



Corporate Clients

Web Trade Services

Quick Guide: First Steps & Basics



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Quick Guide

First Steps & Basics

Registration & Start Page

Register for Commerzbank **Web Trade Services** in the Commerzbank Corporate Clients Portal (<https://www.firmenkunden.commerzbank.de/portal/en/cb/de/home.html>).

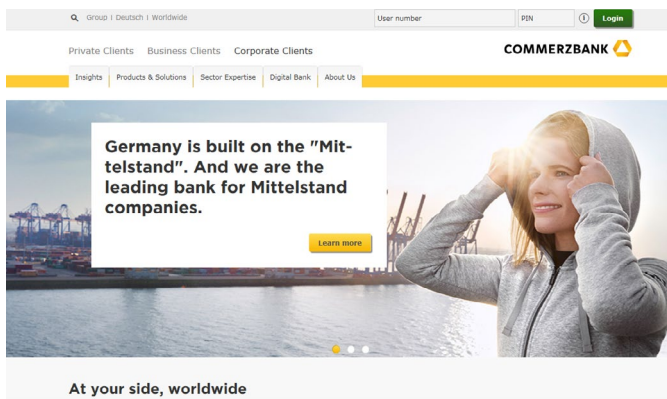


Fig. 01, Start Page and Registration

After registering using your registration name or participant number and PIN, click on the “International Business” tab to continue to the application **Web Trade Services**.

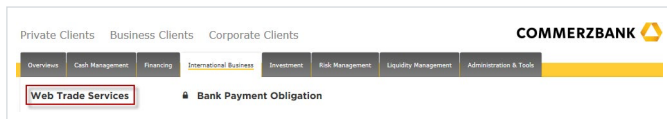


Fig. 02, Selecting WTS

Clicking here will lead to the secure area of the Commerzbank **Web Trade Services** module. The internal application home-page will welcome you and all important core functions and current market information can be accessed from there.

The left navigation bar shows all of the business areas available to the respective user. Selecting one of the business areas will display additional sub-navigation items.

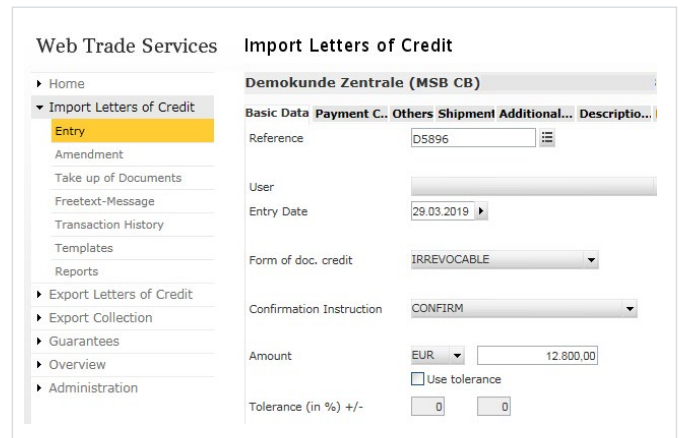


Fig. 03, Navigation structure

Navigation Within the Application

Web Trade Services uses modern HTML technology which enables quick and easy navigation. It is therefore possible to initiate a range of actions by simply clicking with the mouse (a double click is usually not required) on various “buttons”. However, the use of the navigation elements for the browser used (back, refresh etc.) should be avoided wherever possible.

An explanation of the main “buttons” and functions is available in Annex II of this document.

Creating a Printout

After completing a transaction, click on the button “Save” to register the transaction. The application will now load the following display:

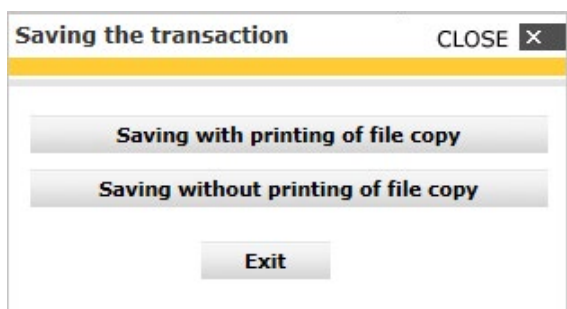



Fig. 04, Saving the transaction

Select whether you require a file copy of the transaction to be printed. The file copy presents solely an overview of the data just collected. If you opt for a file copy, the application will immediately create a PDF file which you can then print out or save locally, i.e. outside of **Web Trade Services**. To do so, please follow these steps:

1. Click on “Saving with printing of file copy”
2. Now click on the symbol “” within the template displayed on the right
3. Now use your PDF application functions to save or print the document
4. Thereafter you can close the window and continue processing your transaction.

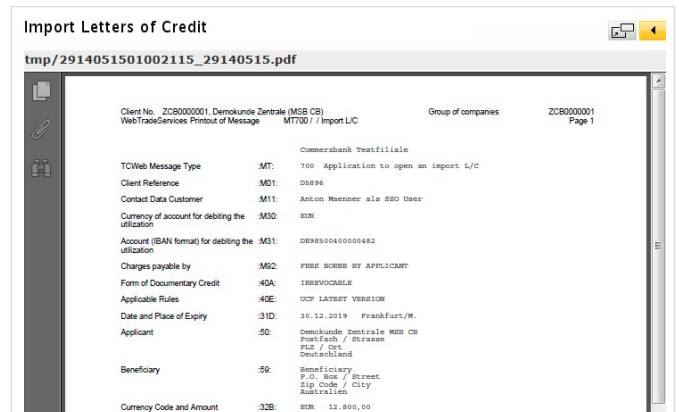


Fig. 05, Creating a printout

Tip:

After logging an export collection or an export letter of credit document submission, the corresponding form will be produced in all cases, as this will be required for the further manual processing of the transaction. This will happen irrespective of whether you have chosen to save the transaction with or without printing the file copy. If you want to reproduce this form at a later date, you can select the corresponding document by accessing the transaction history (clicking on the button “Documents” and selecting the relevant document in the field “Documents” and a click on “Display”).

Technical Requirements

The basic requirements for the use of **Web Trade Services** are a fast internet connection, an internet browser (Internet Explorer Version 6.0 or higher, Firefox Version 2.0 or higher) and Acrobat Reader Version 5 to display documents.

Users must be authorised to access the Commerzbank Corporate Clients Portal.

The user does not need any non-standard technical equipment to operate the application.

General Functions

This chapter gives an overview over the functions of the sections “General Overview” and “Administration” as well as some background information with impact on all modules of Commerzbank **Web Trade Services**.

General Overview

Postbox

All new messages from the Commerzbank branch settling your transactions are stored in the postbox. These may include export letter of credit notifications, confirmations of instruction executions regarding your import letter of credit or guarantee instructions, accounting information and notifications about export collection instructions. A detailed description of the available electronic messages is available in the document “Annex I – Schedule of electronic messages”.

The following actions can be taken in the postbox:

- “Import” – to add the message to the portfolio. This is required to continue with the transaction.
- “Display” – loads the selected message in the form of a screen display as a PDF file.
- “List” – creates a report of all messages in the postbox.
- “Delete” – to permanently delete a received message.
- “Reference” – a customer reference can be added to each message. This is required, for example, when new export letter of credit notifications are received. Entering the customer reference is possible only at this point.
- “History” – loads the history for an existing transaction.
- “Info” – enables internal note

The entries will be separated according to clients if you settle your transactions with the bank using different client numbers. Select “Client” for corresponding navigation.

Own reference	Other reference	From bank	Product	Rel. address	Rel. amount
EWKAKZ1ZCB	ZBKEV48801	Commerzbank Testfiliale CE	MT199		0,00
EWKAKZ1ZCB	ZBKEV4AKZ01	Commerzbank Testfiliale CE	MT112		25.900,00
EWKAKZ1ZCB	ZBKEV4AKZ01	Commerzbank Testfiliale CE	MT130	Drawee	5.500,00
EWKOPK1ZCB	ZBKEV4OPK01	Commerzbank Testfiliale CE	MT114		100.900,00
EWKAVY1ZCB	ZBKEV4P4V01	Commerzbank Testfiliale CE	MT154		25.900,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT707	BENEFICIARY	5.900,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT799		0,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT771		10.900,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT776		10.900,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT791		10.150,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT700	BENEFICIARY	80.900,00
IAK0ESAMTXZCB	ZBKNIAV0ESAMT	Commerzbank Testfiliale LI	MT705	MICHAEL MUELLER	0,00

Fig. 06, Inbox

Tip:

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

Control & Release

The electronic messages can be both released and (automatically) sent to the settling Commerzbank branch using the menu item "Release".

You will only have access to the release file if the corresponding rights have been assigned to you (in your user profile).

All transactions waiting for release for the currently selected client will be displayed in the release file.

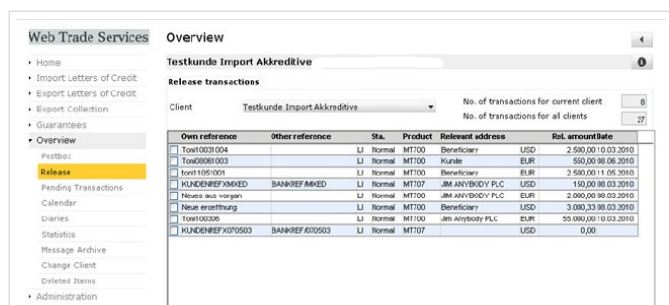


Fig. 07, Release

The transactions available for release will be listed in an overview table. Click on the individual column headers to sort the list as required. Position the mouse cursor on the "Product" column to view the type of transaction and to get information which approvals have already been submitted and which are outstanding.

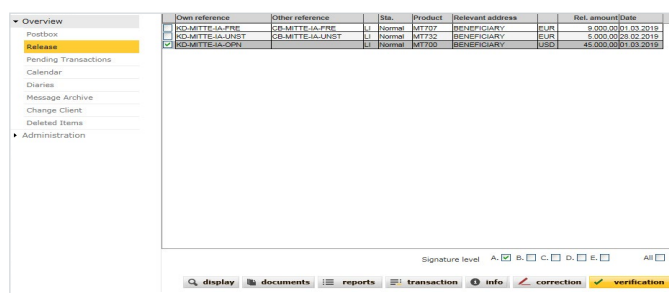


Fig. 08, Release with transaction information

The following actions can be taken in the release queue:

- "Display" – loads the selected message in the form of a screen display as a PDF file.
- "Documents" – opens the submission form required for printing, if available.
- "Reports" – creates a report of all messages waiting for release.
- "Transaction" – displays the details of existing transactions.
- "Info" – enables internal notes to be entered.
- "Correction" – rejects the release, removes the transaction from this list of transactions to be released and adds it to "pending transactions", where it can be accessed for further processing. Note: Provide the author with reasons for required correction under "Info"!
- "Verification" – your signature for the transaction will be entered by pushing this button. As soon as all required releases have been initiated, the transaction will be automatically removed from the release queue and any out-going messages generated will be automatically sent to the bank.

Web Trade Services will confirm your action with the following notification:

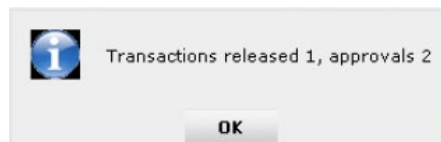


Fig. 09, Release confirmation

The example above shows a final released transaction.

When only the first release has been submitted and a second approval is still required, the following status message will appear: "Transactions released 0, signatures 1".

Signature Levels

The following signature levels can be issued:

1. Check by one person

User 1 (signature level A) issues a new message and automatically initiates the first release by saving the transaction. He can also issue the second release for said transaction and deploy therewith the automatic transfer of the message to the bank.

2. Check by two persons

User 1 (signature level B) makes an entry and initiates the first release. After saving the transaction, a further release by User 2 (signature level A or B) is required to transfer the message to the bank.

3. Check by three persons

User 1 (without signature level) enters transaction. User 2 (signature level B) and User 3 (signature level B) are only permitted to release the transaction together (signature level A must not be used if the six eyes principle is to be applied).

Pending Transactions

All processes which were interrupted in any way are added to the "Pending Transactions" list. Here you will find, for example, entries which appeared to have been lost when the browser is unintentionally closed or the internet is suddenly unavailable. This extensively limits the risk of data loss. Paused transactions and those requiring correction are also located here.

A simple click on the corresponding transaction is all that is required to continue processing.

Pick up interrupted items								CLOSE
Client	Own Reference	Other Reference	Sec.	Trans.	Relevant Address/Text	Cur.	Relevant Amount	Rel. Date
FFA0000001			LE	MTT44			0,00	7.03.2011
FFA0000001			GA	MTG01	Mustermann GmbH	EUR	0,00	28.02.2011
ZCB0000001	TMAMD	AVALTONI	GA	MTG03	Begünstigter 1	EUR	0,00	5.07.2011
WEST000001	KD-WEST-IA-UNT		LJ	MT700	BENEFICIARY	USD	39.000,00	1.03.2011
OST0000001	KD-OST-IA-UNT		LJ	MT700	BENEFICIARY	USD	39.000,00	1.03.2011
MITTE00001	KD-MITTE-IA-UNT		LJ	MT700	BENEFICIARY	USD	39.000,00	1.03.2011
FFA0000001			GA	MTG01	Mustermann GmbH	EUR	0,00	13.03.2011
SUED000001	KD-SUED-IA-UNT		LJ	MT700	BENEFICIARY	USD	39.000,00	1.03.2011
NORD000001	KD-NORD-IA-UNT		LJ	MT700	BENEFICIARY	USD	39.000,00	1.03.2011
FFA0000001			CE	MTT41			0,00	8.03.2011
ZCB0000001	IAXGESAMTXZCB	ZCBXIAXGESAMT	LJ	MT707	BENEFICIARY	EUR	0,00	
FFA0000001			LJ	MT700	China Construction	EUR	1.000,00	20.03.2011
ZCB0000001	IAXGOMXZCB	ZCBXIAXGOM	LJ	MT707	BENEFICIARY	EUR	0,00	

Fig. 10. Interrupted processes

Reports & Statistics

The application reporting is available in the individual modules under the menu item "Reports". **Web Trade Services** offers a range of pre-defined standard reports. These can be created in the formats PDF, HTML or CSV (suitable for Microsoft Excel, for example), and can be viewed, printed or saved locally.

Define the required format and then click on the database field " " to open the report selection:

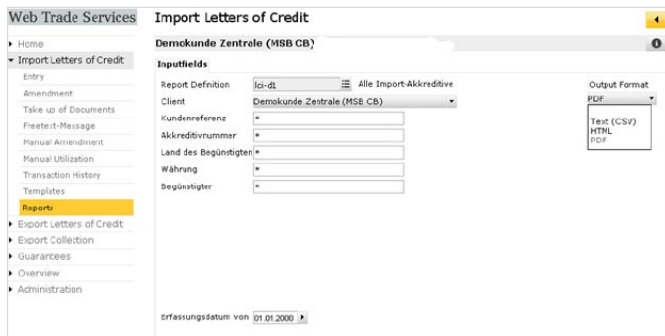


Fig. 11, Reports

Select from the loaded window simply by clicking on a report:

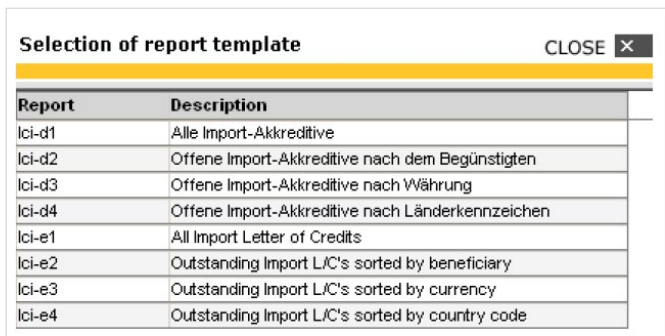


Fig. 12, Select report

The selected report will be created by clicking on the "View" button.

Changing the Client

"Change client" allows clients who would like to settle guarantees, letters of credit and collection procedures using more than one client number to switch between these.

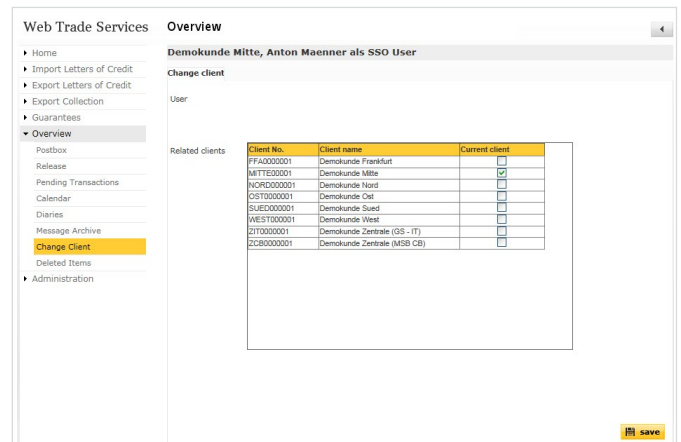


Fig. 13, Changing the client

Select the required client by using the check box and click on save. It is also possible to change from one client to another in different places within the individual modules.

The current client being processed is displayed in the application's grey highlighted title bar.

Administration

The “Administration” function can be used to generate and maintain a range of master data. The following data can be managed here:

- Banks
- Counterparties (see tip below)
- Currencies
- Accounts
- Countries
- Reminder Category
- Text Blocks

Tip:

Enter your counterparties (beneficiaries of your guarantees, import letters of credit etc.) into the database as master data using the menu item “Counterparties”. Each of these addresses must be saved using a clear abbreviation. This significantly increases the quality of your reporting, as only these addresses can be clearly analysed.

“Administration” is explained as follows using the topic complex “Text Blocks”.

Text components can be entered in two different languages (German/English) and are available for selection in both languages in the later version of a transaction.

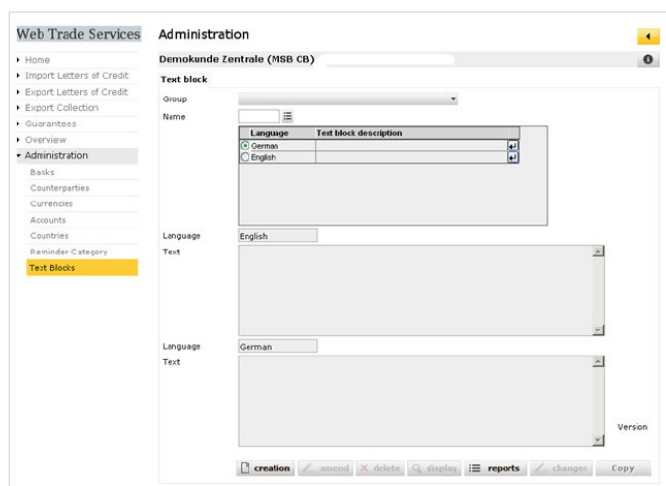



Fig. 14, Constructing text components

The later use of the text component to be constructed should first be defined in the “Group” field. For example, if you select LC - Goods description, the text will be available via the database field “” in the function Import letters of credit/Entry/Goods description tab.

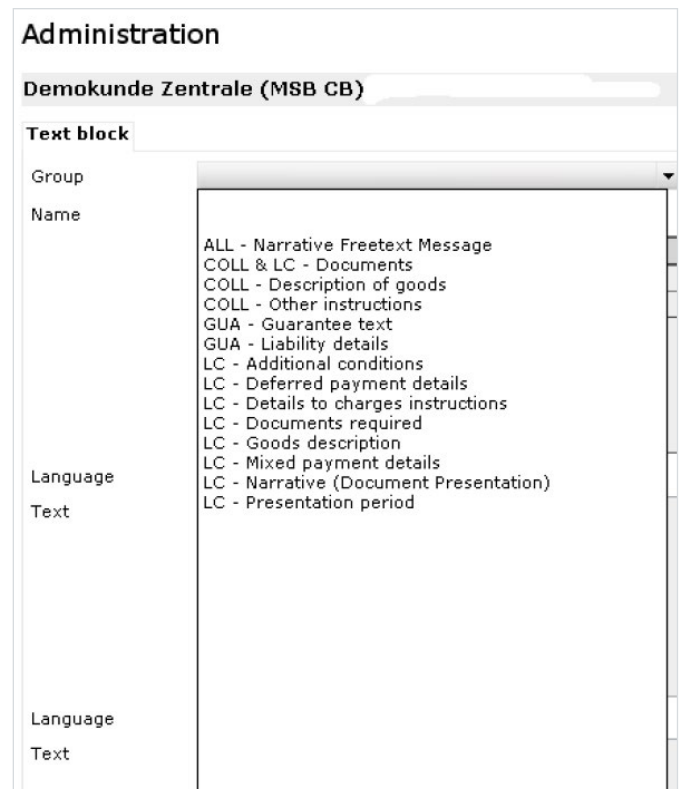


Fig. 15, Selected text components

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

Module import letters of credit 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 guarantee
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

Kunde an Bank

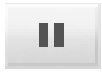
MTT41	Collection instruction to submitting bank
MTT31	Amendment instruction for export collection
MT449	Free format message

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



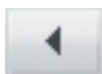
Pause-Button

- Can be used for the interim saving of data.
- Saves the process under “pending transactions”



Calendar-Button

- Offers direct access to the calendar
- Appointments can be saved during the current entry



Back-Button

- Goes back one page.
- Use instead of the browser back button.



Database access

- This button can be used to access saved data such as addresses, text components, templates and transactions from the portfolio.



Pdf-Button

- Click on this symbol to create a PDF document. The document will then open in a separate window.
- In the new window you can start printing the document or save it locally.



Saving

- 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

- 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 then be automatically sent to the processing branch of Commerzbank.













Correction

- 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

- This button can be used to load datasets which will, for instance, be printed at a later date.
- 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	<p>Template</p> <ul style="list-style-type: none"> Use the template button to enter (“History” function) or retrieve (“Enter” function) template transactions.
 close	<p>Close</p> <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	<p>Delete</p> <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 reproduced. A security question is therefore displayed, which will need to be confirmed again before the process is actually deleted. In the menu item amendment of Letters of credit, this button also serves to delete the content of the large text fields.
 changes	<p>Changes</p> <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 have the opportunity to look through the historical statuses of a process.
 reference	<p>Reference</p> <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	<p>Import</p> <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	<p>Creation</p> <ul style="list-style-type: none"> This button is particularly useful in the “Administration” area. A new entry for an address, text component, an account etc. is initiated by clicking on the “creation” button.
 add	<p>Add</p> <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.	<p>Show Difference</p> <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	<p>Undo all</p> <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>Those transactions which have been fully entered and are waiting for release are listed in the “Created” status. Those 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 taken into account for the “All transactions” report.</p>

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