



Web Trade Services

Quick Guide: First Steps & Basics



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Quick Guide

First Steps & Basics

Login and homepage

The registration for **Web Trade Services** is done through the Commerzbank's Corporate Banking Portal (<https://www.commerzbank.com/corporateclients/>)

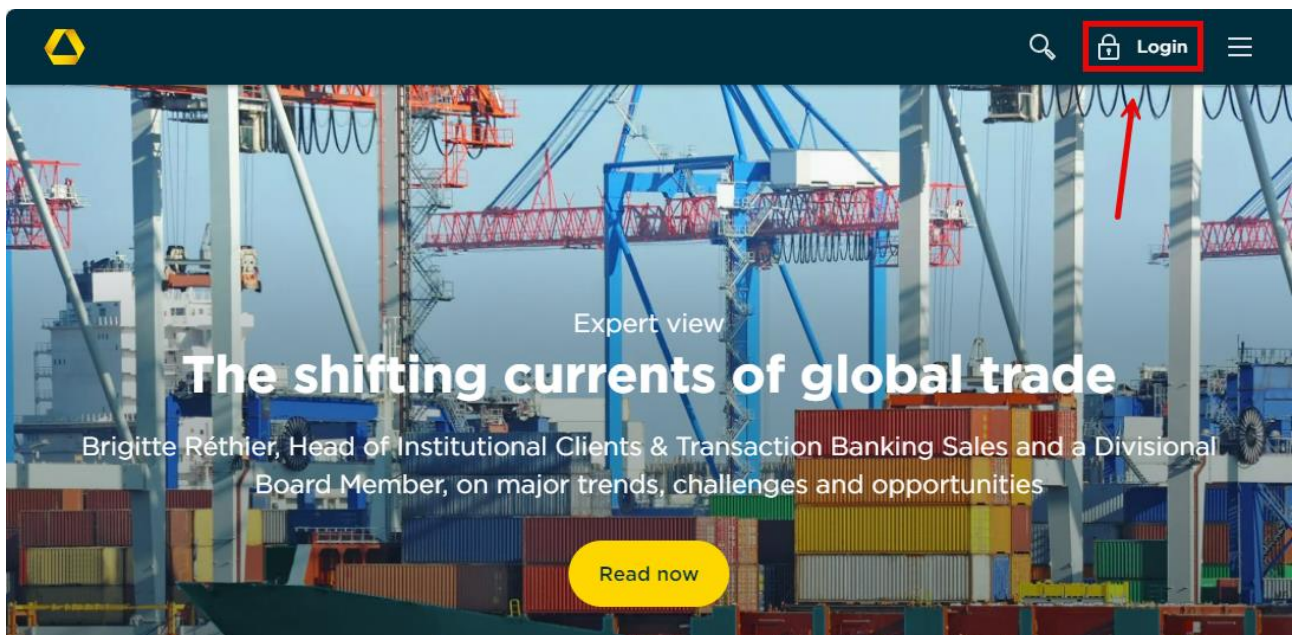


Fig. 01, Homepage and Login

After logging in using your registration name or participant number and PIN, navigate to the „**Financing & Foreign Trade**” tab, which will lead you to the „**Web Trade Services**” application.

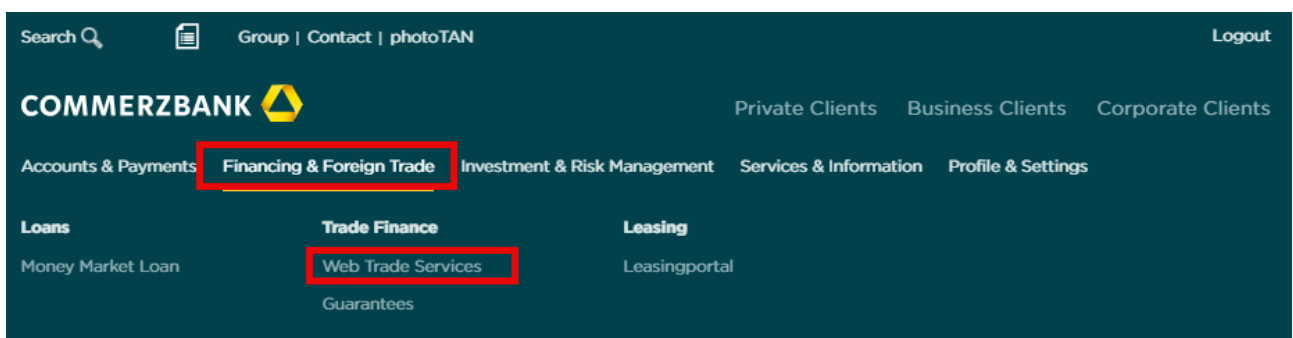


Fig. 02, WTS selection

After selecting the “**Web Trade Services**” application, you will be taken to the closed area of the **Web Trade Services** module. Initially, you will find yourself on the „**Home**” tab, which serves as the internal starting page for the application. Here, you will not only find current market information but also direct links to essential core functions. Additionally, you will see the Web Trade Services **Service Hotline** phone number and the mailto link.

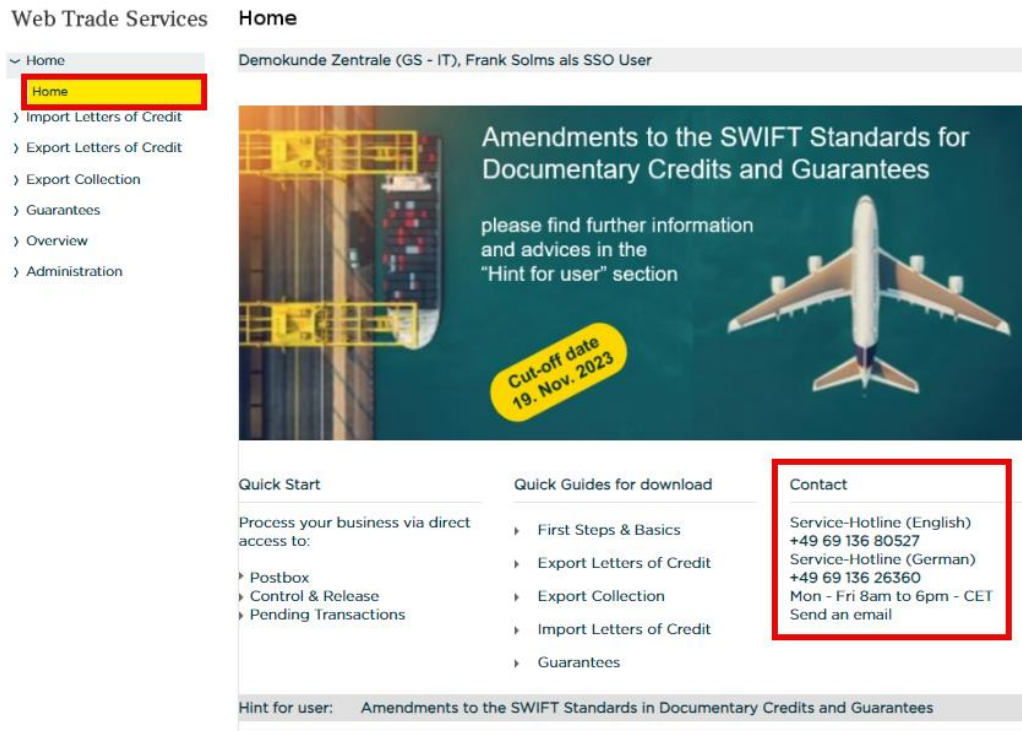


Fig. 03, Start Screen WTS

The navigation bar on the left displays all business areas that are accessible to the specific user. By selecting a business area, you will open further sub-navigation options:



Fig. 04, Navigation panel

Tip:

You can also save the „**Web Trade Services**“ application as a start application, then you will be redirected to „**Web Trade Services**“ directly, right after logging in to the corporate customer portal.

To do this, select the „**Web Trade Services**“ application under the heading ‘**Choose your start application**’ on the homepage of the Commerzbank’s Corporate Banking Portal:

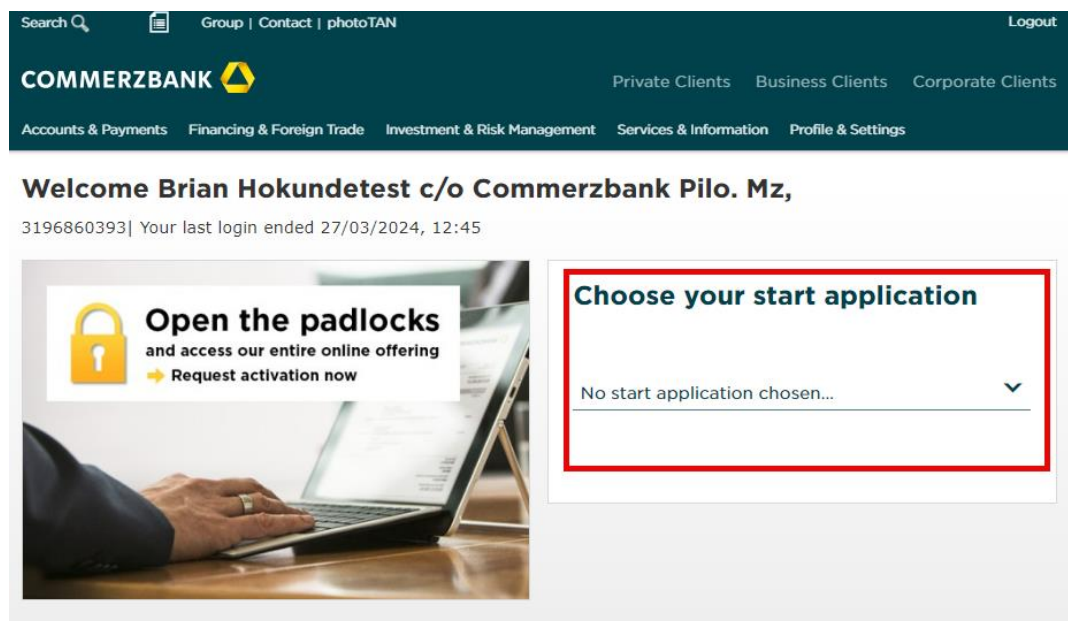


Fig. 05, Select the startup application

Navigation within the Application

Web Trade Services utilizes modern HTML techniques, allowing for convenient and swift navigation. Various actions can be executed by simply clicking on different “buttons” (double-clicking is generally not necessary). However, it’s advisable to avoid using the navigation elements of the browser itself (such as back or refresh).

For a detailed explanation of the essential buttons and functions, please refer to Annex II of this document.

Generating a Printout

After completing a transaction, click on „**save**“ to register the operation. Once the saving process is successful, **Web Trade Services** will prompt you to choose whether to save with or without printing the file copy. The file copy is a duplicate of the outgoing electronic message to Commerzbank.

In the Export Letter of Credit and Export Collection modules, the document submission letters (cover letters) are always generated, as they are essential for document dispatch.

If you don't need a copy of the file, click on „**Save without printing of file copy**“ in the subsequent window. To print the file, please follow these steps: First, click on „**Save with printing of the file copy**“ in the subsequent window. The application will then provide the file copy in the form of a PDF document.

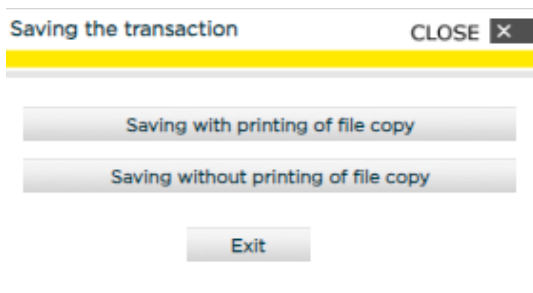


Fig. 06, Saving the transaction

If you choose to print the file copy, the application immediately creates a PDF file that you can then print or save locally, i.e. outside of **Web Trade Services**. Please proceed as follows:

Please click on the "📄" icon. The PDF document is now removed from the application and is available in a separate window as a conventional PDF document and can therefore be printed or, if necessary, saved locally. You can then close the window. Your session in Web Trade Services will, of course, be retained. You will now see the copy of the file within the application on your screen again. By pressing the back button ⬅️, you can jump back to the capture screen.

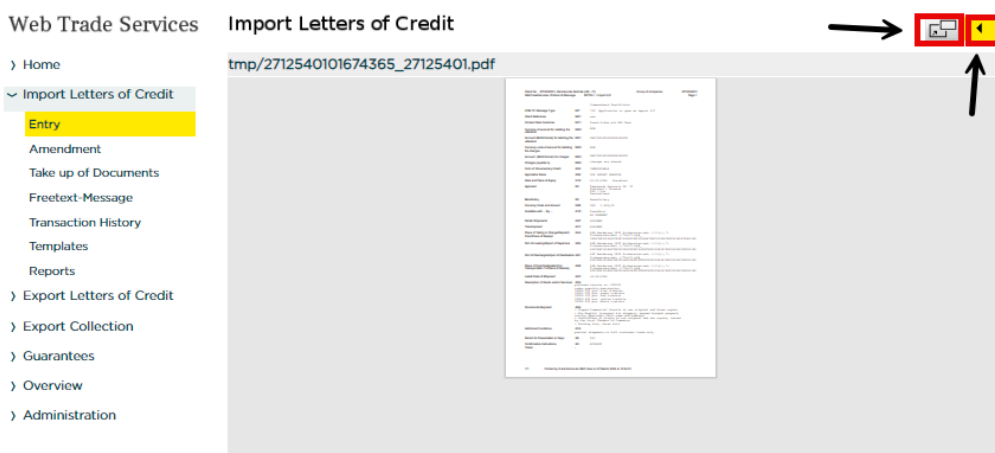


Fig. 07, Generating a printout

Tip:

*After recording an Export Collection or submitting Export Letter of Credit documents, the corresponding form will always be generated, regardless of whether you chose to save it with or without printing the file copy. If you need to reproduce this form later, you can do so through the transaction history (click the „**Documents**“ button, select the relevant document behind the „**Documents**“ field, and click „**Display**“).*

Technical requirements

To use the **Web Trade Services** application, you generally need a fast internet connection, an internet browser, and Adobe Acrobat Reader for viewing documents.

Always use the latest browser version for improved security. After logging out, close the browser completely. If you're working in a shared environment, consider clearing the browser cache after using online applications.

Access permissions for Commerzbank's Corporate Banking Portal are mandatory.

The application does not impose any demands on the user's technical equipment beyond the usual extent.

General functions

The document provides an overview of the functions in the „**Overview**“ and „**Administration**“ sections, as well as background information relevant to all modules of **Commerzbank Web Trade Services**.

1. Overview

- Postbox

In the Postbox, you will find all the newly received electronic messages from your processing Commerzbank branch. These can include Export Credit Advice notifications, execution confirmations for your Import Letters of Credit or Guarantee Orders, billing information, and notifications related to Export Collection Orders. A detailed list of the available electronic messages can be found in the document ‘Annex I - Schedule of electronic messages.’

Web Trade Services Overview

Demokunde Nord, Frank Solms als SSO User

Processes incoming messages

Client: Demokunde Nord Number of messages waiting for processing: 14 All clients: 73

Own reference	Other reference	From bank	Product	Rel. address	Rel. amount
<input type="checkbox"/>	CB-NORD-POST	Commerzbank Testfiliale	LE MT759		0.00
<input type="checkbox"/>	KD-NORD-POST	Commerzbank Testfiliale	LE MT770		EUR 125.000,00
<input type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale	LE MT707		EUR 25.000,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale	LI MT771		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale	LI MT776		EUR 1.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale	LI MT781		EUR 1.665,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale	LI MT707		EUR 2.500,00
<input type="checkbox"/>	KD-NORD-IA-POST	Commerzbank Testfiliale	LI MT700	BENEFICIARY	EUR 8.500,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale	GA MTG04		USD 5.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale	GA MTG02	Beneficiary	USD 175.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale	GA MTG07		USD 180.000,00
<input type="checkbox"/>	KD-NORD-AV-POST	Commerzbank Testfiliale	GA MTG08		USD 180.000,00
<input type="checkbox"/>	KD-NORD-EI-POST	Commerzbank Testfiliale	CE MTT14		EUR 88.800,80
<input checked="" type="checkbox"/>	CB-NORD-POSTBOX	Commerzbank Testfiliale	LE MT700	Applicant PLC	EUR 325.000,00

Import display reports delete reference info

Fig. 08, Mailbox

In the Postbox, you can perform the following actions:

- „Import“ – to transfer messages into your inventory. **This is mandatory for further processing of transactions.**
- „display“ – loads the selected message as a PDF file in the form of a screen view.
- „reports“ – generates a report of all messages in the Postbox.
- „delete“ – for permanent deletion of an incoming message.
- „reference“ – you can assign a custom reference to a message. This is necessary, for example, for newly received export credit advice notifications and can only be done at this point.
- „info“ – displays information about the incoming message and allows you to record internal notes related to the message or transaction.

The entries are separated by client if you process your transactions with the bank for different customer numbers. The corresponding navigation is done by selection in drop-down menu „Client”.

Tip:
Monitor new messages by registering for email notifications from **Web Trade Services**. Upon request, you will receive an email immediately after receiving a new incoming message.

- Release

The „**Release**” menu item is used to release the electronic messages and (automatically) send them to the Commerzbank branch.

You can only access the functions of the release folder if your user authorizations (your user profile) provide this.

The release folder displays all transactions waiting for verification and approval for the currently selected client.

Web Trade Services

Overview

Postbox

Release

Pending Transactions

Calendar

Diaries

Message Archive

Change Client

Deleted Items

Administration

Overview

Demokunde Nord, Frank Solms als SSO User

Release transactions

Client: Demokunde Nord

No. of transactions for current client: 3

No. of transactions for all clients: 48

Own reference	Other reference	Sta.	Product	Relevant address	Rel. amount	Date
<input type="checkbox"/> KD-NORD-IA-FRE	CB-NORD-IA-FRE	LI	Normal	MT707	BENEFICIARY	EUR 9.000,00 01.03.2019
<input type="checkbox"/> KD-NORD-IA-OPN		LI	Normal	MT700	BENEFICIARY	USD 45.000,00 01.03.2019
<input checked="" type="checkbox"/> KD-NORD-IA-AMD	CB-NORD-IA-AMD	LI	Normal	MT707	BENEFICIARY	EUR 20.000,00 19.09.2023

Signature level: A ☒ B ☐ C ☐ D ☐ E ☐ All ☐

display

documents

reports

transaction

info

correction

verification

Fig. 09, Release

The transactions pending approval are listed in a tabular overview. You can sort them by clicking on the column headers. When you hover over the „**Product**” column, you will see information about the type of transaction and the approvals that still need to be granted or have already been given.

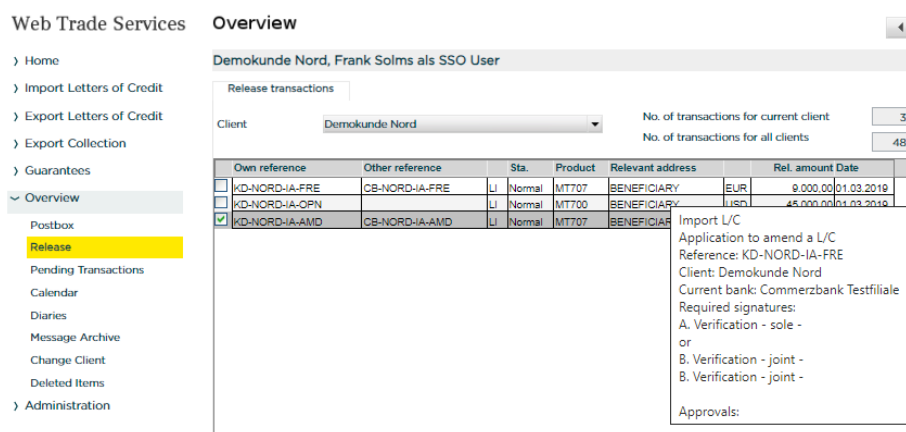


Fig. 10, Release with transaction information

In the approval queue, you can perform the following actions:

- „display” – loads the selected message as a PDF file in the form of a screen view.
- „documents” – opens the submission form for printing, if available.
- „reports” – creates a report of all messages in the mailbox.
- „transaction” – displays the details of the current transaction.
- „info” – displays information about the activity and allows internal notes to be taken.
- „correction” – denies approval, removes the transaction from the list of pending approvals, and places it in the „**Pending Transactions**” queue, where it can be revisited for further processing. *Note: Provide the reason for your correction to the originator via „info”!*
- „verification” – you can sign the transactions here. Once all required approvals have been given, the transactions are automatically removed from the approval queue, and the generated outgoing messages are sent to the bank.

Web Trade Services confirms your action with the following message:
(The example shows a final released transaction)

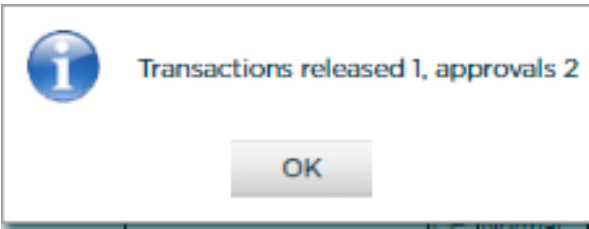


Fig. 11, Release confirmation

If only the first approval is granted (i.e., two others are still waiting for your approval), message reads: „Transactions released 0, approvals 2”.

Signature levels

The following signature levels are possible:

1. Two-Eyes Principle

User 1 (=Signature Level A) enters and automatically approves the **first** authorization with their entry. Additionally, they can grant the **second** approval for their own transactions, thus sending the transaction to the bank.

2. Four-Eyes Principle

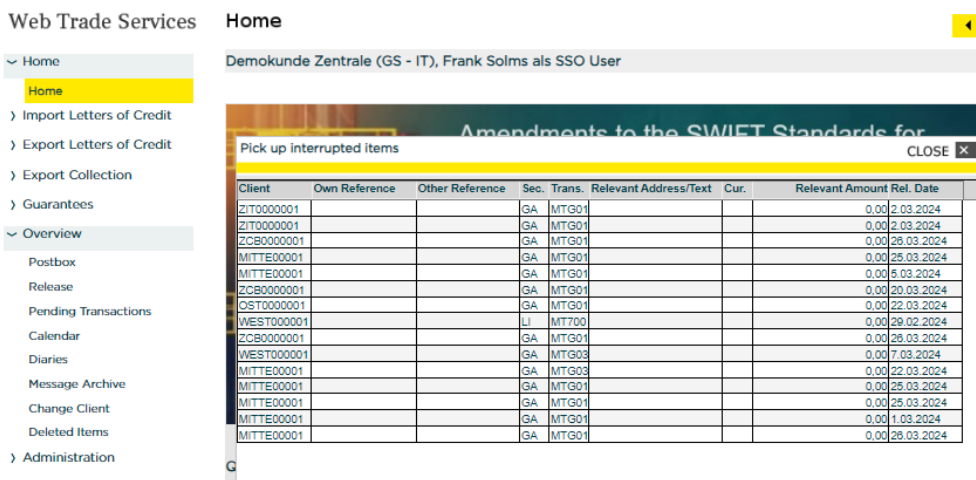
User 1 (Signature Level B) enters and approves the first authorization. Another approval by User 2 (Signature Level A or B) is required to transfer the transaction to the bank.

3. Six-Eyes Principle

User 1 (without a signature level) enters. User 2 (Signature Level B) and User 3 (Signature Level B) can only approve jointly (Signature Level A cannot be assigned if the Six-Eye Principle is applied).

- Pending transactions

The „**Pending Transactions**” list displays all activities that were canceled or interrupted during capture. For example, you will find captures that appear to be lost due to unintentional closing of the browser or sudden unavailability of the Internet. In this way, the risk of data loss is minimized. Furthermore, paused processes and those marked for „**correction**” are also found here. Clicking on the corresponding transaction allows you to resume processing immediately.



Client	Own Reference	Other Reference	Sec. Trans.	Relevant Address/Text	Cur.	Relevant Amount	Rel. Date
ZIT0000001			GA	MTG01		0.00	2.03.2024
ZIT0000001			GA	MTG01		0.00	2.03.2024
ZCB0000001			GA	MTG01		0.00	26.03.2024
MITTE00001			GA	MTG01		0.00	25.03.2024
MITTE00001			GA	MTG01		0.00	5.03.2024
ZCB0000001			GA	MTG01		0.00	20.03.2024
OST0000001			GA	MTG01		0.00	22.03.2024
WEST0000001			LI	MT700		0.00	29.02.2024
ZCB0000001			GA	MTG01		0.00	26.03.2024
WEST0000001			GA	MTG03		0.00	7.03.2024
MITTE00001			GA	MTG03		0.00	22.03.2024
MITTE00001			GA	MTG01		0.00	25.03.2024
MITTE00001			GA	MTG01		0.00	25.03.2024
MITTE00001			GA	MTG01		0.00	1.03.2024
MITTE00001			GA	MTG01		0.00	26.03.2024

Fig. 12. Pending Transactions

Deleting operations from 'Pending Transactions'

If you have operations in the interrupted operations list that you no longer need, you can delete these operations from the interrupted items as follows: In the **'Overview'** menu, click on the **'Pending Transactions'** selection. After that, you will see a list of all pending operations:

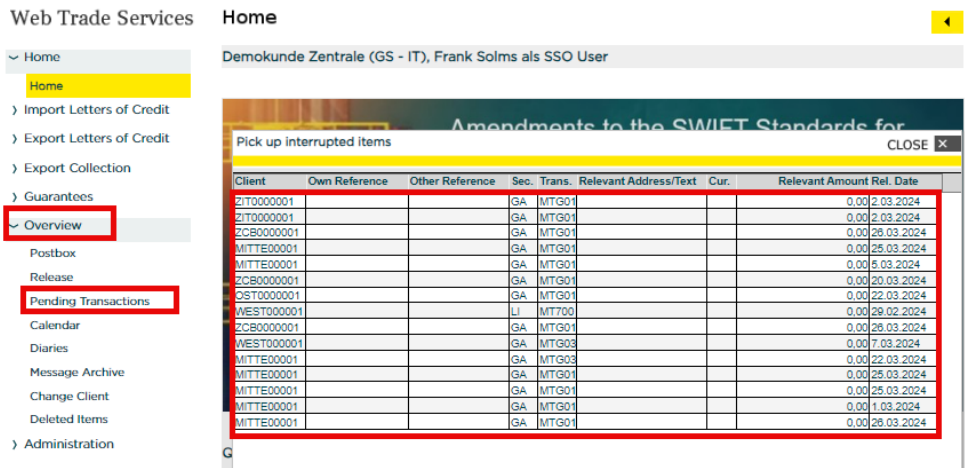



Fig. 13, Selecting 'Pending Transactions'

After clicking on the desired operation, it will be loaded by the application. To delete the operation from the interrupted operations, click the 'Back' button :

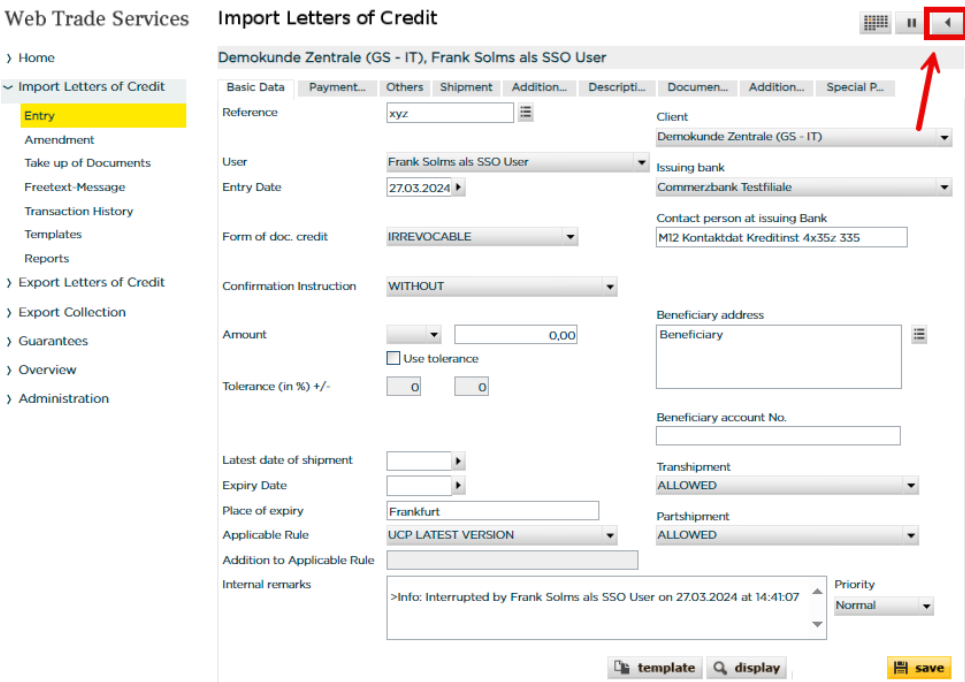


Fig. 14, Deleting an interrupted operation

Confirm the following query with '**OK**'

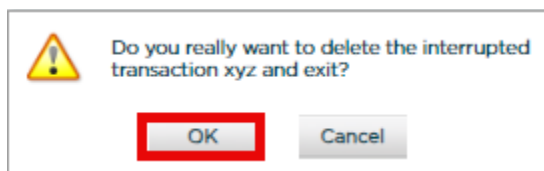


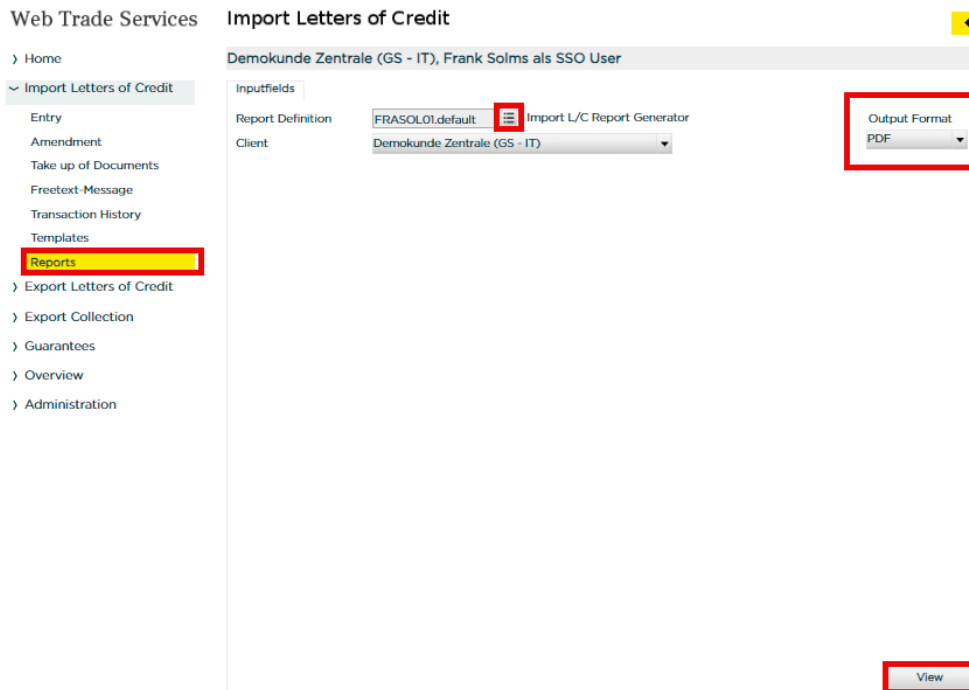
Fig. 15, Removal confirmation

The operation is deleted from 'Pending Transactions'.

- Reports

The reporting functionality of the application is available in each individual business area under the menu item „**Reports**”. **Web Trade Services** offers a variety of predefined standard reports. These reports can be generated in formats such as PDF, HTML, or CSV (suitable for applications like Microsoft Excel) and can be viewed, printed, or saved locally.

To define the desired output format, click on the database access button  and open the report selection:



Web Trade Services Import Letters of Credit

> Home

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Inputfields

Report Definition: FRASOLO1.default Import L/C Report Generator

Client: Demokunde Zentrale (GS - IT)

Output Format: PDF

View

Fig. 16, Reports

From the window that appears, select a report by clicking on it:

Selection of report template		CLOSE X	
Report	Description		
lci-d1	Alle Import-Akkreditive		
lci-d2	Offene Import-Akkreditive nach dem Begünstigten		
lci-d3	Offene Import-Akkreditive nach Währung		
lci-d4	Offene Import-Akkreditive nach Länderkennzeichen		
lci-e1	All Import Letter of Credits		
lci-e2	Outstanding Import L/C's sorted by beneficiary		
lci-e3	Outstanding Import L/C's sorted by currency		
lci-e4	Outstanding Import L/C's sorted by country code		

Fig. 17, Report selection

Clicking the „View” button generates the selected report:


Import-Akkreditive



tmp/frasol01.lirgen.lci-d1.20240327.14575501.pdf

The report preview shows two tables of import credit data. The first table has columns for Kundenreferenz, Akkreditiv Nummer, Begünstigter, Währung, Akkreditivbetrag, offener Betrag, Eröffnet am, Verfall-Datum, and Kontrakt Status. The second table is similar but includes additional details like PLZ / Ort and Deutschland.

Fig. 18, Opening the report in separate window

After clicking the button , the report will be displayed in a separate window:

frasol01.lirgen.lci-d1.20240327.15152201.pdf - Geschäftlich – Microsoft Edge

https://cbportal.commerzbank.com/wts/files/tmp/frasol01.lirgen.lci-d1.20240327.15152201.pdf

Page 1

Alle Import-Akkreditive

Report created for Entity group: ZIT0000001, Entity: ZIT0000001

Selection criteria: Erfassungsdatum >= Erfassungsdatum von

And: Erfassungsdatum <= Erfassungsdatum bis

And: Verfall-Datum <= Verfall einschl.

Sort criteria: Kundenreferenz

Kundenreferenz: *

Akkreditivnummer: *

Land des Begünstigten: *

Währung: *

Begünstigter: *

Erfassungsdatum von: 1.01.2000


Erfassungsdatum bis: 31.12.2099

Verfall einschl.: 31.12.2099

Dieser Report zeigt alle angelegten, beantragten, eröffneten und geschlossenen Import-Akkreditive

Kundenreferenz	Akkreditiv Nummer	Begünstigter	Währung	Akkreditivbetrag	Währung	offener Betrag	Eröffnet am	Verfall-Datum	Kontrakt Status
FS 10012023		Begünstigter Postfach / Strasse PLZ / Ort Deutschland	EUR	3.000,00	EUR	3.300,00		21.03.2023	Created
FS Abn. Test	FGS Abn. Test Ban	Begünstigter Postfach / Strasse PLZ / Ort Deutschland	EUR	11.000,00	EUR	11.000,00	18.11.2023	31.01.2024	Issued
FS Löschung		Begünstigter Postfach / Strasse PLZ / Ort Deutschland	EUR	1.000,00	EUR	1.000,00		21.10.2021	Apply for
FS PV R1-23		BENEFICIARY P.O. BOX / STREET ZIP CODE / CITY AUSTRALIEN	EUR	22.222,00	EUR	22.222,00		21.05.2023	Apply for
FS PV R2-22		BENEFICIARY P.O. BOX / STREET ZIP CODE / CITY AUSTRALIEN	EUR	123.456,00	EUR	135.801,60		21.08.2022	Created

Fig. 19, Display the report in separate window

Closing the separate window and pressing the Back-Button  will return you to the selection screen.

- Change Client

„**Change Client**” allows customers who wish to process their Guarantees, letters of Credit or Collections via more than one customer number to switch between them.

Web Trade Services Overview

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Change client

User FRASOLO1 / Frank Solms als SSO User

Related clients

Client No.	Client name	Current client
AVL0000001	Demokunde Avale	<input type="checkbox"/>
MITTE00001	Demokunde Mitte	<input type="checkbox"/>
NORD0000001	Demokunde Nord	<input type="checkbox"/>
OST0000001	Demokunde Ost	<input type="checkbox"/>
SUED0000001	Demokunde Sued	<input type="checkbox"/>
WEST0000001	Demokunde West	<input type="checkbox"/>
ZIT0000001	Demokunde Zentrale (GS - IT)	<input checked="" type="checkbox"/>
ZCB0000001	Demokunde Zentrale (MSB CB)	<input type="checkbox"/>

save

Fig. 20, Changing Clients

Select the desired client via the check box and save your selection. Changing from one client to another can also be carried out at different points in the individual modules.

The gray-highlighted application header indicates under which client you are currently working.

2. Administration

The „**Administration**“ function enables the creation and maintenance of various master data. The following data can be managed here:

Web Trade Services

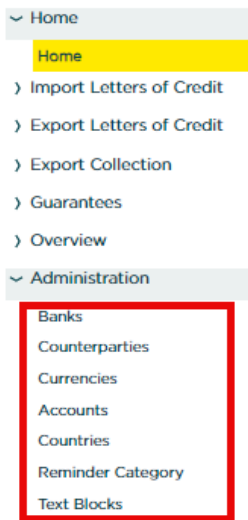


Fig. 21, Administration

Tip:

Create your counterparties (beneficiaries of your Guarantees, Import Letters of Credit, etc.) as master data via the menu item „Counterparties“ in the database. Each of these addresses must be created under a unique abbreviation. This significantly increases the quality of your reporting, as only these addresses can be clearly evaluated.

- Banks

To avoid manually typing the involved bank during the registration of a new Import Letter of Credit, Guarantee or Export Collection, you can create a corresponding database entry.

To do this, click on the 'creation' button under the menu item ,Administration' > ,Banks':

The screenshot shows the 'Administration' menu with 'Banks' highlighted. The 'New Bank' form is displayed, featuring various input fields for bank details. The 'creation' button is highlighted with a red box.

Web Trade Services Administration

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Bank

Bank

Name

P.O.Box / Street

2-Mail

Zip / City

State code

State

Country code

Country

Department

Bank BIC

Clearing code

eMail address

Telephone 1 / 2

Fax 1 / 2

Information

Free address block

Address for messages

Version

creation

reports

Fig. 22, New Bank

Next, fill in the mandatory fields and close with ,save':

The screenshot shows the 'Input form' for creating a new bank entry. The 'Banks' menu item is highlighted. The form contains various input fields for bank details. The 'Country code' field is highlighted with a red box. The 'save' button is highlighted with a red box.

Web Trade Services Administration

Demokunde Zentrale (GS - IT), Frank Solms als SSO User

Bank

Bank name

Name

P.O.Box / Street

2-Mail

Zip / City

State code

State

Country code

Country

Department

Bank BIC

Clearing code

eMail address

Telephone 1 / 2

Fax 1 / 2

Information

Free address block

Address for messages

Version

display

save

Fig. 23, Input form

Afterwards, the registered bank will be available for new transactions via the field .

The screenshot shows the 'Beneficiary's Bank' field with a dropdown icon highlighted by a red box.

Beneficiary's Bank

Fig. 24, Database access

- Counterparties

To avoid manually typing the involved counterparties during the registration of a new Import Letter of Credit, Guarantee or Export Collection, you can create a corresponding database entry.

To do this, click on the **'creation'** button under the menu item **'Administration' > 'Counterparties'**:

The screenshot shows the 'Administration' menu with 'Counterparties' highlighted. The 'New Counterparties' form is displayed, featuring various input fields for address, contact information, and account details. The 'creation' button at the bottom is highlighted in red.

Fig. 25, New Counterparties

Next, fill in the mandatory fields and close with **'save'**:

The screenshot shows the 'New Counterparties' form with several fields highlighted in red to indicate they are mandatory: 'Address code', 'Name', 'P.O.Box/Street', '2.Mail', 'Zip/City', 'Country code', and 'Country'. The 'save' button at the bottom right is also highlighted in red.

Fig. 26, Input form

Afterwards, the registered bank will be available for new transactions via the field .

Beneficiary address

The screenshot shows the 'Beneficiary address' field, which is a large text input area. A red box highlights the dropdown icon located to the right of the field.

Fig. 27, Database access

- Currencies / Countries

Under the menu items ,**Currencies**' and ,**Countries**' you have access to all common currencies and countries. You do not need to manually add anything here.

Web Trade Services

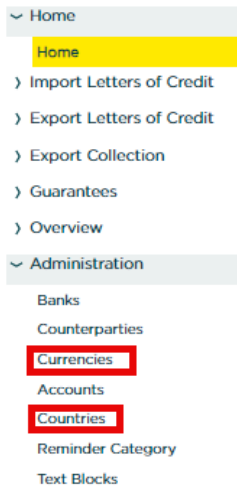


Fig. 28, Currencies / Countries

In the application, the currencies are displayed when you enter them via a drop-down menu:



Fig. 29, Currency selection

and the countries are available via the ,Database Access' field  :

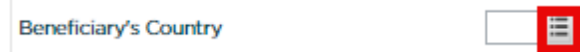


Fig. 30, Country selection

- Accounts

By default, your business account is already set up for you in **Web Trade Services** and is available to you when you register it via the 'Database Access' field.

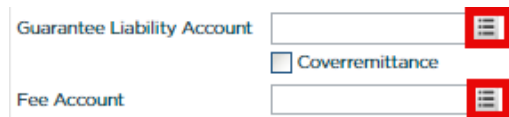


Fig. 31, Select Account

You can set up additional accounts (e.g. a currency account) via the menu item **'Administration'**. To do this, click on the **'creation'** button under the **'Accounts'** menu item:

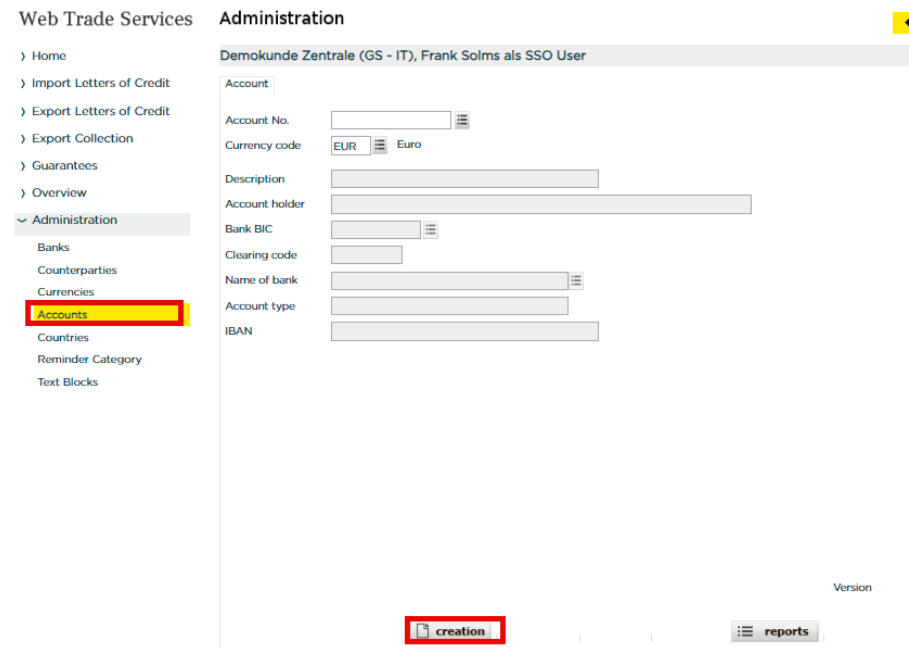


Fig. 32, New Account Setup

Then enter the following mandatory fields and close with **'save'**:

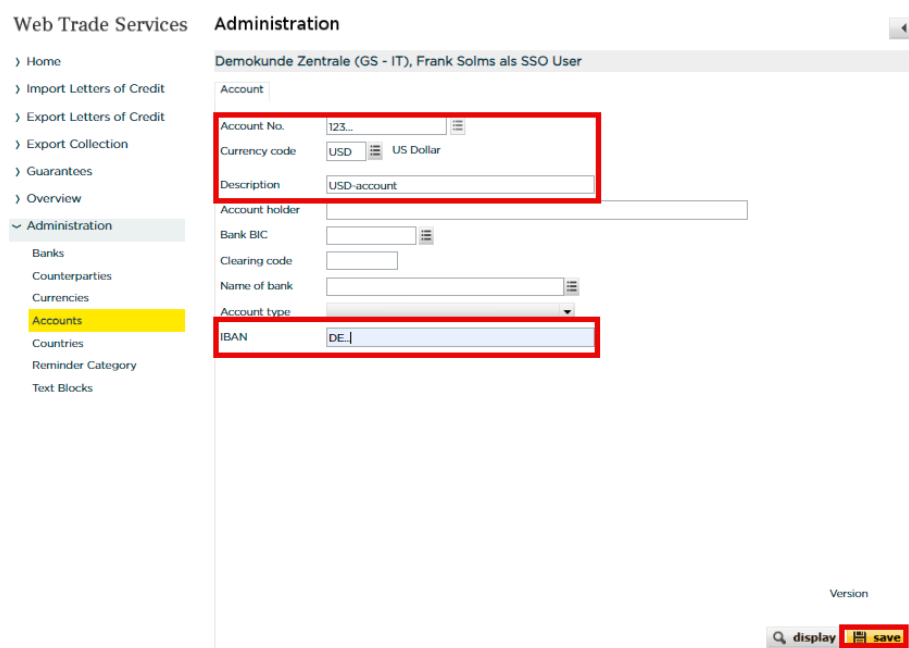


Fig. 33, Input form


- Text Blocks

Text modules can be created in German and English and are available for selection in these languages when capturing a transaction later.

To do this, click on the button **'creation'** under the menu item **'Administration' > 'Text Blocks'**:

The screenshot shows the 'Text Blocks' creation interface. On the left, the 'Administration' menu is expanded, and 'Text Blocks' is highlighted. The main area is titled 'Text block' and contains a 'Group' dropdown menu. Below this, there is a table with two columns: 'Language' and 'Text block description'. The table has two rows: 'German' and 'English'. The 'Text' field for the 'German' row is highlighted with a red box. Below the table, there are two text input fields, one for 'English' and one for 'German', both highlighted with red boxes. At the bottom right, there are 'display' and 'save' buttons.

Fig. 34, Creating text blocks

First, the future correct display of the text blocks requires that they are created under defined text-block-groups, via the „**Group**” field. For instance, if you choose „LC - Goods Description”, the text will subsequently be accessible via the database field „ “ in the function Import Letters of Credit / Entry / Tab Goods Description.

The screenshot shows the 'Group' dropdown menu. The list of groups is highlighted with a red box. The groups are: ALL - Narrative Freetext Message, COLL & LC - Documents, COLL - Description of goods, COLL - Other instructions, GUA - Guarantee text, GUA - Liability details, LC - Additional conditions, LC - Deferred payment details, LC - Details to charges instructions, LC - Documents required, LC - Goods description, LC - Mixed payment details, LC - Narrative (Document Presentation), and LC - Presentation period.

Fig. 35, Selection list of text blocks

In the field **Text block description**, you can enter a name for the text module:


Language	Text block description
German	
English	

Fig. 36, Text block description

In the field **Text**, you can enter the desired text in English and/or German:

Language	English
Text	
Language	German
Text	

Fig. 37, Text block input form










And you complete the form by clicking on the button  .











Annex I - Schedule of electronic messages

Export letters of credit module	DTAEA, DTAEAD & DTAEAR
Client to bank	
MT735	Acceptance/Refusal LC amendment
MT759	Extended Free format message
Bank to client	
MT700 / 710 / 720	Advice of a documentary credit
MT707	Amendment advice of a documentary credit
MT770	Presentation response for documents
MT775	Due date notification
MT780	Advice of settlement
MT785	Advice of charges
MT799	Free format message
MT759	Extended Free format message
Import letters of credit module	DTALC, DTALCR, DTALCA & DTALCD
Client to bank	
MT700	Application for issuance of a L/C
MT707	Application for amendment of a L/C
MT759	Extended Free format message
MT732	Taking up documents (despite discrepancies)
Bank to client	
MT700	Notification of issuance of letter of credit
MT707	Notification of an amendment to letter of credit
MT759	Extended Free format message
MT771	Advice of discrepancies
MT776	Due date notification
MT781	Advice of settlement
MT786	Advice of charges
MT709	Notification of reduction or release

Guarantee module	
Client to bank	
G01	Application for issuance of a guarant
G03	Application for amendment of a guarantee
G05	Free format message
G09	Response to extend or pay
G12	Request for reduction or release
Bank to client	
G02	Guarantee issuance information
G04	Guarantee amendment information
G06	Free format message
G07	Advice of reduction or release
G08	Extend or pay query
G10	Claim for payment notification
Export collection module	
Client to bank	
MTT41	Collection instruction to submitting bank
MTT31	Amendment instruction for export collection
MT449	Free format message
Bank to client	
MTT14	Confirmation of receipt
MTT31	Confirmation of receipt of an amendment
MTT12	Acceptance confirmation
MTT66	Advice of charges
MTT54	Advice of settlement
MT499	Free format message

Annex II - Explanation of the Main Push Buttons

	Pause-Button <ul style="list-style-type: none">• Can be used for the interim saving of data.• Saves the process under "pending transactions"
	ButtonCalendar-Button <ul style="list-style-type: none">• Offers direct access to the calendar• Appointments can be saved during the current entry
	Back-Button <ul style="list-style-type: none">• Goes back one page.• Use instead of the browser back button.
	Database access <ul style="list-style-type: none">• This button can be used to access saved data such as addresses, text blocks, templates and transactions from the portfolio.
	PDF-Button <ul style="list-style-type: none">• Click on this symbol to create a PDF document. The document will then open in a separate window.• In the new window you can initiate printing of the document or save it locally.
	Saving <ul style="list-style-type: none">• Saves the process, carries out plausibility checks and indicates errors in the entry if applicable.• Changes status to "created" in the case of newly entered transactions.• Document submission forms are automatically offered for printing after the process is saved.
	Release <ul style="list-style-type: none">• Only authorised users can release transactions. A signature is added by clicking the button.• If this is the final required signature, the electronic message (if available) will be automatically sent to the processing branch of Commerzbank.
	Correction <ul style="list-style-type: none">• If the checker finds an error, he can reject the release by clicking the "Correction" button.• The process can then be re-accessed under the menu point "Pending transactions".
	Display <ul style="list-style-type: none">• This button can be used to load datasets which will, for instance, be printed later.• These datasets can be of different types, e.g. a file copy of the current status can be created using the history of a process by clicking the "Display" button. In the "Reports" function, click the button to create the required report.

 template	Template <ul style="list-style-type: none"> Use the template button to call for a template ("History" function) or create a new ("Enter" function) template transaction.
 close	Close <ul style="list-style-type: none"> This button is only available in the history. Closing a process sets the status to "closed". A closed process is only included in the report "All transactions" and will no longer be displayed in any other reports. A closed process can be re-opened.
 delete	Delete <ul style="list-style-type: none"> The deletion of a process can be initiated in transaction history and involves the final and complete removal of the process from the database. The process cannot be re-produced. A security question is therefore displayed, which will need to be confirmed again before the process is finally deleted. In the menu item "Amendment" of Letters of credit, this button also serves to delete the content of the large text fields.
 changes	Changes <ul style="list-style-type: none"> This button is only available in the history. Use "Changes" to gain access to the version tracking for a transaction. Here you can look through the historical statuses of a process.
 reference	Reference <ul style="list-style-type: none"> This button is only available in the postbox. The function can be used to allocate your own reference to a newly received transaction.
 Import	Import <ul style="list-style-type: none"> This button is only available in the postbox. Each new message must be accepted in the application. First enter a reference – if required – (see above) and then import the message.
 creation	Creation <ul style="list-style-type: none"> This button is particularly useful in the "Administration" area. A new entry for an address, a text block, an account etc. is initiated by clicking on the "creation" button.
 add	Add <ul style="list-style-type: none"> In the menu item "Amendment" of Import Letters of Credit, this button is used in the large text fields to add content.
 show diff.	Show Difference <ul style="list-style-type: none"> In the menu item "Amendment" of Import Letters of Credit, this button is used to display further details of the adjustments made in the large text fields.
 Undo All	Undo all <ul style="list-style-type: none"> In the menu item "Amendment" of Import Letters of Credit, this button is used to reset entries, made by using the function "Add" or "Delete".

Annex III - Explanation of Status Features

Paused	<p>The entry of a process has been interrupted (e.g. by clicking on the Pause symbol or an arbitrary interruption).</p> <p>These transactions will not be included in any reports.</p>
Created	<p>The transactions which have been fully entered and are waiting for release are listed in the "Created" status. The transactions requiring several releases and for which some of the signatures have already been provided will also remain in the "Created" status until they have received the final required release.</p> <p>Transactions with a "Created" status will only be included in the "All transactions" report.</p>
Apply for	<p>Transactions with "Apply for" status have been given all required releases and the electronic message has been transferred to the processing branch of the bank.</p> <p>Transactions with "Apply for" status will only be included in the "All transactions" report.</p>
Issued	<p>Processes which have first been entered, then released and finally issued by the bank will be given "Issued" status. The status will be allocated as soon as the electronic response for a transaction has been received from the bank and imported.</p> <p>Only those transactions with an "Issued" status are included in all available reports.</p>
Closed	<p>The status "Closed" can only be allocated by clicking on "Close" in the process history for the individual modules.</p> <p>Transactions with this status will only be included in the "All transactions" report.</p>



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