

RBC Global Trade

Creating an Import Letter of Credit Application



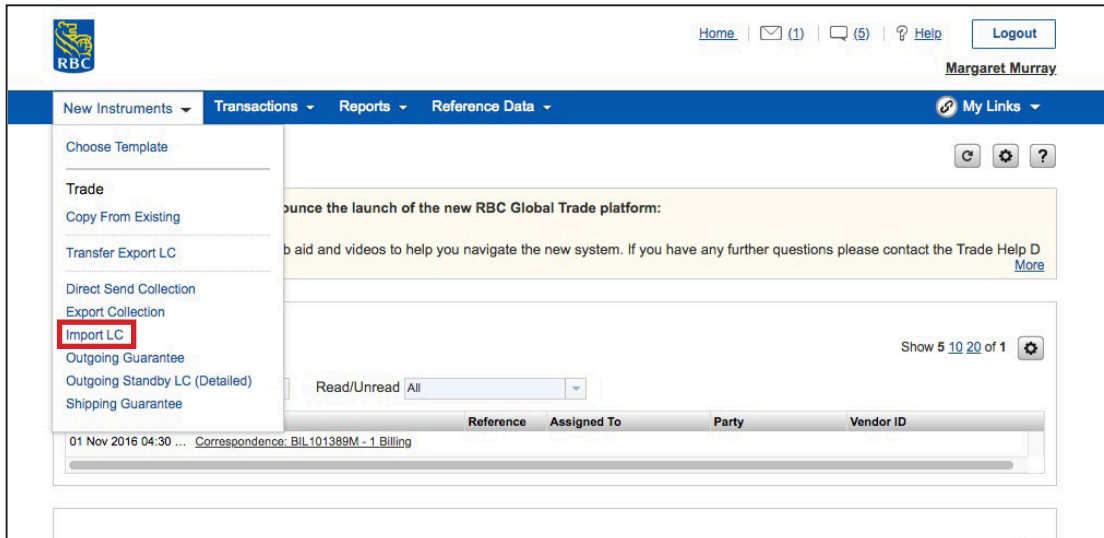
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RBC Global Trade™ allows users to issue, receive, amend and manage trade instruments, such as letters of credit, documentary collections, standby letters of credit and guarantees, online anytime, anywhere.

This guide will show you how to complete the import letter of credit (import LC) online application.

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Choose Instrument Form



To get started, click on New Instruments, scroll down and select **Import LC**.

Tip: Once you start using the tool, you will be able to create a new instrument by using a template or copying from an existing instrument.

Complete Application

Section 1: Terms

The screenshot shows the 'New Instruments: IMPORT LC' application form. The form is titled 'Import LC - IMP970T - Issue - (Started)'. It contains several sections: 'Beneficiary', 'Applicant', 'Advising Bank', 'Bank Charges', 'Detailed Information', and 'Payment Terms'. A 'Section Shortcuts' dropdown menu is highlighted in red, listing: 1. Terms, 2. Documents Required, 3. Transport Document(s) and Shipment, 4. Other Conditions, 5. Instructions to Bank, and 6. Internal Instructions. The 'Quick Links' section includes Save, Save & Close, Verify Data, Route Transaction, Attach Document, Copy Instrument, and Close.

The Import LC application has six sections you will need to complete, which you can access through the shortcut links.

In the first section (Terms), enter the information about your beneficiary under **Beneficiary** and click Save. Then the next time you conduct business with this client, simply click on the magnifying glass and enter your client's name. The fields will automatically be populated with their information to save you time.

In the **Applicant** section, your company's information will already be filled in. If you have an internal reference number you would like to use, enter it in the Applicant's Reference Number field.

If there is an **Advising Bank** designated to your beneficiary, use the magnifying glass to find their information.

Complete Application

Section 2: Documents Required

Document Type	Originals	Copies	Description
<input checked="" type="checkbox"/> Commercial Invoice	3	3	<Select a Phrase> to be included in the text box below
<input checked="" type="checkbox"/> Packing List	3	3	<Select a Phrase>
<input checked="" type="checkbox"/> Certificate of Origin	1	1	<Select a Phrase>
<input type="checkbox"/> Insurance Policy / Certificate			Endorsed in blank for the invoice value plus % covering
<input type="checkbox"/> <i>Document Name</i>			<Select a Phrase>
<input type="checkbox"/> <i>Document Name</i>			<Select a Phrase>

Section Shortcuts

- 1. Terms
- 2. Documents Required
- 3. Transport Document(s) and Shipment
- 4. Other Conditions
- 5. Instructions to Bank
- 6. Internal Instructions

Quick Links

Collapse All
Hide Tips
Back To Top

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

In the next section (Documents Required), you will need to select all of the documents that will be included with your letter of credit, such as a commercial invoice, packing list or certificate of origin.

You will also need to indicate the number of originals and the number of copies for each document type.

When completing the **Description** section, you will need to choose a phrase from the drop-down menu that you created when you set up the key reference data, or you can type a phrase directly into the text box if you haven't already created one.

If your document type is not listed, you can enter the document type and required information in the **Additional Document Information** field or click **Add 4 More Documents**.

Complete Application

Section 3: Transport Document(s) and Shipment

Document Type	Originals	Copies	Description
<input checked="" type="checkbox"/> Marine/Ocean / Port to Port B/L	3/3	3	<Select a Phrase>
<input type="checkbox"/> Additional Transport Documents	Specify the number of Originals and Copies for each document		

In the third section (Transport Document(s) and Shipment), you will need to enter your shipment and purchase order details.

You only need to check **Partial shipment allowed** if there will be multiple shipments.

Under **Transport Document**, enter a shipment description.

Under **Document Type**, simply use the drop-down menu to select the type of transport document required for the instrument. You will also need to indicate the number of originals and copies that will be included.

You may choose to enter a unique description for each transport document and shipment in your import LC.

Consignment

Consigned to the order of
Issuing Bank: [dropdown]

Consigned to [dropdown]

Notify Party

Name: [text field]
Address Line 1: [text field]
Address Line 2: [text field]
Address Line 3: [text field]

Marked Freight

Prepaid
 Collect

Other Consignee Party

Name: [text field]
Address Line 1: [text field]
Address Line 2: [text field]
Address Line 3: [text field]

Back To Top

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

Consigned to refers to the party the goods are being given to.

If you select **Other** for either **Consigned to the order of** or **Consigned to**, you must specify their contact information under **Other Consignee Party**.

Under **Marked Freight**, select **Prepaid** if the freight is being paid by the beneficiary or select **Collect** if the freight is being paid by the applicant.

Under **Notify Party**, indicate the party that should be notified when the goods have arrived at their destination.

Complete Application

Shipment Details	
Latest Shipment Date 25-04-2018	<input type="checkbox"/> Transshipment allowed
Shipping Term (Incoterm) Cost, Insurance and Freight	Shipping Term Location Montreal, Canada
From: Place of Taking Charge / Dispatch From... / Receipt Tianjin, China	To: Place of Final Destination / Delivery / For Transport To Halifax, Canada
Port of Loading / Airport of Departure Tianjin, China	Port of Discharge / Airport of Destination Montreal, Canada

Under **Shipment Details**, enter the shipment information for the import LC. **Latest Shipment Date** refers to the latest date when the goods can be shipped.

If the goods are going to be shipped part of the way by ship and the remaining distance by truck, check the box beside **Transshipment allowed**.

From the drop-down menu, select your **shipping term**, which indicates what is to be included in the total cost of the transaction goods.

Shipping Term Location refers to where the purchaser of the goods will take responsibility for them, such as at the port of discharge.

Under **From**, enter the location where the purchaser of the goods will take responsibility in either the **Place of Taking Charge** field or the **Port of Loading** field, or both if required.

Under **To**, enter the location in which the goods will be discharged in either the **Place of Final Destination** field or the **Port of Discharge** field, or both if required.

Under **Goods Description**, you can either type a description of what is being shipped in the text box or select a phrase from the drop-down menu.

Complete Application

Section 4: Other Conditions

4. Other Conditions

Additional Terms

Transferable

Revolve *(Enter Conditions below)*

ICC Applicable Rules

Version
UCP Latest Version

Details

Additional Conditions Text Phrase
<Select a Phrase>

Additional Conditions Text
*** IT IS A CONDITION OF THIS LETTER OF CREDIT THAT DOCUMENTS PRESENTED TO US IN FULL COMPLIANCE WITH THE TERMS AND CONDITIONS

Confirmation

Advising Bank is **not required** to add confirmation

Advising Bank is requested to **add** confirmation

Advising Bank **may add** confirmation subject to Beneficiary's approval

Shipment

4. Other Conditions
5. Instructions to Bank
6. Internal Instructions

Quick Links

Collapse All
Hide Tips
Back To Top

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

In the fourth section (Other Conditions), you will need to include any additional terms and indicate whether confirmation from the advising bank is required.

If you need to transfer part or all of the import LC to another beneficiary, check the box beside **Transferable**.

If the amounts under this instrument are available on a revolving basis, check the box beside **Revolve** and enter the revolving terms in the **Additional Conditions** text box.

The ICC **Applicable Rules** section will be filled in automatically in the latest UCP version.

Complete Application

Section 5: Instructions to Bank

In the fifth section (Instructions to Bank), you have the opportunity to include any special instructions for your bank.

Although not marked as required fields, you will need to enter the account number, branch transit code and select the currency for the settlement of charges, as well as complete the **Commission & Charges** section.

If you are using a foreign exchange contract, complete the **Foreign Exchange Contract** section and enter any additional instructions required.

Complete Application

Section 6: Internal Instructions



6. Internal Instructions

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

LC for haddock from XYZ Exporters

In the last section (Internal Instructions), you can use the text box to enter any details about this transaction. These details will not be sent to the bank.

You have now finished all of the application sections.

Verify Data

The screenshot shows the RBC online banking interface for an Import Letter of Credit (LC) application. The user is logged in as Margaret Murray. The main navigation bar includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The current page is titled 'New Instruments: IMPORT LC'. The application details are 'Import LC - IMP4731 - Issue - (Started)'. A red asterisk indicates required fields. The form is divided into sections: '1. Terms', 'Beneficiary', 'Applicant', 'Advising Bank', and 'Bank Charges'. The 'Beneficiary' section includes fields for Name, Address Line 1, Address Line 2, City, Province/State, Postal Code, Country, and Phone Number. The 'Applicant' section includes fields for Name, Address, and Reference Number. The 'Advising Bank' section includes fields for Name, Address 1, and Address 2. The 'Bank Charges' section includes a radio button for 'All for Applicant's account'. On the right side, there is a 'Section Shortcuts' menu with items like '1. Terms', '2. Documents Required', '3. Transport Document(s) and Shipment', '4. Other Conditions', '5. Instructions to Bank', and '6. Internal Instructions'. Below this is a 'Quick Links' menu with options like 'Collapse All', 'Hide Tips', 'Back To Top', 'Save', 'Save & Close', 'Verify Data' (highlighted with a red box), 'Route Transaction', and 'Attach Document'.

To ensure that all mandatory fields have been completed, click **Verify Data**. You will be provided with fields that still require additional information.

Authorise Transaction

The screenshot displays the RBC online banking interface for Margaret Murray. The main heading is 'Instruments: IMPORT LC'. Below this, a green notification bar states 'IMP473T successfully updated'. The '1. Terms' section is expanded, showing details for the Beneficiary (XYZ Exporters Limited, Tianjin, China) and the Applicant (ABC Inc., Toronto, Canada). The 'Bank Charges' section is also visible, with radio buttons for 'All for Applicant's account', 'All bank charges other than the Issuing Bank's charges are for the account of the beneficiary.', and 'Other (Other Conditions)'. On the right side, a 'Quick Links' menu is visible, with the 'Authorise' button highlighted in red. Other buttons in the menu include 'Route Transaction', 'Download Saved Data', 'Copy Instrument', 'Edit', 'Send For Repair', 'LC Application Form', and 'Close'.

You will now need to **Authorise** the transaction.

Once you click **Authorise**, your import LC application will be sent for approval.

Route Transaction

The screenshot shows the RBC web portal interface for an Import Letter of Credit (LC) application. The user is logged in as Margaret Murray. The main heading is 'Instruments: IMPORT LC'. Below this, there is a status message: 'Import LC - IMP473T - Issue - (Ready to Authorise)' and a confirmation: 'IMP473T successfully updated.' The form is divided into sections: '1. Terms', 'Beneficiary', 'Applicant', 'Advising Bank', and 'Bank Charges'. The 'Beneficiary' section includes fields for Name (XYZ Exporters Limited), Address (No. 7 Hexul District Road), City (Tianjin), and Country (China). The 'Applicant' section includes ABC Inc. and its address. The 'Advising Bank' section lists Standard Chartered Bank. The 'Bank Charges' section has radio buttons for 'All for Applicant's account', 'All bank charges other than the Issuing Bank's charges are for the account of the beneficiary.', and 'Other (Other Conditions)'. On the right side, there is a 'Section Shortcuts' list and a 'Quick Links' section. The 'Route Transaction' button in the Quick Links section is highlighted with a red box.

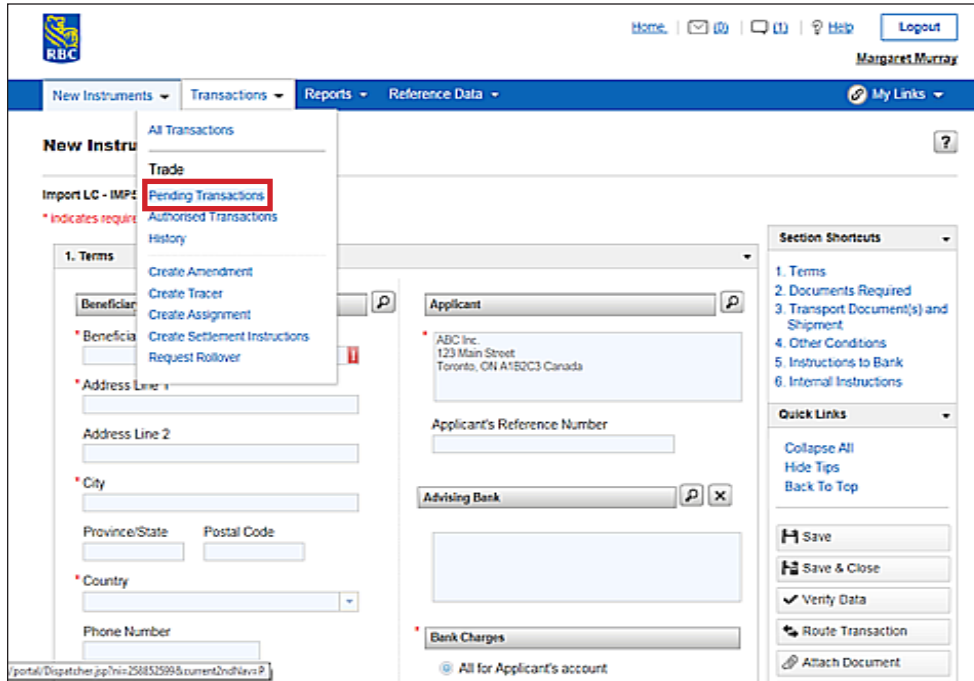
If you require authorization from another person in your organization, click **Route Transaction**.

The screenshot shows the RBC web portal interface for an Import Letter of Credit (LC) application. The user is logged in as Margaret Murray. The main heading is 'Instruments: IMPORT LC'. Below this, there is a status message: 'Import LC - IMP250060T - Issue - (Ready to Authorise)' and a confirmation: 'IMP250060T successfully updated.' The form is divided into sections: '1. Terms', 'Beneficiary', 'Applicant', 'Advising Bank', and 'Bank Charges'. The 'Beneficiary' section includes fields for Name (Guangzhou Guangtex Tra), Address (Guangzhou Building, 43B dong), City (Guangzhou), and Country (China). The 'Applicant' section includes Bank - Domestic CIBC 1 - MT and Bank - Domestic CIBC 1 - Ad51. The 'Advising Bank' section lists Bank - Domestic CIBC 1 - Ad52. The 'Bank Charges' section has radio buttons for 'All for Applicant's account', 'All bank charges other than the Issuing Bank's charges are for the account of the beneficiary.', and 'Other (Other Conditions)'. A dialog box titled 'Route Selected Items' is open, showing a list of selected items with the instrument 'Import LC - IMP250060T'. The dialog box has a 'Route Item(s)' button and a 'Cancel' button. The 'Route Selected Items' dialog box also includes a 'Route Selected Items' section with a red asterisk indicating a required field. It has two radio buttons: 'Select a recipient Person:' and 'Select a recipient Organisation:'. Below these are two drop-down menus. The 'Route Selected Items' dialog box also includes a 'Route Selected Items' section with a red asterisk indicating a required field. It has two radio buttons: 'Select a recipient Person:' and 'Select a recipient Organisation:'. Below these are two drop-down menus. The 'Route Selected Items' dialog box also includes a 'Route Selected Items' section with a red asterisk indicating a required field. It has two radio buttons: 'Select a recipient Person:' and 'Select a recipient Organisation:'. Below these are two drop-down menus.

You can now choose the recipient from the drop-down menu and click **Route Item(s)**.

In the event your transaction requires multiple approvers, you can repeat these steps until it has been sent to all those who need to authorize the transaction.

Route Transaction



If you need to route more than one transaction, click on the **Transactions** tab and select **Pending Transactions**.

Route Transaction

The screenshot shows the RBC web application interface. At the top, there is a navigation bar with 'Home', '139 (196)', '(303)', 'Help', and 'Logout' buttons. The user's name 'Margaret Murray' is displayed. Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Transactions' tab is active. Underneath, there are sub-tabs for 'Instruments', 'Pending Transactions', 'Authorised Transactions', and 'History'. The 'Instruments' sub-tab is selected. A search bar shows 'Work for ABC Inc.' and a status filter is set to 'All'. A 'Copy Selected' button and a 'Show 10 20 30' dropdown are also visible. The main area contains a table of instruments with the following columns: Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, and Party. Three instruments are selected, indicated by checked checkboxes in the first column. At the bottom of the table, there are buttons for 'Authorise', 'Route', and 'Delete', and a status indicator '3 selected'. The total count of instruments is 'Total Count: 233'.

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party
<input type="checkbox"/> IMP250008T	Import LC	Amend			Started	Guangzhou Guangt
<input type="checkbox"/> IMP2500430T	Import LC	Amend			Started	XYZ International Cx
<input type="checkbox"/> IMP2500430T	Import LC	Amend			Started	XYZ International Cx
<input type="checkbox"/> IMP2500454T	Import LC	Issue	USD	1,000.00	Repair	XYZ International Cx
<input type="checkbox"/> IMP2500455T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500457T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500458T	Import LC	Issue	USD	1,500.00	Repair	abc corp
<input checked="" type="checkbox"/> IMP2500459T	Import LC	Amend			Partially Authorised	JIANGYIN XINGCHI
<input type="checkbox"/> IMP2500460T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500461T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500462T	Import LC	Issue	USD	200,000.00	Repair	Henan Wanda Alum
<input type="checkbox"/> IMP2500468T	Import LC	Issue			Started	
<input checked="" type="checkbox"/> IMP2500469T	Import LC	Issue	USD	200,000.00	Authorise Failed	abc corp
<input type="checkbox"/> IMP2500470T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500472T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500473T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500476T	Import LC	Issue			Started	
<input checked="" type="checkbox"/> IMP2500481T	Import LC	Issue	EUR	23,000.00	Ready to Authorise	Test
<input type="checkbox"/> IMP2500492T	Import LC	Issue			Started	
<input type="checkbox"/> IMP2500494T	Import LC	Issue			Started	

Check all of the instruments that need to be routed and click **Route**.

They will now be sent out for authorization, and once authorized, will automatically be submitted to the bank for processing.

Depending on how your notifications have been set up under Reference Data, you may receive an update when the application has either been successfully processed by the bank, cancelled by the bank or returned to you for correction.

Help button

The screenshot shows the RBC Global Trade platform interface. At the top right, there is a navigation bar with links for Home, (1) email, (3) chat, a **Help** button (highlighted with a red box), and a Logout button. Below this, the user's name Margaret Murray is displayed. A blue navigation bar contains tabs for New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled "Home" and features a yellow announcement banner about the new RBC Global Trade platform. Below the banner is a "Mail Messages" section with a table of messages. The table has columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. A "Notifications" section is also visible at the bottom.

Help is always close by.

For overall help on RBC Global Trade, you can click the **Help** button located beside the **Logout** button.

For help with a specific section or tab you are in, you can click the **question mark** located at the top right corner of the page.

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