

# CommBiz Global Trade User Guide

## Free Format Messages — Overview

The Free Format Messages module allows client users and the bank to communicate freely regarding their Trade processing. A Free Format Message is used to send or receive information for which another service type is not applicable.

From the homepage, click on Trade then under Free Format Messaging – Inbound Outbound to access All Free form Messages – Inbound/Outbound, Create Outbound Message, Notification and Response, Message Archive, Authorise and Modify/Repair.

1. Click on the **Create Outbound Message** tab create a new outbound message

The screenshot displays the CommBiz Global Trade web application interface. At the top, there is a navigation bar with the CommBiz logo and the text 'CommBiz Global Trade'. On the right side of the navigation bar, there are links for 'Settings' and 'Log off'. Below the navigation bar, there is a horizontal menu with tabs for 'Home', 'Trade', 'Reports & Analytics', 'Inquiries & Searches', 'File Services', and 'Service'. The 'Trade' tab is currently selected. Below the menu, there is a header area that says 'Client I logged in as: INTERCULTURAL MATT' and 'Last login: 2022/01/24 10:12:52'. The main content area is divided into several sections: 'Trade', 'Import Letter of Credit', 'Import Collections', 'Trade Advance-Imports', and 'Trade Advance-Exports'. The 'Free Form Messaging - Inbound Outbound' section is highlighted, showing options for 'All Free form Messages - Inbound/Outbound', 'Create Outbound Message', 'Notification And Response', 'Message Archive', 'Authorise', and 'Modify/Repair'. The 'Template Management' section is also visible, showing options for 'Create New Template', 'To Submit/Modify', 'To Authorise', and 'View All Templates'.

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound/Outbound > Create Outbound Message

### Free Format Message

Create New Outbound Message \* = Required Field

* Trade Initiator	Transaction Type	Legal Vehicle	Department
<input type="text" value=""/> <input type="button" value="Look Up"/>	<input type="text" value="Free Format Message"/>	<input type="text" value=""/>	<input type="text" value=""/>
Customer ID	Message Status	Bank Entity	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

2. Click the **Look up** button of the **Transaction Initiator** field. This field should have your company name if not chose the entity you wish to transact under.
3. **Transaction Initiator** field is pre-populated as per the selection done in Transaction Initiator Dialog box
4. **Customer ID** is pre-populated as per the selection done in Transaction Initiator Dialog box.
5. **Message Status** is populated by system

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound/Outbound > Create Outbound Message

### Free Format Message

Create New Outbound Message \* = Required Field

* Trade Initiator	Transaction Type	Legal Vehicle	Department
<input type="text" value="0101-209-900100"/> <input type="button" value="Look Up"/>	<input type="text" value="Free Format Message"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
Customer ID	Message Status	Bank Entity	
<input type="text" value="900100"/>	<input type="text" value="PROCESSED"/>	<input type="text" value="209"/> COMMONWEALTH BANK OF AU	

6. Click Continue

7. Message Title: In the field, user will enter the title of the message that will be sent.
8. **Message Sent Date/Time:** the Date and time that the message was sent
9. Scroll down

10. Select applicable product under the "Select Product" tab. User can select from dropdown menu
11. **Message Reference Number** field, a unique reference number is pre-populated.
12. In the dropdown **Select LC / Bill Reference Number**, select Bill Reference Number or LC Reference Number. LC / Bill Reference Number field: to capture the specific reference.
13. **Currency/Amount:** Currency and amount can be input using currency library dialog box. User can select currency from the list and the enter amount
  - a. If user uses Lookup icon to populate LC/ Bill Reference Number the Currency / Amount will be populated
14. In the Narrative field, enter any additional text manually, or click the Library Look Up to open a Library Look Up Dialog box.
15. Attention: In this field mark the message as required (e.g., to the attention of a named Customer/Trade Service Representative or to a Trade Processing Department)
16. Once complete, user can Submit the transaction. When user selects **Submit** button while creating a new Free Format, an Error pop-up appears on the screen if any fields were entered incorrectly or if the mandatory fields were left blank
17. Save—The Free Format is saved with the status of Incomplete. User can return to the application later to finish entering the details
18. Clear—Clears all the content entered by the user.
19. Should there be any errors user can move to Modify / Repair

# Modify/Repair a Free Form Message

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

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 Modify/Repair

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound Outbound > Modify/Repair

Free Format Message (As of 2022/03/02, 06:10 GMT-05:00)

< To Modify / Repair 5 To Authorise 10 View All >

To Modify / Repair Save As Print

Show Search

Modify/Repair Submit Delete

To Modify / Repair (1 - 5 of 5) (Selected Items: 0) (As of 2022/03/02, 06:10 GMT-05:00)

<input type="checkbox"/>	Service Type 2 ▲	Customer ID	Customer Name	LC/Bank Reference	Counter Party Name	CCY	Amount	Maker Name	Transaction Date 1 ▲	Status
<input type="checkbox"/>	Response	900101	AMERIGAS PART...	5015600002	COMMONWEALTH...	USD	1.00	S TEST01	2022/02/07	Repair Required
<input type="checkbox"/>	Outgoing	900100	900100	6027600388	COMMONWEALTH...	USD	11000.00	USER TWO	2022/02/27	Invalid
<input type="checkbox"/>	Outgoing	900100	900100	6027600388	COMMONWEALTH...	USD	11000.00	USER TWO	2022/02/27	Invalid
<input type="checkbox"/>	Outgoing	900100	900100	6027600388	COMMONWEALTH...	USD	11000.00	USER TWO	2022/02/27	Invalid
<input type="checkbox"/>	Outgoing	900100	900100	6027600388	COMMONWEALTH...	usd	55555.00	USER TWO	2022/02/27	Invalid

Modify/Repair Submit Delete

3. User can select Service Type they wish to Modify/ Repair by clicking on the checkbox

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound Outbound > Modify/Repair > View Details Print

### Free Format Message

[View Errors](#)

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#### Create New Outbound Message

Trade Initiator 0101-209-900100	Transaction Type Free Format Outgoing	Legal Vehicle 01	Department 01
Customer ID 900100	Message Status Invalid	Bank Entity 209 COMMONWEALTH BANK OF AUSTRALIA	

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#### Message Details Collapse all

Outgoing Message \* = Required Field

* Message Title <input type="text" value="TESTEXPBILLCHECKNEW-TESTE"/>	Message Sent Date / Time <input type="text" value="2022/02/27 1:01 AM"/>
* Select Product	Message Reference Number

4. User can amend Message Title and Select Product
5. Once complete, can select Submit or Save
6. If authorization is required, user can follow the following steps

# Authorise Free Form Message

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

**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**

**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 Authorise

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound/Outbound > Authorise

Free Format Message (As of 2022/03/02, 06:12 GMT-05:00)

< To Modify / Repair 5 To Authorise 10 View All >

To Authorise Save As Print

Show Search

Authorise Modify Send To Repair Delete View Details

Authorise (1 - 10 of 10) (Selected Items: 0) (As of 2022/03/02, 06:12 GMT-05:00)

Service Type	Customer ID	Customer Name	LC/Bank Reference	Attention / Cust. Rel. Ref	Counter Party Name	CCY	Amount	Maker Name	Transaction Date	Status
Outgoing	391504	CBA-391504	53454353	EDGEcba check	CBA CHINA-04-16	AZM	4534534.00	S TEST01	2022/02/16	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	6018600378	ATTN--ATTN--AT...	COMMONWEAL...	USD	324234.00	ISSAC	2022/02/28	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	6015600312	TESTATTN--TES...	COMMONWEAL...	AUD	1000.00	ISSAC	2022/02/28	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	5013601099	TESTATTN--TES...	COMMONWEAL...	USD	23213.00	ISSAC	2022/03/01	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	5029600222	TESTATTNEXPL...	COMMONWEAL...	USD	10000.00	ISSAC	2022/03/01	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	6020600474	ATTNNEWTEST...	COMMONWEAL...	USD	111.00	ISSAC	2022/03/01	Auth Required Le...
Outgoing	900100	TIMEZONE TRUST	5021600018	ATTNNEWTEST...	COMMONWEAL...	AUD	5000.00	ISSAC	2022/03/01	Auth Required Le...

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

**CommBiz Global Trade** Settings Log off

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

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound Outbound > Authorise > View Details  Print

### Free Format Message

**Authorise** Send To Repair View Errors Cancel

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**Create New Outbound Message**

Trade Initiator 0101-209-900100	Transaction Type Free Format Outgoing	Legal Vehicle 01	Department 01
Customer ID 900100	Message Status Auth Required Level 1	Bank Entity 209 COMMONWEALTH BANK OF AUSTRALIA	

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**Message Details** Collapse all

Outgoing Message

Message Title TESTFFMEXPBILL	Message Sent Date / Time 2022/02/28 12:13 PM
Select Product Export	Message Reference Number 9205900049780943

4. Once Authorizer 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

## View all Free form Messages

The screenshot shows the CommBiz Global Trade interface. The top navigation bar includes 'Home', 'Trade', 'Reports & Analytics', 'Inquires & Searches', 'File Services', and 'Service'. The user is logged in as 'INTERCULTURAL MATT'. The main content area is divided into several sections: 'Trade' (Import Letter of Credit, Import Collections, Trade Advance-Imports, 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), and 'Template Management' (Create New Template, To Submit/Modify, To Authorise, View All Templates).

1. Click Trade
2. Click All Free Form Messages – Inbound/Outbound as highlighted above

The screenshot shows the 'Free Format Message' view. The breadcrumb trail is 'Trade > Free Form Messaging - Inbound/Outbound > All Free form Messages -Inbound/Outbound'. The page displays a summary of message counts: 'To Modify / Repair 5' and 'To Authorise 10'. Below this is a 'View All' button and a 'Show Search' field. The main content is a table of messages with the following columns: Service Type, Customer ID, Customer Name, LC/Bank Reference, Attention Party, Branch Name, and Status. The table contains 10 rows of data.

Service Type	Customer ID	Customer Name	LC/Bank Reference	Attention Party	Branch Name	Status
Outgoing	735322	735322	reg12345	regressioncba	COMMONWEALTH BANK OF A...	Released
Outgoing	900100	Test user	6014600432	regressioncab1	COMMONWEALTH BANK OF A...	Released
Outgoing	900100	Test user		save cba343243242	COMMONWEALTH BANK OF A...	Released
Outgoing	900100	TIMEZONE TRUST	6018600378	TEST	COMMONWEALTH BANK OF A...	Deleted
Response	900101	AMERIGAS PARTNERS L P	5015600002	attention	COMMONWEALTH BANK OF A...	Repair Requir
Outgoing	900100	Test user	6023600472	Attention	COMMONWEALTH BANK OF A...	Deleted
Outgoing	900100	TIMEZONE TRUST	12345678	testtree	COMMONWEALTH BANK OF A...	Accepted
Outgoing	391504	CBA-391504	53454353	EDgetria check	CBA CHINA-04-16	Authi Requir
Outgoing	900100	900100	6011600303	TESTATTN--TESTATTN--TESTA	COMMONWEALTH BANK OF A...	Accepted
Outgoing	213001	213001	454534	ggffg	CBA SINGAPORE-	Deleted

3. User will be able to view all Free Format messages and latest statuses associated with the message type



## Notification and Response (Incoming Free Form Messages)

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

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**
  - 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. Click Notification and Response as highlighted above

CommBiz Global Trade

Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound Outbound > Notification And Response

Save As Print

Show Search

Respond View Audit Trail Delete

Notification And Response (1 - 50 of 53) (Selected Items: 0) (As of 2022/03/02, 06:28 GMT-05:00)

<input type="checkbox"/>	Customer ID	Customer Name	LC/Bill Reference Number	Attention Party	Sender Name	CCY	Amount	Message Received Date	Message Status
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	00150312		COMMONWEALTH B...	USD	96211.98	2018/07/26	Response in Progress
<input checked="" type="checkbox"/>	900101	AMERIGAS PARTNE...	5015600002		COMMONWEALTH B...	USD	96211.97	2010/07/26	Pending Response
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	00150312		COMMONWEALTH B...	USD	96211.98	2018/07/26	Unread
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	6016600012		COMMONWEALTH B...	USD	96211.96	2018/07/26	Unread
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	5015600002		COMMONWEALTH B...	USD	96211.97	2010/07/26	Response in Progress
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	00150312		COMMONWEALTH B...	USD	96211.98	2018/04/06	Unread
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	00150312		COMMONWEALTH B...	USD	96211.98	2018/04/06	Unread
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	5015600002		COMMONWEALTH B...	USD	96211.97	2018/04/06	Unread
<input type="checkbox"/>	900101	AMERIGAS PARTNE...	6016600012		COMMONWEALTH B...	USD	96211.96	2018/04/06	Unread
<input type="checkbox"/>	900100	NEW TIMEZONE TR...	00150312		COMMONWEALTH B...	USD	96211.90	2010/04/05	Unread

Respond View Audit Trail Delete

3. User to Select checkbox near the Customer ID for Message they wish to respond to
4. For the example, user selected Bill Reference 5015600002

**CommBiz Global Trade** Settings Log off

Home Trade Reports & Analytics Inquires & Searches File Services Service

Client Logged in as: INTERCULTURAL MATT Last login: 2022/01/24 10:12:52

Trade > Free Form Messaging - Inbound Outbound > Notification And Response > Respond

### Free Format Message

**Submit** **Save** Respond Later Response Not Required View Errors Clear Cancel

**Inbound Message**

▼ Incoming

<b>Customer Name</b> AMFRIGAS PARTNERS I P	<b>Message Received Date/Time</b> 2018/07/26 5:00 AM
<b>Customer ID</b> 900101	<b>LC / Bill Reference Number</b> 5015600002
<b>Message Status</b> PEND_RESP	<b>Bank Entity</b> 200
<b>Message Title</b> --	<b>Message Reference Number</b> MT799Cmsg0002
<b>Currency / Amount</b> USD 95211.9/	<b>Attention</b> --

5. Once a selection is made user can view the Inbound Message as above
6. Scroll down to Response

▼ Response \* = Required Field

* <b>Transaction Initiator</b> <input type="text" value="209-900101-0101"/>	<b>Customer ID</b> --
<b>Message Status</b> --	<b>Message Sent Date / Time</b> --
<b>Message Reference Number</b> --	<b>Department Name</b> --
* <b>Message Title</b> <input type="text"/>	* <b>Attention / Cust. Rel. Ref</b> <input type="text"/>
<b>Select Related Reference</b> Bill Reference Number ▼	<b>LC / Bill Reference Number</b> <input type="text" value="5015600002"/>
<b>Currency / Amount</b> <input type="text"/> <input type="text"/>	
* <b>Narrative</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	

7. The Transaction Initiator field will be pre populated
8. Message Title: In the field, user will enter the title of the message that will be sent.
9. Attention / Cust. Rel Ref In this field mark the message as required (e.g., to the attention of a named Customer/ Trade Service Representative or to a Trade Processing Department) – This is a free-format text field.
10. In the dropdown Select LC / Bill Reference Number, select Bill Reference Number or LC Reference Number.
11. LC / Bill Reference Number field has a Lookup icon for user to select applicable reference number.
12. Currency/Amount: Currency and amount can be input using currency library dialog box. User can select currency from the list and the enter amount – If user uses Lookup icon to populate LC/ Bill Reference Number, the Currency / Amount will be populated.

13. In the Narrative field, enter any additional text manually, or click the Library Look Up to open a Library Look Up Dialog box.

(JPA) camps on Sunday resorted to dinner diplomacy to shore  
un.numbers.on.theirWILLI\_test13032011.32B.TAG.SEC

▼ Response \* = Required Field

* Transaction Initiator 209-900101-0101	Customer ID --
Message Status --	Message Sent Date / Time --
Message Reference Number --	Department Name --
* Message Title	* Attention / Cust. Rel. Ref
Select Related Reference Bill Reference Number ▼	LC / Bill Reference Number 5015600002
Currency / Amount	
* Narrative	

**Submit** **Save** Respond Later Response Not Required View Errors Clear Cancel

14. Click on **Submit** to submit the response to the bank for processing. User can choose any of the following options at any point:
- Respond Later**—It cannot be selected when user is in Response Tab
  - Submit**—Saves the transaction
  - Delete** – Deletes the transaction
  - View Errors** - View errors on this Collections