are in place prior to submitting a request


Instruments – Create an Import Letter of Credit cont.

3

4

5

3. Working through all of the Sections, complete fields as required (any **mandatory** fields are marked with *).

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

Please note: If you would like to utilise a forward contract, you need to include this in the additional information box.

5i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “Approve an instrument” on page 46 for authorising transactions.

Tip: The beneficiary name cannot be longer than 35 characters. If the beneficiary name exceeds this then please include the full name within the additional information field.

5 You will not be able to type in the ‘Advising Bank’ box, please ensure you add the advising bank to your address book prior to creating the application so that it is available in the drop down menu.

Instruments – Import Letter of Credit: Discrepancies

Import Letter of Credit Discrepancies

1

BARCLAYS Trade Services Barclays Bank Customer: Home | 67(80) | (378) | Help | Logout

Last Sign-In: 20 June 2022 at 02:27:48 GMT

New Instruments | Transactions | Reports | Reference Data

Home

Mail Messages

Show: Me (and Unassigned) | Read/Unread: All | Show 5 10 20 of 35

Date & Time	Subject	Reference	Status	Assigned To	Party
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT82016126M - 0 Outward Gu...		Received		Vintage Clothing
20 May 2022 05:19 ...	Create Tracers: UKTOGT82016126M - 0 Outward Gu...		Received		Vintage Clothing
03 Dec 2021 09:13 PM	Discrepancy Notice: UKTILC82017726M - 1 Import D...		Received		
21 Jan 2022 05:04 PM	Create Tracers: UKTIDC82019523M - 1 Inward Collec...		Received		xxx
05 Feb 2022 12:06 ...	Create Tracers: UKTIDC82019523M - 2 Inward Collec...		Received		xxx

Notifications

Show: Customer | Status: All | Read/Unread: All | Show 5 10 20 of 378

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
16 Jun 2022 ...	UKTILC92001026P		Import LC	Issue	VINTAGE CL...	GBP	17,000.00	Processed b...	

1. Select the message icon to open your messages
2. Select the relevant Discrepancy Notice. This will open up the instrument in a new window.

Instruments – Import Letter of Credit: Discrepancies cont.

Import Letter of Credit Discrepancies

Message Details ?

Discrepancy Notice: UKTILC82017726M - 1 Import Documentary LC - Received from Bank - 03 Dec 2021 09:13 PM

Subject
Discrepancy Notice: UKTILC82017726M - 1 Import Documentary LC

Related to Instrument ID
UKTILC82017726M - 1

Presentation Amount Other Party
GBP 500.00

Presentation Number Presentation Date
1 03 Dec 2021

Related Documents
[Discrepancy Advice](#)
[Discrepancy Advice](#)

Message
Please refer to the related document(s).

Discrepancy(ies)
1. Invoice is not signed and date
2. Packing list not presented

PO/Invoice Discrepancy(ies)

Discrepancy Response Status
Not Yet Started

Quick Links

Hide Tips

Route

Reply to Bank

Delete

Close

3

4

3. Upon opening the message, the details of the discrepancy can be reviewed here.

4. After reviewing, select Reply to Bank

Instruments – Import Letter of Credit: Discrepancies cont.

Import Letter of Credit Discrepancies

Discrepancy Response

Import LC - UKTILC82017726M - Discrepancy Response - (Started)

5

1. Discrepancy Response

Presentation Amount	Presentation Number	Presentation Date	Other Party
GBP 500.00	1	03 Dec 2021	

* Please see the following instructions with regards to discrepancy notice under the above drawing:

- Documents are accepted notwithstanding discrepancies
- Documents are rejected
- Other (enter additional instructions below)

Additional Instructions
<Select a Phrase>

2. Settlement Instructions

Our Reference:

* Apply Payment on: 20/06/2022

* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: GBP
Finance Remaining Balance

Finance Terms

- Finance for days
- At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions
<Select a Phrase>

Payment Details

- Account
- We have remitted funds to your branch

* Debit Account for Principal

* Debit Account for Charges

5. Working through all of the Sections, complete fields as required (any mandatory fields are marked with *).

Instruments – Import Letter of Credit: Discrepancies cont.

Import Letter of Credit Discrepancies

3. Foreign Exchange Rate Details

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number Currency Rate

Other FX Instructions

<Select a Phrase>

Section Shortcuts

1. Discrepancy Response
2. Settlement Instructions
3. Foreign Exchange Rate Details

Quick Links

Hide Tips

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

6

6i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an instrument**” on page 46 for authorising transactions.

Instruments – Create an Export Collection

The screenshot shows the Barclays Trade Services interface. At the top left is the Barclays logo and 'Trade Services'. On the right, there are links for 'Home', '91(112)', '(961)', 'Help', and a 'Logout' button. Below this, it says 'Last Sign-In: 02 February 2023 at 02:23:45 GMT'. A navigation bar contains 'New Instruments', 'Transactions', 'Reports', 'Reference Data', and 'My Links'. A dropdown menu is open under 'New Instruments', listing options: 'Choose Template', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Export Collection' (highlighted with a blue box and the number 2), 'Import LC', 'Loan Request', and 'Outgoing Guarantee'. Below the menu are four dashboard cards: 'Tracers' (87 New, 5 Read, 0 Drafts), 'Pre-Debit Notifications' (2 New, 2 Read, 0 In Progress), 'Returned by Bank' (0 Transactions), and 'Transactions for Processing' (250 Transactions). There are also icons for refresh, settings, and help.

1. Click on the New Instruments tab to expand it
2. Click on **Export Collection**, this opens up a new window.

Tip: If you have submitted incorrect data please call Trade Services so that a hold is put on the request straight away. This will ensure that the request does not get completed and guidance can be provided on next steps.

If the request has already been issued, an amendment to the instrument will be required via the portal.

Instruments – Create an Export Collection cont.

3 indicates required field

3 1. Terms

4

Section Shortcuts

1. Terms
2. Documents Presented
3. Collection Instructions
4. Instructions to Bank
5. General Terms and Conditions
6. Bank Defined

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close

Verify Data

Route Transaction

Attach Document


Copy Instrument

Close

2. Documents Presented

	Document Type	Number of Originals	Number of Copies
<input checked="" type="checkbox"/>	Bill(s) of Exchange/Drafts		
<input checked="" type="checkbox"/>	Commercial Invoice		
<input type="checkbox"/>	Bill of Lading (Example: 2/3)		
<input type="checkbox"/>	Non-Negotiable Bill of Lading		
<input checked="" type="checkbox"/>	Air Waybill		
<input type="checkbox"/>	Insurance Policy/Certificate		
<input type="checkbox"/>	Certificate of Origin		
<input type="checkbox"/>	Packing List		
<input type="checkbox"/>	Other		

3. Working through the all of the Sections, complete fields as required (any mandatory fields are marked with *).

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

Tip: You will need to add the collecting bank to your address book prior to completing the application as the 'collecting bank' field is not free format. Please check with Trade Operations to confirm we can correspond with that bank.

Instruments – Create an Export Collection cont.

3. Collection Instructions

Collection Instruction Options

Release documents on payment Release documents on acceptance

Advise payment by telecommunication Advise acceptance by telecommunication

Advise non-payment by telecommunication Advise non-acceptance by telecommunication

Note for non-payment Note for non-acceptance

Protest for non-payment Protest for non-acceptance

Additional Instructions Text Phrase
-Select a Phrase-

Additional Instructions Text

In Case of Need, contact:

Party Name

Address Line 1

Address Line 2

City, Province/State Postal Code Country

Accept instructions from this party
 Use instructions from this party for guidance only

Additional Case of Need Instructions Text Phrase
-Select a Phrase-

Additional Case of Need Instructions Text

Section Shortcuts

1. Terms
2. Documents Presented
3. Collection Instructions
4. Instructions to Bank
5. General Terms and Conditions
6. Bank Defined

Quick Links

Collapse All
Hide Tips
Back To Top

Saved 11:49 am

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

5

5. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on Page 46 for authorising transactions.

Original documents should be sent via recorded delivery to Trade Operations along with the collection schedule which includes the instrument reference and will be available for printing in the portal.
Trade Operations Address: Barclays, 5th Floor, One Snowhill, Snowhill Queensway, Birmingham, B4 6GN

Please note: A template Bill of exchange will always be available should you wish to use our version. Alternatively, you can provide your own Bill of Exchange.

Please note: Collection Instruction Options refer to instructions given to the overseas bank and will be done via SWIFT.

Tip: Please ensure the desired charging option is correctly selected

Instruments – Review an Export Letter of Credit

BARCLAYS Trade Services Barclays Bank Customer: | Home | 59(67) | (304) | Help | Logout

Last Sign-In: 08 April 2022 at 12:02:48 GMT

New Instruments | Transactions | 1 | Reference Data

2

Home

- All Transactions
- Trade
- Billing
- Pending Transactions
- History
- Authorised Transactions
- History
- Create Amendment
- Create Tracer
- Create Assignment
- Create Settlement Instructions
- Request Export Financing
- Request Rollover

Mail

Show: All | Show 5 10 20 of 29

Date & Time	Reference	Status	Assigned To	Party
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

Notifications

Show: Customer | Status: All | Read/Unread: All | Show 5 10 20 of 304

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Apr 202...	UKTIDC8202086...		Import Collection	Dormant	BEN	GBP	0.00	Processed b...	
31 Mar 202...	UKTEL8202183...		Export LC	Expire	ABC limited	USD	0.00	Processed b...	
31 Mar 202...	UKTILC8202156...		Import LC	Expire	ABC Ltd	GBP	0.00	Processed b...	
31 Mar 202...	UKTILC8202151...		Import LC	Expire	BEN	GBP	0.00	Processed b...	
31 Mar 202...	UKTOS88202046...		Outgoing Standby LC	Extend	BEN	GBP	0.00	Processed b...	

Pre-Debit Notifications

Show: Me (and Unassigned) | Read/Unread: All

Payment Date:

From: dd/MM/yyyy | To: dd/MM/yyyy | Currency: | Show 5 10 20 of 38

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
25 Mar 2022 05:48 ...	Consolidated PCM Preadvise: UKTOGT820158Z...		GBP	0.00	26 Mar 2022	

1. Click on the Transactions tab to expand it
2. Click on All Transactions, this will open up a new window.

Instruments – Review an Export Letter of Credit cont.

BARCLAYS Trade Services Barclays Bank Customer: Home | (0) | (17) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

ALL TRANSACTIONS

Show: Work for BARCCUSTOMER04 Status: Started

3 Instrument Type: All Instrument Group: All Instrument ID: Original Bank's Reference Number:

Show 10 20 30 Search

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary R
UKT92000765P	Shipping Guarantee	Issue			Started		
UKTECC9200092...	Export Collection	Issue			Started		
UKTIBA8201560...	Banker's Acceptance	Settlement Instruction	GBP	1,410.00	Started		
UKTILC92000830P	Import LC	Issue			Started		
UKTILC92000831P	Import LC	Amend			Started		
UKTILC92000831P	Import LC	Amend			Started		
UKTILC92000831P	Import LC	Amend			Started		
UKTILC92000831P	Import LC	Amend			Started		
UKTILC92000854P	Import LC	Issue			Started		
UKTILC92000922P	Import LC	Issue			Started		
UKTLR92000849P	Loan Request	Issue			Started		
UKTODC920010...	Export Collection	Issue			Started		
UKTODC920010...	Export Collection	Issue			Started		
UKTOGT920009...	Outgoing Guarantee	Issue			Started		
UKTOGT920009...	Outgoing Guarantee	Issue			Started		
UKTOGT920009...	Outgoing Guarantee	Issue			Started		

Total Count: 16


3. From this window open the **Instrument type** dropdown and select **Export LC**, this will filter and show only Export LC's. Search for and click on the instrument that you would like to review (alternatively, if known you may enter the specific instrument ID) relevant which will open up the instrument in a new window.




Original documents should be sent via recorded delivery to Trade Operations along with the advice Notification which includes the instrument reference and will be available for printing in the portal.

Trade Operations Address: Barclays, 5th Floor, One Snowhill, Snowhill Queensway, Birmingham, B4 6GN

Instruments – Export Letter of Credit: Discrepancies

Export Letter of Credit Discrepancies




 **BARCLAYS** Trade Services Barclays Bank
Customer: 1

Home |  69(80) |  (378) |  Help | [Logout](#)


Last Sign-In: 20 June 2022 at 02:27:48 GMT

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

1. Select the message icon to open your messages
2. Select the relevant Discrepancy Notice. This will open up the instrument in a new window.


Home   

Mail Messages

Show: Read/Unread [Show 5 10 20 of 35](#) 

Date & Time	Subject	Reference	Status	Assigned To	Party
11 Mar 2022 05:16 PM	Create Tracers: UK10G182016126M - 0 Outward...		Received		Vintage Clothing
11 Mar 2022 05:08 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing
02 Mar 2022 07:42 PM	Discrepancy Notice: UKTELC82022158M - 2 Exp...	2	Received		Name
02 Mar 2022 07:42 PM	Discrepancy Notice: UKTELC82022158M - 2 Exp...		Received		Name
02 Mar 2022 07:42 PM	Free Format:		Received		NEW PHASE LIGHT PA...

Notifications

Show: Status: Read/Unread [Show 5 10 20 of 378](#) 

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
-------------	---------------	-----------	-----------------	-------------	-------	-----	--------	--------	-----------

Instruments – Export Letter of Credit: Discrepancies cont.

Export Letter of Credit Discrepancies

BARCLAYS Trade Services Barclays Bank Customer: ... Home | 69(80) | (378) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

Message Details

Discrepancy Notice: UKTELC82022158M - 2 Export Documentary LC - Received from Bank - 02 Mar 2022 07:42 PM

Subject
Discrepancy Notice: UKTELC82022158M - 2 Export Documentary LC

Related to Instrument ID
UKTELC82022158M - 2

Presentation Amount	Other Party
EUR 5,000.00	Name

Presentation Number	Presentation Date
2	02 Mar 2022

Related Documents
Discrepancy Advice

Message
Please refer to the related document(s).

Discrepancy(ies)

1. LC Expired
2. Late presentation

PO/Invoice Discrepancy(ies)

Discrepancy Response Status
Not Yet Started

Quick Links
Hide Tips
Route
Reply to Bank
Delete
Close

3. Upon opening the message, the details of the discrepancy can be reviewed here.

4. After reviewing, select **Reply to Bank**

Instruments – Export Letter of Credit: Discrepancies cont.

Export Letter of Credit Discrepancies



Trade Services

Barclays Bank
Customer:

Home | 69(80)

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

Discrepancy Response

Export LC - UKTELC82022158M - Discrepancy Response - (Started)

1. Discrepancy Response

Presentation Amount	Presentation Number	Presentation Date	Other Party Name
EUR 5,000.00	2	02 Mar 2022	

5

* Please see the following instructions with regards to discrepancy notice under the above drawing:

- Send documents for approval
- Seek approval via SWIFT and hold documents
- Seek approval via SWIFT and send documents
- Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

5. Working through all of the Sections, complete fields as required (any **mandatory** fields are marked with *).

2. Settlement Instructions

Our Reference:

* Apply Payment on: 20/06/2022 ▾

* Please use the following instructions for settlement of the above item:

- Pay Full Amount using the Payment Details on the right
- Finance in Finance Currency ▾
 - For Full Amount
 - Pay Partial Amount using the Payment Details on the right

Payment Amount: EUR

Finance Remaining Balance

Finance Terms

- Finance for days
- At Fixed Maturity Date ▾

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

Payment Details

Account

* Debit Account for Principal

▾

* Debit Account for Charges

▾

We have remitted funds to your branch

Instruments – Export Letter of Credit: Discrepancies cont.

Export Letter of Credit Discrepancies

3. Foreign Exchange Rate Details

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number Currency Rate

Other FX Instructions

<Select a Phrase>

Hide Tips

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

6

6. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on Page 46 for authorising transactions

Instruments – Check status of/send an enquiry regarding an instrument

BARCLAYS Trade Services Barclays Bank Customer: Home | 59(67) | (304) | Help | Logout

Last Sign-In: 08 April 2022 at 12:02:48 GMT

New Instruments | **Transactions** | Reference Data

1

2

- All Transactions
- Trade
- Pending Transactions
- Authorised Transactions
- History
- Create Amendment
- Create Tracer
- Create Assignment
- Create Settlement Instructions
- Request Export Financing
- Request Rollover
- Billing
- History

Date & Time	Reference	Status	Assigned To	Party
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

Notifications

Show: [] Status: All Read/Unread: All Show 5 10 20 of 29

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Apr 202...	UKTIDC8202086...		Import Collection	Dormant	BEN	GBP	0.00	Processed b...	
31 Mar 202...	UKTEL8202183...		Export LC	Expire	ABC limited	USD	0.00	Processed b...	
31 Mar 202...	UKTILC8202156...		Import LC	Expire	ABC Ltd	GBP	0.00	Processed b...	
31 Mar 202...	UKTILC8202151...		Import LC	Expire	BEN	GBP	0.00	Processed b...	
31 Mar 202...	UKTOS8202046...		Outgoing Standby LC	Extend	BEN	GBP	0.00	Processed b...	

Pre-Debit Notifications

Show: Me (and Unassigned) Read/Unread: All

Payment Date: From: dd/MM/yyyy To: dd/MM/yyyy Currency: Show 5 10 20 of 38

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
25 Mar 2022 05:48	Consolidated PCM Preadvice-1UKTOGT82015R7		GBP	0.00	26 Mar 2022	

1. Click on the Transactions tab to expand it
2. In order to locate the instrument, perform a search using either All Transactions, Pending Transactions, Authorised Transactions or History. Whichever you select will open up a new window.
3. From this window, search for and click on the instrument that you would like to view the status of (in the relevant column) or send the enquiry on, this will open up a summary of the instrument in a new window.

BARCLAYS Trade Services Barclays Bank Customer: Home | 69(82) | (381) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

ALL TRANSACTIONS

Show: [Work for] Status: Started

Instrument Type: All Instrument Group: All Instrument ID: []

Original Bank's Reference Number: []

3

Show 10 20 30 Search

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary R
4460325RE	Outgoing Guarantee	Amend			Started		
UKT92000846P	Shipping Guarantee	Issue			Started		
UKT92000847P	Air Waybill	Release			Started		
UKT92000931P	Air Waybill	Release			Started		
UKT92000998P	Air Waybill	Release			Started		

Instruments – Check status of/send an enquiry regarding an instrument cont.

The screenshot shows the Barclays Trade Services interface. At the top, there are navigation links for Home, 69(82), 381, Help, and Logout. Below this is a menu with 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The main content area is titled 'Instruments: Export Collection: Current Terms Summary'. It displays details for 'Export Collection - UKTECC92000912P - (Pending)'. A table shows instrument details: Instrument Amount (GBP 60,000.00), Equivalent Amount, Other Party (DEF Limited), Reference Number, Issue Date, and Expiry Date. Below the table is a 'Transactions' section with a table showing a transaction on 19 Jan 2022 with status 'Issue'. A 'New Mail Message' form is open, with fields for Subject, Instrument ID (UKTECC92000912P), and Message. A 'Quick Links' sidebar on the right contains buttons for Route, Send to Bank, Save Draft, Delete, Close, and Attach Document. Blue callout boxes with numbers 4, 5, and 6 highlight the 'Create Message' button, the message text area, and the 'Send to Bank' button respectively.

- 4. To send an enquiry click on **Create Message**
- 5. Enter text of the message that you would like to send, noting that any **mandatory** fields are marked with *.
- 6. Once you have created your message click **Send to Bank**. Or, you may select an alternative action, if you wish to send the message to another user within your organisation before sending to the bank, select **Route**, or **Save Draft** if you are not ready to send it. You can also Delete the message or add an attachment if so required.

Tip: Changes to instructions i.e. amounts, expiry dates and beneficiary names should be completed via an **amendment** not via the messaging/enquiry function

Instruments – View a New Import Collection

1. Click on the Instrument you need to view via the homepage

Notifications

Show: Status: All Read/Unread All Show 5 10 20 of 381

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
21 Jun 2022 ...	UKTRLR82023676M	5678	Export Finance	Request Finance		USD	2,000.00	Processed b...	
21 Jun 2022 ...	UKTELC82023675M	5678	Export LC	Doc Examination		USD	2,000.00	Processed b...	
21 Jun 2022 ...	UKTELC82023675M	5678	Export LC	Advise		USD	50,000.00	Processed b...	
16 Jun 2022 ...	UKTILC92001026P		Import LC	Issue		GBP	17,000.00	Processed b...	
15 Jun 2022 ...	UKTILC82023543M		Import LC	Expire		GBP	0.00	Processed b...	

Pre-Debit Notifications

Show: Me (and Unassigned) Read/Unread All

Payment Date: From: dd/MM/yyyy To: dd/MM/yyyy Currency:

Show 5 10 20 of 45

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
25 May 2022 05:08 PM	Consolidated PCM Preadvise: UKTOSB82020462...		GBP	0.00	26 May 2022	
26 Apr 2022 06:35 PM	Consolidated PCM Preadvise: UKTOGT82015876...		GBP	0.00	26 Apr 2022	
22 Apr 2022 05:08 PM	Consolidated PCM Preadvise: UKTOGT82015820...		GBP	0.00	23 Apr 2022	
21 Apr 2022 05:01 PM	Consolidated PCM Preadvise: UKTOGT82015824...		GBP	0.00	22 Apr 2022	
14 Apr 2022 05:02 PM	Consolidated PCM Preadvise: UKTOGT82015497...		GBP	0.00	15 Apr 2022	

All Transactions

Show: Work for Instrument Group: All Instrument Type: All

Status: Started Show 5 10 20 of 96

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary R
UKTIDC8201706...	Import Collection	Settlement Instruction	GBP	450,000.00	Started		
UKTIDC8201706...	Import Collection	Settlement Instruction	GBP	450,000.00	Started		
UKTIDC8201706...	Import Collection	Settlement Instruction	GBP	450,000.00	Started		
UKTIDC8202073...	Import Collection	Settlement Instruction	GBP	1,000.00	Started	WBC Limited	
UKTILC82016752M	Import LC	Discrepancy Response	GBP	5,400.00	Started	Barclays Customer 04	

1

Instruments – View a New Import Collection cont.

BARCLAYS Trade Services Barclays Bank | Customer: Home | 69(82) | (381) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

Instruments: IMPORT COLLECTION: SETTLEMENT INSTRUCTION

Import Collection - UKTIDC... - Settlement Instruction - (Started)

* indicates required field

2

1. Settlement Instructions

Amount	Issue Date	Other Party
GBP	23 Nov 2021	
450,000.00		

Our Reference:

* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: GBP

Finance Remaining Balance

Finance Terms

Finance for days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

Section Shortcuts

1. Settlement Instructions
2. Foreign Exchange Rate Details

Quick Links

Collapse All

Hide Tips

Back To Top

3

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

2. Working through all of the Sections, complete fields as required (any mandatory fields are marked with *).

3i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on page 46 for authorising transactions.

Tip: If you wish to reject an Import Collection, then you will need to create a message and detail the relevant reference to advise of the rejection along with a reason for rejection

Should you wish for the document to be sent to an agent, then create a message, detailing the relevant Collection reference, advising Operations of the address and details

If you wish to refuse charges relating to the Collection, you can do so by selecting the relevant phrase (unless prohibited within the terms of the Collection) via the ‘Additional Instructions’ menu

Should there be a request to add Avalisation, please ensure you confirm your acceptance by selecting the relevant phrase in the ‘Additional Instructions’ menu

Instruments – Create a Direct Send Application

The screenshot shows the Barclays Trade Services interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank Customer:'. On the right, there are links for 'Home', '59(67)', '(304)', 'Help', and a 'Logout' button. Below this, a status bar indicates 'Last Sign-In: 08 April 2022 at 12:02:48 GMT'. The main navigation menu includes 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Conversion Centre'. The 'New Instruments' dropdown menu is open, showing options like 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Import LC', 'Loan Request', 'Outgoing Guarantee', and 'Outgoing Standby LC (Detailed)'. The 'Direct Send Collection' option is highlighted with a blue box and the number '2'. Below the menu, there is a table with columns for 'Reference', 'Status', 'Assigned To', and 'Party'. The table contains several rows of data, including references like 'UKTILC92000941P - 1 Impo...' and 'UKTOGT82016126M - 0 Outwa...', all with a status of 'Received' and assigned to 'Vintage Clothing'.

1 New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ Upload Centre ▾ Conversion Centre ▾

Choose Template

Trade

Copy From Existing

Transfer Export LC

Direct Send Collection 2

Import LC

Loan Request

Outgoing Guarantee

Outgoing Standby LC (Detailed)


Read/Unread All Show 5 10 20 of 29

Reference	Status	Assigned To	Party
ice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
22 Mar 2022 09:10 ... Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ... Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ... Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

1. Click on the New Instruments tab to expand it
2. Click on Direct Send Collection, this opens up a new window.

Instruments – Create a Direct Send Application

3. Working through all of the Sections, complete fields as required (any mandatory fields are marked with *).

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

Tip: You will need to add the collecting bank to your address book prior to completing the application as the 'collecting bank' field is not free format. Please check with Trade Operations to confirm we can correspond with that bank.

Please ensure the desired charging option is correctly selected

2. Documents Presented

	Document Type	Number of Originals	Number of Copies
<input type="checkbox"/>	Bill(s) of Exchange/Drafts		
<input checked="" type="checkbox"/>	Commercial Invoice	1	3
<input checked="" type="checkbox"/>	Bill of Lading (Example: 2/3)	3	3
<input type="checkbox"/>	Non-Negotiable Bill of Lading		
<input type="checkbox"/>	Air Waybill		
<input type="checkbox"/>	Insurance Policy/Certificate		
<input type="checkbox"/>	Certificate of Origin		
<input checked="" type="checkbox"/>	Packing List	1	3
<input type="checkbox"/>	Other		

Instruments – Create a Direct Send Application

3. Collection Instructions

Collection Instruction Options

<input checked="" type="checkbox"/> Release documents on payment	<input type="checkbox"/> Release documents on acceptance
<input type="checkbox"/> Advise payment by telecommunication	<input type="checkbox"/> Advise acceptance by telecommunication
<input type="checkbox"/> Advise non-payment by telecommunication	<input type="checkbox"/> Advise non-acceptance by telecommunication
<input type="checkbox"/> Note for non-payment	<input type="checkbox"/> Note for non-acceptance
<input type="checkbox"/> Protest for non-payment	<input type="checkbox"/> Protest for non-acceptance

Additional Instructions Text Phrase

Additional Instructions Text

In Case of Need, contact:

Accept instructions from this party
 Use instructions from this party for guidance only

Additional Case of Need Instructions Text Phrase

Additional Case of Need Instructions Text

Section Shortcuts

1. Terms
2. Documents Presented
3. Collection Instructions
4. Instructions to Bank
5. General Terms and Conditions
6. Bank Defined

Quick Links

Collapse All

Hide Tips

Back To Top

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

5

5i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on Page 46 for authorising transactions

A template Bill of exchange will always be available should you wish to use our version. Alternatively, you can provide your own Bill of Exchange.

Please note: Collection Instruction Options refer to instructions given to the overseas bank and will be done via SWIFT.

Important: All documents detailed within your application should be attached within your submission in the Portal. Once the collection schedule is available in the portal, please print and send via courier, along with the original documents to the collecting bank. Please refer to the [Attach documents](#) section (Page 63) for more detail on how to attach documents.

Instruments – Create settlement instruction

The screenshot shows the Barclays Trade Services interface. At the top, there are navigation links for Home, 59(67) messages, 304 chats, Help, and Logout. The user is identified as Barclays Bank Customer. The main navigation bar includes 'New Instruments', 'Transactions' (highlighted with a blue box and the number 1), and 'Reference Data'. A dropdown menu is open under 'Transactions', listing various options. 'Create Settlement Instructions' is highlighted with a blue box and the number 2. Below the menu, there is a table of transactions with columns for Date & Time, Reference, Status, Assigned To, and Party.

Date & Time	Reference	Status	Assigned To	Party
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

1. Click on the Transactions tab to expand it
2. Click on Create Settlement instructions, this opens up a new window.
3. Locate the relevant instrument using the Search functionality.
4. Click on the relevant instrument to illuminate the Radio Button, then click Select, a new page will open.

The screenshot shows the 'Trade Search' window. It includes search filters for Status (Active/Inactive), Instrument ID, Instrument Type, Primary Reference, Original Bank's Reference Number, and Vendor ID. A 'Search' button is highlighted with a blue box and the number 3. Below the filters, a message states 'Radio Button selection is required in order to proceed to next step.' A table of instruments is displayed with columns for Instrument ID, Instrument Type, CCY, Amount, Status, Party, Primary Reference, and Original Bank's F. The first row is selected with a radio button, highlighted with a blue box and the number 4. 'Select' and 'Cancel' buttons are at the bottom, and 'Total Count: 8' is shown at the bottom right.

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference	Original Bank's F
<input checked="" type="radio"/> UKTEBA8202117...	Banker's Acceptance	GBP	100,000.00	Active	ABC Scrap metals Pvt Ltd		
<input type="radio"/> UKTIDC8201706...	Import Collection	GBP	450,000.00	Active	d		
<input type="radio"/> UKTIDC8201758...	Import Collection	GBP	50,000.00	Active	x		
<input type="radio"/> UKTIDC8201842...	Import Collection	GBP	10,000.00	Active	x		REF456
<input type="radio"/> UKTIDC8201952...	Import Collection	GBP	300.00	Active	xxx		
<input type="radio"/> UKTIDC8202073...	Import Collection	GBP	1,000.00	Active	WBC Limited		
<input type="radio"/> UKTIDC8202080...	Import Collection	GBP	1,000.00	Active	WBC Limited		
<input type="radio"/> UKTIDC8202086...	Import Collection	GBP	5,500.00	Active	BEN		3867293 DDD

Instruments – Create settlement instruction cont.

BARCLAYS Trade Services Barclays Bank Customer: ... Home | 70(83) | (381) | Help | Logout

New Instruments | Transactions | Reports | Reference Data

Instruments: BANKERS ACCEPTANCE: SETTLEMENT INSTRUCTION

Banker's Acceptance - UKTEBA82021172M - Settlement Instruction - (Started)

* indicates required field

5

1. Settlement Instructions

Amount	Issue Date	Maturity Date	Other Party
GBP 100,000.00	08 Jan 2022	07 Feb 2022	

Our Reference:

* Apply Payment on: 22/06/2022

* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: GBP

Finance Remaining Balance

Finance Terms

Finance for days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

2. Foreign Exchange Rate Details

Section Shortcuts

1. Settlement Instructions
2. Foreign Exchange Rate Details

Quick Links

Collapse All

Hide Tips

Back To Top

6

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

5. Working through all of the Sections, complete fields as required in order to provide full settlement instructions (any mandatory fields are marked with *).

6i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled “**Approve an Instrument**” on Page 46 for authorising transactions.

Please note: If you wish to refuse charges relating to the Collection, you can do so by selecting the relevant phrase (unless prohibited within the terms of the Collection) via the ‘Additional Instructions’ menu-add as a tip

Please note: Should there be a request to add Avalisation, please ensure you confirm your acceptance by selecting the relevant phrase in the ‘Additional Instructions’ menu

Instruments – Extend an existing Outgoing Guarantee

The screenshot shows the Barclays Trade Services interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank Customer:'. On the right, there are links for 'Home', '59(67)', '(304)', 'Help', and a 'Logout' button. Below this, a status bar indicates 'Last Sign-In: 08 April 2022 at 12:02:48 GMT'. The main navigation area includes 'New Instruments', 'Transactions' (with a '1' in a blue circle), and 'Reference Data'. A dropdown menu is open under 'Transactions', with 'Create Amendment' (with a '2' in a blue circle) highlighted. Other options in the menu include 'All Transactions', 'Trade', 'Billing', 'Pending Transactions', 'History', 'Authorised Transactions', 'Create Tracer', 'Create Assignment', 'Create Settlement Instructions', 'Request Export Financing', and 'Request Rollover'. Below the menu is a table with columns: 'Date & Time', 'Reference', 'Status', 'Assigned To', and 'Party'. The table contains five rows of transaction data. At the bottom, there is a 'Notifications' section.

Home

Mail M

Show: All Show 5 10 20 of 29

Date & Time	Reference	Status	Assigned To	Party
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC92000941P - 1 Impo...	Received		Beneficiary Inc.
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT82016126M - 0 Outwa...	Received		Vintage Clothing

Notifications

1. Click on the Transactions tab to expand it
2. Click on Create Amendment, this will open up a new window.

Instruments – Extend an existing Outgoing Guarantee cont.



Trade Services

Barclays Bank
Customer

Home

71(84)

(382)

Help

Logout

Last Sign-In: 22 June 2022 at 12:53:52 GMT

New Instruments

Transactions

Reports

Reference Data

Home



Trade Search

Status: Active Inactive

Instrument ID:

Instrument Type:

Outgoing Guarantee

Primary Reference:

Search

3

Original Bank's Reference Number:

Vendor ID:

Advanced

Radio Button selection is required in order to proceed to next step.

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference	Original Bank's F
<input type="radio"/> 4460325RE	Outgoing Guarantee	EUR	539,515.19	Active		UNKNOWN	
<input type="radio"/> UKTOGT820154...	Outgoing Guarantee	GBP	5,000,000.00	Expired	Beneficiary Co		
<input type="radio"/> UKTOGT820157...	Outgoing Guarantee	GBP	75,000.00	Active			
<input type="radio"/> UKTOGT820157...	Outgoing Guarantee	GBP	60,000.00	Active			
<input type="radio"/> UKTOGT820158...	Outgoing Guarantee	GBP	5,000,001.00	Expired	Beneficiary Co		
<input type="radio"/> UKTOGT820158...	Outgoing Guarantee	GBP	600,001.00	Expired	Beneficiary Co		

Select

Cancel

Total Count: 21

3. Perform a search in order to locate and then Select the corresponding Outgoing Guarantee to be extended, this will open up a new window.

Instruments – Extend an existing Outgoing Guarantee cont.

Instruments: OUTGOING GUARANTEE: AMEND



4

Outgoing Guarantee - UKTOGT82015735M - Amend - (Started)

1. Terms

Reference Number	Amount GBP 75,000.00
Applicant's Name	Current Available Amount GBP 75,000.00
Another Address	<input checked="" type="radio"/> Increase Amount <input type="radio"/> Decrease Amount
	GBP <input type="text"/>
	New Amount GBP 75,000.00

New Validity

Valid From:	Valid To:
<input type="radio"/> Current Validity From Date	<input type="radio"/> Current Validity To Date
<input type="radio"/> Date of Issue	<input checked="" type="radio"/> New Validity Date
<input checked="" type="radio"/> Other Date	<input type="radio"/> End Date <input type="text"/>
<input type="text"/>	<input type="radio"/> No Expiry/Open Ended
	<input type="radio"/> Expected Expiry <input type="text"/>
	Other Expiry conditions
	<input type="text"/>

2. Amendment to Terms/Conditions

Additional Instructions Phrase
<Select a Phrase>

Amendment to Terms/Conditions Text

5

Section Shortcuts

- 1. Terms
- 2. Amendment to Terms/Conditions
- 3. Instructions to Bank

Quick Links

- [Collapse All](#)
- [Hide Tips](#)
- [Back To Top](#)

-
-
-
-
-
-

4. Working through all of the Sections, complete fields as required in order to provide amendment instructions

5i. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled **“Approve an Instrument”** on Page 46 for authorising transactions

Instruments – Approve an instrument

Notifications

Show: Status: Read/Unread Show 5 10 20 of 382

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
25 May 202...	UKTOSB8202046...		Outgoing Standby LC	Commission in A...		GBP	0.00	Processed b...	
25 May 202...	UKTILC82022915M	F3223	Import LC	Expire		GBP	0.00	Processed b...	
25 May 202...	UKTILC82022914M	APPWUEU	Import LC	Expire		GBP	0.00	Processed b...	
25 May 202...	UKTOGT8202169...		Outgoing Guarantee	Extend		EUR	0.00	Processed b...	
24 May 202...	UKTILC82022854M		Import LC	Expire		GBP	0.00	Processed b...	

Pre-Debit Notifications

Show: Read/Unread

Payment Date:
From: To: Currency:

Show 5 10 20 of 45

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
19 Nov 2021 05:02 PM	Consolidated PCM Preadvise: UKTOGT82015824...		GBP	0.00	20 Nov 2021	
12 Nov 2021 05:01 PM	Consolidated PCM Preadvise: UKTOGT82015497...		GBP	0.00	13 Nov 2021	
08 Nov 2021 05:01 PM	Consolidated PCM Preadvise: UKTOGT82016387...		GBP	0.00	09 Nov 2021	
25 Oct 2021 05:02 PM	Consolidated PCM Preadvise: UKTOGT82015876...		GBP	0.00	26 Oct 2021	
22 Oct 2021 05:08 PM	Consolidated PCM Preadvise: UKTOGT82015820...		GBP	0.00	23 Oct 2021	

All Transactions

Show: Instrument Group: Instrument Type:

Status: **1** Show 5 10 20 of 4

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary R
UKTILC82017967M	Import LC	Amend	GBP	500.00	Ready to Authorise		
UKTILC92000941P	Import LC	Discrepancy Response	GBP	1,000.00	Ready to Authorise	Beneficiary Inc.	
UKTILC92001007P	Import LC	Issue	GBP	12,000.00	Ready to Authorise	Beneficiary Company	
UKTILC92001008P	Import LC	Issue	GBP	7,500.00	Ready to Authorise	Beneficiary Company	

1. User to search for 'Ready to Authorise' instrument on homepage under All Transactions section
2. Select instrument to authorise
3. Click on 'Authorise' to approve

Tip: Instruments can also be approved via the Transactions Tab

- Route Transaction
- Download Saved Data
- Copy Instrument
- Edit
- 3** Authorise
- LC Application Form

2

3

Instruments – Create a Loan Request

The screenshot shows the Barclays Trade Services interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Bank Customer:'. On the right, there are links for 'Home', '59(67)', '(304)', 'Help', and a 'Logout' button. Below this, a status bar indicates 'Last Sign-In: 08 April 2022 at 12:02:48 GMT'. The main navigation menu includes 'New Instruments' (highlighted with a blue box and the number '1'), 'Transactions', 'Reports', and 'Reference Data'. A dropdown menu is open under 'New Instruments', listing options: 'Choose Template', 'Trade', 'Copy From Existing', 'Transfer Export LC', 'Direct Send Collection', 'Import LC', 'Loan Request' (highlighted with a blue box and the number '2'), 'Outgoing Guarantee', and 'Outgoing Standby LC (Detailed)'. Below the menu, there is a table with columns: Reference, Status, Assigned To, and Party. The table contains several rows of data, including references like 'UKTILC92000941P - 1 Impo...' and 'UKTOGT82016126M - 0 Outwa...', all with a status of 'Received' and assigned to 'Vintage Clothing' or 'Beneficiary Inc.'.

1. Click on the New Instruments tab to expand it

2. Click on Loan Request, this opens up a new window.

Instruments – Create a Loan Request cont.

BARCLAYS Trade Services Barclays Bank
Customer: [redacted] Home | 71(84) | (382) | Help | Logout

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

New Instruments: LOAN REQUEST ?

Loan Request - UKTLRQ92001039P - Issue - (Started)

* indicates required field **3**

1. Terms

* Borrower [ABC Limited
100 York Road
Birmingham United Kingdom] [Borrower's Reference Number]

2. Loan Request Details

Loan Details

* Loan Start Date [23/06/2022]

* Currency [] * Loan Amount (if known) []

* Loan Type [Export Loan] [Import Loan]

* Interest to be Paid [In Advance] [In Arrears]

* Loan Terms [At fixed maturity date dd/MM/yyyy] [90] days from the Loan Start Date

Section Shortcuts

- 1. Terms
- 2. Loan Request Details
- 3. Loan Instructions
- 4. Charges And Interest
- 5. Foreign Exchange Conversion Details
- 6. Instructions to Bank
- 7. Internal Instructions
- 8. General Terms and Conditions

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Shipment and Goods Details

3. Working through all of the Sections, complete fields as required (any mandatory fields are marked with *).

Shipment and Goods Details

From:

Place of Taking Charge/Dispatch From.../Receipt []

Port of Loading/Airport of Departure []

Vessel Name/Carrier []

To:

Port of Discharge/Airport of Destination []

Place of Final Destination/Delivery/For Transport To []

Bill of Lading/Air Waybill []

Shipment and Goods Details Text Phrase
<Select a Phrase> ▾

Shipment and Goods Details Text
Blue Shoes and Red socks in size 4

Instruments – Create a Loan Request cont.

3. Loan Instructions

3.2. Import Loan Instructions

Loan Proceeds

* Currency Amount
GBP 50,000.00

5 * Apply Loan Proceeds to

Related Instrument ID (For single related instrument)

Add Multiple Instrument ID's

Account 1234567 (GBP)

Beneficiary (Shown below)

Other (Other Details)

Beneficiary Bank 4

Beneficiary Bank Name

Address

Address Line 2

City

Province/State Postal Code

Country or Region

Beneficiary Details

Beneficiary Name

Address

Address Line 2

City

Province/State Postal Code

Country or Region

Beneficiary's Account Number

* Loan Maturity

Debit the Borrower's account 7895GBP (GBP)

Other

4. Charges And Interest

Debit Accounts

* Debit the Borrower's Account for Charges 7895GBP (GBP)

* Debit the Borrower's Account for Interest 7895GBP (GBP)

Deduct Charges from Loan Proceeds

Deduct Charges from Accounts Receivables

Section Shortcuts

1. Terms
2. Loan Request Details
3. Loan Instructions
4. Charges And Interest
5. Foreign Exchange Conversion Details
6. Instructions to Bank
7. Internal Instructions
8. General Terms and Conditions

Quick Links

Collapse All

Hide Tips

Back To Top

Save

Save & Close


Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

4. Note wherever the  symbol is displayed you may click this in order to open a new window (Address Book), and then select the relevant party from the Address Book in order to quickly populate fields.

5. Loan Request Proceeds

- **Related Instrument ID:** This will be used when the proceeds of the Loan (Trade Loan) are used to repay an existing Trade instrument (such as Import LC), therefore, the instrument ID should be input into the field.
- **Account:** This will be used when the proceeds of the Trade Loan are used to reimburse you for supplier payments already made. You will need to choose the account where the funds are to be credited from the drop-down, which will typically be in the same currency as the loan.
- **Beneficiary:** This will be used when the proceeds of the Trade Loan will be paid to the your suppliers directly by Barclays. If this is selected the you will need to complete the Beneficiary and their bank details in the subsequent fields.

Instruments – Create a Loan Request cont.

5. Foreign Exchange Conversion Details

Loan Proceeds

Exchange Rate Details

Bank to Book Exchange Rate

Forward Exchange Contract (FEC)

Covered by FEC Number Rate

Amount Maturity Date

Other

Loan Maturity

Exchange Rate Details

Bank to Book Exchange Rate

Forward Exchange Contract (FEC)

Covered by FEC Number Rate

Amount Maturity Date

Other

6. Instructions to Bank

* Issue instrument in

Additional Instructions Text Phrase

Additional Instructions Text

7. Internal Instructions

Instructions entered here are for Internal purposes only, and will not be sent to the bank.

Internal Instructions

Section Shortcuts

- 1. Terms
- 2. Loan Request Details
- 3. Loan Instructions
- 4. Charges And Interest
- 5. Foreign Exchange Conversion Details
- 6. Instructions to Bank
- 7. Internal Instructions
- 8. General Terms and Conditions

Quick Links

- [Collapse All](#)
- [Hide Tips](#)
- [Back To Top](#)

6. Attach any supporting documents using the **Attach Document** button.

Please refer to the **Attach documents** section (Page 63) for more detail on how to attach documents.

6

Instruments – Create a Loan Request cont.

<Select a Phrase>

Additional Instructions Text
This is a loan for shipment 1234- Instructions for checker

7. Internal Instructions

Instructions entered here are for Internal purposes only, and will not be sent to the bank.
Internal Instructions

8. General Terms and Conditions

We hereby accept the General Terms and Conditions stated below:
This is the Bank Specific Terms and Conditions text to be included in the Loan Request product and PDF document

9. Bank-Defined

In Advance Disposition: Our Discounted Portfolio
In Arrears Disposition: Our Interest Portfolio
Work Item Priority: []

Section Shortcuts

- 1. Terms
- 2. Loan Request Details
- 3. Loan Instructions
- 4. Charges And Interest
- 5. Foreign Exchange Conversion Details
- 6. Instructions to Bank
- 7. Internal Instructions
- 8. General Terms and Conditions

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save
Save & Close
Verify Data
Route Transaction
Attach Document
Copy Instrument
Close

8

8. To save application locally and complete at a later date click **Save/Save & Close**.

ii. To complete the application click **Verify Data**.

iii. **Route Transaction** is a further option which will send the instruction to another user within the organisation.

Please note: Verify data does not mean the transaction has been authorised, please refer to the section titled **“Approve an Instrument”** on Page 46 for authorising transactions



Templates

How to create Templates for repeat transactions



Templates – Creating templates for repeat transactions

- 1. Click Reference Data
- 2. Click Templates

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

Home

Mail Messages

Show: Read/Ur

Date & Time	Subject
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC9200
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT820161
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT820161
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT820161
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT820161

Work Groups

Template Groups

Templates **2**

Approved Reference Data **1**

Address Book

Phrases

Users

Threshold Groups

Security Profiles

us	Assigned To	Party
ived		Beneficiary Inc.
ived		Vintage Clothing
ived		Vintage Clothing
ived		Vintage Clothing
ived		Vintage Clothing

Templates - Creating templates for repeat transactions cont.

Templates

Show 10 20 30 New 3

Template Name ISO20022 Compliant Payment Search

Template Name	Instrument Type	Party Name	Express	Fixed	Added By
DEF Limited	Outgoing Guarantee	DEF Limited	No	No	My Corporation
Domestic LC	Import LC		No	No	Bank
Export Collect Trade Loan	Loan Request		No	No	Bank
Export DLC Trade Loan	Loan Request		No	No	Bank
Exportlink Loan Request	Loan Request		No	No	Bank
Import DLC	Import LC		No	No	My Corporation
Import Trade Finance Loan	Loan Request		No	No	Bank
Loan Request	Loan Request		No	No	Bank
Outgoing Guarantee	Outgoing Guarantee		No	No	My Corporation
Outgoing Standby Detailed	Outgoing Standby LC		No	No	Bank
Payment	Payment		No	No	Bank
Test Import LC Temp	Import LC		No	No	Bank

Total Count: 12

3. Click New

4. Enter a Template Name

5. Select 'Copy from Existing Instrument' if you want to copy an existing/earlier instruments template

New Template Selector

* indicates required field

4 * Template Name

Template Group

5 Copy from Existing Instrument
 Copy from Existing Template
 Use Blank Instrument Template

* Instrument Type

Continue Cancel

Tip: Templates for repeat transactions can also be created using existing templates or blank templates

Templates - Creating templates for repeat transactions cont.

6. Select the instrument to duplicate as a template

Instrument Search Reference Data

Status: Active Inactive

Instrument ID: Instrument Type: Primary Reference: [Search](#)

Original Bank's Reference Number: Vendor ID: [Advanced](#)

Radio Button selection is required in order to proceed to next step.

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference	Original Bank's F
<input checked="" type="radio"/> UKTOGT920009...	Outgoing Guarantee	GBP	60,000.00	Pending	DEF Limited		
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee	GBP	60,000.00	Pending	DEF Limited		
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee			Pending	DEF Limited		
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee			Pending			
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee			Pending			
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee	GBP	60,000.00	Pending	DEF Limited		
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee	GBP	60,000.00	Pending	DEF Limited		
<input type="radio"/> UKTOGT920009...	Outgoing Guarantee	GBP	60,000.00	Pending	DEF Limited		
<input type="radio"/> UKTOGT920010...	Outgoing Guarantee			Pending			
<input type="radio"/> UKTOGT920010...	Outgoing Guarantee			Pending			

[Select](#) [Cancel](#) Total Count: 131

Templates - Creating templates for repeat transactions cont.

7 Template : Outgoing Guarantee - DEF Limited
 * indicates required field
 * Template Name
 DEF Limited

Template Group
 -- Select Template Group --

1. Terms

Beneficiary

Beneficiary Name
 DEF Limited

Address Line 1
 123 London Street

Address Line 2

City
 London

Province/State Postal Code

Country or Region
 United Kingdom

Contact Name

Phone Number

Applicant

ABC Limited
 100 York Road
 Birmingham United Kingdom

Applicant's Reference Number

Validity

Valid From:

Date of Issue
 Other Date

Valid To:

End Date 01/03/2023
 No Expiry/Open Ended
 Expected Expiry

Other Expiry conditions

* **Delivery Instructions**

Deliver To:

Beneficiary
 Other

Business Name

Address Line 1

Address Line 2

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Guarantee Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions
7. Bank Defined

Quick Links

Collapse All
 Hide Tips
 Back To Top

Save

Save & Close

Delete

Close

7. Complete all required fields to create/edit Template details (any **mandatory** fields are marked with *).
8. Select 'Save and Close' once all required fields have been completed
9. Completed Template has been saved

Trade Services Barclays Bank Customer:
 Home | 71(84) | (382) | Help | Logout

New Instruments Transactions Reports Reference Data

Templates

✓ 'DEF Limited' successfully updated. Saved at 16:08 PM

Show 10 20 30 New

Template Name ISO20022 Compliant Payment Search

Template Name	Instrument Type	Party Name	Express	Fixed	Added By
DEF Limited	Outgoing Guarantee	DEF Limited	No	No	My Corporation

Templates - Creating templates for repeat transactions cont.



Trade Services

Barclays Bank
Customer: ---

[Home](#)

[71\(84\)](#)

[\(382\)](#)

[? Help](#)

[Logout](#)

10. Template has now been saved and can be found here.

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

Templates ?

Show 10 20 30 [New](#)

Template Name

ISO20022 Compliant Payment

[Search](#)

10

Template Name	Instrument Type	Party Name	Express	Fixed	Added By
DEF Limited	Outgoing Guarantee	DEF Limited	No	No	My Corporation
Domestic LC	Import LC		No	No	Bank
Export Collect Trade Loan	Loan Request		No	No	Bank
Export DLC Trade Loan	Loan Request		No	No	Bank
Exportlink Loan Request	Loan Request		No	No	Bank
Import DLC	Import LC		No	No	My Corporation
Import Trade Finance Loan	Loan Request		No	No	Bank
Loan Request	Loan Request		No	No	Bank
Outgoing Guarantee	Outgoing Guarantee		No	No	My Corporation
Outgoing Standby Detailed	Outgoing Standby LC		No	No	Bank
Payment	Payment		No	No	Bank
Test Import LC Temp	Import LC		No	No	Bank

Total Count: 12





Addresses

How to store addresses



Addresses – How to store addresses

The screenshot shows the Barclays iPortal interface. At the top, there is a navigation bar with 'Home', '59(67)', '(304)', 'Help', and 'Logout'. Below this, a blue header contains 'New Instruments', 'Transactions', 'Ref', and 'Reference Data'. A dropdown menu is open under 'Reference Data', with 'Address Book' selected. A second dropdown menu is open under 'Address Book', with 'New' selected. The main content area shows a table of mail messages and a table of work groups. Below the mail messages, there is a section for 'Address Book' with a search bar and a table of addresses.

1. Select Reference data

2. Select Address Book

3. Select New

Date & Time	Subject
25 Mar 2022 07:14 PM	Discrepancy Notice: UKTILC9200
23 Mar 2022 05:05 ...	Create Tracers: UKTOGT820161
22 Mar 2022 05:16 ...	Create Tracers: UKTOGT820161
11 Mar 2022 05:18 ...	Create Tracers: UKTOGT820161
11 Mar 2022 05:16 ...	Create Tracers: UKTOGT820161

us	Assigned To	Party
sived		Beneficiary Inc.
sived		Vintage Clothing
sived		Vintage Clothing
sived		Vintage Clothing
sived		Vintage Clothing

Party Name	Address	City	Country or Region	Party Type	Added By	Swift Addr
ABC Limited	100 York Road	Birmingham	United Kingdom	Corporate	My Corporat...	
Beneficiary Inc.	address line 4	City Inc	United Kingdom	Corporate	My Corporat...	
Beneficiary Company	Address line1	City of Bene	United Kingdom	Corporate	My Corporat...	
CGI Vintage	1234	CITY	United States	Corporate	My Corporat...	
DEF Limited	100 York Street	Birmingham	United Kingdom	Corporate	My Corporat...	
DEF Limited	123 London Street	London	United Kingdom	Corporate	My Corporat...	

1. Select Reference data
2. Select Address Book
3. Select New

Addresses – How to store addresses cont.

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

Address Book ?

New Address Book Entry **4**

* indicates required field

1. General

Party

* Party Name
DEF Limited

* Party Type Corporate Vendor ID

* Address Line 1
100 York Street

Address Line 2

* City
Birmingham

Province/State Postal Code

* Country or Region
United Kingdom

2. Bank Defined

TPS Customer ID

3. Communications

Contact Party

General Phone Number

SWIFT Address Branch Code

Fax Number 1

Fax Number 2

Contact Person

Contact Name

Title

Phone Number

Fax Number

Email Address

Section Shortcuts

- 1. General
- 2. Bank Defined
- 3. Communications
- 4. Advising/Collecting Bank
- 5. Settlement Accounts

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close **5**

Close

4. Complete all Required fields to create/edit address details (any mandatory fields are marked with *).
5. Select 'Save and Close' once all required fields have been completed

Tip: Only mandatory fields are required

Addresses – How to store addresses cont.


 **Trade Services** Barclays Bank Customer: Home | 71(84) | (382) | ? Help [Logout](#)



New Instruments ▾ Transactions ▾ Reports ▾ **Reference Data ▾**

6. Address has now been saved and can be found here

Address Book ?

✓ 'DEF Limited' successfully updated. Saved at 16:42 PM **6**

Show 10 20 30 [New](#) 

Include Banks   Party Name

Party Name	Address	City	Country or Region	Party Type	Added By	Swift Addi
ABC Limited	100 York Road	Birmingham	United Kingdom	Corporate	My Corporat...	
Beneficiary Inc.	address line 4	City Inc	United Kingdom	Corporate	My Corporat...	
Beneficiary Company	Address line1	City of Bene	United Kingdom	Corporate	My Corporat...	
CGI Vintage	1234	CITY	United States	Corporate	My Corporat...	
DEF Limited	100 York Street	Birmingham	United Kingdom	Corporate	My Corporat...	
DEF Limited	100 York Street	Birmingham	United Kingdom	Corporate	My Corporat...	
DEF Limited	123 London Street	London	United Kingdom	Corporate	My Corporat...	

Total Count: 7



Messages

How to send to Trade Operations



Message – How to Send Messages to Trade Operations


Trade Services Barclays Bank Customer: _____

[Home](#) | [71 \(84\)](#) | [\(382\)](#) | [Help](#) | [Logout](#)

1

[New Instruments](#) ▾ [Transactions](#) ▾ [Reports](#) ▾ [Reference Data](#) ▾

MESSAGES: ● Mail ○ Notifications ○ Pre-Debit Notification ?

Show Me (and Unassigned) ▾ Read/Unread: All ▾

Inbox (30 Unread) Received (39) Replied (0) Drafts (0) Sent to Bank (0)
Show 10 20 30 New 2 ⚙️

<input type="checkbox"/>	Date & Time	Subject	Reference	Status	Assigned To	Party	Vendor ID
<input type="checkbox"/>	20 Oct 2021 10:27 AM	Document Examination: UKTILC82015743M - 1 I...		Received			
<input type="checkbox"/>	18 Nov 2021 01:20 PM	Document Examination: UKTILC82015712M - 1 I...		Received			
<input type="checkbox"/>	18 Nov 2021 02:20 PM	Document Examination: UKTILC82015712M - 2 I...		Received			
<input type="checkbox"/>	24 Nov 2021 11:53 AM	Document Examination: UKTILC82016986M - 1 I...		Received			
<input type="checkbox"/>	03 Dec 2021 09:13 PM	Discrepancy Notice: UKTILC82017726M - 1 Impo...		Received			
<input type="checkbox"/>	23 Dec 2021 05:13 PM	Create Tracers: UKTIDC82018008M - 1 Inward C...		Received			
<input type="checkbox"/>	11 Jan 2022 05:04 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	12 Jan 2022 05:04 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	13 Jan 2022 05:04 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	14 Jan 2022 10:29 AM	Correspondence: UKTELC82018842M - 2 Export ...		Received		NEW PHASE LIGHT PA...	
<input type="checkbox"/>	14 Jan 2022 10:30 AM	Correspondence: UKTELC82018842M - 1 Export ...		Received		NEW PHASE LIGHT PA...	
<input type="checkbox"/>	21 Jan 2022 05:04 PM	Create Tracers: UKTIDC82019523M - 1 Inward C...		Received		xxx	
<input type="checkbox"/>	27 Jan 2022 10:10 AM	Discrepancy Notice: UKTILC82016752M - 1 Impo...		Received		Barclays Customer 04	
<input type="checkbox"/>	05 Feb 2022 12:06 AM	Create Tracers: UKTIDC82019523M - 2 Inward C...		Received		xxx	
<input type="checkbox"/>	11 Feb 2022 05:35 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	14 Feb 2022 08:38 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	14 Feb 2022 08:56 PM	Create Tracers: UKTOGT82016126M - 0 Outward...		Received		Vintage Clothing	
<input type="checkbox"/>	15 Feb 2022 05:07 PM	Create Tracers: UKTIDC82020807M - 1 Inward C...		Received		WBC Limited	
<input type="checkbox"/>	18 Feb 2022 05:16 PM	Create Tracers: UKTIDC82019523M - 3 Inward C...		Received		xxx	
<input type="checkbox"/>	25 Feb 2022 12:52 PM	Correspondence: UKTELC82018842M - 3 Export ...		Received		NEW PHASE LIGHT PA...	
<input type="checkbox"/>	02 Mar 2022 07:42 PM	Free Format:		Received		NEW PHASE LIGHT PA...	

1. Select the message icon
2. Select New to open the form and create a new item

Tip: The Message Function should be used for general correspondence relating to an instrument (not including amendments)



Attaching Documents

How to attach documents to your applications/submissions



Documents – How to Attach Documents

3. Guarantee Terms and Conditions

* Enter either Customer Text or Bank Standard Wording in the text areas below. Text is required in one of the text areas below.

Customer Text Phrase
<Select a Phrase>

Customer Text
See attached

Bank Standard Wording Text Phrase Standard Wording Language
<Select a Phrase> <Select a Language>

Bank Standard Wording Text

Underlying Transaction Details

4. Document and Presentation Instructions

Section Shortcuts

- 1. Terms
- 2. Auto Extend Terms/ICC Rules
- 3. Guarantee Terms and Conditions
- 4. Document and Presentation Instructions
- 5. Instructions to Bank
- 6. Internal Instructions
- 7. General Terms and Conditions

Quick Links

- [Collapse All](#)
- [Hide Tips](#)
- [Back To Top](#)

Save

Save & Close

Verify Data

Route Transaction

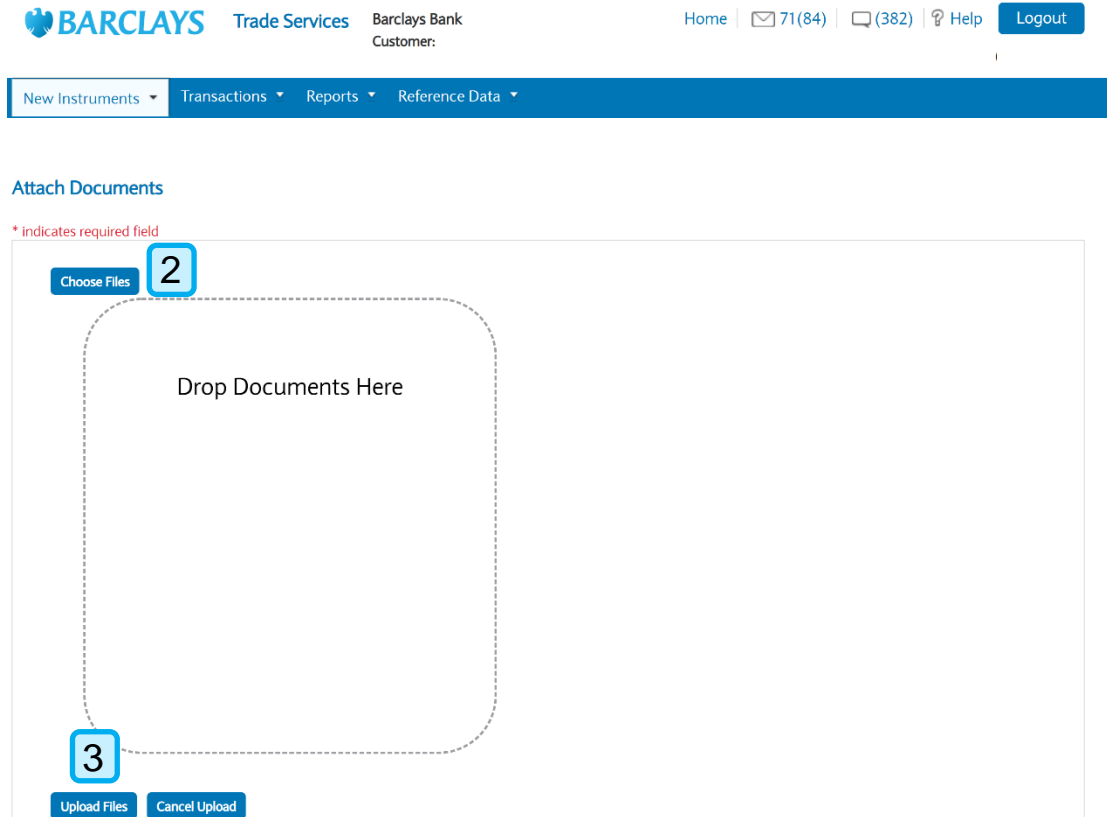
Attach Document **1**

Copy Instrument

Close

1. To attach a document to an application click **Attach Document**. This opens up a new window.

Documents – How to Attach Documents



2. Click **Choose Files**, this will open up your file explorer. Select the relevant file to upload, drop the file within the Drop Documents Here box. Close your file explorer.

3. Click on **Upload Files** in order to attach the selected file. Alternatively click **Cancel Upload**, to cancel the file upload.

Tip: A maximum of 10 documents can be dragged and dropped/attached at one time.

Documents – How to Attach Documents



Trade Services

Barclays Bank
Customer

Home

71(84)

(382)

Help

Logout

New Instruments


Transactions

Reports

Attach Documents

* indicates required field

Choose Files

4

*File Name

Category

Upload Files

4. File has successfully been attached



Subsidiary

How to access a Subsidiary



Subsidiary – How to access a Subsidiary

The screenshot shows the Barclays UAT interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and 'Barclays Portal Customer UA...'. On the right, there are links for 'Home', '175(236)', '(1710)', and 'Help', along with a 'Logout' button. Below this, the user is identified as 'Barclays UAT' with a 'Last Sign-In: 24 July 2023 at 08:59:00 GMT'. A blue navigation bar contains several menu items: 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Cent', 'Subsidiary Access' (highlighted with a red box and the number 1), and 'My Links'. Below the navigation bar, the 'Home' section displays several widgets: 'Discrepancy Notices' (0 New, 7 Read, 1 In Progress), 'Tracers' (133 New, 20 Read, 0 Drafts), 'Pre-Debit Notifications' (31 New, 16 Read, 0 In Progress), 'Returned by Bank' (0 Transactions), 'Transactions for Processing' (186 Transactions), and 'Transactions for Authorization' (134 Transactions). At the bottom, there is a 'Mail Messages' section with a search filter set to 'Me (and Unassigned)' and 'Read/Unread' set to 'All'. A table of messages is displayed below.

Date & Time	Subject	Reference	Status	Assigned To	Party
21 Jul 2023 05:05 pm	Consolidated PCM Preadvise: UKTOGT26100116...		Received		BARCBANKUAT02
20 Jul 2023 05:24 nm	Create Tracers: UKTOGT21001096P - 0 Outward ...		Received		777 Limited

1. From the Home page, select 'Subsidiary Access' from the menu bar.

Subsidiary – How to access a Subsidiary

Home | 175(236) | (1710) | Help
Logout

Barclays UAT

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ Upload Centre ▾ Subsidiary Access My Links

Subsidiary Access **2** ?

Corporate Parent : CGI Portal Customer

Subsidiary Name	Address	City	Country or Region
Barclays Portal Customer UAT Ltd01	Address01	Dublin	Ireland

Total Count: 1

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2. This should list the subsidiaries which the user has access to.

Subsidiary – How to access a Subsidiary

BARCLAYS Trade Services Barclays Portal Customer UA... Home | 175(236) | (1710) | Help
Logout

Barclays UAT

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ Upload Centre ▾ Subsidiary Access My Links

Subsidiary Access ?

Corporate Parent : CGI Portal Customer

Subsidiary Name	Address	City	Country or Region
Barclays Portal Customer UAT Ltd01	Address01	Dublin	Ireland

Total Count: 1

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3. Select the relevant subsidiary.

Subsidiary – How to access a Subsidiary

The screenshot shows the Barclays UAT portal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and user information: 'Barclays Portal Customer UA...', 'Subsidiary: Barclays Portal Custo...', 'Home', '43(50)', '(311)', 'Help', and a 'Logout' button. Below this, a blue navigation bar contains 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', 'Back to My Organisation', and 'My Links'. The main content area starts with a 'Home' header and a notification: 'Alert: Reference data changes to approve'. A green confirmation message, highlighted with a blue box and the number '4', states: 'You are now acting on behalf of 'Barclays Portal Customer UAT Ltd01'. Saved at 09:48 AM'. Below this are five dashboard cards: 'Discrepancy Notices' (0 New, 3 Read, 0 In Progress), 'Tracers' (37 New, 3 Read, 0 Drafts), 'Returned by Bank' (1 Transactions), 'Transactions for Processing' (36 Transactions), and 'Transactions for Authorization' (38 Transactions). At the bottom, there is a 'Mail Messages' section with filters for 'Show: Me (and Unassigned)' and 'Read/Unread All', and a table of messages.

Date & Time	Subject	Reference	Status	Assigned To	Party
30 Jun 2023 06:21 pm	Create Tracers: IETOGT21100615M - 0 Outward...		Received		SAINT THOMAS
29 Jun 2023 06:15 pm	Create Tracers: IFTOSR21017666M - 0 Outward...		Received		ABC I Limited

4. The user is directed to the home back of the relevant subsidiary and is now action on behalf of the selected subsidiary, as per message displayed .

Subsidiary – How to access a Subsidiary

The screenshot shows the Barclays iPortal interface. At the top, there is a navigation bar with the Barclays logo, 'Trade Services', and user information: 'Barclays Portal Customer UA...', 'Subsidiary: Barclays Portal Custo...', 'Home', '43(50)', '(311)', 'Help', and 'Logout'. Below this, it says 'Barclays UAT' and 'Last Sign-In: 24 July 2023 at 08:59:00 GMT'. A secondary navigation bar contains 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', '5 Back to My Organisation', and 'My Links'. The main content area is titled 'Home' and features an alert: 'Alert: Reference data changes to approve'. Below the alert, a green banner states: 'You are now acting on behalf of 'Barclays Portal Customer UAT Ltd01'. Saved at 09:48 AM'. There are five dashboard cards: 'Discrepancy Notices' (0 New, 3 Read, 0 In Progress), 'Tracers' (37 New, 3 Read, 0 Drafts), 'Returned by Bank' (1 Transactions), 'Transactions for Processing' (36 Transactions), and 'Transactions for Authorization' (38 Transactions). Below these cards is a 'Mail Messages' section with filters for 'Show: Me (and Unassigned)' and 'Read/Unread All', and a table of messages.

Date & Time	Subject	Reference	Status	Assigned To	Party
30 Jun 2023 06:21 pm	Create Tracers: IETOGT21100615M - 0 Outward...		Received		SAINT THOMAS
29 Jun 2023 06:15 pm	Create Tracers: IFTOSR21017666M - 0 Outward...		Received		ABC I Limited

5. Should the user wish to exit the subsidiary and return to the parent, select 'Back to My Organisation'.

Subsidiary – How to access a Subsidiary

BARCLAYS Trade Services Barclays Portal Customer UA... **7** Home | 175(236) | (1710) | Help Logout

Barclays UAT

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ Upload Centre ▾ **Subsidiary Access** My Links

Subsidiary Access ?

Corporate Parent : CGI Portal Customer

✓ You have returned to 'Barclays Portal Customer UAT Ltd' organisation. Saved at 10:14 AM **6**

Subsidiary Name	Address	City	Country or Region
Barclays Portal Customer UAT Ltd01	Address01	Dublin	Ireland

Total Count: 1

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- 6. This returns the user back to their organisation, as per message .
- 7. User to select 'Home' to navigate back to their organisations home page.

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