COMMERZBANK △

Web Trade Services

Quick Guide: Export collection

Achieving more together

Quick Guide
Export collection

Overview

The main steps required to successfully process export collections are explained in this document, along with some helpful tips.

The Export Collection module enables the efficient processing of transactions and ensures the quality of the entered data using comprehensive plausibility checks. The module will also provide you with a detailed and up-to-date overview of all transactions in this business division at any time.

The following functions are available:
- Entry of the export collection submissions and amendments
- Retrieval and monitoring (acceptance notifications, settlements etc.) for all transactions using the menu item "History"
- Manual maintenance of the contracts using the functions "Manual amendment" and "Manual utilization"
- Creation of free text messages relating to transactions
- Production of reports

For the individual actions, the application interactively communicates with the processing system at your Commerzbank branch through various electronic messages. A detailed description is available in "Annex I - Schedule of electronic messages".

Entry for opening or amending instructions

An export collection instruction requires the entry of complex data volumes. Commerzbank Web Trade Services provides a range of helpful tools for this purpose, such as template and copy functions, text components and plausibility checks. Using the data which is entered a single time, a document submission form will be created online and an electronic message (also see "Annex I - Schedule of electronic messages") will also be sent to the processing branch of Commerzbank.

Fig. 01, Entering the export collection

Numerous fields can only be completed using pre-defined selection values. To do this, simply open the drop-down menu (▼) for the respective field and select one of the values. The entries for many free text fields are also supported using pre-defined and generally valid text components. These template texts can be accessed by clicking on the symbol " ☰ ". You can choose to use the texts provided by Commerzbank Web Trade Services or alternatively save individual text components using the menu item "Administration/Text Blocks".

Fig. 02, Text components

The calendar is used in a similar way: Click on the arrow button next to the date field and select the required date. Alternatively, you can also enter "+180", for example, in a data field. Commerzbank Web Trade Services will then automatically calculate the date 180 days from today.

Tip:
If required, you can save your text components in different languages. Activate one or more text components as shown above and click on "language" to switch between the various pre-set languages. The button "Insert" then adds only the content in the required language.

The most efficient way to enter the data is to use a template or a transaction which is already saved in the portfolio. Access the portfolio of historical data by clicking on " ▤ " next to the "Customer reference" field. Selection criteria can now be entered which will help you search for a particular transaction.

Fig. 03, Selection criteria

A list of matching transactions will then be displayed. When you select a transaction, the application will copy all of the fields of the old transaction into the entry mask (excluding reference, date and amount fields).

The same applies to the use of templates. Click on the "Template" button to load a list of all saved template transactions for the business division.

Tip:
Templates are either manually created with the menu item "Templates" or using an existing transaction. To do this, select a transaction from the history and click on the "Template" button on the right lower border of the screen. The application will now change to the template function, where information can be supplemented or amended. Click on "Save" to complete the entry of the template. The application will then shift back to the history of the previously accessed transaction.

Confirm your entry by clicking on the "Save" button. The application will now carry out a plausibility check and will report possible errors in the entry:

Fig. 04, Error notification

The field which needs to be corrected will be highlighted in colour and an error message will be added. This can be closed by clicking on the red cross (✖). As soon as the error has been corrected, the transaction can be saved again.

Tip:

Do you need to complete your entry but you have to leave your desk urgently? No problem! Click on the Pause symbol in the application header (" ❚❚ "). The entry will be interrupted and saved without carrying out the plausibility check. The transaction can be accessed at any time for further processing via the menu item "Overview/Pending Transactions".

Fig. 05a, Save

When no more errors are present and the document can be saved successfully, Commerzbank Web Trade Services will ask whether you wish to save the document with or without a printout of a file copy. The file copy is a structured document which shows the current status of the transaction. The document submission letter, on the other hand, is generated in all cases, as it is required for the submission of the documents.

Please proceed as follows to print the two documents: First click on "Save and print file copy" in the following window. The application will now offer the file copy in the form of a PDF document.

If you wish to print the document, please click on the " 🖵 " symbol. The document will then be available in its own window as a normal PDF document, where it can be printed or saved locally, as required. You can then close the window. Your Commerzbank Web Trade Services session will, of course, remain open. You will now see the file copy within the application on your screen.

Use the " ◀ " button to access the submission form. Please follow the file copy procedure again to save and print this document.
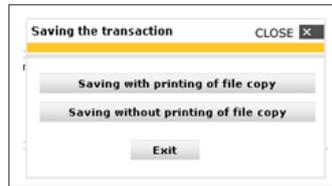

Fig. 05, form for presentation of documents for collection

Tip:

If you want to reproduce this form at a later date, you can select the corresponding document in the "Documents" field, which can be accessed in the transaction history (click on "Documents", select the corresponding document in the "Documents" field and click on "Display").

Once the document has been saved successfully, you can finally release it under "Overview/Release", and an electronic information will be sent to the bank.

Tip:

Use the "Internal remarks" field to enter information about the current transaction. This will then be displayed each time the transaction is viewed and can be used, for instance, to give colleagues helpful information about how to proceed.

Receiving and accepting messages

The conducting branch of Commerzbank will now accept the submission of your collection documents and will send these on to the drawee's bank. You will receive an electronic execution notification for this step and all further steps taken by your Commerzbank branch (see "Annex 1 - Schedule of electronic messages").

Each of these messages will be immediately sent to the application's postbox once it has been released by the branch. In case of receipt of new transactions (messages where no underlying transactions for the client are available), an individual reference will first need to be allocated. The previously provided reference can usually be automatically allocated to other follow-up messages (e.g. amendments or settlements).

Fig. 06, Postbox

If required, add your own reference using the "Reference" button first, or supplement / correct the reference if it was not possible to allocate it.

The message will then be added to your transaction when you click on the "Import" button.

Transaction history

The history provides a current and comprehensive overview of existing transactions. In the export collection transaction area, the following actions can be carried out:

- Display a contract page
- Close or delete a transaction (see also "Annex III - Explanations of status features")
- Display the sent or received messages using the "History" button
- Display your submitted form for presentation of documents for collection by clicking on "Documents"
- Display historical versions of the transaction

Fig. 07, History with transaction versions

Access the application's version tracking using the "changes" button. The yellow arrow buttons can be used to page through the historical statuses of the collection procedures. Fields which have been changed at the respective time in comparison to the previous version will be marked in red.

Tip:

Do you want to check in the history which employees created and released the transactions and what time this occurred? To do this, load an overview of all messages under one transaction using the "History" button. Select the message by clicking on it and then click on "Information". The next field will show the relevant log information:

Fig. 08, Export collection procedure history, log information

Manual editing of transactions

Use the menu items "Manual amendment" and "Manual utilization" to make corrections to the individual transactions which have not been entered via the bank as part of an electronic message. This in particular ensures that the quality of your reporting is kept as high as possible.

Monitoring of transactions using the calendar

A comprehensive calendar function is available in the "Overview" category.

New dates can be saved here directly within a transaction. Simply use the calendar symbol in the Commerzbank Web Trade Services header:

Fig. 09, Calendar Symbol

The application loads the entered date (see below). After this has been saved, you can continue working on the same transaction without losing any entered data.

Fig. 10, Enter dates

Alternatively, you can also use the menu item "Diaries" and click on "creation" to add new events to the calendar.

Tip:

Monitor recently received messages by registering for the Commerzbank Web Trade Services email notifications. If requested, you will be sent an email as soon as new messages are received!