# USER MANUAL

IMPORT COLLECTION



# Navigate to Import Collection



Access Import Collection Module through Trade Services Menu.



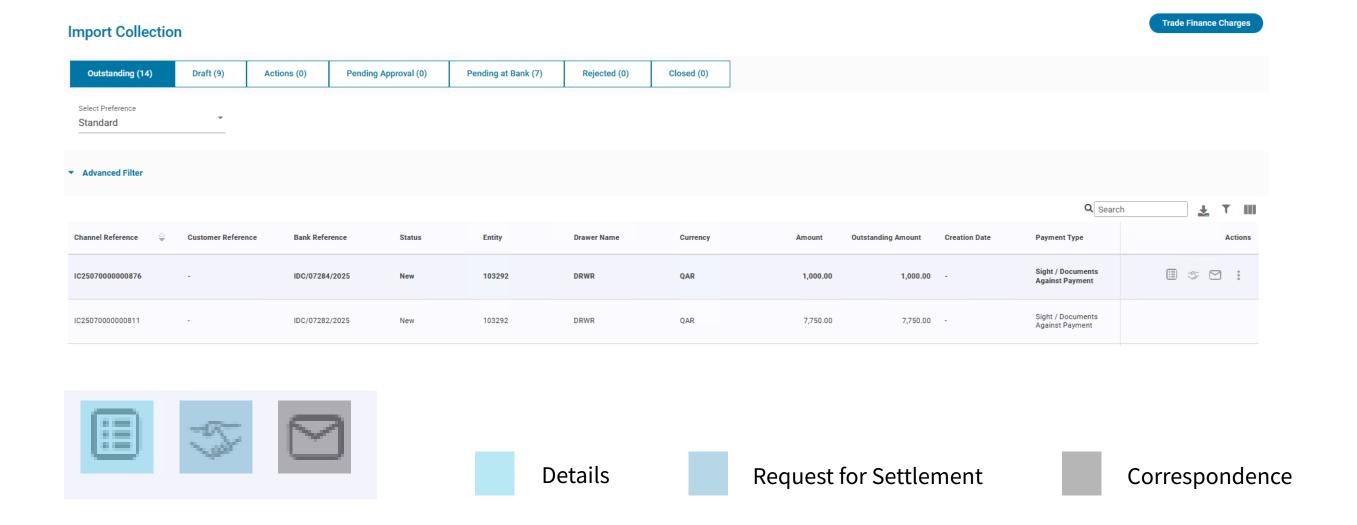
# Import Collection Events

**Request for Settlement** 

Correspondence

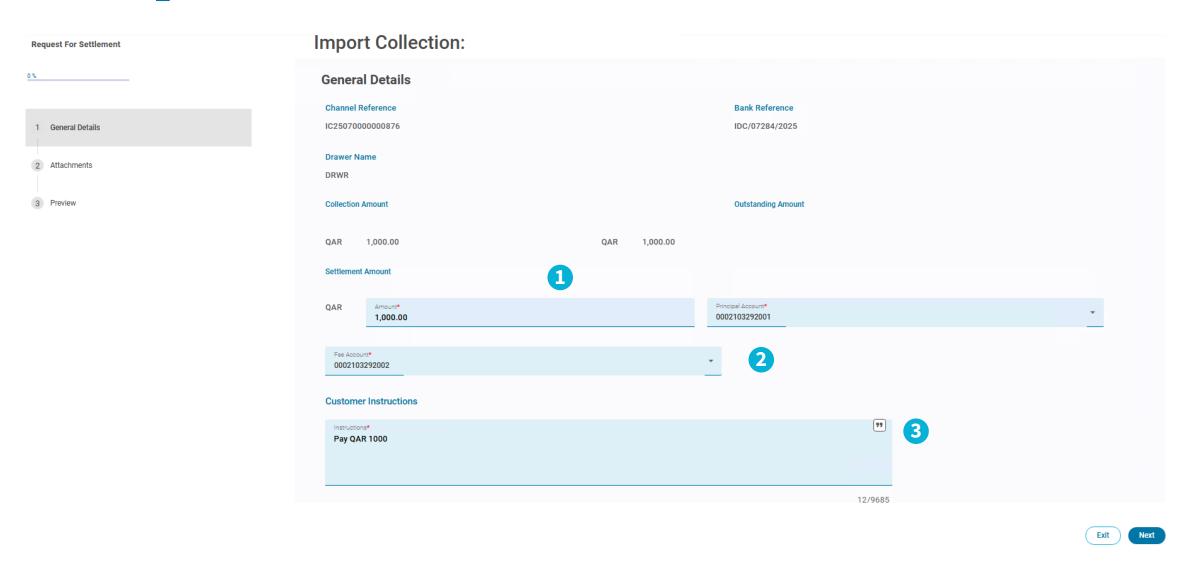


# Import Collection





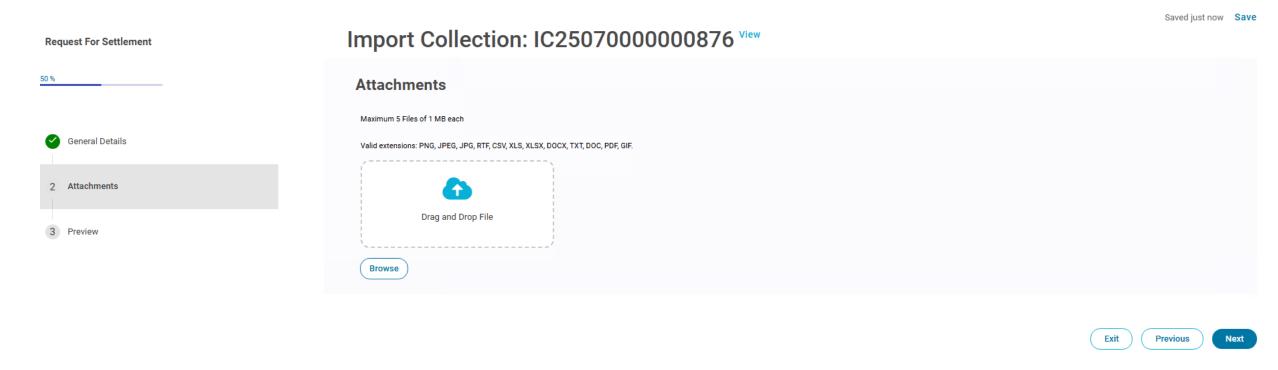
# Request for Settlement



- Enter the amount for settlement.
- 2 Select the principal account and fee account.
- 3 Enter your instructions clearly in the instructions narrative box. Write the amount that needs to be settled, and any additional instructions for the payment.



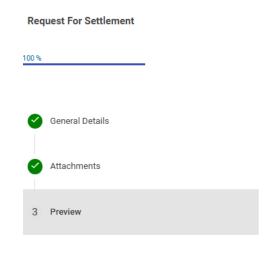
#### Attachments



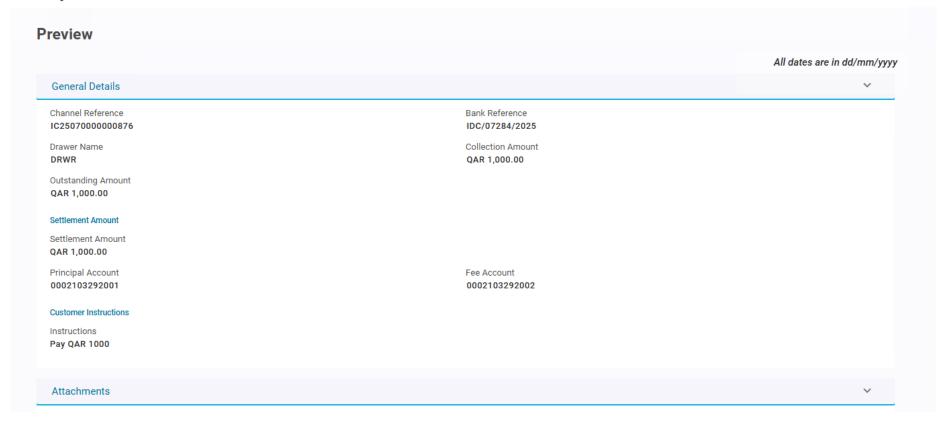
You can either drag and drop, or select the attachment based on the valid extensions. You are allowed a maximum of 5 files of 1 MB each.



#### Preview



**Import Collection:** 



Review the details entered before submission.

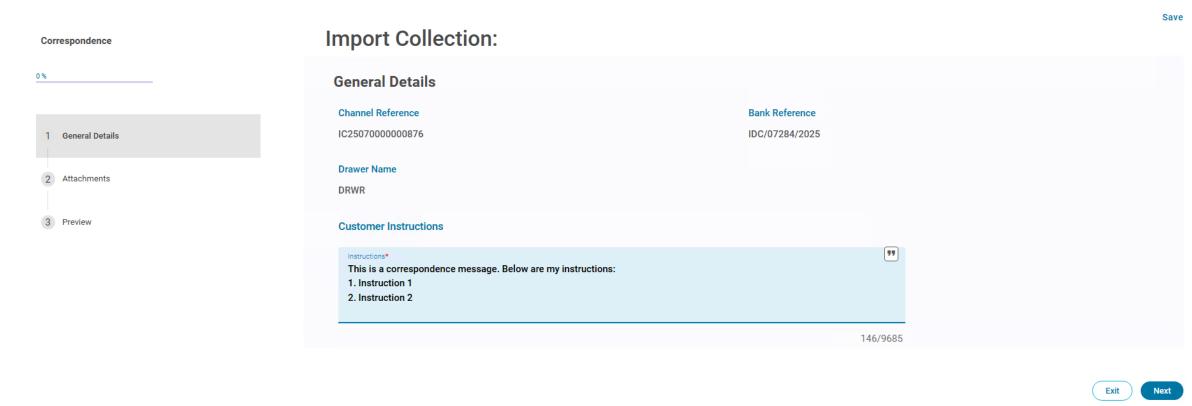


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Saved just now

Exit

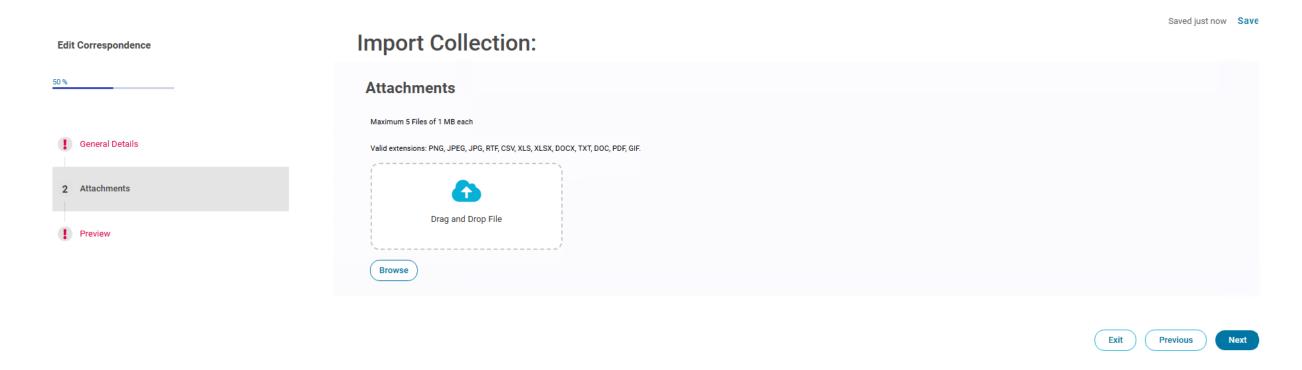
# Correspondence



Write your message or general instructions in the customer instructions section.



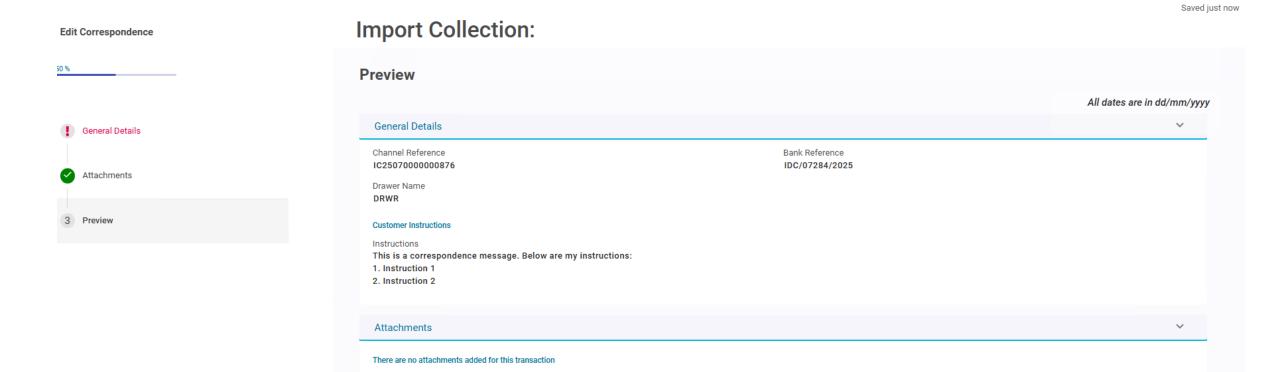
#### Attachments



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### Preview



Review the details entered before submission.

