



**Rabobank**



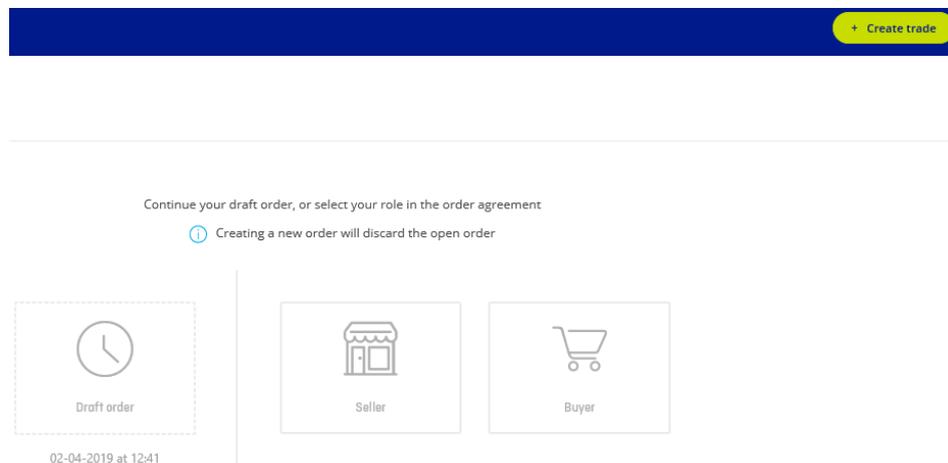
We trade

*Create a new trade*

By clicking on the button "Create trade", the user can have access to the steps for creating a Smart Contract. The Smart Contract displays the underlying agreements made outside of we.trade between buyer and seller. By engaging into a Smart Contract both buyer and seller obligate themselves to execute the actions mentioned in the contract.

## 1. Create trade

- Click on "Create trade" button
- Select your role in the trade agreement. The Search counterparty page should appear.
- Or click on "Draft order" to come back to trade at a later point in time if you have not completed it.



Tip: All contracts can be reused. Click on Trade transactions at the top of the menu bar, search for the right contract and click on the "Reuse trade" button. PLEASE NOTE: when reused, the previously entered dates, vendor references and documents in the attachment are automatically deleted.

## 1.1 Search for counterparty

Searching for counterparty enables you to identify the counterparty that you wish to trade with. Enter the counterparty name (minimum 3 characters) and click on "Search" button and select the Counterparty. Companies can also be saved in Favorites, see the orange circle below.

The screenshot displays the 'Create trade - Seller' interface on the we.trade platform. The top navigation bar includes the logo, 'Dashboard', 'Trades', and 'Refer counterparty' links. A search bar is set to 'Company' with the text 'Search Counterparty'. A yellow '+ Create trade' button is visible, along with a language dropdown set to 'United Kingdom' and a user profile dropdown for 'Rabobank ...'. A notification bell icon shows 81 alerts.

The main content area is titled 'Create trade - Seller' and features a progress bar with six steps: 1. Search for counterparty, 2. Payment and Bank services, 3. Goods details, 4. Transport details, 5. Trade details, and 6. Confirm trade details. A vertical 'Provide feedback' button is on the right.

The search section shows a search bar with the text 'Search Counterparty' and a blue 'Search' button. Below it, the text 'Search results' is displayed, followed by the message 'Did not find what you are looking for? Refer a trading partner here!'. A blue 'Help' button is located at the bottom right.

A modal window is open, displaying details for a company named 'ABC DEF'. The modal includes the following information: 'Company registration number: 27323232', 'Bank: we.trade Bank1-LE2', and 'BIC: ABCDEFFF'. It also shows the address '123 ABC DEF, Angola', 'Phone: 202232323', and 'Email: xyz@def.com'. A blue 'Add to Favorites' button with a plus icon is circled in orange, and a blue 'Select' button is at the bottom of the modal.

## 1.2 Payment and Bank services

Payment and bank services describe the payment conditions and payment term.

### 1.2.1 Transaction details

Select the desired payment terms payment terms.

Attention: The payment will be initiated after the selected settlement conditions have been met. Please think about the best suitable settlement conditions. The red marked boxes are mandatory.

Payment \* Required

Payment terms description

Currency \*  Please select a currency Bank account \*

Payment will be initiated only after reaching the following condition(s)

Settlement condition 1 \*  Please select a settlement condition and Settlement condition 2

and the invoice will be paid in full \*

2 days  Please select a condition

### 1.2.2 Bank Services

Choose the Bank Services you want for the trade: If you, as the trade's initiator, are the Buyer then you have the possibility to choose among the following options: No Bank service or BPU.

If you, as the trade's initiator, are the Seller then you have the possibility to choose among the following options: No Bank service, BPU or the combination of the two Bank services (BPU and Invoice Financing).

Bank Services

Financial products offered by your bank to facilitate your trade transaction.

The following bank service(s) are available [Need help choosing a service?](#)

BPU

An irrevocable and unconditional undertaking by the buyer's bank to make payment to the seller, once all settlement conditions are satisfied.

Financing

Bank financing made available to the Seller, once all settlement conditions are satisfied.

## 1.3 Goods details (mandatory when bank services have been requested)

In the Goods details screen you can register information about the goods. The goods details are only mandatory when a bank service has been requested.

- A. Click on the Add product button and submit the necessary fields. Attention: the fields 'product name' and 'product origin' are mandatory.
- B. Tax rate is mandatory if there is a unit price. Submit 0 if this is not applicable.
- C. Click on 'Continue' to proceed.

Goods details \* Required

i If bank services are requested, goods details for at least one product must be entered.

Product 1 Remove

Product name \*  Product origin \*

Unit price  Quantity  Total goods price  Tax rate %

Product type  Unit of Measure  [Show list](#)

Product description

## 1.4 Transport details (Optional)

Transport details section lists the information regarding the delivery process. Transports details are optional.

- A. Enter Transport details (transporter and freight charges) Please note that: if you have a trade with Bank services and Goods filled with Price, Quantity and tax fields, then the freight charges will be mandatory. Enter the pick-up location and the drop off location.
- B. Select Last shipment date.
- C. The pick up and/or delivery address can be added to the Address book.
- D. Select the latest shipment date
- E. Click on "Continue".

Transport details

Transporter

Transporter

Tracking ID

Transporter tracking ID

Freight charges

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Pick up address

Search address book

Street address

Postcode  City

Country

Add to address book

Delivery address

Search address book

Street address

Postcode  City

Country

Add to address book

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Latest shipment date [?](#)

Expiry date of the transaction has not been set yet

## 1.5 Transaction details

In the Transaction details you can add the references of the purchase order and an internal reference of the. The available international purchase conditions are:

- EXW: Ex Works
- FCA: Free Carrier
- DDP: Delivery Duty Paid
- DAP: Delivery At Place
- CPT: Carriage Paid To
- CIP: Carriage & Insurance Paid To
- DAT: Delivered At Terminal
- FAS: Free Alongside Ship
- FOB: Free on Board
- CFR: Cost & Freight
- CIF: Cost Insurance & Freight

Within the 'Other costs' additional costs can be added. ATTENTION: when goods and transport have not been added, the total contract amount has to be entered here.

In the field Trade summary you can add a short description of the trade that is visible to the counterparty in the trade details.

It's possible to upload additional files. These files are only available for the buyer and seller for additional information regarding the contract.

Note: the expiry date is the date on which the settlement conditions have to be met.

### Transaction details

**Purchase Order Id**

Please enter the purchase order id

**Internal reference no.**



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**Incoterm**

Please select an incoterm

**Named place**

Please enter a named place

**Expiry date**

Please select an expiry date

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**Other costs (optional)**    **Other costs description (optional)**

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**Trade summary (max. of 50 characters) (optional)**

Documents (optional)

Browse files  
(Max. 5)

< Back
Continue

## 1.6 Confirm trade details

This last section summarizes the created Trade. A thorough check of this section is advised.

- A. Review order details
- B. Accepts Terms & Conditions
- C. Submit the Smart Contract
- D. Sign the Smart Contract with you Rabocard and scanner (only applicable for the Buyer)

### Confirm trade details

#### 1. Buyer

**Rabobank Memo**  
straat, 3521CB Utrecht, Netherlands

#### 2. Bank Services

Currency  
My bank account    NL26RABO0300091494  
Payment terms    2 days  
Settlement condition 1  
Bank Services    Payment

#### 3. Goods details

None

#### 4. Transport details

None

#### 5. Transaction details

Incoterm  
Named place

**Trade overview**

Please review your trade details before submitting to your counterparty

I confirm to have read, understood and accepted the terms and conditions of the [Rulebook](#), the [User Manual](#) and any other agreement with the bank applicable to this application.

Submit