

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
<input checked="" type="checkbox"/> Trade Finance
Download Forms
Outstanding Rpt

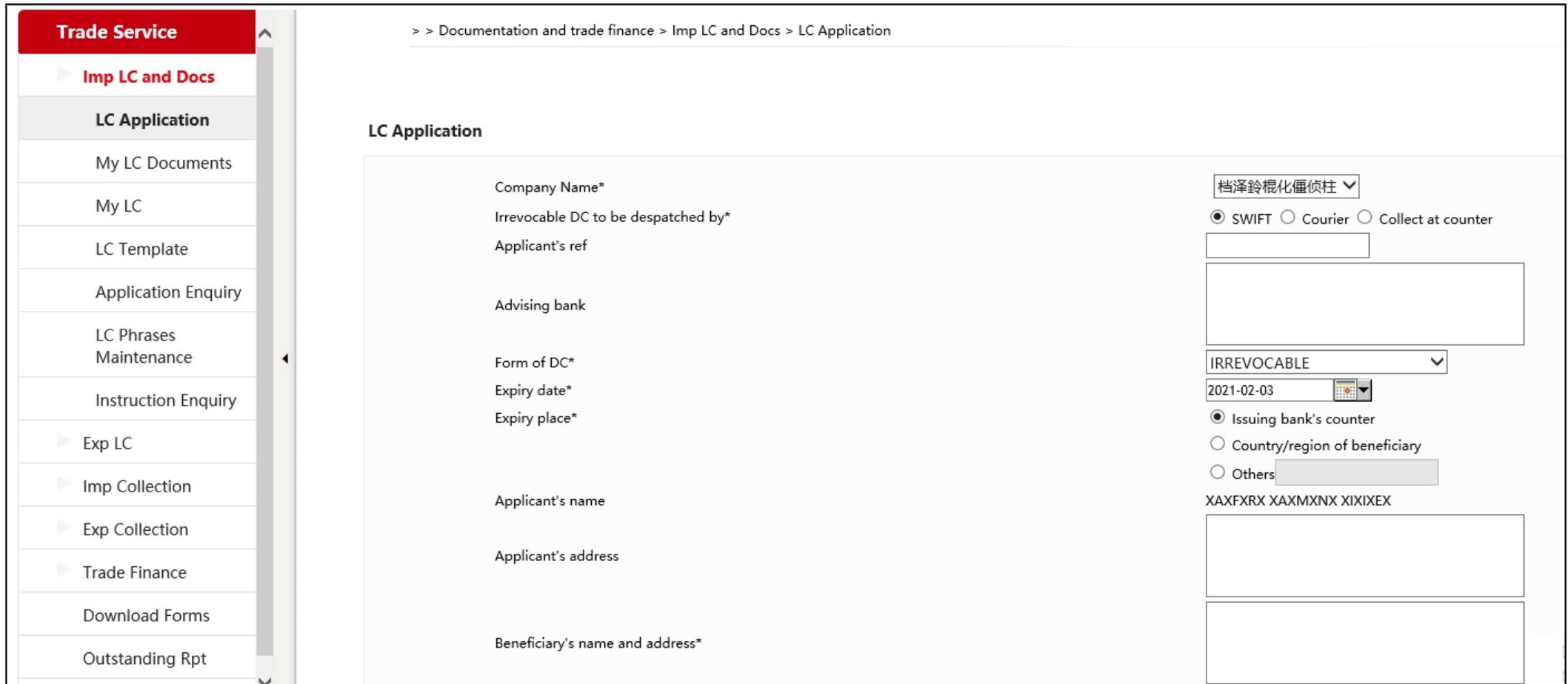
Scopes	Functions		
	Submission of application / instructions	Enquiry of Transaction Status	Download Processing Advice / LC copy
Import LC application/Amendment**	√	√	√
Import LC Documents (with Loan application)	√	√	√
Export LC		√	√
Export LC Documents		√	√
Import Collection (with Loan application)	√	√	√
Export Collection		√	√
Export Invoice Financing**	√	√	√
Import Invoice Financing**	√	√	√
Loan Enquiry and Loan Repayment	For all loan types		
Download Forms	Linkage to Trade Form Library		
Outstanding Report	List out all outstanding transactions as of previous day		
Remarks: **Support upload documents			

2. Processing/Enquiry Screens

1. Imp LC and Docs

LC Application

1. LC issuance/amendment applications can be submitted online.



The screenshot shows a web application interface for LC Application. On the left is a navigation menu under 'Trade Service' with options like 'Imp LC and Docs', 'LC Application', 'My LC Documents', etc. The main content area is titled 'LC Application' and contains a form with the following fields:

- Company Name* (Dropdown menu with value: 档泽铃棍化催债柱)
- Irrevocable DC to be despatched by* (Radio buttons: SWIFT, Courier, Collect at counter)
- Applicant's ref (Text input field)
- Advising bank (Text input field)
- Form of DC* (Dropdown menu with value: IRREVOCABLE)
- Expiry date* (Text input field with value: 2021-02-03 and a calendar icon)
- Expiry place* (Radio buttons: Issuing bank's counter, Country/region of beneficiary, Others)
- Applicant's name (Text input field with value: XAXFXRX XAXMXNX XIXIXEX)
- Applicant's address (Text input field)
- Beneficiary's name and address* (Text input field)

1. Imp LC and Docs

LC Application

2. Upload supporting documents, if required.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX format without password protection will be accepted).

3. Read and agree the relevant terms and conditions of LC application before submission.

Attachment:

[Upload](#)

Note: Single attachment size cannot exceed 20M , total attachment size cannot exceed 200M

Attachment information

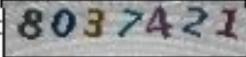
Attachment name	Uploading time	Action
ATTACHMENT 1.docx	2021-02-02 20:49:29	View Delete

Model remarks

Model remarks

We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of LC application. [\(Terms and Conditions\)](#)

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:

LC Application

At the time of submitting LC applications, customer needs an ICBC (Asia) Password Token to confirm and complete the submission.

1. Imp LC and Docs



ICBC(Asia)
LC Application
LC NO. LC302KWC100019
Amount HKD88.00
Above Transaction
completed[ICBC(ASIA)]

LC Application

When the submission is successful, an SMS confirmation message will be sent to customer's registered mobile phone number. (Note: Mobile phone number must be registered in advance)

1. Imp LC and Docs

My LC Documents

1. Enquiry on LC drawing details and document status.
2. Accept/Reject/Pay instructions can be submitted online.
3. Download processing advice.

Trade Service

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

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

Exp LC

My LC Documents

>> Help

Enquiry Options: By date By bank ref By bill ref

Company Name: XAXIXUX XUXXLXIXG MXTXRXAXS LXM ▼

Start and end dates: 2020-09-03 - 2020-11-01
 Recently: 60-day ▼

Inquiry
Reset

Company Name: XAXIXUX XUXXLXIXG MXTXRXAXS LXM(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	Y	LC302NLC001285	BR302NLC00128501	Approved	XEXTXCXLXND OTXOXTXAXE 3X X7X9X XIXDXSAXSXN,	2020-10-25			USD 100.00	USD 100.00	Reject Pay Advice

1. Imp LC and Docs

My LC

1. Enquiry on LC issued and related information.
2. Amendment application can be submitted online.
3. Download processing advice/Swift message.
4. Linkage to My LC documents to enquire on drawing details.

Trade Service

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

e-Channel

My LC

>> Help

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

Company Name:

Currency:

Beneficiary:

Status:

Start and end dates: - Recently:

Sight/Usance	Bank ref	Applicant's ref	Beneficiary	Issue date	Maturity Date	Status	LC Amount	O/S LC amount	Action
S	LC302NLC000895	P-12202(R2)	CXMXAXY LLC P.X. BXX 3X, RXXSYX, PXSXAX XODE 12X, SXXAXAXE OX XMAN	2020-05-08	2020-07-21	Closed	USD 26,009.64	USD 0.00	Amendment enquiry SWIFT/Advice Documents

1. Imp LC and Docs

My LC

Amendment application, upload supporting documents, if required.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX format without password protection will be accepted).

All other terms and conditions of the DC remain unchanged

It is understood that this amendment is subject to acceptance by the Beneficiary and the Confirming Bank, if any

Amendment to be despatched by

- SWIFT
- Courier
- Collect at counter

Bank charges

Please debit all charges to our account no.

This amendment charges are for the account of*

- Applicant
- Beneficiary

Attachment:

[Upload](#)

Note: Single attachment size cannot exceed 20M , total attachment size cannot exceed 200M

Submit

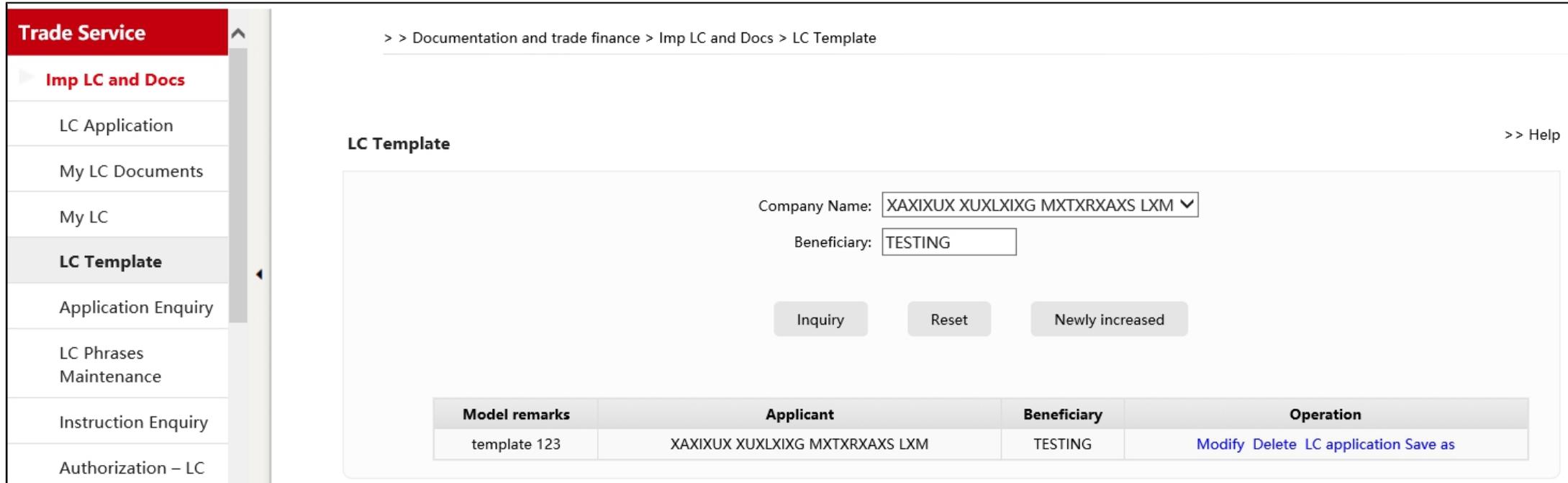
Temporarily saved

Back

1. Imp LC and Docs

LC Template

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



The screenshot shows the 'LC Template' page in a web application. On the left is a sidebar menu under 'Trade Service' with options like 'Imp LC and Docs', 'LC Application', 'My LC Documents', 'My LC', 'LC Template' (highlighted), 'Application Enquiry', 'LC Phrases Maintenance', 'Instruction Enquiry', and 'Authorization - LC'. The main content area has a breadcrumb path: '> > Documentation and trade finance > Imp LC and Docs > LC Template'. Below the breadcrumb is the title 'LC Template' and a '>> Help' link. The main form contains a 'Company Name' dropdown menu with the value 'XAXIXUX XUXXLXIG MXTXRXAXS LXM' and a 'Beneficiary' text input field with the value 'TESTING'. Below these fields are three buttons: 'Inquiry', 'Reset', and 'Newly increased'. At the bottom, there is a table with the following data:

Model remarks	Applicant	Beneficiary	Operation
template 123	XAXIXUX XUXXLXIG MXTXRXAXS LXM	TESTING	Modify Delete LC application Save as

1. Imp LC and Docs

Application Enquiry

Application can be temporary saved for future processing.

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

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
- Exp LC
- Imp Collection

>> Help

Application Enquiry

Transaction Type: LC application Amendment application

Company Name: XAXIXUX XUXXIXG MXTXRAXS LXM

Status: not yet submitted

Currency: All

Beneficiary:

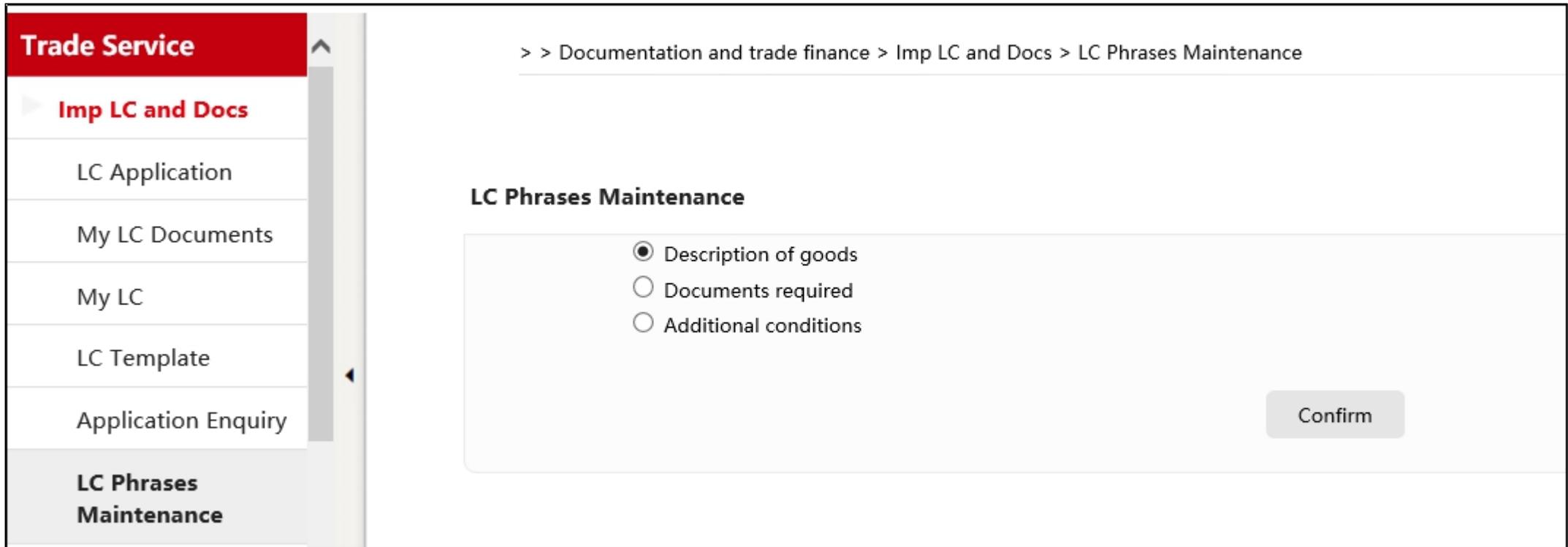
Start and end dates: 2020-10-03 - 2020-11-01 Recently: 30-day

Temporary number	Applicant's ref	Application date	Company Name	Currency	LC issuing amount	Processing status	Beneficiary	Action
ADV135830	1	2020-10-31	XAXIXUX XUXXIXG MXTXRAXS LXM(Hong Kong S.A.R)	HKD	20.00	not yet submitted	TESTING	Continue Void

1. Imp LC and Docs

LC Phrases Maintenance

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



The screenshot shows a web interface for 'LC Phrases Maintenance'. On the left is a navigation menu under 'Trade Service' with options: 'Imp LC and Docs', 'LC Application', 'My LC Documents', 'My LC', 'LC Template', 'Application Enquiry', and 'LC Phrases Maintenance'. The main content area has a breadcrumb trail: '> > Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance'. Below the breadcrumb is the title 'LC Phrases Maintenance' and a form with three radio button options: 'Description of goods' (selected), 'Documents required', and 'Additional conditions'. A 'Confirm' button is located at the bottom right of the form.

2. Exp LC

LC Enquiry

1. Instant checking of arrival of Export LCs/amendments.
2. Linkage to bills presented under respective LC.
3. Download processing advice/Swift message.

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

> > Documentation and trade finance > Exp LC > LC Enquiry

LC Enquiry

>> Help

Enquiry Options: By date By bank ref

Company Name:

Currency:

Applicant:

Start and end dates: - Recently

Inquiry
Reset

Sight/Usance	Bank ref	LC NO.	Applicant	Issuing Bank	Advising date	Maturity Date	LC Amount	Balance	Action
S	AV302QR800001	LCADVTEST01	TESTING GDMS TESTING XXX XXX XXX XXX XXXX HONG	ICBC (ASIA) LTD, HEAD OFFICE	2018- 10-27	2019- 01-25	HKD 1.00	HKD 1.00	Documents SWIFT/Advice LC amendment

2. Exp LC

LC Documents Enquiry

1. Enquiry on status of presented documents.
2. Download processing advice.

Trade Service

>> Documentation and trade finance > Exp LC > LC Documents Enquiry

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

>> Help

LC Documents Enquiry

Enquiry Options: By date By bill ref

Company Name: 档泽铃棍化僵侦柱

Start and end dates: 2020-09-03 - 2020-11-01
 Recently 60-day

Inquiry
Reset

Sight/Usance	Bank ref	Bill ref	Customer ref	Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
S	EBK TESTING	BP302NLC00203601		EBK TEST	2020-10-31			HKD 4,000,000.00	Approved	Advice

3. Imp Collection

Import Collection Enquiry

1. Instant checking of arrival of documents.
2. Reject/Pay instructions can be submitted online.
3. Download processing advice.

Trade Service

> > Documentation and trade finance > Imp Collection > Imp Collection Enquiry

>> Help

- Imp LC and Docs
- Exp LC
- Imp Collection
- Imp Collection Enquiry
- Instruction Enquiry
- Exp Collection
- Trade Finance
- Download Forms
- Outstanding Rpt
- Loan Enquiry

Imp Collection Enquiry

Enquiry Options: By date By bank ref

Company Name:

Payee:

Start and end dates: - Recently

Inquiry
Reset

Delivery conditions	Bank ref	Payee	Creation date	Accept due date	Settle date	Doc amount	Balance	Action
D/P SIGHT	IC302KWC001014	EB TESTING	2020-10-31			USD 8,888.00	USD 8,888.00	Reject Pay Advice

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4. Exp Collection

Export Collection Enquiry

1. Checking status of documents.
2. Download processing advice.

Trade Service

> > Documentation and trade finance > Exp Collection > Exp Collection Enquiry

Exp Collection

Exp Collection Enquiry

Imp LC and Docs

Exp LC

Imp Collection

Trade Finance

Download Forms

Outstanding Rpt

Loan Enquiry

Exp Collection Enquiry

>> Help

Enquiry Options: By date By bank ref

Company Name:

Payer:

Start and end dates: -
 Recently

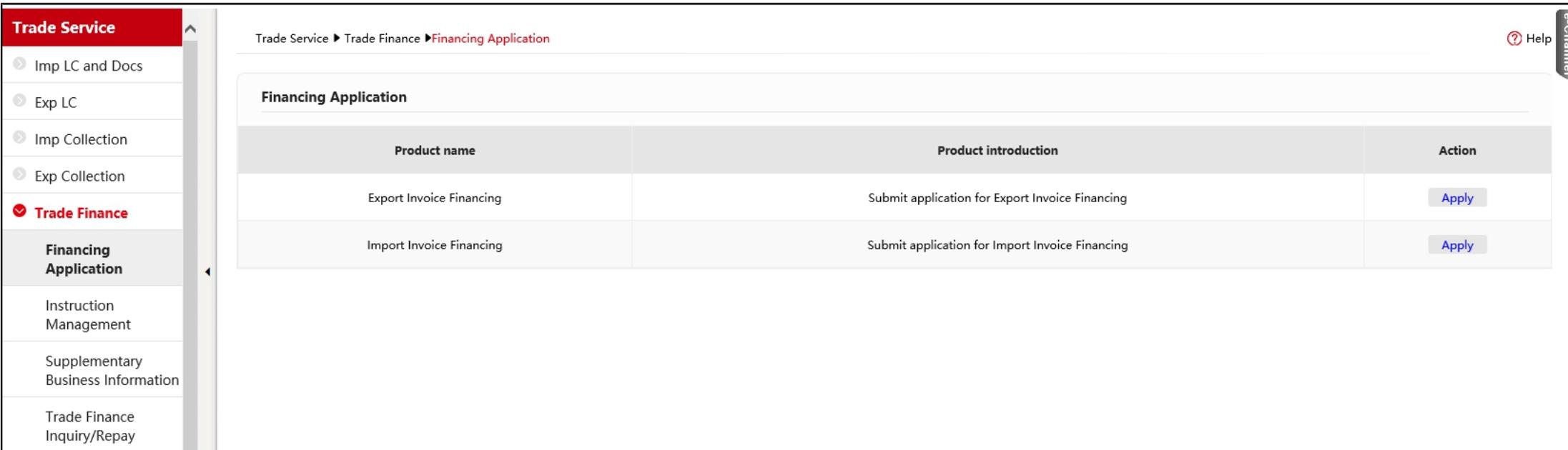
Inquiry
Reset

Delivery conditions	Bank ref	Customer ref	Payer	Creation date	Accept due date	Doc amount	Settle date	Action
D/A	OC302NOC001448	TEST-01	XSXSX XOX XTX	2020-10-01		USD 5,000.00		Advice

5. Trade Finance

Financing application

1. Submit application for Export invoice financing.
2. Submit application for Import invoice financing.



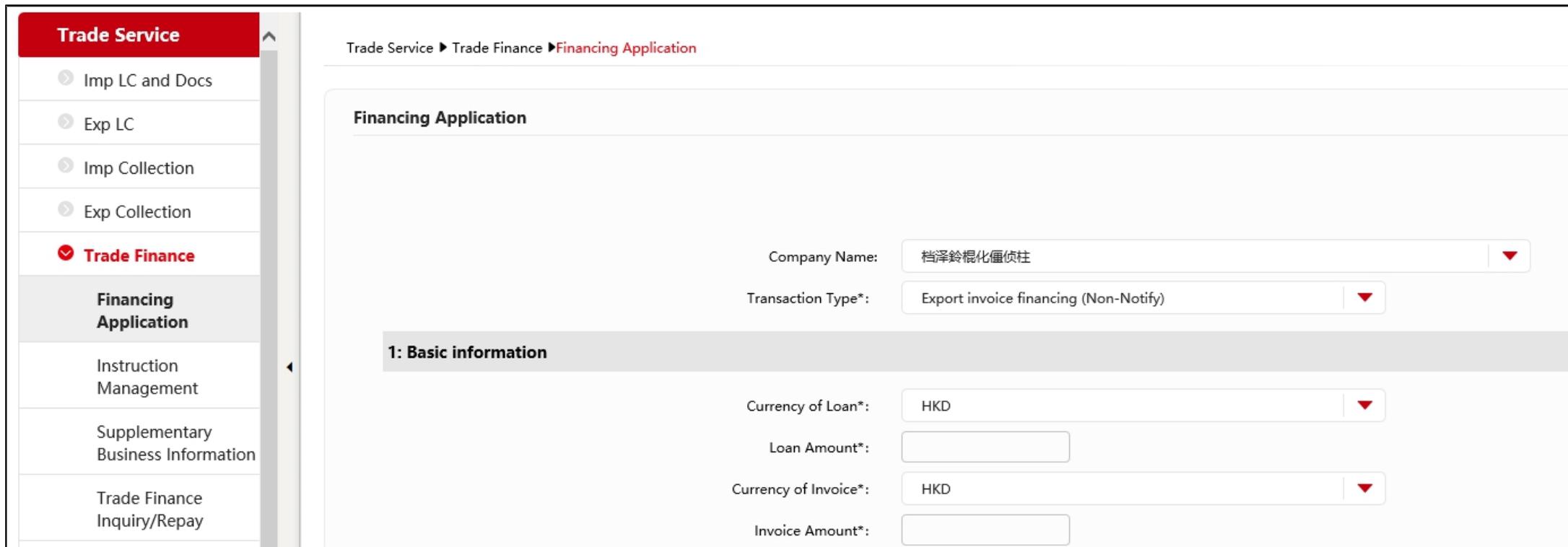
Trade Service ▶ Trade Finance ▶ Financing Application ? Help

Product name	Product introduction	Action
Export Invoice Financing	Submit application for Export Invoice Financing	Apply
Import Invoice Financing	Submit application for Import Invoice Financing	Apply

5. Trade Finance

Financing application

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



The screenshot shows the 'Financing Application' page in the ICBC Trade Service portal. The breadcrumb trail is 'Trade Service > Trade Finance > Financing Application'. The left sidebar contains a 'Trade Service' menu with 'Trade Finance' selected, and a sub-menu for 'Financing Application' with '1: Basic information' highlighted. The main content area displays the following fields:

- Company Name: 档泽铃棍化僵债柱
- Transaction Type*: Export invoice financing (Non-Notify)
- 1: Basic information
 - Currency of Loan*: HKD
 - Loan Amount*: [Empty text box]
 - Currency of Invoice*: HKD
 - Invoice Amount*: [Empty text box]

5. Trade Finance

Financing application

5. Upload supporting documents, i.e. invoice, transport documents, and etc.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX format without password protection will be accepted).

6. Press “Save” if necessary.

7. Create template if required, input template name, select "Save Template and Submit".

8. Read and agree the relevant terms and conditions of trade financing application before submission.

[Upload](#)

Note: Single attachment size cannot exceed 20M , total attachment size cannot exceed 200M

Attachment*:

Note: Please upload attachment

Contact Person and Tel no.*:

Template name:

We (the Seller) have read, understood and accepted the applicable Terms and Conditions of Export Invoice Financing application. [\(Terms and Conditions\)](#)

5. Trade Finance

Instruction management

1. Approval for financing application and supplement business materials.
2. Process and submit the temporary saved application.

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade Finance
- Financing Application
- Instruction Management
- Supplementary Business Information
- Trade Finance Inquiry/Reply
- Financing Application Template
- 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.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
AGG12850		PATTYHF.c.0110	Financing application	2021-02-02 21:38:31	Export invoice financing (Non-Notify)	To be submitted		Submit
AGG12848		PATTYHF.c.0110	Financing application	2021-02-02 17:17:00	Export invoice financing (Non-Notify)	To be submitted		Submit
AGG12847		PATTYHF.c.0110	Financing application	2021-02-02 17:16:27	Export invoice financing (Non-Notify)	Awaiting authorization		

5. Trade Finance

Supplementary Business Information

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

Trade Service

Trade Service ▶ Trade Finance ▶ Supplementary Business Information Help

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade Finance
- Financing Application
- Instruction Management
- Supplementary Business Information
- Trade Finance Inquiry/Repay
- Financing Application Template

Supplementary Business Information

Company Name:

档泽铃棍化僵仗柱

Financing Type:

Export invoice financing (Non-Notify)

Instruction Submission:

2021-01-02

-

2021-02-02

Inquire
Reset

Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action
AGG12836	Export invoice financing (Non-Notify)	档泽铃棍化僵仗柱	0110	HKD	12.00	HKD	12.00	Supplement
AGG12832	Export invoice financing (Non-Notify)	档泽铃棍化僵仗柱	0110	HKD	90.00	HKD	90.00	Supplement

5. Trade Finance

Trade Finance Inquiry/Repay

Access to loan content and download processing advice.

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade Finance**
- Financing Application
- Instruction Management
- Supplementary Business Information
- Trade Finance Inquiry/Repay**
- Financing Application Template
- Download Forms
- Outstanding Rpt

Company Name:

Financing Ref:

Financing Type:

Financing status:

Loan Value Date: -
 Recent Loan Value Date

Loan Maturity Date: -

Inquire

Financing Ref	Financing Type	Currency of Loan	Drawdown Amount	Outstanding Balance of Loan	Value Date	Maturity Date	Related Ref	Loan Period (in days)	Status	Action
CD302NLC000318	Export	HKD	152,000.00	0.00	20200504	20201130	OC302NNC000978	210	Repaid	View advice Repay
CD302NLC000319	Export	HKD	136,000.00	136,000.00	20200504	20201126	OC302NNC000979	206	Loan granted	View advice Repay
CD302NLC000320	Export	HKD	204,000.00	204,000.00	20200504	20201130	OC302NNC000980	210	Loan granted	View advice Repay
IF302LTC000859	Import	HKD	100,327.79	0.00	20200507	20201005	BR302NLB90293702	151	Repaid	View advice Repay

1-4 of 4 << 1 >>

5. Trade Finance

Trade Finance Inquiry/Repay	
Financing Ref:	CD302NLC000319
Financing Type:	Export
Related Ref:	OC302NNC000979
LC no:	
Value Date:	2020-05-04
Maturity Date:	2020-11-26
Loan Period (in days):	206
Last repayment date:	2020-08-28
Financing Currency and Amount:	HKD 136,000.00
Outstanding Balance of Loan:	HKD 136,000.00
Estimated Interest Amount:	HKD 5,378.59
Loan Repayment Instruction:	
Repayment Type:	<input checked="" type="radio"/> Full repayment <input type="radio"/> Partial repayment
Currency of Loan:	HKD
Repayment of Loan Principal Amount:	HKD 136,000.00

Trade Finance Inquiry/Repay

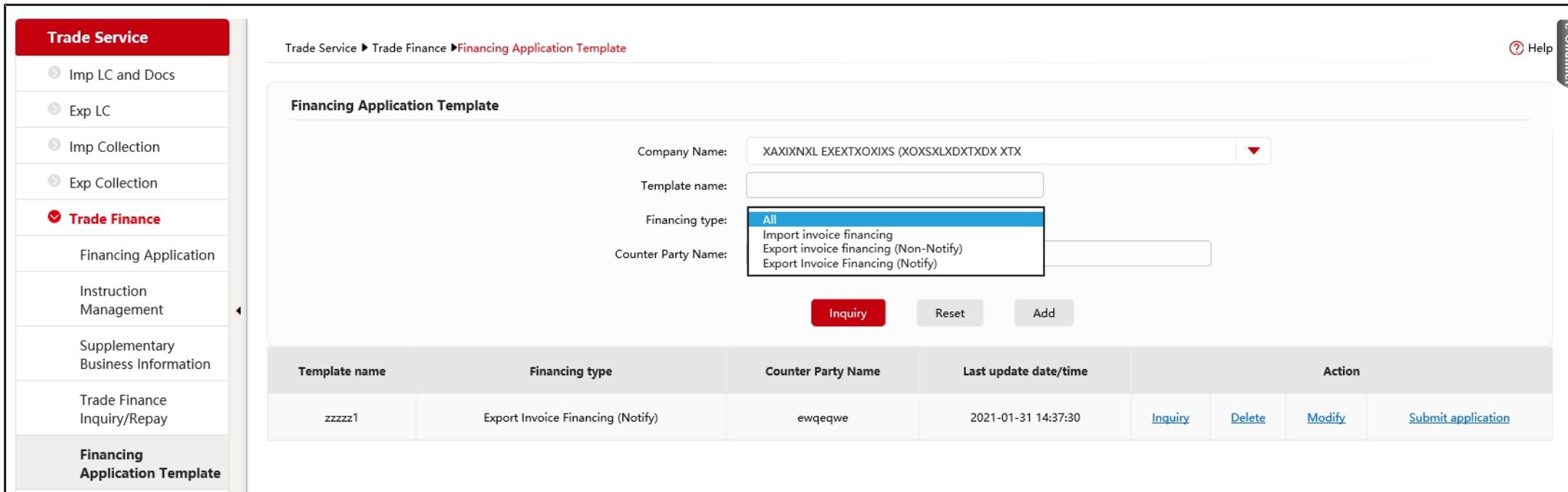
1. Submit application for financing repayment
2. Full repayment or Partial repayment
3. Note:

The application for financing repayment submitted on non-banking business days or non-banking business hours (after 18:00) will be postponed to the next business day

5. Trade Finance

Financing Application Template

1. Template is applicable to Import invoice financing, Export invoice financing (Non-Notify) and Export invoice financing (Notify) application.
2. Template function can be used to set up repetitive applications.
3. The template can be modified, deleted, or used for submit application by the user who create the template.



Trade Service ▶ Trade Finance ▶ Financing Application Template

Financing Application Template

Company Name: XAXIXNXL EXEXTXOXIXS (XOXSLXDXTDX TX)

Template name:

Financing type: All
 Import invoice financing
 Export invoice financing (Non-Notify)
 Export Invoice Financing (Notify)

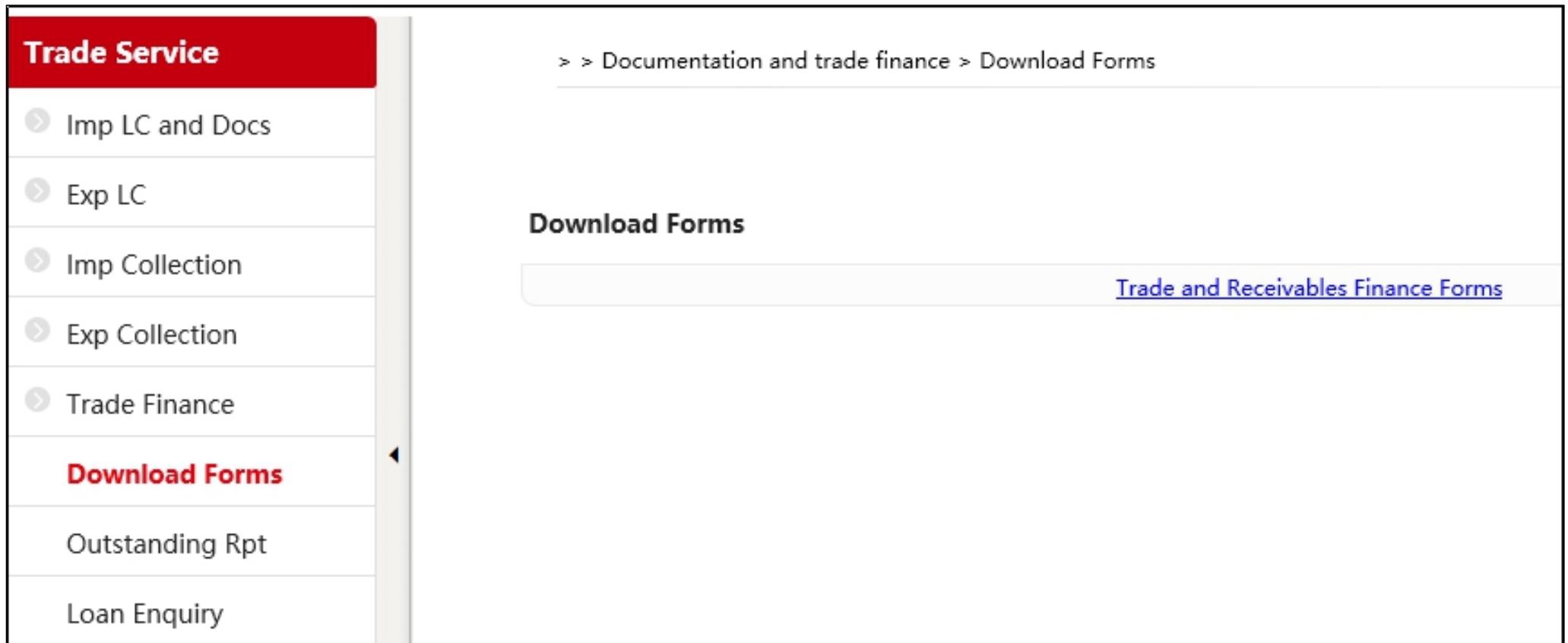
Counter Party Name:

[Inquiry](#) [Reset](#) [Add](#)

Template name	Financing type	Counter Party Name	Last update date/time	Action			
zzzzz1	Export Invoice Financing (Notify)	ewqeqwe	2021-01-31 14:37:30	Inquiry	Delete	Modify	Submit application

6. Download Forms

Provide linkage to the library of Trade Forms for download.



The screenshot displays the 'Trade Service' menu on the left and the 'Download Forms' page on the right. The menu items are: Imp LC and Docs, Exp LC, Imp Collection, Exp Collection, Trade Finance, **Download Forms**, Outstanding Rpt, and Loan Enquiry. The main content area shows a breadcrumb trail: > > Documentation and trade finance > Download Forms. Below this, the heading 'Download Forms' is followed by a link: [Trade and Receivables Finance Forms](#).

7. Outstanding Report

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

Trade Service

- [Imp LC and Docs](#)
- [Exp LC](#)
- [Imp Collection](#)
- [Exp Collection](#)
- [Trade Finance](#)
- [Download Forms](#)
- Outstanding Rpt**
- [Loan Enquiry](#)

> > Trade Finance > Statement Enquiry

Statement Enquiry

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

Statement no	Statement type	Statement date	Status
temporarily data not available			

[【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.
- 3.Do not browse or download e-Statement through public or from shared computers (such as those in cyber cafes or public libraries).
- 4.If you cannot view Chinese fonts in the PDF file,please download and install the free Chinese Traditional Font Pack files from Adobe Website.

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, fill in and return to any ICBC (Asia) branch.

Q2: Within one company, is it feasible to open several user accounts identity each with different access right, e.g. one with Enquiry access right without Input and Approval access right, while other user accounts could have Enquiry, Input and Approval access right?"

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