

Commercial Internet Banking

Trade Service Module

- 1. Coverage of Trade Service Module**
- 2. Processing/Enquiry Screens**
- 3. FAQ**

1. Coverage of Trade Service Module

The following 7 scopes are covered in the Trade Service Module

Trade Service
› Imp LC and Docs
› Exp LC
› Imp Collection
› Exp Collection
› Trade finance
Download Forms
Outstanding Rpt
Loan Enquiry

Scopes	Functions			
	LC Details/Content	Access to Processing Advice	Submission of Instructions	Enquiry of Transaction Status
Import LC and Docs	X	X	X	X
Export LC and Docs	X	X		X
Import Collection		X	X	X
Export Collection		X		X
Trade Finance				
Exp Inv Financing			X	
Imp Inv Financing			X	
Loan Enquiry		X		X
Download Forms	Linkage to Trade Form Library			
Outstanding Report	List out all outstanding transactions as of previous day			

2. Processing/Enquiry Screens

1. Imp LC and Docs

The screenshot shows a web application interface for 'Trade Service' with a sidebar menu and a main form area. The sidebar menu includes 'Imp LC and Docs', 'LC Application', 'My LC Documents', 'My LC', 'LC Template', 'Application Enquiry', 'LC Phrases Maintenance', 'Instruction Enquiry', 'Authorization - LC', 'Authorization - LC Documents', and 'Exp LC'. The main form area is titled 'LC Application' and contains the following fields and options:

- Company Name*: TESTING ACCOUNT CIB-E-CERTIFICATE
- Irrevocable DC to be despatched by*: SWIFT Courier Collect at counter
- Applicant's ref: [Empty text box]
- Advising bank: [Empty text box]
- Form of DC*: IRREVOCABLE
- Expiry date*: 2014-07-15
- Expiry place*: Issuing bank's counter

LC Application
LC issuance/amendment applications can be submitted online

1. Imp LC and Docs

Please enter the following numbers on your Token: 

The above picture includes 6 digits random number and Amount, please check it carefully.

Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

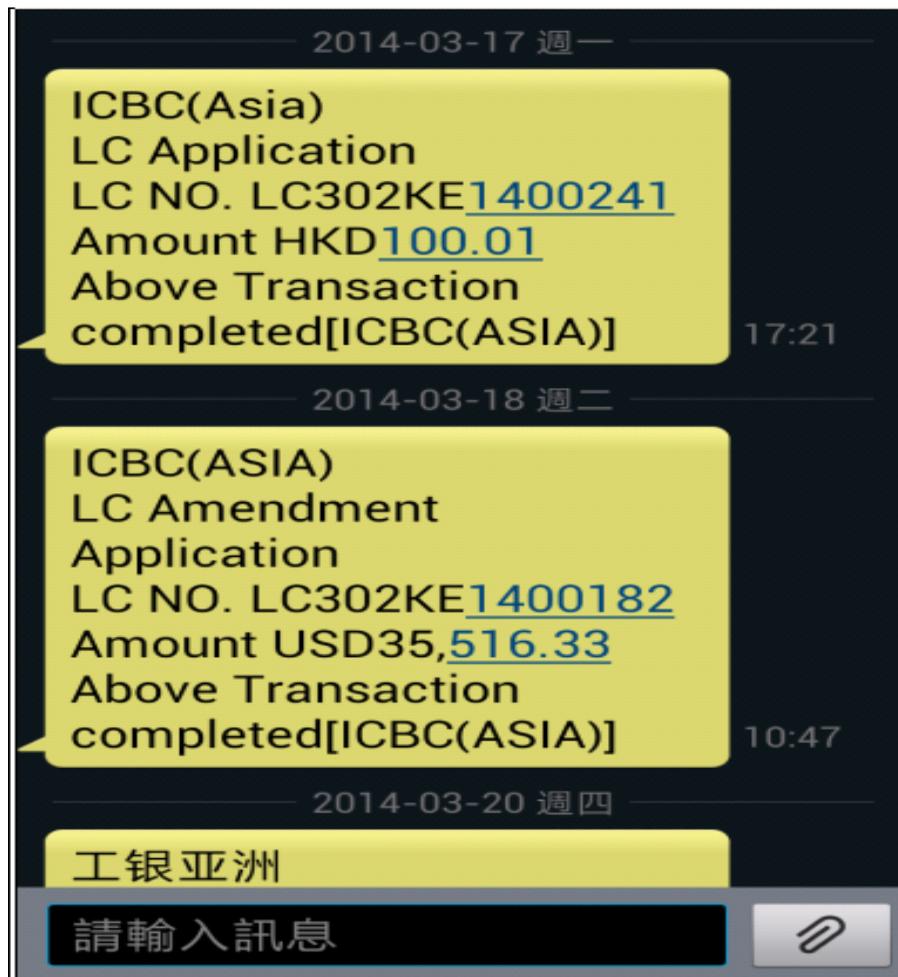
Dynamic Password:

Enter Verification Code:  [Refresh verification code](#)

LC Application

At the time of submitting LC applications, customer need an ICBC Password Token to confirm and complete the submission

1. Imp LC and Docs



LC Application

When the submission is successful, an SMS confirmation message will be sent to customer's registered phone no.

1. Imp LC and Docs

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

>> Documentation and trade finance > Imp LC and Docs > My LC Documents

My LC Documents

>> H

Enquiry Options: By date By bank ref By bill ref

Company Name: 淘產滙融者休剪祿

Start and end dates: 2019-01-01 - 2019-03-31
 Recently: 30-day

Inquiry
Reset

Company Name: 淘產滙融者休剪祿(Hong Kong S.A.R)

Sight/Usance	Disc	Bank ref	Bill ref	Status	Beneficiary	Creation date	Accept due date	Payment date	Doc amount	Balance	Action
S	N	LC302NL1803581	BR302NL180358101	Approved	NIXG XO TXIXOXG AXTX XNX XRXFTS COX XT. NX.XD SXI QXAX XOAD JIXNX XHXN TXWX XIX XHOJ	2018-12-31		2019-01-03	USD 20,314.50	USD 0.00	Advice
S	Y	LC302NL1802954	BR302NL180295401	Approved	LIXOXAG JXNX Y GXFX XOX, LXD X.XO. 22X-X XOXGXA SXR XEX XEXSXENG DIXTX XIXOXAG LXAXNXNX XHXNA	2019-01-02		2019-01-04	USD 48,903.60	USD 0.00	Advice

- ## My LC Documents
1. Enquiry on LC Drawing Details and Document status
 2. Instructions can be submitted online
 3. Access to processing advice for reference and record

1. Imp LC and Docs

>> Documentation and trade finance > Imp LC and Docs > My LC

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

Enquiry Options: By date By bank ref By applicant's ref

Company Name: 沟産源融者休剪融

Currency: All

Beneficiary:

Status: All

Start and end dates: 2018-10-18 - 2018-10-18 Recently: 30-day

Inquiry Reset

t/Usance	Bank ref	Applicant's ref	Beneficiary	Issue date	Maturity Date	Status	LC Amount	O/S LC amount	Action
S	LC302NL1903823	OTP1549/2QG	FUXIXN AXXX.XOXEXGX.XRXDE.CXRROXAXIXN.NX.1.HXBXN.RXAX.XOXEXGX.XRXDE	2018-10-18	2019-01-17	Closed	USD 12,542.80	USD 0.00	Amendment enquiry SWIFT/Advice Documents

My LC

1. Enquiry on LC issued and related information
2. Amendment application can be submitted online
3. Access to LC content and processing advice
4. Linkage to My LC Documents to enquire on drawing details

1. Imp LC and Docs

The screenshot shows a web application interface for 'Trade Service' with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Imp LC and Docs', 'LC Application', 'My LC Documents', 'My LC', 'LC Template', 'Application Enquiry', 'LC Phrases Maintenance', 'Instruction Enquiry', 'Authorization - LC', and 'Authorization - LC Documents'. The main content area is titled 'LC Template' and contains a breadcrumb path: '> > Documentation and trade finance > Imp LC and Docs > LC Template'. Below the breadcrumb, there is a form with 'Company Name' (a dropdown menu showing '淘產溢融者休剪越') and 'Beneficiary' (an empty text box). There are three buttons: 'Inquiry', 'Reset', and 'Newly increased'. At the bottom, there is a table with columns: 'Model remarks', 'Applicant', 'Beneficiary', and 'Operation'.

Model remarks	Applicant	Beneficiary	Operation
hello	XRAXIXE TXMXO LXMXTXD	aaa	Modify Delete LC.application Save.as

LC Template
 The LC Template function can be used to set up repetitive applications

1. Imp LC and Docs

Trade Service

Imp LC and Docs

LC Application

My LC Documents

My LC

LC Template

Application Enquiry

LC Phrases Maintenance

Instruction Enquiry

Authorization – LC

Authorization – LC Documents

>> Documentation and trade finance > Imp LC and Docs > Application Enquiry

Application Enquiry

>> Help

Transaction Type: LC application Amendment application

Company Name:

Status:

Currency:

Beneficiary:

Start and end dates: - Recently:

Temporary number	Applicant's ref	Application date	Company Name	Currency	LC issuing amount	Processing status	Beneficiary	Action
ADV134830		2019-11-25	淘壹通融者休剪融(Hong Kong S.A.R)	HKD	111.00	not yet submitted	aaa	Continue Void

Application Enquiry
Application can be temporary saved for future processing

1. Imp LC and Docs

Trade Service

- Imp LC and Docs
 - LC Application
 - My LC Documents
 - My LC
 - LC Template
 - Application Enquiry
 - LC Phrases Maintenance**
 - Instruction Enquiry
 - Authorization – LC
 - Authorization – LC Documents

>> Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance

LC Phrases Maintenance

- Description of goods
- Documents required
- Additional conditions

Confirm

LC Phrases Maintenance

Repetitive terms can be set in database for repeated use and easy quotation

2. Exp LC

Trade Service

- Imp LC and Docs
- Exp LC
- LC Enquiry
- LC Documents Enquiry
- Imp Collection
- Exp Collection
- Trade finance
- Download Forms
- Outstanding Rpt
- Loan Enquiry

LC Enquiry
>> Help

Enquiry Options: By date By bank ref

Account Name:

Currency:

Applicant:

Start and end dates: - Latest

Sight/Usance	Bank ref	LC number	Applicant	Issuing Bank	Advising date	Expiry date	LC Amount	Outstanding	Action
S	AV302011400142	sadfasavasd32423	sda32423	INDUSTRIAL AND COMMERCIAL BANK,FRANKFURT	07-01-2014	09-02-2014	USD 2,150.00	USD 0.00	Bill SWIFT/Advice LC amendment
U	AV302011400161	asvsd23423	sdvsad343242	BANK OF AMERICA, N.A,NEW YORK	07-01-2014	09-01-2014	USD 1,612.00	USD 1,612.00	Bill SWIFT/Advice LC amendment

LC Enquiry

1. Instant checking of arrival of Export LCs
2. Linkage to bills presented under respective LC
3. Access to LC content and processing advice
4. Linkage to LC amendment information

2. Exp LC

Trade Service

LC Documents Enquiry

Enquiry Options: By date By bill ref

Company Name:

Start and end dates: - Latest:

Sight/Usance	Bank ref	Bill ref	Customer ref	Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
S	sadfasavasd32423	BP302011400101		sdav32423	07-01-2014			USD 2,150.00	Approved	Advice

LC Documents Enquiry

1. Enquiry on status of presented documents
2. Access to processing advice for reference and record

3. Imp Collection

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Imp Collection Enquiry
- Instruction Enquiry
- Authorization
- Exp Collection
- Trade finance

Imp Collection Enquiry
>> He

Enquiry Options: By date By bank ref

Account Name:

Drawer:

Start and end dates: - Latest

Delivery conditions	Bank ref	Drawer	Creation date	Accept due date	Settle date	Doc amount	O/S amount	Action
D/P USANCE	IC302PP1400161	d,HONG KONG	07-20-2014			KWD ERROR	KWD ERROR	Reject Pay Advice
D/A	IC302PP1400201	,HONG KONG	07-21-2014			KWD ERROR	KWD ERROR	Reject Pay Advice

Import Collection Enquiry

1. Instant checking of arrival of Collection documents
2. Accept/Reject instructions can be submitted online
3. Access to processing advice

4. Exp Collection

Trade Service
Exp Collection Enquiry >> Help

Enquiry Options: By date By bank ref

Account Name:

Drawee:

Start and end dates: - Latest

Delivery conditions	Bank ref	Customer ref	Drawee	Creation date	Accept due date	Doc amount	Settle date	Action
CAD	OC302011500001	sdvas234423	vbxczb32423423	2015-01-02		CNY 2,000.00		Advice
D/A	OC302011500002	sdvas32423	vczxn324234	2015-01-02		KWD 5,422,345.234		Advice

Export Collection Enquiry

1. Checking of status of export collection documents
2. Access to processing advice

5. Trade Finance

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- **Trade finance**
- Financing application**
- Instruction management
- Supplementary Business Information
- Trade Finance Enquiry

Trade Service ▶ Trade finance ▶ **Financing application**

Financing application

Product name	Product introduction
Export Invoice Financing	Submit application for Export Invoice Financing
Import Invoice Financing	Submit application for import Invoice Financing

Financing application
 1. Submit application for export invoice financing
 2. Submit application for import invoice financing

5. Trade Finance

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade finance
- Financing application
- Instruction management
- Supplementary Business Information
- Trade Finance Enquiry

Trade Service ▶ Trade finance ▶ Financing application

Financing application

Company Name:

Transaction Type:

1: Basic information

Currency of Loan*:

Loan Amount*:

Currency of Invoice:

Invoice Amount*:

Invoice Tenor*:

Financing application
 3. Complete the transaction details
 4. Fill in the *required field

5. Trade Finance

Trade Service	2. Settlement Instruction
<ul style="list-style-type: none"> ◉ Imp LC and Docs ◉ Exp LC ◉ Imp Collection ◉ Exp Collection ◉ Trade finance 	<input type="checkbox"/> Credit loan proceeds to account no. : <input type="checkbox"/> Debit charges from account no. :
Financing application	3. Supplementary Information
Instruction management	Other Instructions :
Supplement business materials	Attachment: <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> 选择文件 未选择任何文件 Upload Note: Single attachment size cannot exceed 20M , total attachment size cannot exceed 200M </div>
Inquire trade finance	Contact Person and Tel no.* <input style="width: 100%;" type="text"/>
Download Forms	<input type="checkbox"/> We have read, understood and accepted the applicable Terms and Conditions of Export Invoice Financing application. (Terms and Conditions)
Outstanding Rpt	<input type="button" value="Save"/> <input style="background-color: #c00000; color: white; padding: 10px 20px;" type="button" value="Submit"/>
Loan Enquiry	

Financing application
 5.Upload supporting documents, i.e. certified true copy of invoice, transport documents, and etc.
 6.Press “Save” if necessary.
 7.Read and agree the relevant terms and conditions of internet banking trade financing application before submission.

5. Trade Finance

Trade Service

Trade Service ▶ Trade finance ▶ Instruction management

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- ▼ Trade finance
- Instruction management
- Supplementary Business Information
- Trade Finance Enquiry
- Download Forms
- Outstanding Rpt
- Loan Enquiry

Instruction management

Company Name:

▼

Financing Type:

▼

Instruction Type:

▼

Status: Submission successful Submission failed Awaiting authorization Pending To be submitted

Period: -

Inquire

Transaction No.	Financing Ref	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Action
AGG12931		TFDEXP3.c.0110	Financing application	2019-09-30 22:19:24	Import invoice financing	To be submitted	Submit
AGG11789		TFDEXP3.c.0110	Financing application	2019-09-20 11:38:30	Import invoice financing	To be submitted	Submit

Instruction management

1. Approval for Financing application and Supplement business materials
2. Process and submit the temporary saved application

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5. Trade Finance

Trade Service

Trade Service ▶ Trade finance ▶ Supplementary Business Information

- ◉ Imp LC and Docs
- ◉ Exp LC
- ◉ Imp Collection
- ◉ Exp Collection
- ♥ Trade finance
- Financing application
- Instruction management
- Supplementary Business Information**
- Trade Finance Enquiry

Supplementary Business Information

Company Name:

Financing Type:

Instruction Submission: -

Inquire

Reset

Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action
AGG14297	Export invoice financing (Non-Notify)	011092207077156	011092207077156	USD	1,740.00	USD	2,379.00	Supplement

Supplementary Business Information

1. This service is for supplement of application supporting documents.
2. Please contact the Bank's relevant staff before use.

6. Download Forms

The screenshot displays the 'Trade Service' navigation menu on the left, with 'Download Forms' highlighted in red. The main content area shows a breadcrumb trail: '> > Documentation and trade finance > Download Forms'. Below this, a red tab labeled 'Download Forms' is active, and a blue link for 'Trade and Receivables Finance Forms' is visible.

Provide linkage to the library of Trade Forms for download

7. Outstanding Report

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade finance
- Download Forms
- Outstanding Rpt

> > Trade Finance > Statement Enquiry

Statement Enquiry

All ▼

Please click "Download" to open and save e-Statement PDF record

Statement no	Statement type	Statement date	Status		
	Trade Finance	31-Aug-2019	Read	View	Download

【Top】 【Previous】 【Next】 【Back】

Transaction Tips



1.The details shown are as of previous business day.
 2.You need to have Adobe Acrobat Reader(version 7.0 or above) to view the file. You are recommended to upgrade the Adobe Acrobat Reader to the latest version to view your e-Statement.

For enquiry on the list of outstanding transactions as of previous day

3. FAQ

Q1: How do I apply for the Trade Service module in CIB?

A: Customers can go to the Homepage of <http://www.icbcasia.com>, click into eTools > Download Forms > Business Banking Services Forms > Commercial Internet Banking Service Forms > Commercial Internet Banking Service Application Form/Amendment Form to download the appropriate form, have them filled in and return to any ICBC(Asia) branch.

Q2: Within the same company, can a user only have the Enquiry access, while another user can have Enquiry, Input and Approval access?

A: Yes. Once the company has been granted with the access to Trade Service Module, all users will have the Enquiry function, individual users can be granted with Input and/or Approval access as appropriate.

Q3: Can I save unfinished work of LC application/amendment for future completion?

A: Yes. To recall temporary saved applications, go into ***Imp LC and Docs > Application Enquiry***, under ***Action*** column, click into ***Continue*** to complete the form.

Thank you