

## Trade Finance

Trade Finance can be accessed via the Menu in ANZ Transactive – Global

### Pending Approval

Trade Finance has four menu options. The default screen is Pending Approval.

View Trade Instruments pending approval and those needing repair.

Select one or more transactions to approve.

Approve transactions using 2FA (Two Factor Authentication).

Find and repair transactions.

And let company users know to repair the transaction.

Edit the selected transaction in Transactive Trade.

Edit the transaction as required and verify changes.

Click Return to My Bank Portal to see the Trade instruments screen.

Export the records on screen into a CSV file.

Click on a transaction to view the Instrument Details screen.

View the Instrument Summary.

And the transactions associated with the instrument.

View the Audit History, Approve or Repair the transaction.

If you need to edit the transaction, you can do this in Transactive Trade.

### Current Instruments

View a list of all your current instruments for your organisation.

And now you can view subsidiaries you have access to in the Legal Entity column.

### Past Instruments

Past Instruments allows you to perform a search for instruments that are in a Cancelled, Closed, Deactivates or Paid status.

Click on a row to view the Instrument Details and transaction history.

## Reports

Report profiles allows you to setup and manage reports.

Reports can be run on an ad hoc basis scheduled to run at a particular time and saved for future use.

Reports also allows you to view all reports generated from an ad hoc request or reports previously scheduled for download.