# USER MANUAL

SHIPPING GUARANTEE



## **Shipping Guarantee Events**

**SG** Initiation

Correspondence



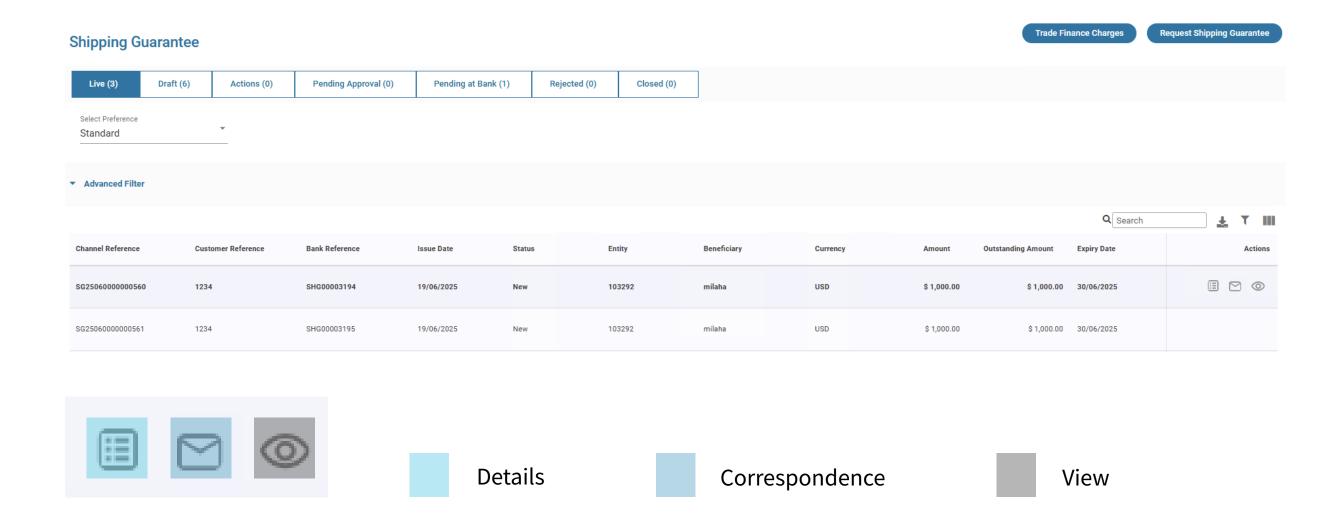
## Navigate to Shipping Guarantee



Access Shipping Guarantee Module through Trade Services Menu.

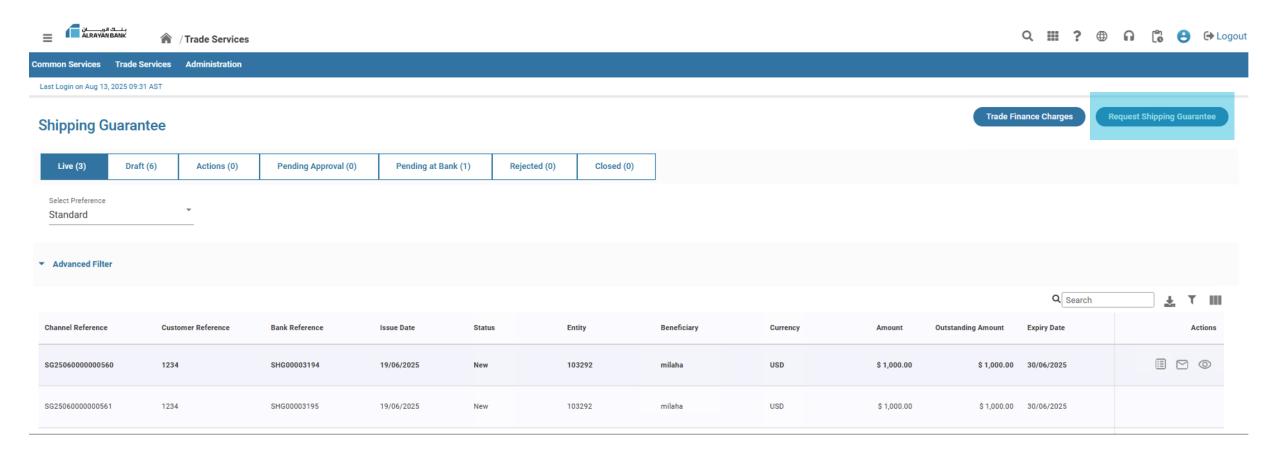


## **Action Bar**





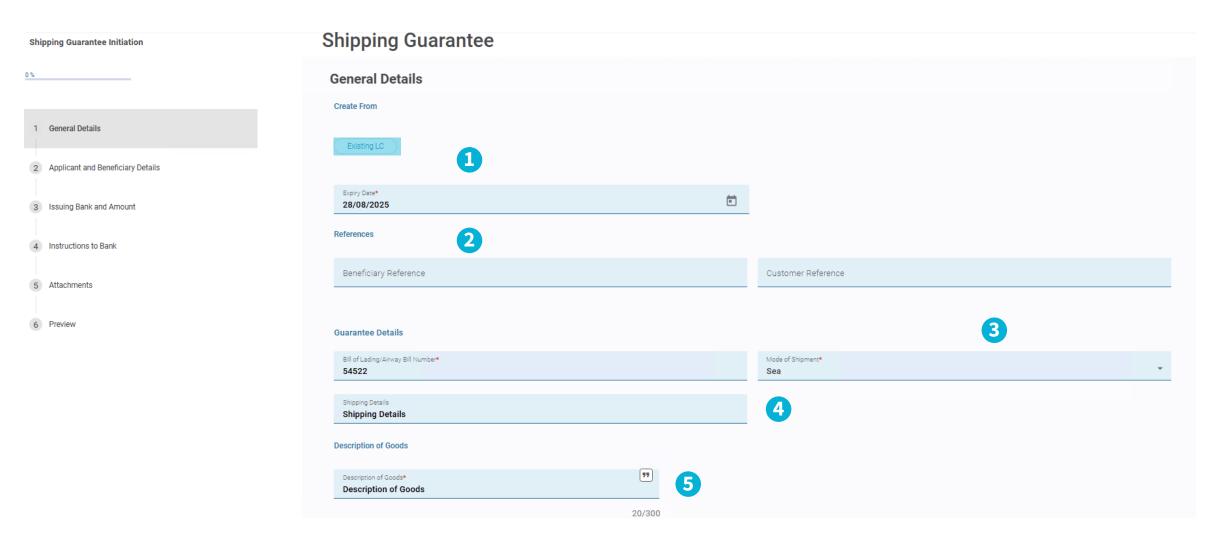
## **Shipping Guarantee Initiation**



Click on the 'Request Shipping Guarantee' button to initiate a Shipping Guarantee request.

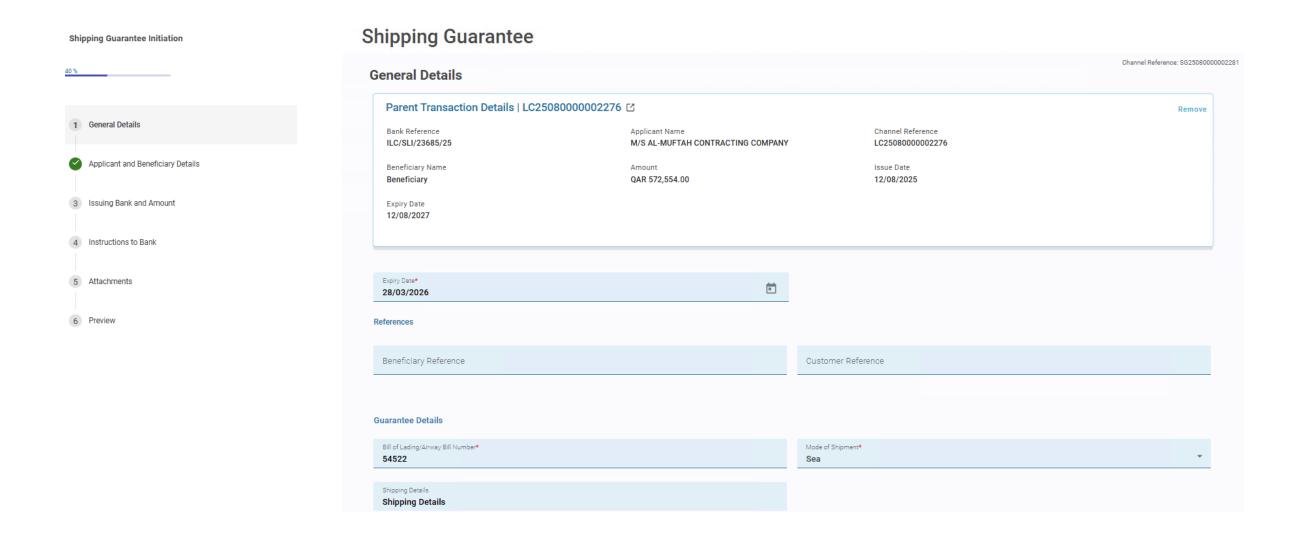


#### **General Details**



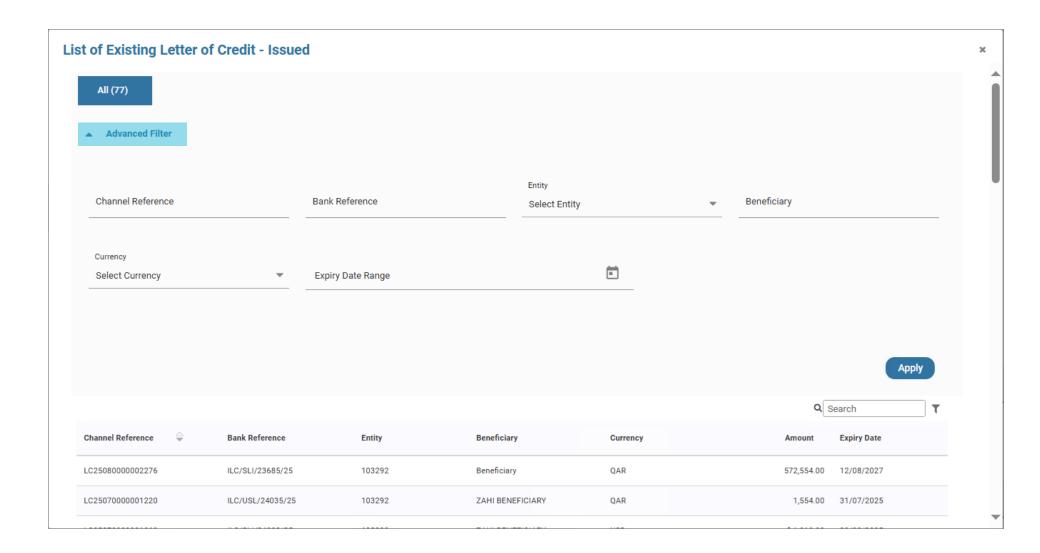
- Enter Expiry Date of the Shipping Guarantee.
- 2 Enter the reference number of the Bill of Lading, Air Way Bill, or any such document against which the guarantee is issued.
- 3 Select the Mode of Shipment from the dropdown list. Values include: Sea, Air and Truck.
- 4 Use the Shipment Details field to write the name of the vessel or cargo or plane on which the goods will be transported.
- 5 Enter the details of the goods covered by the counter guarantee in the Description of Goods field.





Linking the SG to an existing Import LC is possible using the create from 'Existing LC' feature (highlighted in the previous page). Click on this option to open a list of existing Issued Letter of Credit. This displays a list of your company's existing Letters of Credit, to select from as a base for the Shipping Guarantee request.

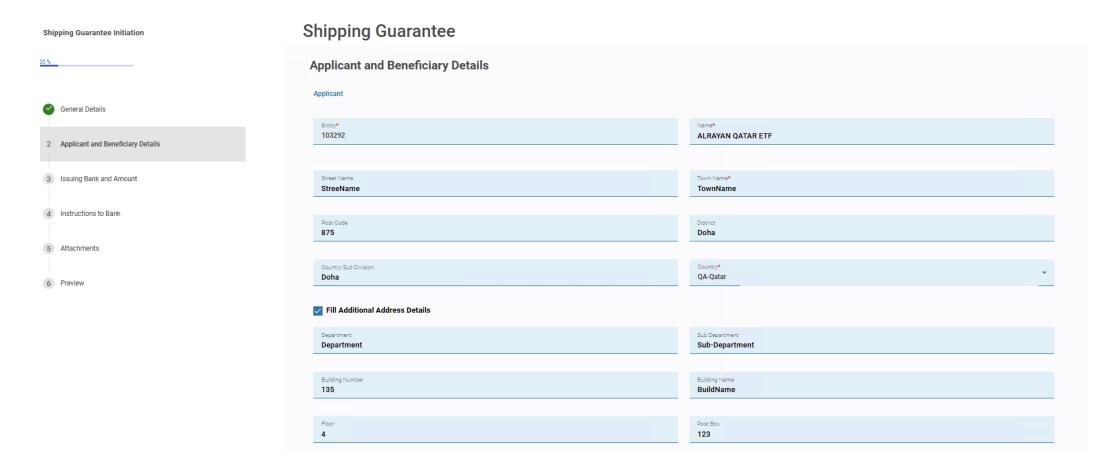




You can use the Advanced Filter option to narrow down the search result based on Beneficiary Name, Currency or Expiry Date.

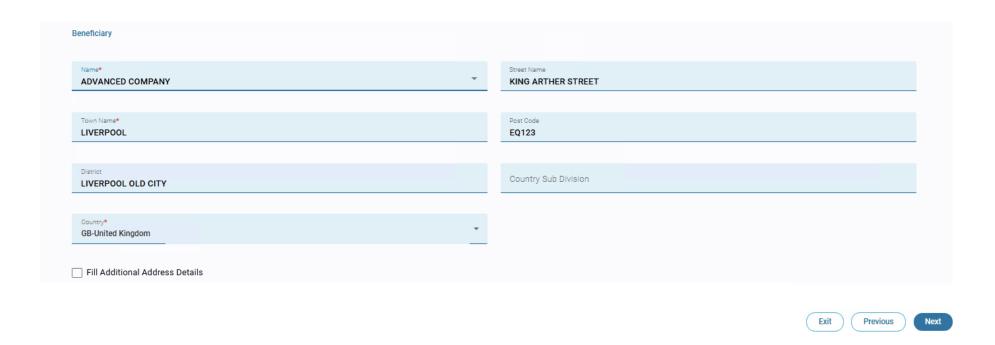


# Applicant and Beneficiary Details



Applicant Details default to the name and address details of your company.

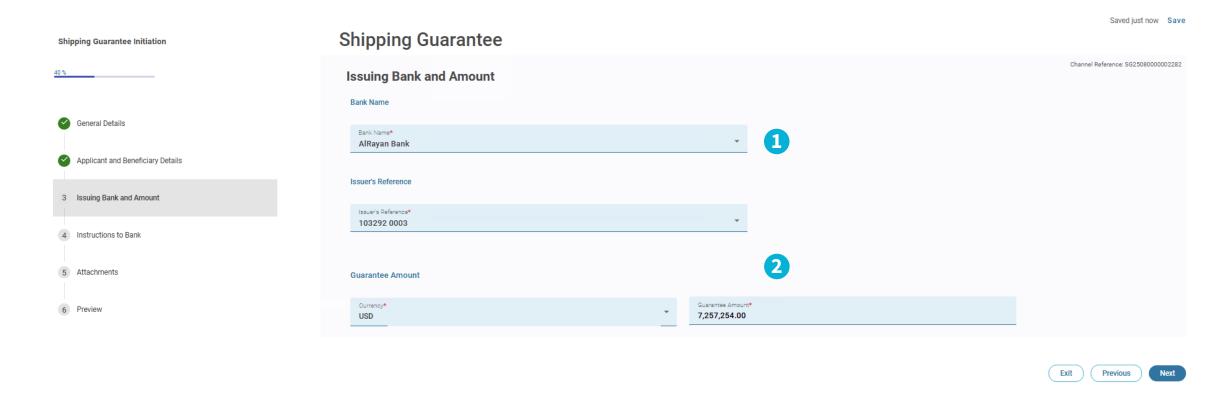




Enter the Name and address of the beneficiary (shipper). Click on the 'Name' field drop down to select the associated beneficiary. You may also add a new beneficiary for the applicant, enter the new Name and Address details of the beneficiary and slide the "Save the Beneficiary" button and also enter the abbreviated name for the new beneficiary.



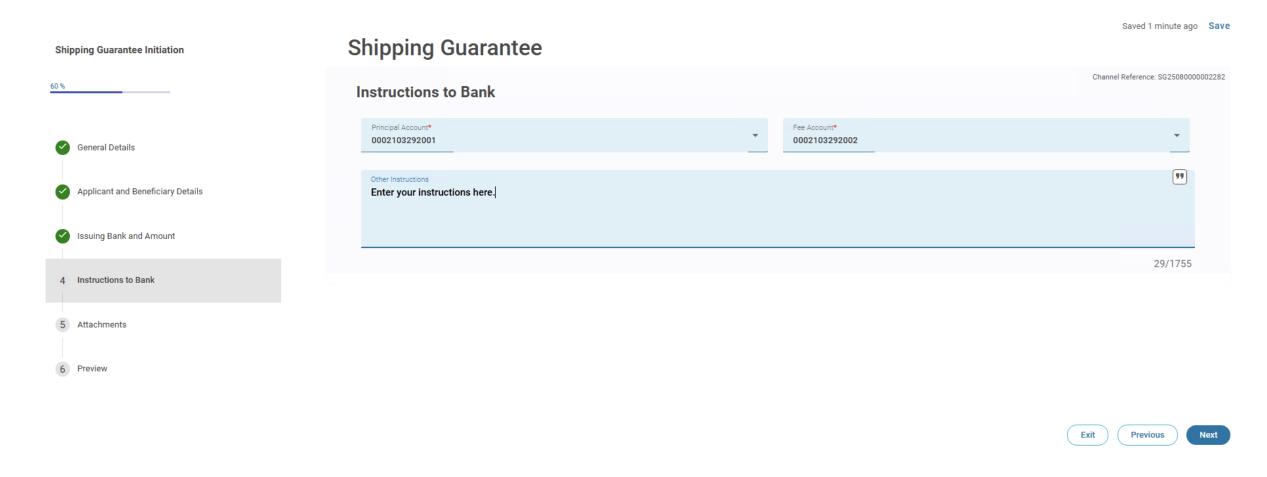
## Issuing Bank and Amount



- 1 Bank name is defaulted as your bank's name.
- 2 Enter the currency and amount of Shipping Guarantee.



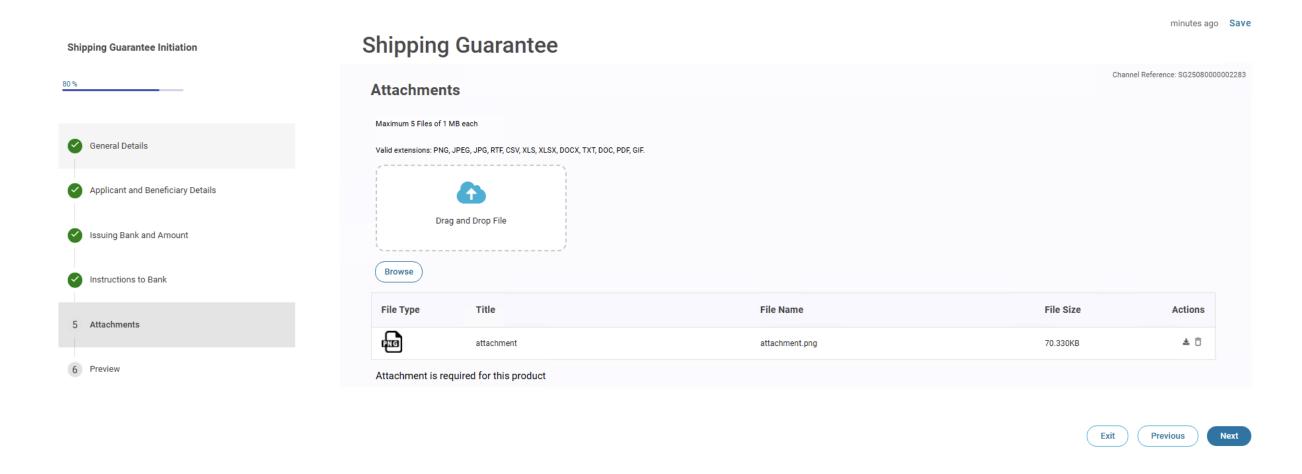
### Instructions to Bank



Select the account for both Principal and Fee account fields and write your instructions in the 'Other Instructions' narrative field.



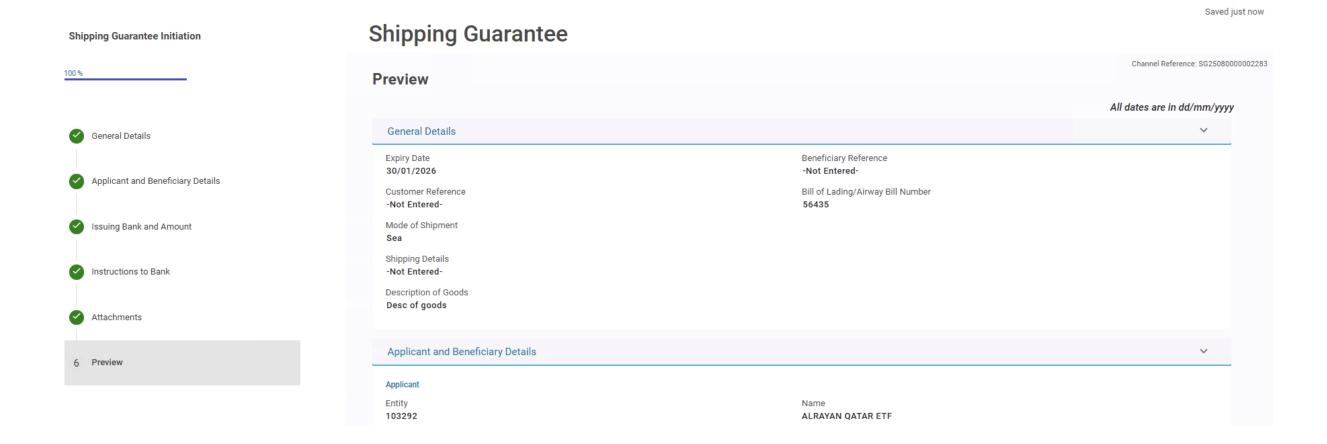
#### Attachments



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.



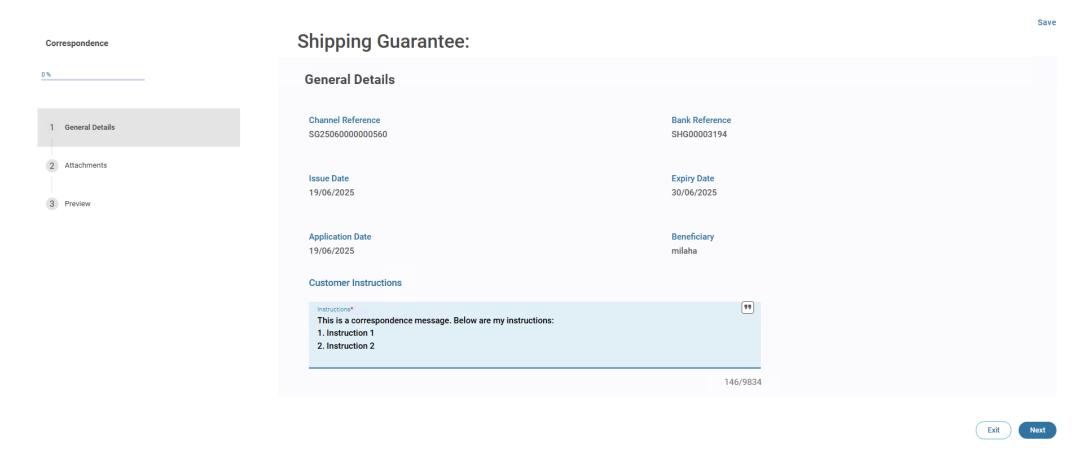
### Preview



Review the details entered before submission.



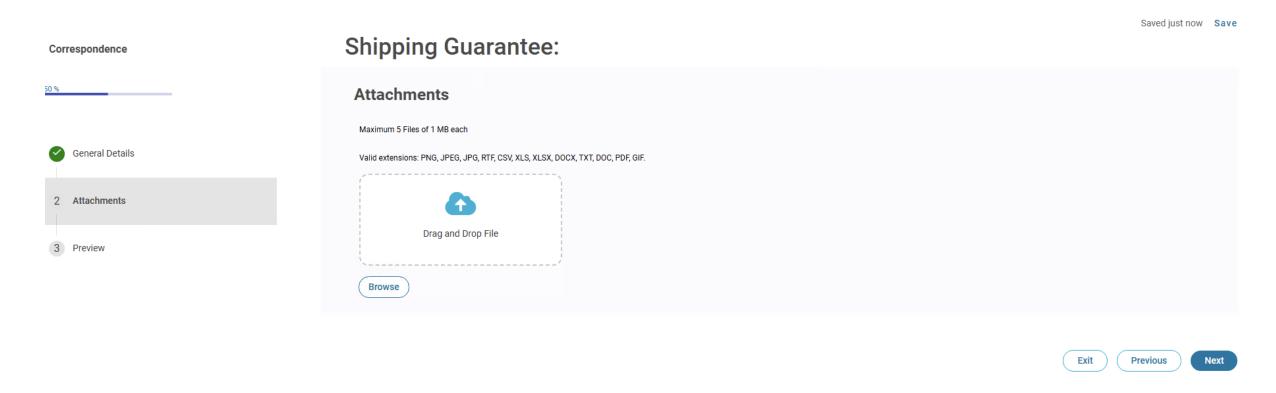
## Correspondence



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



#### 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

**Shipping Guarantee:** Correspondence Preview All dates are in dd/mm/yyyy General Details General Details Bank Reference Channel Reference SG25060000000560 SHG00003194 Attachments Issue Date Expiry Date 19/06/2025 30/06/2025 Application Date Beneficiary 3 Preview 19/06/2025 milaha **Customer Instructions** Instructions This is a correspondence message. Below are my instructions: 1. Instruction 1 2. Instruction 2 Attachments

There are no attachments added for this transaction

Review the details entered before submission.



Saved just now

Submit

Exit

Previous