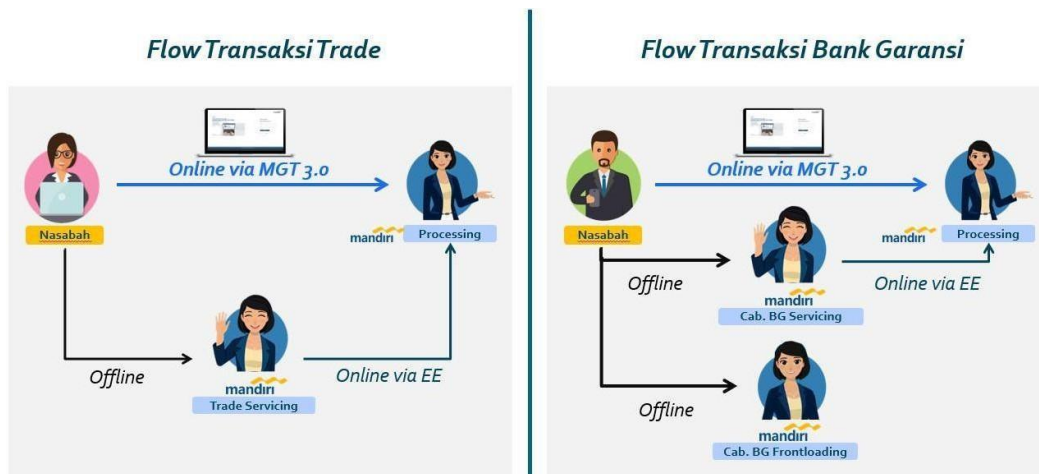


+ | How is flow of transactions since the launch of Kopra Trade?



Trade Transactions

Before using Kopra Trade: Customers come to the nearest Trade Service, fill the application form, sign it and submit all documents related to the transactions, such as: contract or other underlying documents. The Trade Service inputs transaction based on the application submitted by customers to the system and transaction will be processed by the processing unit.

After using Kopra Trade: The customers initiate and submit the application and underlying documents via Kopra Trade, and transactions will be reviewed and processed by processing unit.

Bank Guarantee Transactions

Before using Kopra Trade: Customers come to the nearest Bank Guarantee Servicing/Frontloading Branch, fill the application form, sign the application form, and submit the form along with underlying documents. The branch will input the transaction into the system and transaction will be processed by the processing unit (for any application submitted to serving branch) or will be processed at the branch itself (if the branch is processing branch).

After using Kopra Trade: The customers initiate and submit the application along with underlying documents via Kopra Trade, and transactions will be reviewed and processed by the processing unit.

+ | What is the required password format to log in to Kopra Trade?

Kopra Trade Password Policy:

User ID:

New Password

Confirm Password

CONFIRM

Password Policy:

- New password requires at least 8 characters
- New password should not contain special characters
- New password should not contain more than 3 consecutive digits or more than 3 consecutive identical characters
- New password must contain lower case characters, uppercase characters and digits
- Recently used passwords should not be used again
- New password must not contain your account or name

- It must be at least 8 characters.
- It must not contain special characters (such as "!", "@", "#", etc.).
- It must not contain three identical characters consecutively (such as 000 or aaa).
- It must contain uppercase characters, lowercase characters, and numbers.
- The same password that was previously used cannot be used again.
- It must not contain your account or name.

+ | What if the customers forget their Kopra Trade User password?

Please click Forget Password button on Kopra Trade Landing Page. User will be directed to a New Page. Fill in registered User ID and email address. If they match, system will send a link to Reset the Password to user's email address.

Selamat Datang

Mandiri Global Trade 3.0


Company

User ID

Password

Login

Forget password? Click [here](#)

Contact Us  email

Forgot Password

Masukkan Company ID dan User ID/Email yang terdaftar pada Mandiri Global Trade 3.0

Please input the Company ID and User ID/Email Address registered in Mandiri Global Trade 3.0

User ID*

Email*

SEND

+ | What happens if the customers enter wrong User ID or password?

User ID will be locked and Customers cannot access Kopra Trade. Please contact your company Admin to unlock the User ID.

+ | What if the Customers forget Kopra Trade User ID?

Please contact Bank Admin to get information about your your user ID.

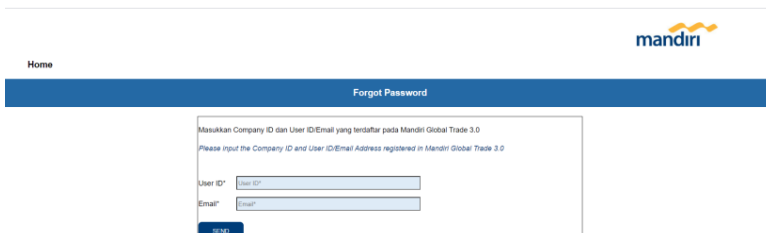
+ | What are the features available on Kopra Trade?

Forgot Password

On Landing Page, Forgot Password feature is available if user forgets the password to log in to Kopra Trade.



Please fill in User ID and registered email on Kopra Trade, then click Send.



Next, you will receive an email from Trade.Mandiri@bankmandiri.co.id contained a link to reset your password. If you click the link, a new page will appear to reset the password.

Dear [User Name],

Please be advised that we have received a request to reset password of **Mandiri Global Trade 3.0** associated with this e-mail address. If you made this request, you can reset your password using this link below.

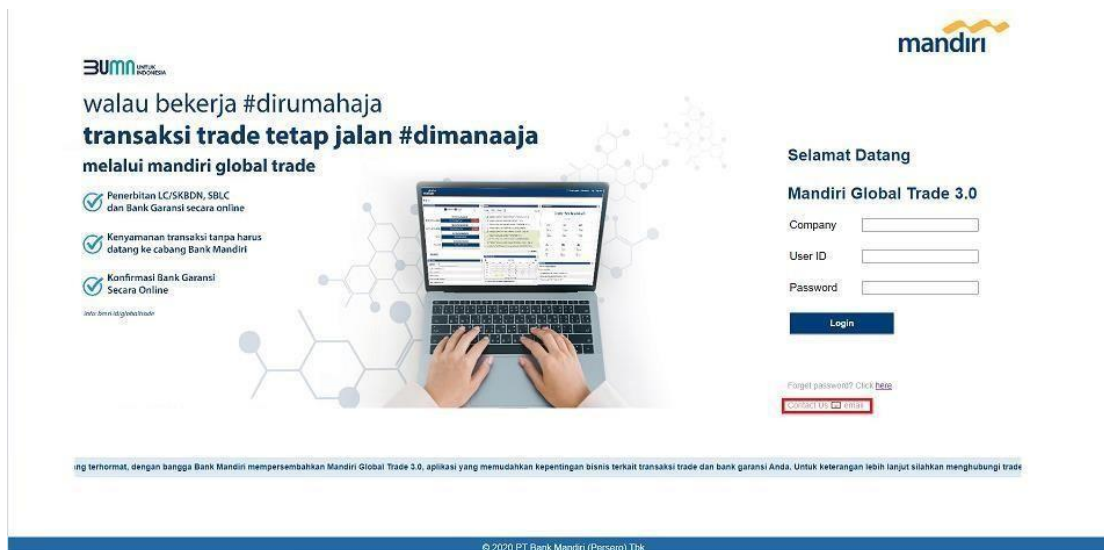
Click [here](#) to change your password.

Thank you.

Regards,
Administrator
Mandiri Global Trade 3.0

Contact Us

With this feature, customers can access this page if they have any *inquiry* to Bank Mandiri.



When Contact Us is clicked, a new page will appear containing several fields that must be filled in, including:

- Subject (Mandatory):** Subject of the questions/issues to be inquired.
- Name (Mandatory):** Name of the user who inputs the inquiry.
- Company (Mandatory):** Company's name of the user who inputs the inquiry.
- Email (Mandatory):** Email address of the user who inputs the inquiry.
- Phone (Mandatory):** Telephone number of the user who inputs the inquiry.
- Transaction Reference No (Optional):** Reference number of the transaction customers want to inquire (if any).
- Message (Mandatory):** Message that the customers want to inquire via Contact Us
- Attachment (Optional):** If customers want to attach supporting documents
- Verification Code (Mandatory):** A verification code before sending a *Contact Us* message

SUBJECT *

Input Subject

NAME *

Input Name

COMPANY *

Input Company

EMAIL *

Input Email

PHONE *

Input Phone

TRANSACTION REFERENCE NO

Input Transaction Reference No

MESSAGE *

Input Message

ATTACHMENT FILE (JPG, GIF, PNG, PDF FILE FORMAT MAX 5MB)

UPLOAD

Upload File Name

VERIFICATION CODE *

Please input verification code(Not case sensitive)



RESET

CONFIRM

Widget on Homepage

When logging in, a menu and widget will appear on Kopra Trade Homepage.

a. Main Menu

This widget displays various transaction menus that can be accessed by user. Number of menus depends on access level assigned by company admin to the user. From this function, customers can process trade/BG transactions according to their needs.

Main Menu	
Search for:	<input type="text"/>
Account Receivable Financing	
Bank Guarantee (Inward)	
Bank Guarantee (Outward)	
Export Collections	
Export LC/SKBDN Received	
Import Collections	
Import LC/SKBDN Issuance	
Post Import Financing	
Pre-Export Finance	
Reverse Factoring	
Shipping Guarantee	
Account Numbers	
Clause	
Consolidated Report	
Email Group Maintenance	
Email Notification	
Label	
Notice View	
Parties	
Template	

Main Menu	
Search for:	<input type="text"/>
> Account Receivable Financing	
Apply for Account Receivable Financing	
Resubmit for Account Receivable Financing	
Apply Early Payment	
Modify Transaction	
Delete Transaction	
View Bank Message	
View Account Receivable Financing	
Customer Instruction	

b. Inbox

It contains information of summary transactions for each module.

Inbox				
	Saved	Bank Message	Awaiting Corporate Approval	Rejected by Supervisor
Import Letters of Credit	0	0	0	0
Export Letters of Credit	0	0	0	0
Import Collections	0	0	0	0
Export Collections	0	0	0	0
Outward Guarantees	0	0	0	0
Inward Guarantees	0	0	0	0
Pre-Export Finance	0	0	0	0
Reverse Factoring	0	0	0	0
Shipping Guarantee	0	0	0	0
Account Receivable Financing	0	0	0	0
Post Import Financing	0	0	0	0

Saved	:	Transactions saved by Makers.
Bank Message	:	Notifications/responses from the Bank regarding transactions (e.g. status Accepted, or Settled).
Awaiting Corporate Approval	:	Transactions that have been submitted by the Makers but have not been released/authorized by the Checkers.
Rejected by Supervisor	:	Transactions that have been submitted by the Makers but refused by the Checkers

c. Limit Information

This widget contains information regarding customer's availability and outstanding limits for each sub-limit that they have.

Limit Information			
		IDR 999,999,999,999,999	
TRADE/AP FINANCING	999,997,180,607,488	2,819,392,511	
		IDR 999,999,999,999,999	
EXPORT/AR FINANCING	999,999,999,999,999		
		IDR 999,999,999,999,999	
IMPORT	999,999,999,999,999		
		IDR 999,999,999,999,999	
GUARANTEE	999,999,899,219,999	100,780,000	

Available Usage

More Details

If "More Details" button is clicked, it will be directed to Report page where users can download **Limit Utilization Report**. This report contains details of the customer's reference number and limit status.

- Choose the Report Template from following drop down list.
- Choose the Company Group and it will generate report for all companies within the company group.
- Choose the Company ID/CIF and it will generate report for the specific company.

Report Template	Limit Utilization Report
Report Type	PDF
Company Group	
Company ID	BUYER3A SEARCH
Company CIF	1000022843 SEARCH
Start Date	
End Date	
Module(for Customer Instruction Report only)	
Reference Number(for Customer Instruction Report only)	
CE Reference Number(for Customer Instruction Report only)	

CANCEL CONFIRM

d. Quick Access

In this widget, user can choose which menu are frequently used for transactions and set them on the Quick Access menu. If user click on a function in Quick Access, the page will immediately be directed to the transaction menu for that function.

Quick Access	
Import LC/SKBDN Issuance - Apply For Import LC	
Import LC/SKBDN Issuance - Apply For Amendment	
Account Receivable Financing - Apply for Account Receivable Financing	
Bank Guarantee (Outward) - Apply for Guarantee	
Post Import Financing - Apply Standalone PIF	

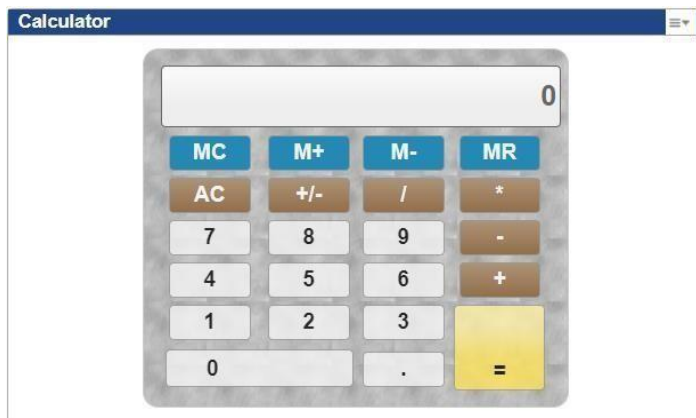
If user want to change number of functions or list functions in Quick Access, please click the button on the right corner and click **Edit**. When finished, click **Save**.

Quick Access	
Import LC/SKBDN Issuance - Apply For Import LC	Edit
Import LC/SKBDN Issuance - Apply For Amendment	Refresh
Account Receivable Financing - Apply for Account Receivable Financing	Maximize
Bank Guarantee (Outward) - Apply for Guarantee	Minimize
Post Import Financing - Apply Standalone PIF	Help

Quick Access	
The total count: 10	
Select to add: Account Receivable Financing - Apply for Account Receivable Financing	
Import LC/SKBDN Issuance - Apply For Import LC	✕ ↑ ↓
Import LC/SKBDN Issuance - Apply For Amendment	✕ ↑ ↓
Account Receivable Financing - Apply for Account Receivable Financing	✕ ↑ ↓
Bank Guarantee (Outward) - Apply for Guarantee	✕ ↑ ↓
Post Import Financing - Apply Standalone PIF	✕ ↑ ↓
Cancel	Save

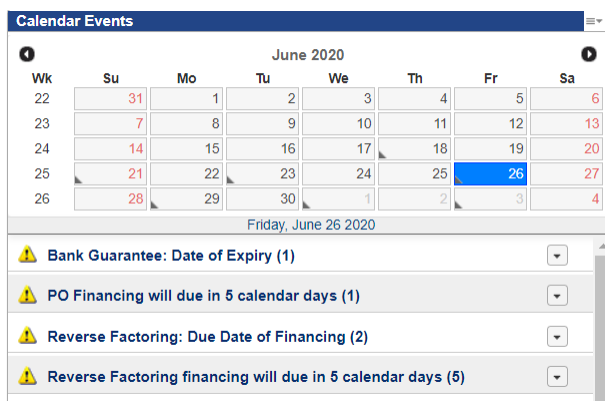
e. Calculator

A widget to access calculator.

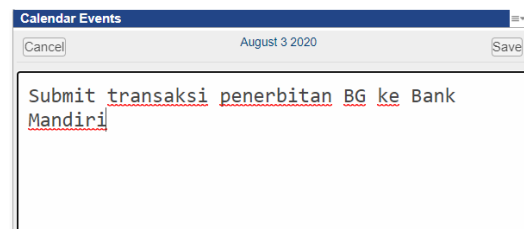
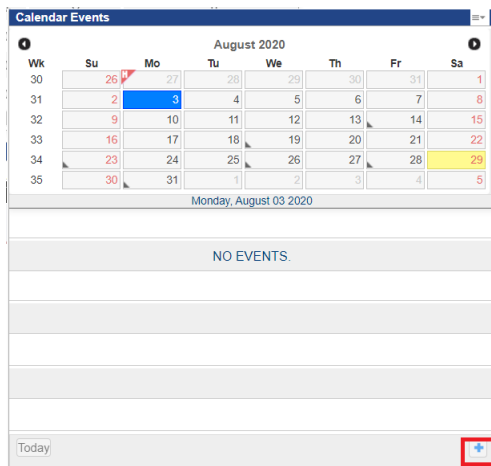


f. Calendar Events

It is a calendar widget that contains information on important dates related to transactions, such as expiry dates and due dates of financing.



In addition, Customers can also add events/notes to the calendar by clicking on the “+” button on the lower right corner. Then click **Save** after finishing writing the Notes.



Calendar Events							
August 2020							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
30	26	27	28	29	30	31	1
31	2	3	4	5	6	7	8
32	9	10	11	12	13	14	15
33	16	17	18	19	20	21	22
34	23	24	25	26	27	28	29
35	30	31	1	2	3	4	5

Monday, August 03 2020

My Note

g. Dashboard

This widget displays information related to transaction status of each module: Awaiting Authorization, Bank Message, or Save Record from each module.

Dashboard		
PEFM-Awaiting Authorisation 1	OWGT-Bank Message 6	IMLC-Saved Records 3
PEFM-Bank Message 0	ARFM-Bank Message 0	SHGT-Bank Message 0

Dashboard	
Row Count 2	Edit
Column Count 3	Refresh
IMLC-Bank Message	Maximize
OWGT-Bank Message	Minimize
PEFM-Bank Message	Help
ARFM-Bank Message	
SHGT-Bank Message	
Cancel	Save

h. Exchange Rate

It contains information regarding Booking Rate of each currency.

Exchange Rate					
Counter Rate Bank Mandiri					
29 Aug 2020 13:49					
EUR		JPY		SGD	
BUY 17,079		BUY 137		BUY 10,517	
SELL 17,396		SELL 140		SELL 10,792	
USD		CNY		GBP	
BUY 14,480		BUY 2,248		BUY 18,923	
SELL 14,770		SELL 2,518		SELL 19,255	

In addition, customers can also edit which currency to display on this exchange rate widget.

Exchange Rate

Add currency:

EMIRATI DIRHAM (AED)

Edit
Refresh
Minimize
Help

Currency list:

EURO (EUR)

JAPANESE YEN (JPY)

SINGAPORE DOLLAR (SGD)

US DOLLAR (USD)

YUAN RENMINBI (CNY)

POUND STERLING (GBP)


Cancel
Save

i. Notice

It contains information related to notifications of transactions that are processed through Kopra Trade, including notifications sent from makers/checkers from company's side or notifications sent by Bank when transaction process has completed.

Notice	
Labels	Filter More
Total : 137	
<input type="checkbox"/>	Waiting for Approval of submitted Standalone PIF: TR20000005BUYER3A
<input type="checkbox"/>	Standalone PIF is submitted: TR20000005BUYER3A
<input type="checkbox"/>	Waiting for Approval of submitted Standalone PIF: TR20000005BUYER3A
<input type="checkbox"/>	Standalone PIF is submitted: TR20000005BUYER3A
<input type="checkbox"/>	Waiting for Approval of Apply for Guarantee:OW20000017BUYER3A
<input type="checkbox"/>	Waiting for Approval of Apply for Guarantee:OW20000016BUYER3A
<input type="checkbox"/>	Waiting for Approval of Account Receivable Financing: AR20000007BUYER3A
<input type="checkbox"/>	Apply for Pre-Export Finance is submitted: PF20000001BUYER3A
<input type="checkbox"/>	Waiting for Approve of Pre-Export Finance:PF20000001BUYER3A
Open More	

 It indicates that notification is an "Alert" or just a notification

 It shows that notification is a "Task", or it is just something that needs to be followed up on. Follow-up on the transaction can be processed by clicking "Process" sign.

Task Detail	
Notice Subject :	Waiting for Approval of Apply for Guarantee:OW20000015TRADEPROJE
Notice Creator :	TRADEPROJECT1
Notice Creator unit :	TRADEPROJECT
Notice Create time :	2020-09-10 21:55:09
Notice Type :	Task
Notice Content :	Waiting for Approval of Apply for Guarantee:OW20000015TRADEPROJE
	Waiting for Approval of Apply for Guarantee:OW20000015TRADEPROJE

CANCEL

PROCESS

j. Recent Functions

It contains information related to functions that have just been opened/processed by relevant users.

Recent Functions	
Import LC/SKBDN Issuance	- Apply For Import LC
Account Receivable Financing	- Apply for Account Receivable Financing
Pre-Export Finance	- Apply for Pre-Export Finance
Post Import Financing	- Apply Standalone PIF
Bank Guarantee (Outward)	- Apply for Guarantee
Consolidated Report	- Consolidated Report
Email Notification	- Modify Email Notification
Email Notification	- Authorise Email Notification
Email Notification	- Unlock Email Notification
Email Group Maintenance	- Authorise Email Group

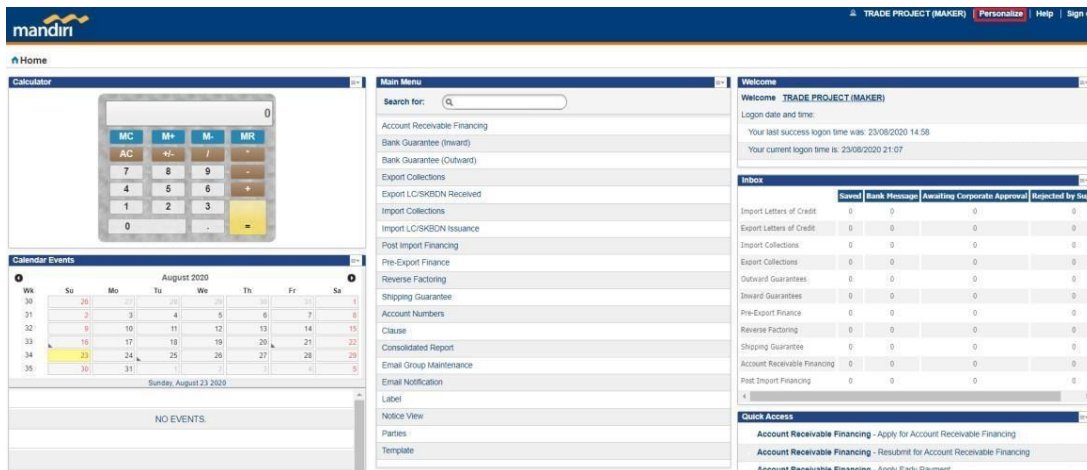
k. Welcome

It contains information regarding user's last login time.

Welcome	
Welcome	
Logon date and time:	
Your last success logon time was:	29/08/2020 11:11
Your last failure logon time was:	29/08/2020 11:07
Your current logon time is:	29/08/2020 14:10

+ | How to change display on Kopra Trade Dashboard?

Please click **Personalize** on the upper right corner. Then please set widget if you want to Remove/Minimize/Maximize it by using button in the upper right corner, or you can Remove it directly by using dashboard widget.



The screenshot shows the Mandiri Trade Project (Maker) dashboard. The top navigation bar includes the Mandiri logo, the user's name 'TRADE PROJECT (MAKER)', and links for 'Personalize', 'Help', and 'Sign out'. The dashboard is divided into several sections:

- Calculator:** A digital calculator widget.
- Main Menu:** A list of menu items including Account Receivable Financing, Bank Guarantee (Inward), Bank Guarantee (Outward), Export Collections, Export LC/SKBDN Received, Import Collections, Import LC/SKBDN Issuance, Post Import Financing, Pre-Export Finance, Reverse Factoring, Shipping Guarantee, Account Numbers, Clause, Consolidated Report, Email Group Maintenance, Email Notification, Label, Notice View, Parties, and Template.
- Calendar Events:** A calendar view for August 2020, showing dates from 30 to 31.
- Welcome:** A welcome message for 'TRADE PROJECT (MAKER)' with login details: 'Logon date and time: Your last success logon time was: 23/08/2020 14:58' and 'Your current logon time is: 23/08/2020 21:07'.
- Inbox:** A table showing various messages and their status.
- Quick Access:** A list of quick access links for Account Receivable Financing, Account Receivable Financing - Resubmit for Account Receivable Financing, and Account Receivable Financing - Apply Early Payment.

mandiri

TRADE PROJECT (MAKER) | Personalize | Help | Sign out

Product Services

Calculator

Calendar Events

Dashboard

Exchange Rate

Inbox

Limit Information

Main Menu

Notice

Quick Access

Recent Functions

Welcome

Name: Home

Calculator

Title: Calculator

Description:

Revert

Calendar Events

Title: Calendar Events

Description:

Revert

Dashboard

Title: Dashboard

Description:

Revert

Limit Information

Title: Limit Information

Description:

Revert

Main Menu

Title: Main Menu

Description:

Revert

Exchange Rate

Title: Exchange Rate

Description:

Revert

Recent Functions

Title: Recent Functions

Description:

Revert

Welcome

Title: Welcome

Description:

Revert

Inbox

Title: Inbox

Description:

Revert

Quick Access

Title: Quick Access

Description:

Revert

Notice

Please drag the cross - column widget to here.

mandiri

TRADE PROJECT (MAKER) | Personalize | Help | Sign out

Product Services

Calculator

Calendar Events

Dashboard

Exchange Rate

Inbox

Limit Information

Main Menu

Notice

Quick Access

Recent Functions

Welcome

Name: Home

Calculator

Title: Calculator

Description:

Revert

Calendar Events

Title: Calendar Events

Description:

Revert

Dashboard

Title: Dashboard

Description:

Revert

Limit Information

Title: Limit Information

Description:

Revert

Main Menu

Title: Main Menu

Description:

Revert

Exchange Rate

Title: Exchange Rate

Description:

Revert

Recent Functions

Title: Recent Functions

Description:

Revert

Welcome

Title: Welcome

Description:

Revert

Inbox

Title: Inbox

Description:

Revert

Quick Access

Title: Quick Access

Description:

Revert

Notice

Please drag the cross - column widget to here.

+ | Can the functions displayed on User menu be adjusted?

Functions displayed on user's Main Menu can be adjusted by company Admin user through **Operator FAP** function.

mandiri

Modify Operator FAP

Company Maintain

Company FAP

Company Group

Company Structure

Authorization Rule

Admin Maintain

Admin FAP

Operator Maintain

Operator FAP

Add Operator FAP

Modify Operator FAP

Delete Operator FAP

Authorize Operator FAP

Inquire Operator FAP

Unlock Operator FAP

Operator Class

Maintain

Customer Ref

Batch Manager

Interface Transaction

Security Super Officer

Consolidated Report

Banks

Weekend and Work

Operator ID

Company ID

Contains

Contains

And

>> Filter >> Reset

Select	Operator ID	Company ID	Status
<input checked="" type="checkbox"/>	APPLICANTMAKER1	APPLICANT1	Authorized
<input type="checkbox"/>	APPLICANTMAKER2	APPLICANT5	Authorized
<input type="checkbox"/>	ARPM	NUHA	Authorized
<input type="checkbox"/>	ARPM01	EXPORT	Authorized
<input type="checkbox"/>	ARPM02	EXPORT0	Authorized
<input type="checkbox"/>	ARPM02	EXPORT	Authorized
<input type="checkbox"/>	ARPM02	EXPORT5	Authorized
<input type="checkbox"/>	ASCPGUKL	NUHA	New
<input type="checkbox"/>	BITR01	IMPORT5	Authorized
<input type="checkbox"/>	BITR02	IMPORT5	Authorized

1 2 3 4 5 Next 5 >

CANCEL

SELECT

mandiri

Modify Operator FAP

Company Maintain

Company FAP

Company Group

Company Structure

Authorization Rule

Admin Maintain

Admin FAP

Operator Maintain

Operator FAP

Add Operator FAP

Modify Operator FAP

Delete Operator FAP

Authorize Operator FAP

Inquire Operator FAP

Unlock Operator FAP

Operator Class

Maintain

Customer Ref

Batch Manager

Interface Transaction

Security Super Officer

Consolidated Report

Banks

Weekend and Work

Operator ID

Contains

And

Company ID

Contains

>> Filter >> Reset

Select	Operator ID	Company ID	Status
<input checked="" type="checkbox"/>	APPLICANTMAKER1	APPLICANT1	Authorized
<input type="checkbox"/>	APPLICANTMAKER5	APPLICANTS	Authorized
<input type="checkbox"/>	ARPM	NUHA	Authorized
<input type="checkbox"/>	ARPM01	EXPORT5	Authorized
<input type="checkbox"/>	ARPM01	EXPORT5	Authorized
<input type="checkbox"/>	ARPM02	EXPORT5	Authorized
<input type="checkbox"/>	ARPM02	EXPORT5	Authorized
<input type="checkbox"/>	ASOPDHUKL	NUHA	New
<input type="checkbox"/>	BMTR01	IMPORT5	Authorized
<input type="checkbox"/>	BMTR02	IMPORT5	Authorized

1 2 3 4 5 Next 5 >

CANCEL

SELECT

+ | How many files can be uploaded and what is maximum size of the files during transactions?

For every transaction submitted through Kopra Trade, customers can upload multiple images/files. Maximum limit for each file is 5MB.

Image(s) Information

Image File Path	Image Description	File Type	File Size(KB)	Attachment Type	Image Status
ADD FILE	DELETE	SUBMIT	CANCEL		

[000499]The system limits maximum file upload size to [5120] KB for single file, and [] KB for total file.
 [000500]The system allows uploaded file type are [PDF,DOC,XLS,JPG,JPE,JPEG,BMP,GIF,PNG,DOCX,XLSX].