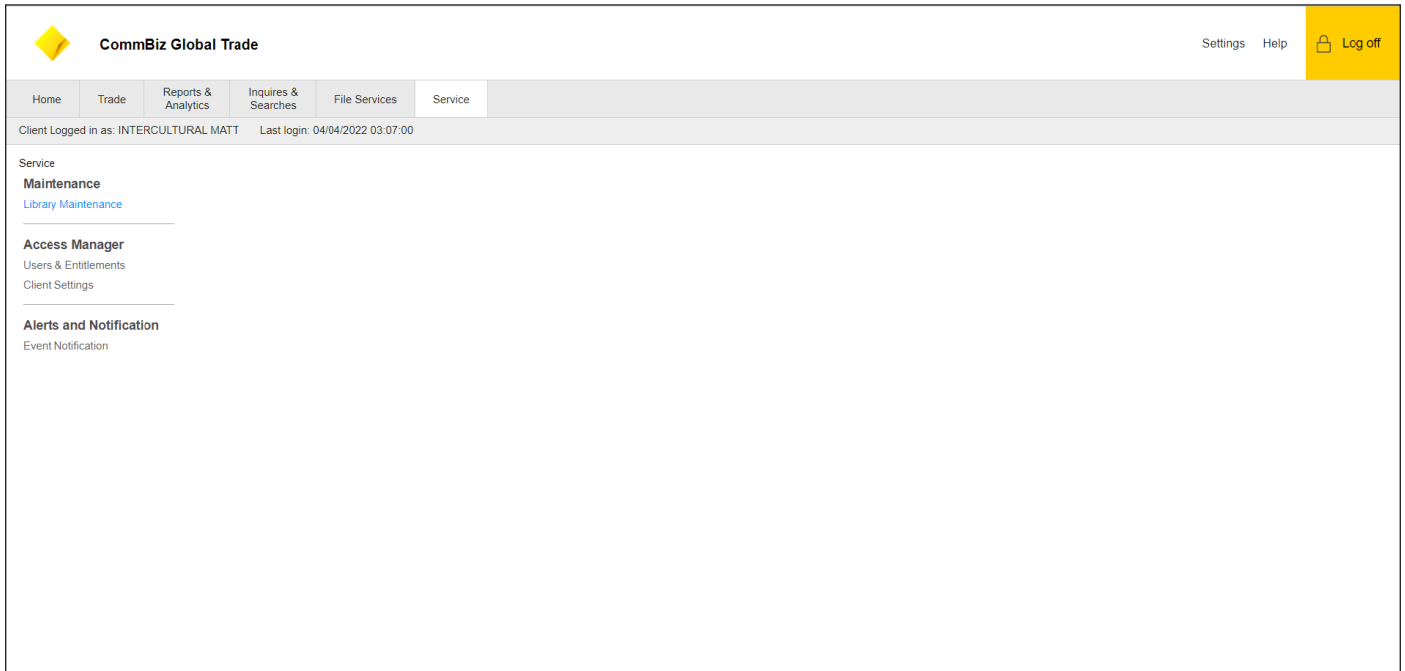


CommBiz Global Trade User Guide

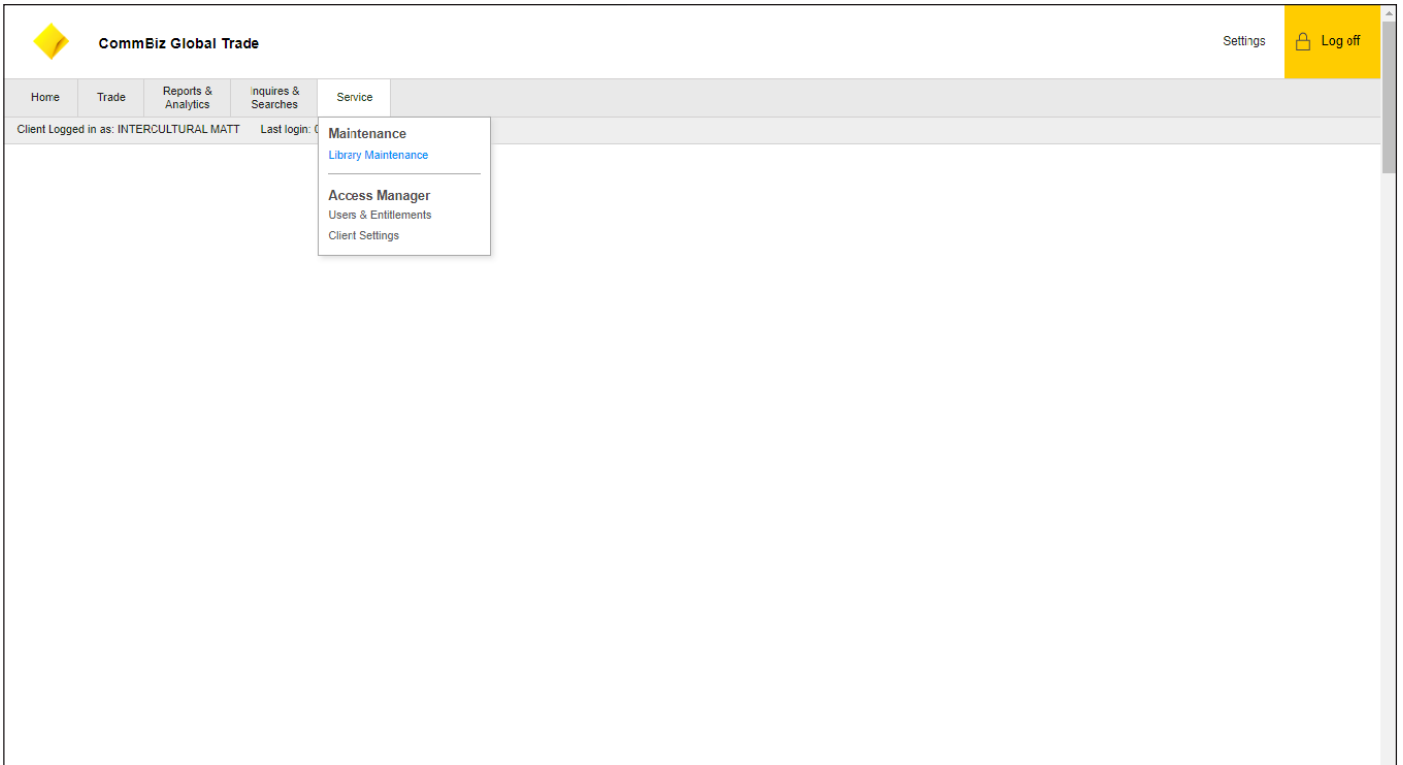
Library Maintenance Overview

In many of the Trade Services Initiation Screens (e.g.Import LC Issuance), there are Library Look Ups that you can utilise to input details without having to type the details out. This section will show you how to create and modify entries in specific libraries. Additionally, this section will also show you how to create a new preformat template.

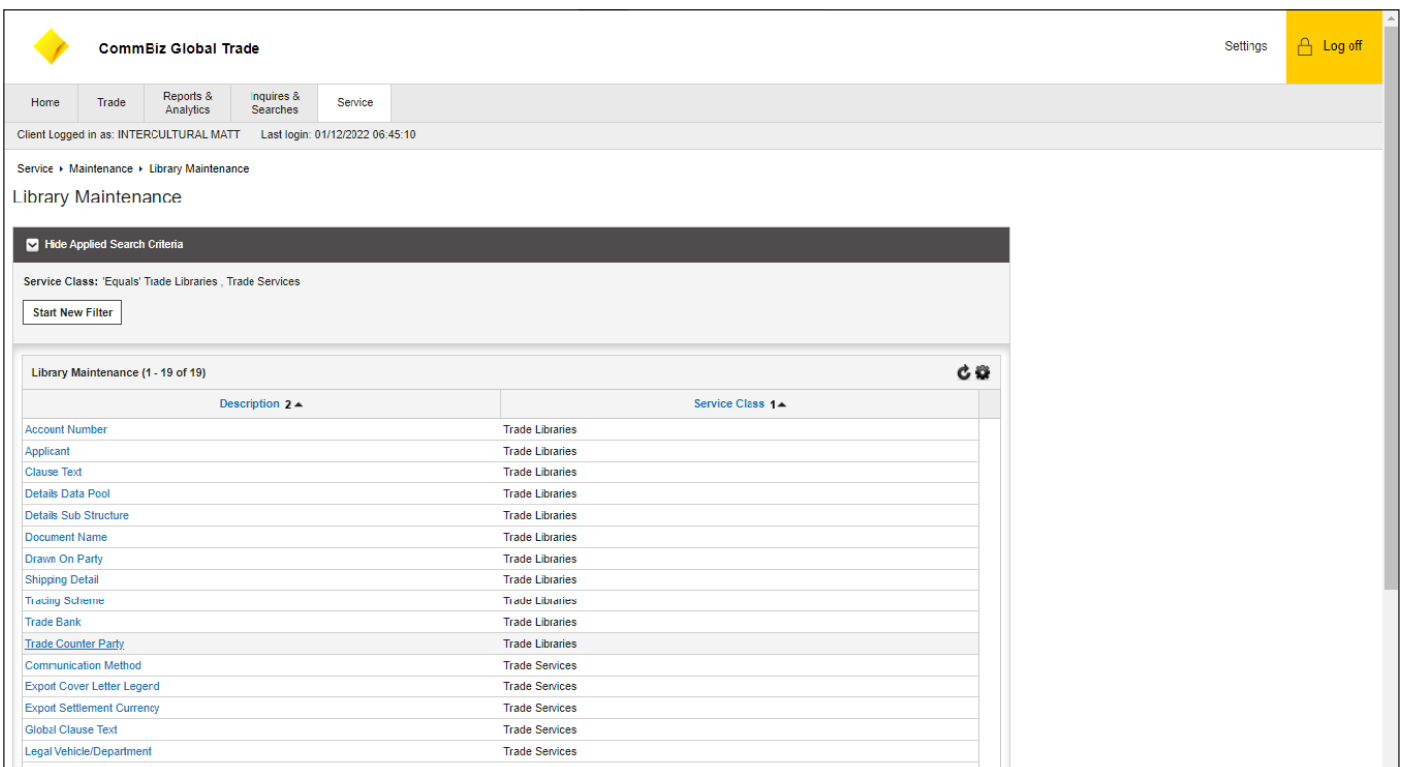


The screenshot displays the CommBiz Global Trade application interface. At the top left, the logo and name 'CommBiz Global Trade' are visible. On the top right, there are links for 'Settings', 'Help', and a 'Log off' button with a lock icon. Below the header is a navigation menu with tabs for 'Home', 'Trade', 'Reports & Analytics', 'Inquires & Searches', 'File Services', and 'Service'. The 'Service' tab is currently selected. Below the navigation menu, a status bar indicates 'Client Logged in as: INTERCULTURAL MATT' and 'Last login: 04/04/2022 03:07:00'. The main content area is divided into three sections: 'Service' (with a sub-section 'Maintenance' containing a link for 'Library Maintenance'), 'Access Manager' (with sub-sections 'Users & Entitlements' and 'Client Settings'), and 'Alerts and Notification' (with a sub-section 'Event Notification').

1. Click Service
2. Under Maintenance click Library Maintenance to access all Libraries



1. Click Service
2. Under Maintenance click Library Maintenance



12. Enter Counter Party Name and Counter Party Address Line 1/ Line 2
13. Enter Vendor Code under the free-format text field
14. Enter Country/Jurisdiction Code, Counter Party Preferred Advising Method, Counter Party Primary Bank Name by using the Lookup button
15. Once all required fields are completed click Submit

Message
 The following Library is successfully submitted
 Ok

Trade Counter Party Library Details

Submit Delete

Trade Counter Party Library Details

Counter Party Name
name

Counter Party Address Line 1
address1

Counter Party Address Line 3
address3

Vendor Code
vCode

Country/Jurisdiction Code
PP

Country/Jurisdiction Name
AFG

Counter Party Preferred Advising Method
airmail

Counter Party Account Number
account

Counter Party Primary Bank Name
andhra bank

Bank SWIFT Code
swift

Bank Address Line 1
vijayawada

Bank Address Line 2
andhra pradesh

Bank Address Line 3
come on

Bank Country/Jurisdiction Code
IN

Bank Country/Jurisdiction Name
INDIA

Telephone Number
12345

Fax Number
12345

Submit Delete

<< Submit/Modify Worklist

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16. Authorised users will have the newly created Trade Counter Party Library displayed in the Authorised tab

Trade Counter Party Library Pending Actions (As of 01/12/2022 9:30 AM GMT-05:00)

< View All 89 To Submit/Modify 87 To Authorise 3 >

Trade Counter Party Library: To Authorise Save As Print

Show Search

Authorise Send to Repair Reject View Details

To Authorise (1 - 3 of 3) Selected Items: 0 (As of 01/12/2022 9:30 AM GMT-05:00)

Counter Party Name	Country/Jurisdiction Name	Vendor Code	Counter Party Primary Bank Name	Bank SWIFT Code	Status
783-REGRESSION-01	AUSTRALIA	78301		AXABDE3000X	Level 1 Authorisation Required F...
CBA 001	AUSTRALIA	cba01			Level 1 Authorisation Required F...
COUNTER-9DEC2	AUSTRALIA	9DEC2			Level 1 Authorisation Required F...

Authorise Send to Repair Reject View Details

Comments

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17. Authorised users will have the option to Authorise, Send to Repair, Reject or View Details

The screenshot shows the 'Trade Counter Party Library Details' page. A modal message box is open, indicating a successful submission. The form below contains the following fields:

- Counter Party Name: name
- Counter Party Address Line 3: address1
- Country/Jurisdiction Name: AFG
- Counter Party Primary Bank Name: andhra bank
- Bank Address Line 2: andhra pradesh
- Bank Country/Jurisdiction Name: INDIA
- Fax Number: 12345
- Counter Party Address Line: address1
- Vendor Code: vCode
- Counter Party Preferred Advising Method: airmail
- Bank SWIFT Code: [empty]
- Bank Address Line 3: come on
- Contact Person: person
- Country/Jurisdiction Code: PP
- Counter Party Account Number: [empty]
- Bank Address Line 1: vijayavada
- Bank Country/Jurisdiction Code: IN
- Telephone Number: 12345

18. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended

The screenshot shows the 'Trade Counter Party Library Pending Actions' section. A summary bar indicates 89 items to view, 87 to submit/modify, and 3 to authorise. The table below lists the items to be authorised:

Counter Party Name	Country/Jurisdiction Name	Vendor Code	Counter Party Primary Bank Name	Bank SWIFT Code	Status
<input type="checkbox"/> 783-REGRESSION-01	AUSTRALIA	78301		AXABDE3K00X	Level 1 Authorisation Required F...
<input type="checkbox"/> CBA 001	AUSTRALIA	cba01			Level 1 Authorisation Required F...
<input type="checkbox"/> COUNTER-9DEC2	AUSTRALIA	9DEC2			Level 1 Authorisation Required F...

19. If user selects Authorise, the new library will be created

The screenshot shows the CommBiz Global Trade Applicant Library interface. At the top left is the CommBiz Global Trade logo. On the top right, there are links for Settings, Help, and a Log off button. Below the header is a navigation menu with tabs for Home, Trade, Reports & Analytics, Inquires & Searches, File Services, and Service. The Service tab is currently selected. Below the navigation menu, a status bar indicates the client is logged in as INTERCULTURAL MATT with a last login time of 04/04/2022 03:07:00. The main content area is titled 'Service' and contains three sections: 'Maintenance' with a link to 'Library Maintenance', 'Access Manager' with sub-links for 'Users & Entitlements' and 'Client Settings', and 'Alerts and Notification' with a link for 'Event Notification'.

1. Click Service
2. Under Maintenance click Library Maintenance

Show Filter

Library Maintenance (1 - 95 of 202) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Taiwan CBR Preformat	Taiwan Central Bank Reporting
Account Number	Trade Libraries
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Tracing Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Counter Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Venue/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services

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3. Select Applicant on the displayed list

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Applicant Library: To Submit/Modify

Create Library

Submit Clear

Applicant Library Details * = Required Field

* Customer ID <input type="text" value=""/>	Customer Name <input type="text" value=""/>	Branch Code <input type="text" value=""/>
Branch Name <input type="text" value=""/>	* Applicant Name <input type="text" value=""/>	* Applicant Address Line 1 <input type="text" value=""/>
Applicant Address Line 2 <input type="text" value=""/>	Applicant Address Line 3 <input type="text" value=""/>	* Country/Jurisdiction Code <input type="text" value=""/>
Country/Jurisdiction Name <input type="text" value=""/>		

Submit Clear

[<< Submit/Modify Worklist](#)

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4. Select desired Customer ID using the Lookup Icon
5. Customer Name, Branch Code and Branch Name will be prepopulated based on Customer ID selected

6. Enter Applicant Name and Applicant Address Line 1/ Line 2/ Line 3
7. Enter desired Country/Jurisdiction Code using the Lookup Icon
8. Country/Jurisdiction Name will be prepopulated based on Country/Jurisdiction Code selected
9. Once all required fields are completed click Submit

The screenshot shows the 'Create Library' form in the CommBiz Global Trade system. The form is titled 'Create Library' and has a 'Submit' button. The form fields are as follows:

- Customer ID:** 900100
- Customer Name:** TIMEZONE TRUST
- Branch Name:** COMMONWEALTH BANK OF AUSTRALIA
- Applicant Name:** TEST ANU APPLICANT
- Applicant Address Line 1:** Address line 234
- Applicant Address Line 2:** Address line 345
- Applicant Address Line 3:** Address line 123
- Country/Jurisdiction Code:** AD
- Country/Jurisdiction Name:** ANDORRA

A confirmation modal is displayed over the form, titled 'Confirmation: Library Created'. It contains the following text:

The New Library has been created and sent for authorization.

- You can track the status in the [View All](#) section
- You can create an entry on Applicant Library by clicking on [Create Library](#)

There is a yellow button labeled 'Return To Applicant Library: To Submit/Modify' at the bottom of the modal.

10. Authorised users will have the newly created Applicant Library displayed in the Authorised tab
11. Authorised users will have the option to Authorise, Send to Repair, Reject or View Details
12. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Applicant Library: To Authorise

Applicant Library Pending Actions (As of 04/04/2022 3:58 AM GMT-05:00)

< View All 46 To Submit/Modify 45 To Authorise 16 >

Applicant Library: To Authorise

Show Search

Buttons: Authorise Send to Repair Reject View Details

To Authorise (1 - 10 of 16)

<input type="checkbox"/>	Branch Code	Branch Name
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input checked="" type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	211	CBA NEW YCRK
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...
<input type="checkbox"/>	209	COMMONWEALTH BANK OF A...

Confirmation: Authorise

Library entry was successfully authorised.

S.No	Applicant Name
1	APPLICANT2310

Buttons: Ok

Selected Items: 1 (As of 04/04/2022 3:58 AM GMT-05:00)

Jurisdiction Name	Status
AN	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required F...
SH	Level 1 Authorisation Required
	Level 1 Authorisation Required
	Level 1 Authorisation Required

Buttons: Authorise Send to Repair Reject View Details

13. If user selects Authorise, the new library will be created, user must click ok

The screenshot shows the CommBiz Global Trade user interface. At the top left is the CommBiz logo and the text "CommBiz Global Trade". At the top right are links for "Settings", "Help", and a "Log off" button with a lock icon. Below this is a navigation bar with tabs for "Home", "Trade", "Reports & Analytics", "Inquires & Searches", "File Services", and "Service". The "Service" tab is currently selected. Below the navigation bar, a status bar indicates "Client Logged in as: INTERCULTURAL MATT" and "Last login: 04/04/2022 03:07:00". The main content area is titled "Service" and contains three sections: "Maintenance" with a link to "Library Maintenance", "Access Manager" with sub-links for "Users & Entitlements" and "Client Settings", and "Alerts and Notification" with a link to "Event Notification".

1. Click Service
2. Under Maintenance click Library Maintenance to access all Libraries

Show Filter

Library Maintenance (1 - 95 of 202) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Taiwan CBR Preformat	Taiwan Central Bank Reporting
Account Number	Trade Libraries
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Tracing Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Counter Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Vehicle/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services

3. Select Account Number

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL_MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Account Number Library: View All

Account Number Library Pending Actions Loading...

< View All To Submit/Modify To Authorise >

Account Number Library: View All Save As Print

Show Search

View Details

View All (1 - 10 of 45) Page 1 of 5 Selected Items: 0 (As of 04/04/2022 3:17 AM GMT-05:00)

	Customer ID 2 ▲	Customer Name 1 ▲	Branch Code	Branch Name	Account Description	Account Number	Status
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1-01	ACCOUNT22405-01	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	QWERTY	9988776655	Level 1 Authorisation Required
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description1	ACCOUNT22402	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1	ACCOUNT22405	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description	ACCOUNT22403	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description1	ACCOUNT22402-	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1-01	ACCOUNT22405-	Processed
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	cba125	125	Deleted
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description	ACCOUNT22404	Deleted
<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Desc544	act544	Level 1 Authorisation Required

4. User will be able to view all Account Number Libraries under the View All tab
5. User will have the option to Submit/Modify or Authorise under those respective tabs
6. Click the Submit/Modify tab

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Account Number Library: To Submit/Modify

Account Number Library Pending Actions (As of 04/04/2022 3:18 AM GMT-05:00)

< View All 45 To Submit/Modify 37 To Authorise 9 >

Account Number Library: To Submit/Modify

Save As Print

Show Applied Search Criteria

View Details Delete Copy Create Library

To Submit/Modify (1 - 10 of 23) Page 1 of 3 Selected Items: 0 (As of 04/04/2022 3:18 AM GMT-05:00)

<input type="checkbox"/>	<input type="checkbox"/>	Customer ID 2 ▲	Customer Name 1 ▲	Branch Code	Branch Name	Account Description	Account Number	Status
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1-01	ACCOUNT22405-01	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description	ACCOUNT1228	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1	ACCOUNT22405	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description	ACCOUNT22403	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Copying 1234567890	1234567890	Repair Required
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description	ACCOUNT2240	Repair Required
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description1	ACCOUNT22402-	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1-01	ACCOUNT22405-	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	Description1	ACCOUNT22402	Processed
<input type="checkbox"/>	<input type="checkbox"/>	000002	CBA customer 02	209	COMMONWEALTH BANK OF A...	ROLL BACK CHANGES1	ACCOUNT2812	Processed

View Details Delete Copy Create Library

- Here the user can view more details on a specific library by click on the checkbox and then clicking view details
- User can select specific library and create a copy or also delete the specific library
- Under the Submit/Modify tab user will be able to Create a new Library by clicking Create Library in the bottom right corner of the page
- Select Create Library

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Account Number Library: To Submit/Modify

Create Library

Submit Clear

Account Number Library Details = Required Field

* Trade Initiator

Customer ID

Branch Code

Branch Name

* Account Number

* Account Description

Submit Clear

<< Submit/Modify Worklist

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11. Enter Trade Initiator by using the Lookup icon
12. The Customer ID, Branch Code and Branch Name will be prepopulated based on Trade Initiator selected
13. Enter desired Account Number and Account Description

CommBiz Global Trade

Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Applicant Library: To Submit/Modify

Create Library

Submit Clear

Applicant Library Details = Required Field

* Customer ID: 900100

Customer Name: TIMEZONE TRUST

Branch Code: 209

Branch Name: COMMONWEALTH BANK OF AUSTRALIA

* Applicant Name: TEST ANU APLICANT

* Applicant Address Line 1: Address line 123

Applicant Address Line 2: Address line 234

Applicant Address Line 3: Address line 345

* Country/Jurisdiction Code: AD

Submit Clear

<< Submit/Modify Worklist

14. Once all required fields are completed click Submit

CommBiz Global Trade

Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 03:07:00

Service > Maintenance > Library Maintenance > Account Number Library: To Submit/Modify

Create Library

Submit Clear

Account Number Library Details = Required Field

* Trade Initiator: 209-900101-0101

Customer ID: 900101

Branch Name: COMMONWEALTH BANK OF AUSTRALIA

* Account Number: 8745612356

Description:

Submit Clear

<< Submit/Modify Worklist

Confirmation: Library Created

✓ The New Library has been created and sent for authorization.

- You can track the status in the [View AI](#) section
- You can create an entry on Account Number Library by clicking on [Create Library](#)

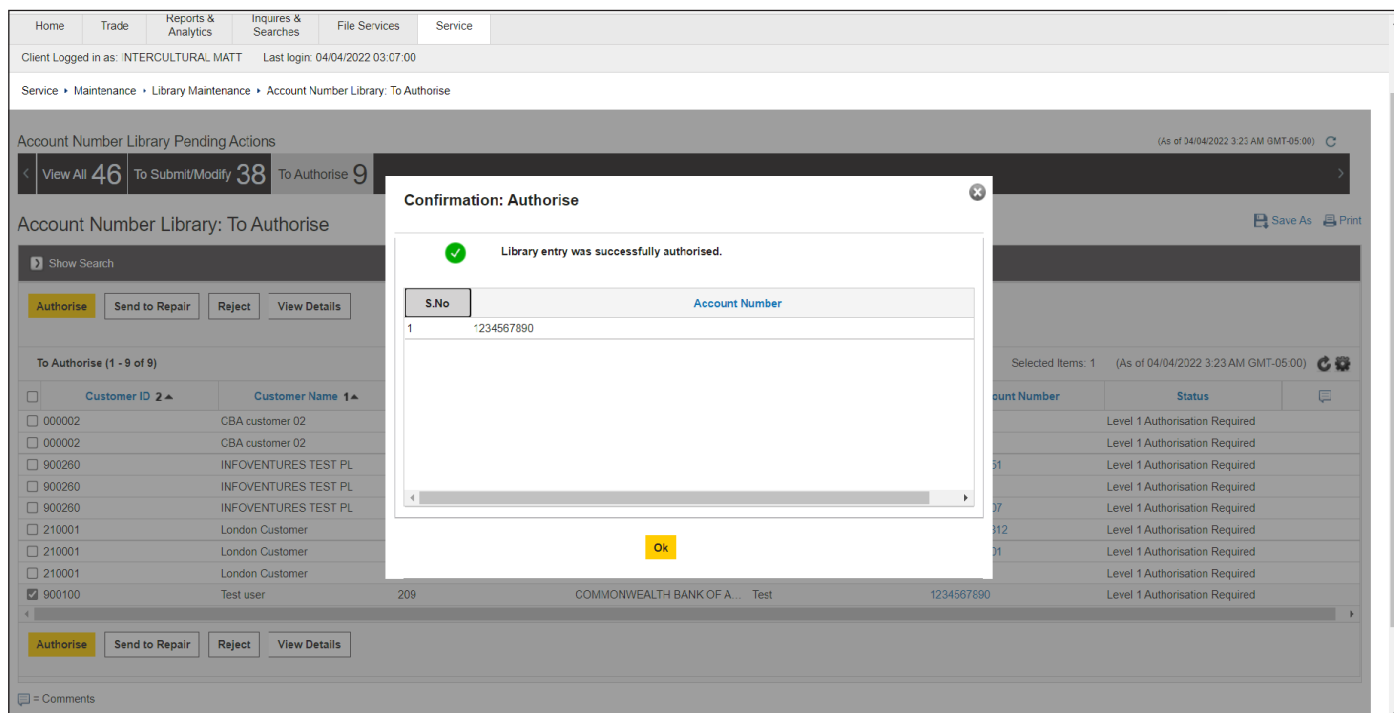
[Return To Account Number Library: To Submit/Modify](#)

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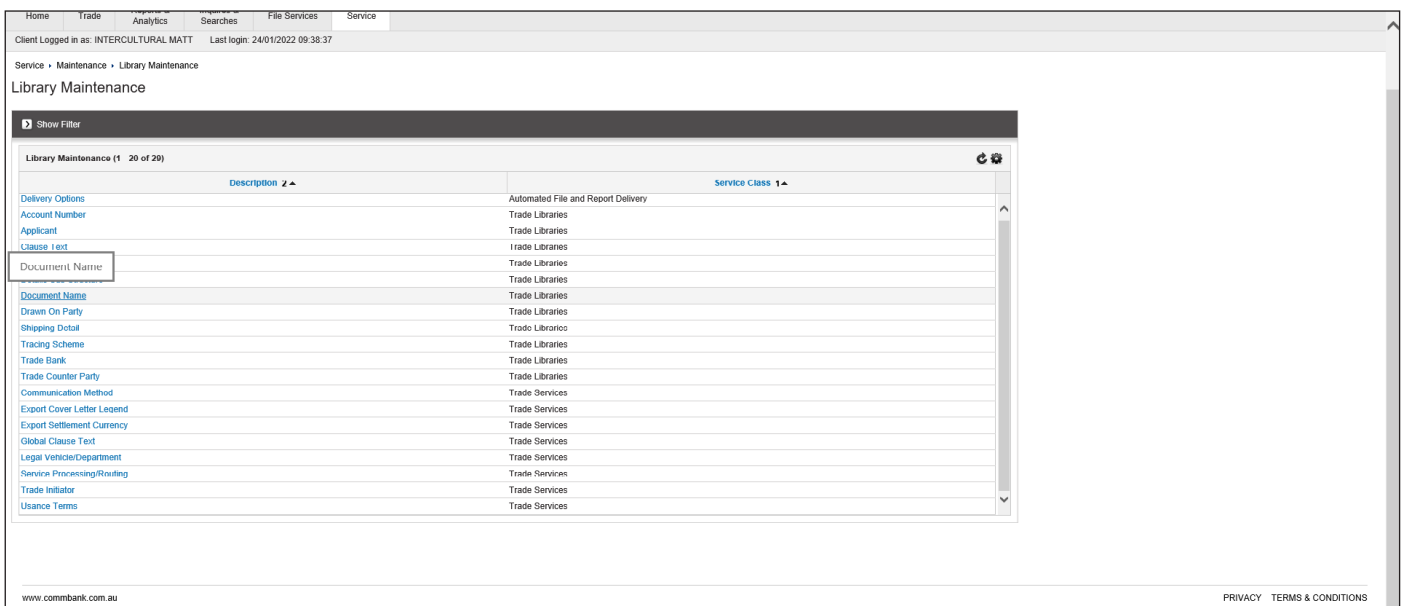
15. Authorised users will have the newly created Account Number Library displayed in the Authorised tab
16. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
17. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended



18. If user selects Authorise, the new library will be created, user must click ok



1. Click Service
2. Under Maintenance click Library Maintenance to access all Libraries



3. Click Document Name

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Service • Maintenance • Library Maintenance • Document Name Library: To Submit/Modify • Document Name Library: View All

Document Name Library Pending Actions (As of 01/03/2022 11:02 AM GMT-05:00)

View All 57 To Submit/Modify 49 To Authorise 11

Document Name Library: View All Save As Print

Show Search

View Details

View All (1 - 10 of 57) Page 1 of 6 Selected Items: 0 (As of 01/03/2022 11:02 AM GMT-05:00)

<input type="checkbox"/>	Document Name	Status	
<input type="checkbox"/>	0+~?/123456	Processed	
<input type="checkbox"/>	0+~?/123456	Level 1 Authorisation Required F...	
<input type="checkbox"/>	0+~?/ABC123	Deleted	
<input type="checkbox"/>	(CDA123BBC998)	Processed	
<input type="checkbox"/>)	Processed	
<input type="checkbox"/>)+~?/ABC123	Deleted	
<input type="checkbox"/>)+~?/..	Deleted	
<input type="checkbox"/>	987654321PCHUYTR	Level 1 Authorisation Required F...	
<input type="checkbox"/>	987654321PCHUYTR	Processed	
<input type="checkbox"/>	BENBOHMER12	Deleted	

View Details

OtherActions Error and Warning Message Indicator Comments

4. User will be able to view all Document Name Libraries under the View All tab
5. User will have the option to Submit/Modify or Authorise under those respective tabs
6. Click the Submit/Modify tab

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Service • Maintenance • Library Maintenance • Document Name Library: To Submit/Modify • Document Name Library: To Submit/Modify

Document Name Library Pending Actions (As of 01/03/2022 11:02 AM GMT-05:00)

View All 57 To Submit/Modify 49 To Authorise 11

Document Name Library: To Submit/Modify Save As Print

Show Applied Search Criteria

View Details Delete Copy Create Library

To Submit/Modify (1 - 10 of 37) Page 1 of 4 Selected Items: 0 (As of 01/03/2022 11:02 AM GMT-05:00)

<input type="checkbox"/>	Document Name	Status	
<input type="checkbox"/>	0+~?/123456	Processed	
<input type="checkbox"/>	(CDA123BBC998)	Processed	
<input type="checkbox"/>)	Deleted	
<input type="checkbox"/>	987654321PCHUYTR	Deleted	
<input type="checkbox"/>	BETOPICDAUT23	Repair Required	
<input type="checkbox"/>	BETOPICDAUTH	Processed	
<input type="checkbox"/>	BETOPICDSTR1	Processed	
<input type="checkbox"/>	DEF999	Processed	
<input type="checkbox"/>	DEF999(0+~?/-	Repair Required	
<input type="checkbox"/>	DPK	Processed	

View Details Delete Copy Create Library

OtherActions Error and Warning Message Indicator Comments

7. Here the user can view more details on a specific library by click on the checkbox and then clicking view details
8. User can select specific library and create a copy or also delete the specific library
9. Under the Submit/Modify tab user will be able to Create a new Library by clicking Create Library in the bottom right corner of the page

10. Select Create Library

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Service > Maintenance > Library Maintenance > Document Name Library: To Submit/Modify

Create Library

Submit Clear

Document Name Library Details * = Required Field

Document Name
[DOCUMENTNAMECBA] X

Submit Clear

<< Submit/Modify Worklist

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11. Enter desired Document Name

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Service > (...) > (...) > Document Name Library: To Submit/Modify > Document Name Library: To Submit/Modify > Document Name Library Details

Document Name Library Details

Submit Delete

Document Name Library Details * = Required Field

Document Name
CBA DOC -MODIFY

Submit Delete

<< Submit/Modify Worklist

Message

✓ The following Library is successfully submitted

OK

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12. Once Document Name is submitted select Submit

CommBiz Global Trade Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Service • Maintenance • Library Maintenance • Document Name Library: To Submit/Modify • Document Name Library: To Authorise

Document Name Library Pending Actions (As of 01/03/2022 11:08 AM GMT-05:00) C

View All 59 To Submit/Modify 51 To Authorise 11

Document Name Library: To Authorise Save As Print

Show Search

Authorise Send to Repair Reject View Details

To Authorise (1 - 10 of 11) Selected Items: 1 (As of 01/03/2022 11:08 AM GMT-05:00)

Document Name	Status	
<input type="checkbox"/> 0+ 2123456	Level 1 Authorisation Required F...	
<input checked="" type="checkbox"/> 987654321POIUYTR	Level 1 Authorisation Required F...	
<input type="checkbox"/> NAMEDOC	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC10	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC23	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC25	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC26	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC27	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC28	Level 1 Authorisation Required	
<input type="checkbox"/> TRADEDOC29	Level 1 Authorisation Required	

Authorise Send to Repair Reject View Details

Comments

13. Authorised users will have the newly created Document Name Library displayed in the Authorised tab
14. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
15. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended
16. If user selects Authorise, the new library will be created

1. Click Service
2. Under Maintenance click Library Maintenance

Description	Service Class
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Tracing Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Counter Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Vehicle/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services
Trade Initiator	Trade Services
Usance Terms	Trade Services

3. Select Trade Bank

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Trade Bank Library: To Submit/Modify

Trade Bank Library Pending Actions (As of 04/04/2022 6:44 AM GMT-05:00)

< View All 38 To Submit/Modify 38 To Authorise 8 >

Trade Bank Library: To Submit/Modify Save As Print

Show Applied Search Criteria

View Details Delete Copy Create Library

To Submit/Modify (1 - 10 of 30) Page 1 of 3 Selected Items: 0 (As of 04/04/2022 6:44 AM GMT-05:00)

<input type="checkbox"/>		Bank Name 2 ▲	Country/Jurisdiction Code 1 ▲	Country/Jurisdiction Name	Bank Address Line 1	Bank Address Line 2	Bank Address Line 3	Status
<input type="checkbox"/>		REG1	AU	AUSTRALIA	ADD1	ADD2	ADD3	Processed
<input type="checkbox"/>		regresion-15jun	AU	AUSTRALIA	reg8.0	sfd		Processed
<input type="checkbox"/>		*BANK RESPUBLIKA	AZ	AZERBAIJAN	21 KHAQANI STR.	BAKU	PMQCCBA25JAN2021	Processed
<input type="checkbox"/>		*BANK MOSCOW-MINSK JSC	BY	BELARUS	GOMEL BRANCH)	LENINA AVENUE, 34	GOMEL	Repair Required
<input type="checkbox"/>		*BANK MOSCOW-MINSK JSC(...	BY	BELARUS	GOMEL BRANCH)chennai	LENINA AVENUE, 34 thoraipakam	GOMEL	Processed
<input type="checkbox"/>		*AACHENER GRUND	DE	GERMANY	WOERTHSTRASSE 32	NORDRHEIN-WESTFALEN, GE...	50668	Processed
<input type="checkbox"/>		AACHENER BANK EG	DE	GERMANY	AACHENER BANK	THEATHERSTRASSE 5	NORDRHEIN-WESTFALEN, GE...	Processed
<input type="checkbox"/>		LLOYDS BANK PLC	GB	UNITED KINGDOM	PO BOX 128.	BAILEY DRIVE,	GILLINGHAM BUSINESS PARK	Processed
<input type="checkbox"/>		canara bank CBA1234567890hg...	GB	UNITED KINGDOM	buckingham canal 2131321321e...	LONDONsadsadsadsds909() ??/...	UKasdsadsadsadsadsadsad...	Processed
<input type="checkbox"/>		canara bank CBA2234567890hg...	GB	UNITED KINGDOM	buckingham canal 2131321321e...	LONDONsadsadsadsds909() ??/...	UKasdsadsadsadsadsadsad...	Processed

View Details Delete Copy Create Library

= Other Actions = Error and Warning Message Indicator = Comments

4. User will be able to view all Trade Bank Libraries under the View All tab
5. User will have the option to Submit/Modify or Authorise under those respective tabs
6. Under Submit/Modify tab select Create Library

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Trade Bank Library: To Submit/Modify

Create Library

Submit Clear

Trade Bank Library Details = Required Field

* Bank Name BANK SGB PJSC	* Country/Jurisdiction Code RU	Country/Jurisdiction Name RUSSIAN FEDERATI
* Bank Address Line 1 (YAROSLAVL BRANCH)	Bank Address Line 2 36, GORODSKOJ VZL UL	Bank Address Line 3 YAROSLAVL
SWIFT Code SGAZRU21YAR		

Submit Clear

<< Submit/Modify Worklist

7. Select Bank Name and Country/Jurisdiction Code using the Lookup icon
8. Country/Jurisdiction Name will be prepopulated based on Country/Jurisdiction Code selected

9. Enter Bank Address Line 1/Line 2 /Line 3
10. SWIFT code will be prepopulated

The screenshot shows the 'Create Library' form in the CommBiz Global Trade system. The form includes fields for Bank Name (BANK SGB PJSC), Country/Jurisdiction (RU), Bank Address Line 1 (AROSLAVL BRANCH), Bank Address Line 2 (36, GORODSKOJ VZL UL, YAROSLAVL), and SWIFT Code (SCAZRU21YAR). A confirmation dialog box is displayed over the form, stating: 'Confirmation: Library Created. The New Library has been created and sent for authorization. You can track the status in the View All section. You can create a entry on Trade Bank Library by clicking on Create Library.' A yellow button labeled 'Return To Trade Bank Library: To Submit/Modify' is visible in the dialog.

11. Once all required fields are completed click Submit

The screenshot shows the 'Trade Bank Library Pending Actions' section. It displays a table of pending actions with columns for S.No, Bank Name, Country/Jurisdiction Code, Country/Jurisdiction Name, and Bank Address Line. The table shows 8 items, with the first item 'AKHILA library3' selected. A confirmation dialog box is displayed over the table, stating: 'Confirmation: Authorise. Library entry was successfully authorised.' An 'Ok' button is visible in the dialog.

S.No	Bank Name	Country/Jurisdiction Code	Country/Jurisdiction Name	Bank Address Line
1	AKHILA library3	MI	1234567890123456	address123
		AR	ARGENTINA	K-JA 7+/, 'ashadhANBjnhjdhsajh...
		AU	AUSTRALIA	Prema,
		IN	INDIA	td564
		MI	1234567890123456	bank add1 - (/) 7+123456
		PP	40240TODGSVV	bank add 1
		TM	TURKMENISTAN	TURKMENBASHY STR
		US	UNITED STATES	CBA,

12. Authorised users will have the newly created Trade Bank Library displayed in the Authorised tab
13. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
14. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended
15. If user selects Authorise, the new library will be created

The screenshot shows the CommBiz Global Trade user interface. At the top left is the CommBiz logo and the text "CommBiz Global Trade". At the top right are links for "Settings", "Help", and a "Log off" button with a lock icon. Below this is a navigation menu with tabs for "Home", "Trade", "Reports & Analytics", "Inquires & Searches", "File Services", and "Service". The "Service" tab is currently selected. Below the navigation menu, a status bar indicates "Client Logged in as: INTERCULTURAL MATT" and "Last login: 04/04/2022 04:59:25". The main content area is titled "Service" and contains three sections: "Maintenance" with a link for "Library Maintenance", "Access Manager" with links for "Users & Entitlements" and "Client Settings", and "Alerts and Notification" with a link for "Event Notification".

1. Click Service
2. Under Maintenance click Library Maintenance

Library Maintenance (1 - 95 of 202) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Trading Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Counter Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Vehicle/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services
Trade Initiator	Trade Services
Usance Terms	Trade Services

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3. Select Shipping Detail

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Shipping Detail Library: View All

Shipping Detail Library Pending Actions (As of 04/04/2022 6:14 AM GMT-05:00)

View All 39 To Submit/Modify 35 To Authorise 4

Shipping Detail Library: View All Save As Print

Show Search

View Details

View All (1 - 10 of 33) Page 1 of 4 Selected Items: 0 (As of 04/04/2022 6:14 AM GMT-05:00)

Shipping Address 1 ▲	Status
<input type="checkbox"/> ()+Test specia chars max1)+?,./-	Processed
<input type="checkbox"/> ()+Test specia chars max2)+?,./-	Level 1 Authorisation Requirec
<input type="checkbox"/> 12345678	Processed
<input type="checkbox"/> 3423rewrfe	Level 1 Authorisation Requirec
<input type="checkbox"/> 565656	Deleted
<input type="checkbox"/> 656656	Processed
<input type="checkbox"/> 78-shipping	Level 1 Authorisation Requirec F...
<input type="checkbox"/> 78-shipping	Processed
<input type="checkbox"/> 79-regression	Level 1 Authorisation Requirec F...
<input type="checkbox"/> 79-regression	Processed

View Details

4. User will be able to view all Shipping Details Libraries under the View All tab
5. User will have the option to Submit/Modify or Authorise under those respective tabs
6. Under Submit/Modify tab user will be able to:
 - a. View more details on a specific library by click on the checkbox and then clicking view details
 - b. User can select specific library and create a copy or also delete the specific library
 - c. Under the Submit/Modify tab user will be able to Create a new Library by clicking Create Library in the bottom right corner of the page

7. Select Create Library under the Submit/Modify tab

CommBiz Global Trade

Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Shipping Detail Library: To Submit/Modify

Create Library

Submit Clear

Shipping Detail Library Details * = Required Field

* Shipping Address

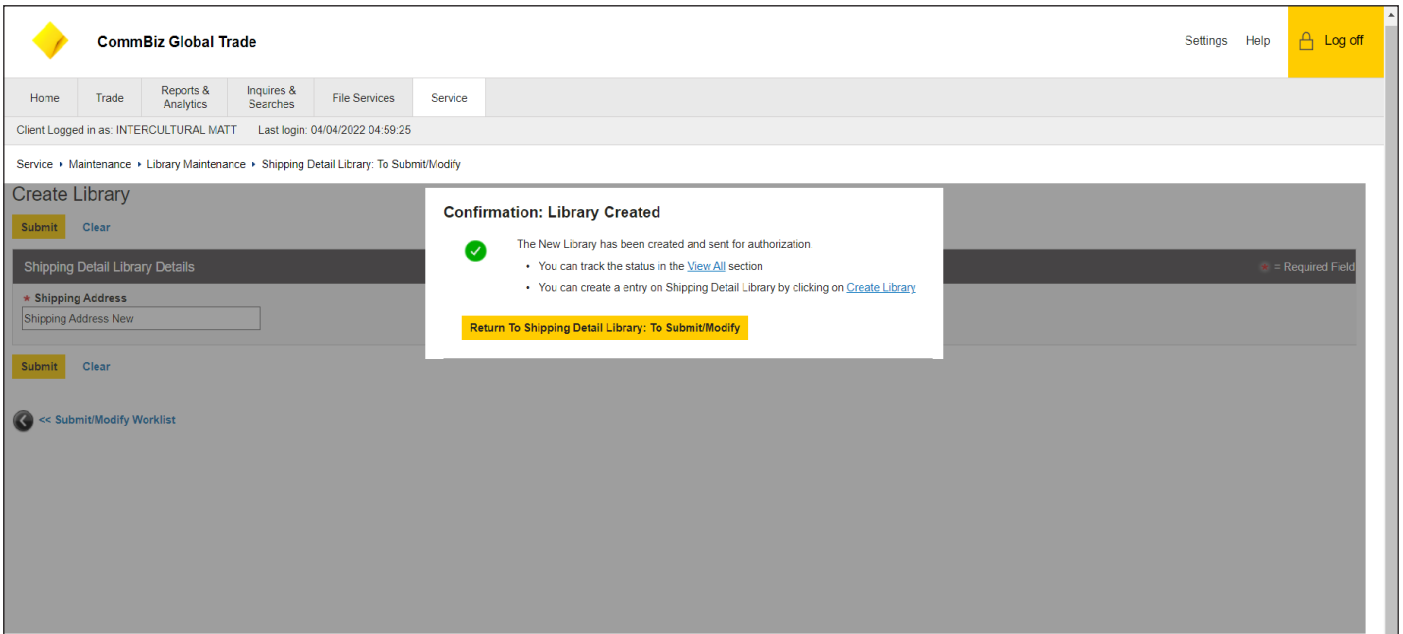
Shipping Address New

Submit Clear

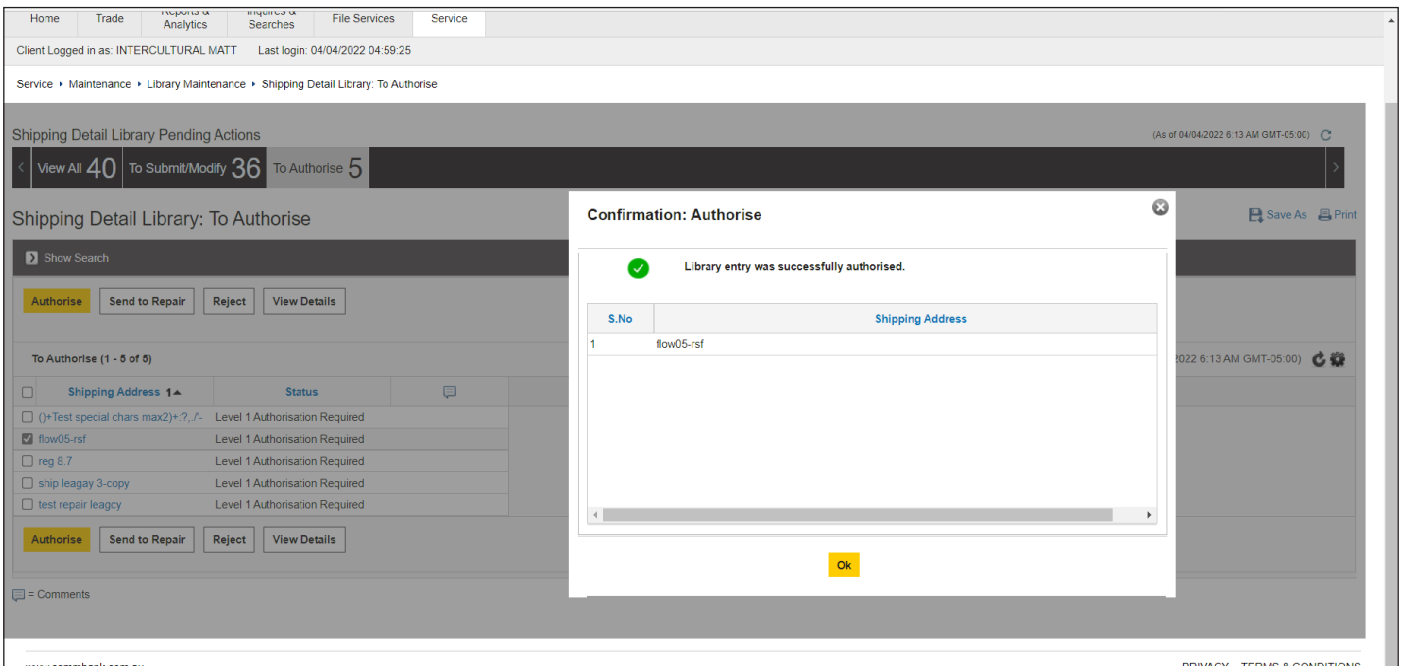
[<< Submit/Modify Worklist](#)

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8. Enter Shipping Address



9. Once desired address is inputted select Submit



10. To Authorise, Authorised users will have the newly created Shipping Details Library displayed in the Authorised tab

11. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
12. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended

The screenshot shows a web application interface for 'Shipping Detail Library: To Authorise'. At the top, there are navigation tabs: Home, Trade, Analytics, Searches, File Services, and Service. Below this, it indicates the user is logged in as 'INTERCULTURAL MATT' with a last login of '04/04/2022 04:59:25'. The breadcrumb trail is 'Service > Maintenance > Library Maintenance > Shipping Detail Library: To Authorise'.

The main content area is titled 'Shipping Detail Library Pending Actions' and shows a summary: 'View All 40', 'To Submit/Modify 36', and 'To Authorise 5'. Below this, there are buttons for 'Authorise', 'Send to Repair', 'Reject', and 'View Details'. A table lists items to be authorised, with one item, 'flow05-rsf', selected. The table columns are 'Shipping Address' and 'Status'. The status for the selected item is 'Level 1 Authorisation Required'.

A modal dialog titled 'Confirmation: Authorise' is open in the center. It displays a green checkmark and the message 'Library entry was successfully authorised.' Below the message is a table with two columns: 'S.No' and 'Shipping Address'. The table contains one row with '1' in the 'S.No' column and 'flow05-rsf' in the 'Shipping Address' column. At the bottom of the dialog is an 'Ok' button.

At the bottom of the page, there is a footer with the website 'www.commbank.com.au', a 'PRIVACY TERMS & CONDITIONS' link, and a copyright notice: '© 2022 Commonwealth Bank of Australia ABN 48 123 124 AFSL and Australian credit licence 234945. Valid as at 04/04/2022 at 08:02 PM (Syd/Melb time)'.

13. If user selects Authorise, the new library will be created

The screenshot shows the CommBiz Global Trade web application interface. At the top left is the CommBiz logo and the text "CommBiz Global Trade". At the top right are links for "Settings", "Help", and a "Log off" button with a lock icon. Below this is a navigation menu with tabs for "Home", "Trade", "Reports & Analytics", "Inquires & Searches", "File Services", and "Service". The "Service" tab is currently selected. Below the navigation menu, a status bar indicates "Client Logged in as: INTERCULTURAL MATT" and "Last login: 04/04/2022 04:59:25". The main content area is titled "Service" and contains three sections: "Maintenance" with a sub-link "Library Maintenance", "Access Manager" with sub-links "Users & Entitlements" and "Client Settings", and "Alerts and Notification" with a sub-link "Event Notification".

1. Click Service
2. Select Library Maintenance under Maintenance

Show Filter

Library Maintenance (1 - 95 of 202) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Tracing Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Courier Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Vehicle/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services
Trade Initiator	Trade Services
Usance Terms	Trade Services

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3. Select Drawn on Party

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services **Service**

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Drawn On Party Library: To Submit/Modify

Create Library

Submit Clear

Drawn On Party Library Details * = Required Field

* Drawn On Party

Submit Clear

<< Submit/Modify Worklist

4. Enter desired Drawn on Party

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:59:25

Service > Maintenance > Library Maintenance > Drawn On Party Library: To Submit/Modify

Create Library

[Submit](#) [Clear](#)

Drawn On Party Library Details

* Drawn On Party
AB BANK LIMITED

[Submit](#) [Clear](#)

[<< Submit/Modify Worklist](#)

Confirmation: Library Created

The New Library has been created and sent for authorization

- You can track the status in the [View All](#) section
- You can create an entry on Drawn On Party Library by clicking on [Create Library](#)

[Return To Drawn On Party Library: To Submit/Modify](#)

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5. Select Submit

Service > Maintenance > Library Maintenance > Drawn On Party Library: To Authorise

Drawn On Party Library Pending Actions (As of 04/04/2022 6:05 AM GMT+05:00)

< View All 34 To Submit/Modify 31 To Authorise 8 >

Drawn On Party Library: To Authorise [Save As](#) [Print](#)

Show Search

[Authorise](#) [Send to Repair](#) [Reject](#) [View Details](#)

To Authorise (1 - 8 of 8)

Drawn On Party	Status
<input type="checkbox"/> 'AACHFNFR' GRIND1	Level 1 Authorisation Required
<input checked="" type="checkbox"/> 43433434343434343434343434343434...	Level 1 Authorisation Required
<input type="checkbox"/> TTTTTTTTTT	Level 1 Authorisation Required F
<input type="checkbox"/> TTTTTTTTTTcopy	Level 1 Authorisation Required
<input type="checkbox"/> New Bank Library	Level 1 Authorisation Required
<input type="checkbox"/> REG1-copy created from legacy	Level 1 Authorisation Required
<input type="checkbox"/> sdfgdsdsg	Level 1 Authorisation Required
<input type="checkbox"/> test 2 drawn on party legacy-1	Level 1 Authorisation Required

[Authorise](#) [Send to Repair](#) [Reject](#) [View Details](#)

= Comments

Confirmation: Authorise

Library entry was successfully authorised.

S.No	Drawn On Party
1	43433434343434343434343434343434

[Ok](#)

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6. To Authorise, Authorised users will have the newly created Trade Counter Party Library displayed in the Authorised tab
7. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
8. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended
9. If user selects Authorise, the new library will be created

The screenshot shows the CommBiz Global Trade web application interface. At the top left is the CommBiz logo and the text "CommBiz Global Trade". At the top right are links for "Settings", "Help", and a "Log off" button with a lock icon. Below the header is a navigation menu with tabs for "Home", "Trade", "Reports & Analytics", "Inquires & Searches", "File Services", and "Service". The "Service" tab is currently selected. Below the navigation menu, a status bar indicates "Client Logged in as: INTERCULTURAL MATT" and "Last login: 04/04/2022 04:17:13". The main content area is titled "Service" and contains three sections: "Maintenance" with a link for "Library Maintenance", "Access Manager" with links for "Users & Entitlements" and "Client Settings", and "Alerts and Notification" with a link for "Event Notification".

1. Click Service
2. Select Library Maintenance under Maintenance

Library Maintenance (1 - 95 of 202) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Applicant	Trade Libraries
Clause Text	Trade Libraries
Details Data Pool	Trade Libraries
Details Sub Structure	Trade Libraries
Document Name	Trade Libraries
Drawn On Party	Trade Libraries
Shipping Detail	Trade Libraries
Tracing Scheme	Trade Libraries
Trade Bank	Trade Libraries
Trade Counter Party	Trade Libraries
Communication Method	Trade Services
Export Cover Letter Legend	Trade Services
Export Settlement Currency	Trade Services
Global Clause Text	Trade Services
Global Trade Branch	Trade Services
Legal Vehicle/Department	Trade Services
Service Processing/Routing	Trade Services
Shipment Terms	Trade Services
Trade Initiator	Trade Services
Finance Terms	Trade Services

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3. Select Details Data Pool

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquiries & Searches File Services **Service**

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:17:13

Service > Maintenance > Library Maintenance > Details Data Pool Library: View All

Details Data Pool Library Pending Actions (As of 04/04/2022 5:48 AM GMT-05:00)

View All **58** To Submit/Modify **58** To Authorise **22**

Details Data Pool Library: View All Save As Print

Show Search

View Details

View All (1 - 10 of 58) Page 1 of 6 Selected Items: 0 (As of 04/04/2022 5:48 AM GMT-05:00)

	PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description	Quantity
<input type="checkbox"/>	1234567890 / +() ? , ' abcDEF	30/12/2020	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF...	12,345,678,901.98
<input type="checkbox"/>	1234567890 / +() ? , ' abcDEF	30/12/2020	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF...	12,345,678,901.98
<input type="checkbox"/>	1234567890 / +() ? , ' abcDEF	31/12/2020	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF...	1,234,567,890.00
<input type="checkbox"/>	1234567890 / +() ? , ' abcDEF	30/12/2020	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF...	12,345,678,901.98
<input type="checkbox"/>	PO1234	06/04/2022	Vendor name	BO	SK1234	Purchase of Raw material	100.00
<input type="checkbox"/>	PO407	05/01/2021	SenthiJ		12345		
<input type="checkbox"/>	PO12134		REG1	WEXDWED	21WS	WEXDWX	2.00
<input type="checkbox"/>		01/01/2021					
<input type="checkbox"/>	1234567890 / +() ? , ' abcDEF	30/12/2020	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF	1234567890 / +() ? , ' abcDEF...	1234567890 / +() ? , ' abcDEF...	1.00

4. User will be able to view all Details Data Pool Libraries under the View All tab

CommBiz Global Trade Settings Help Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:17:13

Service > Maintenance > Library Maintenance > Details Data Pool Library: To Submit/Modify

Details Data Pool Library Pending Actions (As of 04/04/2022 5:43 AM GMT-05:00)

< View All 57 To Submit/Modify 57 To Authorise 23 >

Details Data Pool Library: To Submit/Modify Save As Print

Show Applied Search Criteria

View Details Delete Copy Create Library

To Submit/Modify (1 - 10 of 34) Selected Items: 0 (As of 04/04/2022 5:43 AM GMT-05:00)

<input type="checkbox"/>		PO Number	Date of PO	Vendor Name	Buying Office	SKU ID	Product Description	Quantity
<input type="checkbox"/>		1234567890 /-+() ? , ' -abcDEF	30/12/2020	1234567890 /-+() ? , ' -abcDEFG...	1234567890 /-+() ? , ' -abcDEF	1234567890 /-+() ? ,	1234567890 /-+() ? , ' -abcDEFG...	12,345,678,901.98
<input type="checkbox"/>		1234567890 /-+() ? , ' -abcDEF	31/12/2020	1234567890 /-+() ? , ' -abcDEFG...	1234567890 /-+() ? , ' -abcDEF	1234567890 /-+() ? ,	1234567890 /-+() ? , ' -abcDEFG...	1,234,567,890.00
<input type="checkbox"/>		1234567890 /-+() ? , ' -abcDEF	30/12/2020	1234567890 /-+() ? , ' -abcDEFG...	1234567890 /-+() ? , ' -abcDEF	1234567890 /-+() ? ,	1234567890 /-+() ? , ' -abcDEFG...	12,345,678,901.98
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

- User will have the option to Submit/Modify or Authorise under those respective tabs
- Click the Create Library under Submit/Modify tab

Client Logged in as: INTERCULTURAL MATT Last login: 04/04/2022 04:17:13

Service > Maintenance > Library Maintenance > Details Data Pool Library: To Submit/Modify

Create Library

Submit Clear

Details Data Pool Library Details

Status	PO Status	Date of PO
PO Number	Vendor Name	Buying Office
SKU ID	Product Description	
Quantity	Quantity Units	Rate per Unit
Rate Currency	Purchase Order Amount	Reference Number
Additional Field 1		Additional Field 3
Additional Field 2		PO Version Number
Purpose Code	PO Country/Jurisdiction Code	PO Quantity
Master Contract Number	Customer Name	Customer ID
File ID	Run ID	Vendor ID
Business Unit	Region Code	Vendor Address Line 1
Vendor Address Line 2	Vendor Address Line 3	PO Sales Terms

- Status and PO Status will be reflected upon Transaction creation - Not to filled at this time
- Enter Date of PO using the Calendar Lookup
- PO Number, Vendor Name, Buying Office, SKU ID, Product Description, Quantity, Quantity Units, and all other fields without a Lookup button are free-format text fields for users to enter desired text

6. Quantity, Quantity Units, Rate per Unit, Purchase Order Amount are text fields for numerical inputs
7. Enter Rate Currency and PO Country/Jurisdiction Code using the Lookup icon

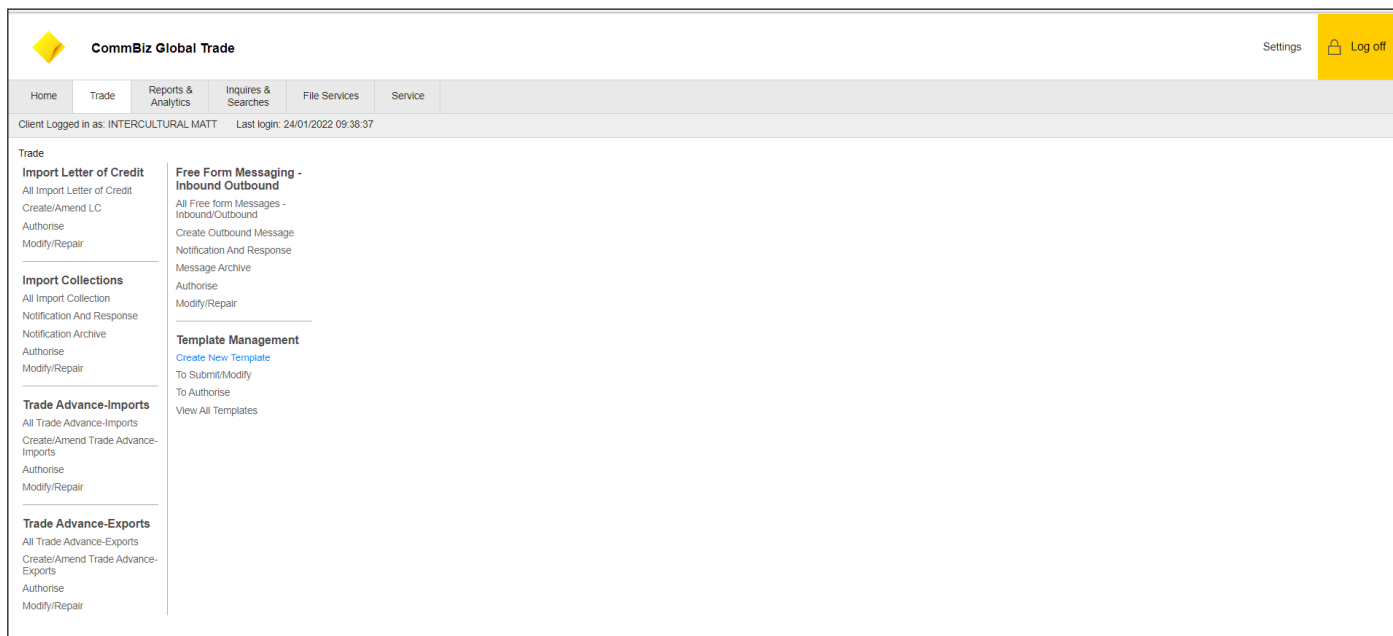
8. Once all desired fields are complete user can submit

9. To Authorise, Authorised users will have the newly created Details Data Pool Library displayed in the Authorised tab
10. Authorised user will be able to Authorise, Send to Repair, Reject or View Details
11. If the Authorised user selects the checkbox of the desired library and then clicks Sends to Repair the selected library will be moved to the Submit/Modify tab to be amended
12. If user selects Authorise, the new library will be created, after the user selects ok

CommBiz Global Trade User Guide

Templates

A new LC can be created from a Pre-Format template. This allows user to fill in minimal details since most of the information is pre-populated.



The screenshot displays the CommBiz Global Trade application interface. At the top, there is a navigation bar with the following tabs: Home, Trade, Reports & Analytics, Inquires & Searches, File Services, and Service. The 'Trade' tab is currently selected. In the top right corner, there are links for 'Settings' and 'Log off'. Below the navigation bar, a status bar indicates 'Client Logged in as: INTERCULTURAL MATT' and 'Last login: 24/01/2022 09:38:37'. The main content area is divided into several sections:

- Trade**
 - Import Letter of Credit**
 - All Import Letter of Credit
 - Create/Amend LC
 - Authorise
 - Modify/Repair
 - Import Collections**
 - All Import Collection
 - Notification And Response
 - Notification Archive
 - Authorise
 - Modify/Repair
 - Trade Advance-Imports**
 - All Trade Advance-Imports
 - Create/Amend Trade Advance-Imports
 - Authorise
 - Modify/Repair
 - Trade Advance-Exports**
 - All Trade Advance-Exports
 - Create/Amend Trade Advance-Exports
 - Authorise
 - Modify/Repair
- Free Form Messaging - Inbound/Outbound**
 - All Free Form Messages - Inbound/Outbound
 - Create Outbound Message
 - Notification And Response
 - Message Archive
 - Authorise
 - Modify/Repair
- Template Management**
 - [Create New Template](#)
 - To Submit/Modify
 - To Authorise
 - View All Templates

1. Click Trade
2. Click Create New Template under Template Management

3. Click the Lookup button of the Transaction Initiator field
4. Creation Method will have 3 options: Create New, Copy Transaction and Create from Pre-Format
5. Customer ID / Customer Name to be prepopulated based on Trade Initiator

6. Conditions - User can select Lookup icon to populate textbox
7. Partial Shipment user can select the desired fields: Not allowed, Conditional and Allowed. Not allowed will be populated by default
8. Transshipment will have Not Allowed by default. User can select Allowed, Conditional or Not allowed
9. Ship from/to, Country, Port of Loading/Discharged and Shipment Terms will have a Lookup function where user can select from a Library
10. Terms is a free-format field to type relevant data
11. Presentation Period will be prepopulated to 21 days and can be amended
12. Latest Shipment Date will have Calendar Lookup
13. Insurance Covered by will have 3 options: Buyers, shipper or ultimate buyer
14. Good Description and Additional Goods text can be selected from Lookup library icon
 - a. Users can choose pre-defined Clauses from the Library Lookup. When user chooses a clause from the list, the clause text is inserted into the text box. User can insert as many clauses as necessary. User can input free form details or directly paste the data from an electronic copy of the text
15. Once all fields are complete user can save and then submit

CommBiz Global Trade Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

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Trade

- Import Letter of Credit**
 - All Import Letter of Credit
 - Create/Amend LC
 - Authorise
 - Modify/Repair
- Import Collections**
 - All Import Collection
 - Notification And Response
 - Notification Archive
 - Authorise
 - Modify/Repair
- Trade Advance-Imports**
 - All Trade Advance-Imports
 - Create/Amend Trade Advance-Imports
 - Authorise
 - Modify/Repair
- Trade Advance-Exports**
 - All Trade Advance-Exports

Free Form Messaging - Inbound/Outbound

- All Free form Messages - Inbound/Outbound
- Create Outbound Message
- Notification And Response
- Message Archive
- Authorise
- Modify/Repair

Template Management

- Create New Template
- To Submit/Modify
- To Authorise
- View All Templates

1. Click Trade
2. Under Template Management on the Authorise option

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Trade > Template Management > View All Templates

Template Pending Action (As of 02/03/2022, 12:00)

< Create New Template To Submit/Modify **487** To Authorise **9** View All Templates **492** >

View All Templates Save As Print

Show Search

Delete View Details

View All Templates (1 - 10 of 492) Page 1 of 50 (Selected Items: 0) (As of 02/03/2022, 12:00)

	Trade Initiator	Customer ID 1	Customer Name	Service Type Description	Template Code 2	Template Description	Status
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	23456	qwerty	Invalid
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Guarantee/Standby LC Issuance	GSDPRE001	GSB PRE 001	Processed
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Guarantee/Standby LC Issuance	GSDPRE001	GSB PRE 001	Level 1 Authorisation Required F...
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Export Transfer LC	TESTCBAexp	TESTCBAEXP	Processed
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	Template12345	description	Processed
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	Template12345	description	Level 1 Authorisation Required F...
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	efdsfd	4545345	Deleted
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Export Transfer LC	explictXN	EXP LC TXN PRE	Deleted
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	nn123	nn123	Deleted
<input type="checkbox"/>	0101 000002	000002	CBA customer 02	Import LC Issuance	test	ctest	Level 1 Authorisation Required

Delete View Details

= Other Actions = Error and Warning Message Indicator

3. After the transaction is submitted by the maker, this transaction will be routed to the "To Authorise" queue and will require an Authoriser to approve the transaction before it is released to the bank for processing. The snapshot above illustrates the Transaction Review screen where all the transactions pending authorization will be displayed
4. Once Authoriser reviews, they will have 3 options: To Authorise, Modify, Send to Repair and Delete
 - a. **Authorise** — Authorises the transaction and sends transaction for processing
 - b. **Modify** — Opens the transaction for editing
 - c. **Send To Repair** — Sends the transaction back to the maker for repair
 - d. **Delete** — Deletes the transaction

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 24/01/2022 09:38:37

Trade > Template Management > To Authorise

Template Pending Action (As of 02/03/2022, 12:25)

< Create New Template To Submit/Modify 485 To Authorise >

Confirmation : Trade Templates
Library entry was successfully Sent To Repair.
OK

To Authorise (As of 02/03/2022, 12:25) Save As Print

Show Search

Authorise Send To Repair Reject View Details

Trade Templates To Authorise (1 - 8 of 8) (Selected Items: 1) (As of 02/03/2022, 12:25)

Trade Initiator	Customer ID	Customer Name	Service Type Description	Template Code	Template Description	Status
<input type="checkbox"/> 0101 000002	000002	CBA customer 02	Guarantee/Standby LC Issuance	GSDPRE001	GSB PRE 001	Level 1 Authorisation Required F...
<input type="checkbox"/> 0101 000002	000002	CBA customer 02	Import LC Issuance	test	ctest	Level 1 Authorisation Required
<input type="checkbox"/> 0101 000002	000002	CBA customer 02	Export Transfer LC	testcba12	testcba12	Level 1 Authorisation Required F...
<input type="checkbox"/> 0101 000002	000002	CBA customer 02	Export Transfer LC	testcbaexp098	testcbaexp098	Level 1 Authorisation Required F...
<input type="checkbox"/> 391504-04-16	391504	CBA-391504	Import LC Issuance	12345	12345	Level 1 Authorisation Required
<input checked="" type="checkbox"/> TEST User 900100/0102	900100	Test user	Import LC Issuance	324234	23124	Level 1 Authorisation Required
<input type="checkbox"/> 0102 TI	900100	TIMEZONE TRUST	Import LC Issuance	5345345	543534534	Level 1 Authorisation Required
<input type="checkbox"/> 900101-0101-209	900101	AMERIGAS PARTNERS L P	Export Transfer LC	XFERLC616PF131	XFERLC616PF131	Level 1 Authorisation Required F...

Authorise Send To Repair Reject View Details

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