



# Advices User Guide



TRADE SERVICES MENU

Trade Services Administration

- Trade
  - Import Letter of Credit
  - Export Letter of Credit
  - Inward Bills Collection
  - Outward Bills Collection
- ATF 00
  - Bank Guarantee
- Outstanding
  - Financing Request
- ABLE P
  - Shipping Guarantee

Service Centre, Shah Alam

		Utilisation	Earmark	Available Balance	
▲	▼ MYR	65,000,000.00	64,647,050.01	27,000.00	325,949.99

Click on the **Trade Services** to view the trade facilities that you would like to access. For example, Import Letter of Credit

- LC Initiation
- Pending LC
- LC Inquiry

Click on **LC Inquiry** to view the list of transactions

Inquiry - List of Transactions

Search Options

Hint: You may use wildcards in your search string. Ex: type \*MYTEXT\* to search for the items containing the MYTEXT string. Alternatively, type \* to retrieve all the transactions.

In the Inquiry function, you must enter the search criteria of the transactions that you wish to list for.

System Id:

Entity/Applicant Name:

Bank Ref.:

Our Ref.:

Beneficiary:

Product Type:

Ccy.:

You may search by entering the criteria you want OR you may key in \* to search on all the ILC, then click on the search button

Search

- [Trade Services Menu](#)
- [Administration Menu](#)

Helpdesk

For help on AmAccess Trade, you may reach our Contact Centre at:  
 T | +603 2058 2800  
 F | +603 2026 1716  
 E | [AmAccessTrade@ambankgroup.com](mailto:AmAccessTrade@ambankgroup.com)

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TRADE SERVICES MENU

(CONT'D)

D All the records will be shown like this

	System Id	Entity/Applicant Name	Bank Ref.	Our Ref.	Beneficiary	Product Type	Ccy.	Amount	Issue	Status
	LC1807308060	ABC Sdn Bhd	T012 38ILC 1992 310	DEF1 1234 5-110 718	DEF Sdn Bhd	Standard LC	USD	422,280.00	11/07/2018	New
	LC1806302187	ABC Sdn Bhd	T011 38IL C229 2311	DEF1 1234 5-110 719	DEF Sdn Bhd	Standard LC	USD	281,520.00	12/06/2018	Expired

**History of the file** : Open a list of all the events for selected record, detailing the complete history of the file

**Details of the file** :Open a pop-up window displaying the current master details of the ILC record

1 - 5 of 5 items

10 | 25 | 50 | 100

1

Release	Type	Status	Event Reference	Ccy.	Amount	Outstanding	Users
12/06/2018	New	New		USD	281,520.00	287,150.40	
14/06/2018	Reporting	General Request				287,150.40	

E In order to retrieve the bank advices, click on **the History of the file** and double click on the release date

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TRADE SERVICES MENU

(CONT'D)

Bank Message

Date/Time: Tuesday, June 12, 2018 4:35:59 PM MYT  
 Reporting Status: New  
 Bank Reference: T01718ILC1022257  
 Comment from the Bank: This Import Letter of Credit has been issued according to your instructions

Bank File Upload Details

	Title	
	ADVICE(ILCISS200)	
	LC MESSAGE DETAILS	

**F** Scroll down to the Bank Message. You will be able to see the Advice and LC Message Details

**G** Click this button to download the Advice or LC Message Details

**LETTER OF CREDIT ISSUANCE — ADVICE**

LC REFERENCE: LC1234XXXXXX  
 LC DATED: 12/6/2018  
 AMOUNT: MYR 100.00  
 TOLERANCE: +2.0% / -2.0%  
 BENEFICIARY: XYZ Holdings Sdn Bhd

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WE CONFIRM HAVING ISSUED THE ABOVEMENTIONED DOCUMENTARY CREDIT IN ACCORDANCE WITH YOUR INSTRUCTIONS. A COPY IS ENCLOSED FOR YOUR VERIFICATION AND RECORD.

PLEASE IMMEDIATELY REVERT TO US SHOULD ANY OF THE TERMS AND CONDITIONS OF THE SAID DOCUMENTARY CREDIT WOULD REQUIRE AMENDMENT.

Charges	Charge Amount without GST	Charge Details	GST Rate	GST Amount	Charge Amount with GST
	MYR 100.00		0% ZR	MYR 0.00	MYR 100.00

Sample of LC Advice

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ADMINISTRATION MENU

Trade Services | Administration

Report Designer



Click on the **Administration** to retrieve standard Trade Products Outstanding Reports and scheduler may be set to retrieve report by email on your preferred frequency under Report Designer

Facility	Ccy	Utilisation	Earmark	Available Balance
ATF 00808/2007/0002292	MYR	64,647,050.01	27,000.00	325,949.99

Change Profile  
Report Designer

Report Designer Module Presentation



Click on **Report Designer** and it will display this field

- Create
- From Existing
- From Template
- Maintenance
- Parameters
- Schedule

[Trade Services Menu](#)  
[Administration Menu](#)

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ADMINISTRATION MENU

(CONT'D)

- Change Profile
- Report Designer ^
- Create
- From Existing
- From Template
- Maintenance
- Parameters
- Schedule

### List of Template Reports

Search Options

Hint: You may use wildcards in your search string. Ex: type \*MYTEXT\* to search for the items containing the MYTEXT string. Alternatively, type \* to retrieve all the

**C** Choose *From Template* to view saved draft and it will display this

Search

1 - 10 of 10 items

10 | 25 | 50 | 100

1

<input type="checkbox"/>	Report Name	Report Description	Executable
<input type="checkbox"/>	MONTHLY CHARGES REPORT	MONTHLY CHARGES REPORT	Yes
<input type="checkbox"/>	ELC OUTSTANDING REPORT	EXPORT LETTER OF CREDIT OUTSTANDING REPORT	Yes

**D** Check the box of the report needed

**E** Click Submit

Submit

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ADMINISTRATION MENU

(CONT'D)

- Change Profile
- Report Designer ^
- Create
  - From Existing
  - From Template
- Maintenance
- Parameters
- Schedule**

F Click on *Schedule*

### List of Existing Reports (Schedule)

Search Options ▲

Hint: You may use wildcards in your search string. Ex: type \*MYTEXT\* to search for the items containing the MYTEXT string. Alternatively, type \* to retrieve all the transactions.

Report Name:

Frequency:

Search

1 - 12 of 12 items

10 | 25 | 50 | 100

1

Report Name	Frequency	Output Format	Next Batch	
FINANCING OUTSTANDING REPORT	Monthly (01)	PDF	01/12/2018	

G Click Add a new Report Schedule to set the setting

Add a new report schedule

### Create a Report Schedule

\* Report Name:

Frequency:

Daily

Weekly

Monthly

Note: Reports will be scheduled based on Bank's Time-zone.

\* Output Format:

\* Language:

\* Email Address:

H Click dropdown on the Report Name and determine the Frequency of the report

I Choose the output of the report and fill in the email address of the person who's going to receive the report.

J Click Save button

Save Cancel Help

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**Thank you**