

Import Documentary Collection

Import Documentary Collection – Overview

An Import Documentary Collection is an exporter-initiated method of payment that requires the importer (our client) to make immediate or deferred payment.

Shipping documents are presented by the supplier to the Bank and then released to the Importer against payment or a promise to pay at a future date.

- Import Documentary Collection offers:
- International Acceptance
- Issued at sight or term
- Extended payment terms when offered by suppliers

The supplier lodges a completed Bill of Exchange and relevant shipping documents with their bank. The CBA receives these documents and notifies its client (the importer) when they arrive. Banks are involved because they act as trusted third parties to ensure the supplier can exercise some control over the goods until such time as either payment is made or a promise to pay at a certain future date is provided. A Documentary Collection provides importers with evidence that their supplier has shipped the goods, and an opportunity to ensure the documents presented reflect that terms and conditions of the agreement have been met.

The screenshot displays the CommBiz Global Trade user interface. At the top left is the CommBiz logo and the text 'CommBiz Global Trade'. On the top right, there are links for 'Settings' and 'Log off'. Below the header is a navigation menu with tabs for 'Home', 'Trade', 'Reports & Analytics', 'Inquires & Searches', 'File Services', and 'Service'. Below the navigation menu, it shows 'Client Logged in as: INTERCULTURAL MATT' and 'Last login: 2022/01/24 10:12:52'. The main content area is divided into several sections under the 'Trade' heading:

- Import Letter of Credit**
 - All Import Letter of Credit
 - Create/Amend LC
 - 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
- 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
- Template Management**
 - Create New Template
 - To Submit/Modify
 - To Authorise
 - View All Templates

1. Click Trade

2. Click Notification and Response

- a. All unread and un-actioned messages can be found in the Notification and Response queue. User can access incoming messages by selecting the item from the Inbox.

CommBiz Global Trade

Home Trade Reports & Analytics Inquiries & Searches File Services Service

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

Trade > Import Collections > Notification And Response

Notification And Response

Show Search

Respond View Audit Trail Delete

Notification And Response (1 - 50 of 119)

<input type="checkbox"/>	Customer ID	Customer Name	Bill Reference Number	CCY	Amount	Attention Party	Sender Name	Message Received Date	M
<input type="checkbox"/>	900100	Test user	6022600474	USD	333.00		COMMONWEALTH BANK OF A...	2022/02/02	Final R
<input checked="" type="checkbox"/>	900100	Test user	6026600474	USD	777.00		COMMONWEALTH BANK OF A...	2022/02/01	Final R
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6025600442	USD	17000.00		COMMONWEALTH BANK OF A...	2021/01/14	Pending
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6024600442	USD	20000.00		COMMONWEALTH BANK OF A...	2021/01/14	Respor
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6027600442	USD	10000.00		COMMONWEALTH BANK OF A...	2021/01/14	Respor
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6025600442	USD	1000.00		COMMONWEALTH BANK OF A...	2021/01/14	Pending
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6023600442	USD	10000.00		COMMONWEALTH BANK OF A...	2021/01/14	Unread
<input type="checkbox"/>	900100	NEW TIMEZONE TRUST	6027600441	USD	10000.00		COMMONWEALTH BANK OF A...	2021/01/11	Unread
<input type="checkbox"/>	900260	INFOVENTURES TEST PL	6027600398	USD	50915.83	REGRESSION	COMMONWEALTH BANK OF A...	2019/05/29	Unread
<input type="checkbox"/>	900260	INFOVENTURES TEST PL	6020600398	USD	20000.00	REGRESSION	COMMONWEALTH BANK OF A...	2019/05/10	Unread

Respond View Audit Trail Delete

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1. Notification and Response will bring user to the above screen

2. Users will receive all incoming Import Documentary Collections Notifications in the Notification and Response Tab

3. Select a transaction from the list of transactions in Notification and Response Tab by clicking on the checkbox

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

Trade > Import Collections > Notification And Response > Respond

Import Collection Notification

Submit Respond Later Delete View Documents Cancel Save Clear View Errors

Applicant Ref 1

Incoming

Customer ID 900100	Name Test user
Bank Entity 209 COMMONWEALTH BANK OF AUSTRALIA	Message Status Final Response Pending
Attention -	Message Received Date / Time 2022/02/01 1:20 PM
Bank Bill Reference Number 6026600474	Message Reference Number 0201221000585138
Drawer Name & Address TEST USER TRADE FINANCE VICTORIA TEST 123 TS AUSTRALIA	CCY / Amount USD 777.00
Drawer Reference Number TEST777	Due Date -
Document Against Payment	Charges
Incoming Narrative	

Response

- Customer ID: Unique number assigned to Client which is pre-populated

- **Name:** Name of the Client
- **Bank Entity:** Bank Branch Code that processed the transaction
- **Attention:** A user or group that should action on the incoming message is listed
- **Message Status:** For all the new transactions, the Message Status will be Unread, if the user clicks on "Mark Read" the status of the message will move to the Response Pending queue
- **Message Received Date/Time:** Date and Time when message was received
- **Bank Bill Reference Number:** Bill reference number assigned by the bank
- **Drawer Name and Address:** Name and Address of Drawer
- **Message Reference Number:** System populated reference number
- **CCY/Amount:** Currency and Amount of the collection transaction
- **Documents Against:** This determines the collection type whether a Sight or a Usance Bill
- **Incoming Narrative:** The bank operations group provides any instructions regarding the collection transaction (for example, late goods shipment, missing transport documents, unclear images)
- **Charges:** This gives the summary of all charges
- **Due Date:** Latest date for payment on the transaction

4. Scroll down to Response

The screenshot shows a web form titled "Response" with the following fields and controls:

- Transaction Initiator:** TEST User 900100/0102
- Department Name:** CBA - Sydney - Service Solutions
- Response:** A dropdown menu currently set to "Accepted".
- CCY:** USD
- Amount:** 777.00
- Due Date:** (empty field)
- Narrative:** A text area containing "testnew narrative testnew narrative testnew narrative test".
- Drawer Reference Number:** TEST777
- Message Reference Number:** --
- Message Sent Date / Time:** --
- Message Status:** --
- Attention:** testnew
- Payment Account:** 1234567890
- Charges:** (empty dropdown menu)

At the bottom of the form, there is a toolbar with the following buttons: **Submit** (highlighted in yellow), **Respond Later**, **Delete**, **View Documents**, **Cancel**, **Save**, **Clear**, and **View Errors**.

5. User can now select the **Response** Tab to respond to the Import Documentary Collection Notification
6. The **Response** drop-down is used to select the response. The user can choose from the following options: Accepted, Approved Payment, Await Instruction and Rejected
 - **Accepted:** Documents are accepted for payment in the future (Usance transaction)
 - **Approved Payment:** Approval to make payment to the exporter
 - **Await Instruction:** Indicate to Bank that further instructions will come at a later stage
 - **Rejected:** Reject the transaction
7. The user can insert comments in Narrative field. The text can be selected from the Library Look Up; it can be inserted as free form text, or pasted through an electronic copy of the data
8. Click on Submit to submit the response to the bank for processing. User can choose any of the following options at any point:
 - a. **Respond Later**—It cannot be selected when user is in Response Tab
 - b. **Submit**—Saves the transaction
 - c. **Delete** – Deletes the transaction
 - d. **View Documents** – View documents on this Collections
 - e. **View Errors** - View errors on this Collections
 - f. **Clear**—Clears all the content entered by the user

Authorize and Review

If Authorization is required, follow the below steps:

The screenshot shows the CommBiz Global Trade application interface. The top navigation bar includes 'Home', 'Trade', 'Reports & Analytics', 'Inquires & Searches', 'File Services', and 'Service'. The 'Trade' menu is expanded, showing several categories: 'Import Letter of Credit', 'Import Collections', 'Trade Advance-Imports', and 'Trade Advance-Exports'. Each category lists specific actions such as 'All Import Letter of Credit', 'Create/Amend LC', 'Authorise', and 'Modify/Repair'. The 'Authorise' option is highlighted in the 'Import Letter of Credit' section.

1. Click Trade
2. Under Import Letter of Credit click on the Authorise option

The screenshot displays the 'To Authorise' queue in the application. At the top, there are navigation options: 'To Modify / Repair 2', 'To Authorise 25', and 'View All'. Below this, there are buttons for 'Authorise', 'Modify', 'Send To Repair', 'Delete', and 'View Details'. The main area shows a table of transactions pending authorization.

Service Type	Customer ID	Customer Name	Customer Reference	Bank Reference	Branch name or Beneficiary Name	CCY
Amend LC	900100	TIMEZONE TRUST	DFSDGSGFDG	5017798924	783-REGRESSION-01	USD
New LC	900260	INFOVENTURES TEST PL	AMENDLCP3		212_A block.harsha gateway,	AUD
New LC	900100	TIMEZONE TRUST	IMPLC20JAN		tcsba1234[?], "ADDRESS123...	AZN
New LC	000002	CBA customer 02	4574		tcsabcde123[?], "ADDRESS123...	USD
New LC	000002	CBA customer 02	699999		PREMA PAVATE,	AUD
New LC	000002	CBA customer 02	699999PREMA		PREMA,	AUD
New LC	000002	CBA customer 02	LC818		123	USD
New LC	000002	CBA customer 02	TESTERT-1		TESTCOUNTER1	AZM
New LC	000002	CBA customer 02	7777		COUNTER-\$DEC6	INR
New LC	900100	TIMEZONE TRUST	TESTLCOCT4-1		783-REGRESSION-01	USD

3. After the transaction is submitted by the maker, this transaction will be routed to the "To Authorise" queue and will require an Authoriser to approve the transaction before it is released to the bank for processing. The snapshot above illustrates the Transaction Review screen where all the transactions pending authorization will be displayed
4. Once 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