

USER GUIDE

GET STARTED WITH ETRADE
INQUIRY PACKAGE

What are the packages available under eTrade module?

- The Trade Module supports the following capabilities and are subject to Affinmax Terms and Conditions.
 1. Inquiry Package
 - 1.1 Trade Facility Limit Inquiry
 - 1.2 Product Outstanding Inquiry
 - 1.3 Account/Transaction Activity Inquiry - Advices
 2. Transaction Package
 - 2.1 Submission of Transaction Application
 - 2.2 Transaction Status Inquiry





1. Inquiry Package

- 1.1 Facility Limit Inquiry
- 1.2 Product Outstanding Inquiry
- 1.3 Account Activities Inquiry - Advices



ONLINE TRADE SERVICES



IMPORT

- Letter of Credit (Application)
- Letter of Credit (Amendment)
- Inward Bill under Letter of Credit
- Inward Bill for Collection
- Shipping Guarantee



GUARANTEE

- Bank Guarantee / Standby Letter of Credit (Application)
- Bank Guarantee Amendment / Standby Letter of Credit (Amendment)



TRADE FINANCING

- Banker Acceptance
- Trust Receipt/Foreign Trust Receipt
- Flexi Trade Loan
- Trade Financing Settlement



EXPORT

- Bills Exchange Purchase/Discounted & Outward Bills for Collection - LC
- Outward Bills for Collection & Bills Exchange Purchase/Discounted - Non LC
- Export Letter of Credit Confirmation
- Export Letter of Credit Transfer

Each Trade product supports both Conventional & Islamic based on type of Facility granted

NORMAL LOGIN IN AFFINMAX



Welcome to AFFINMAX

Corporate ID

User ID

Next

[Self-Reset Password](#)
[First Time Login](#)

AFFINMAX

Frequently Ask Questions (FAQ) Update

- Updated FAQ for DuitNow & National Addressing Database (NAD)

DOWNTIME

03-8230 2222 (Mon to Thurs : 9am - 6pm, Fri : 9am - 5pm)
AFFINMAX Operation Hour: 24/7

always about you

Customer Service Client Charter
Treat Customers Fairly Charter
Customer Care
Privacy Notice
Disclaimer
Whistleblowing Policy
Security Awareness
Scam Alert

AFFIN BANK

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AFFIN ISLAMIC

Step 1: Input Corporate ID and User ID

Step 2: Verify and confirm on Secret Image and Secret Word

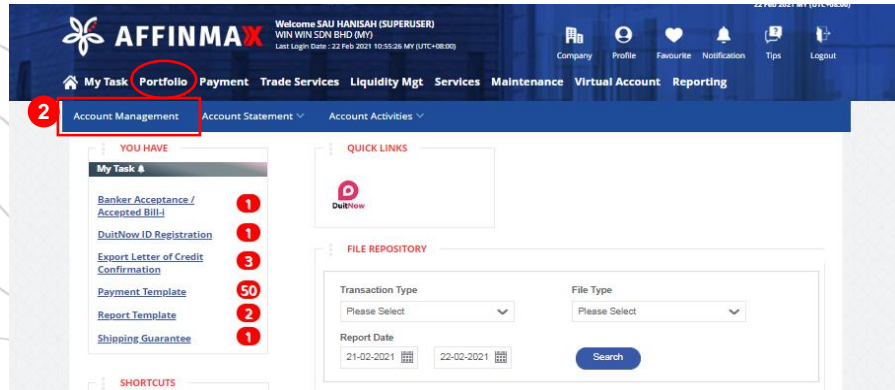
Step 3: Input Password and click on 'Login' button

NAVIGATION

- [Inquiry Package](#)
 - [Facility Limit Inquiry](#)
 - [Product Outstanding Inquiry](#)
 - [Account/Transaction Activities - Advices](#)

1.1 FACILITY LIMIT INQUIRY

1. FACILITY LIMIT INQUIRY



1. Upon login AFFINMAX, select **Portfolio**

- Portfolio module provides an overview of your corporate financial status and account information in real time and history.
- Upon select Portfolio, system to display:
 - Account Management
 - Account Statement
 - Account Activities

2. Select **Account Management**

- Account Management allows you to view your accounts listing and balances in real time, whereby accounts are grouped by Company or Account Group

NAVIGATION

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1. FACILITY LIMIT INQUIRY

- 3) Select **TRADE** tab
- 4) Select **FACILITY LIMIT INQUIRY**
- 5) Choose **Company** dropdown list
 - Display CIF Name or Account Group Name (which the user is entitled to view)
 - Defaulted to main CIF Name/ main Account Group Name upon page load.
- 6) Click [**Search**] button
 - upon clicking the button display facility listing based on search criteria

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1. FACILITY LIMIT INQUIRY

NAT MULTINATIONAL CORP SDN BHD (MY) 7

Conventional

Facility	Currency	Limit Amount	Utilised Amount	Earmarked Amount	Available Balance
LCLU	MYR	70,000,000.00	0.00	0.00	70,000,000.00
SA-PUR-R	MYR	70,000,000.00	0.00	0.00	70,000,000.00
SA-SALE-R	MYR	70,000,000.00	401,000.00	0.00	69,599,000.00
ADV PMT-BG	MYR	70,000,000.00	0.00	0.00	70,000,000.00
BGPERFORM	MYR	70,000,000.00	0.00	0.00	70,000,000.00
TENDERBOND	MYR	70,000,000.00	0.00	0.00	70,000,000.00
BG SEC DEP	MYR	70,000,000.00	25,000.00	0.00	69,975,000.00

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Islamic

Facility	Currency	Limit Amount	Utilised Amount	Earmarked Amount	Available Balance
COMPOSITE	MYR	30,000,000.00	0.00	0.00	30,000,000.00
TR-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00
IBLC-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00
UBLC-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00
LCFS-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00
LCFU-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00
LCLS-I	MYR	30,000,000.00	0.00	0.00	30,000,000.00

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Download Print

7) **[Company Header]** – display the CIF Name + (Provider Code)

8) Accounts display are based on Product Type (Conventional and Islamic)

9) **[Facility]** Hyperlink – upon clicking the hyperlink, system routes you to Trade Facility Utilization Listing screen (refer to the next slide).

10) Pagination Buttons:

- **[Previous]** – routes you to the previous record page
- **[Next]** – routes you to the next record page
- **[Page Indicator]** – to inform you the current page you are at

11) **[Print]** Hyperlink – Launch the browser print windows to enable you to print Trade Facility Limit Listing screen

12) **[Download]** Button – upon clicking the button, you are given the file format download options:

- .CSV
- .TXT

Upon clicking file format type, the downloaded file shall be available in File Repository Portlet

NAVIGATION

- **Inquiry Package**
 - Facility Limit Inquiry
 - Product Outstanding Inquiry
 - Account/Transaction Activities - Advices



1. FACILITY LIMIT INQUIRY

Trade Facility Utilisation Listing

DEPOSITS LOANS/FINANCING INVESTMENT **TRADE**

FACILITY LIMIT INQUIRY PRODUCT OUTSTANDING INQUIRY

1 NAT MULTINATIONAL CORP SDN BHD 2 COMPOSITE-BA-SALE-R

Transaction Ref No	Counterparty	Transaction Date	Expiry Date	Tenor	Currency	Original Bill Amount	Outstanding Amount (PCG)	Outstanding Amount (MFR)
6708150280005	HON TAT B	28 Jan 2015	04 Mar 2015	35	MYR	50,000.00	-	50,000.00
6708150280006		28 Jan 2015	27 Feb 2015	30	MYR	50,000.00	-	50,000.00
6708150280007	CHAMPION SDN BHD	28 Jan 2015	02 Mar 2015	33	MYR	50,000.00	-	50,000.00
6708150280008	MAN TRDG SDN BHD	28 Jan 2015	02 Mar 2015	33	MYR	50,000.00	-	50,000.00
6708150280009		28 Jan 2015	03 Mar 2015	36	MYR	50,000.00	-	50,000.00
6708150280010	KPMJ LIMITED	28 Jan 2015	03 Mar 2015	36	MYR	50,000.00	-	50,000.00
6708150280011	PANAMEX TRDG SDN BHD	28 Jan 2015	02 Mar 2015	33	MYR	50,000.00	-	50,000.00
6708150300001	BASS TRDG SB	30 Jan 2015	29 Feb 2015	26	MYR	50,000.00	-	50,000.00
6708150300002		30 Jan 2015	24 Feb 2015	25	MYR	50,000.00	-	50,000.00
6708150300005	MASS TRDG SB	30 Jan 2015	24 Feb 2015	25	MYR	50,000.00	-	50,000.00
6708150410001	ABC SDN BHD	10 Feb 2015	10 Mar 2015	28	MYR	50,000.00	-	50,000.00
6708150410003	MASS TRDG SDN BHD	10 Feb 2015	13 Mar 2015	31	MYR	50,000.00	-	50,000.00
6708150410006		10 Feb 2015	19 Mar 2015	37	MYR	50,000.00	-	50,000.00
6708150560001	CHAMPION SDN BHD	25 Feb 2015	27 Mar 2015	30	MYR	50,000.00	-	50,000.00
6708150560003	BMX SPICES SDN BHD	25 Feb 2015	02 Apr 2015	36	MYR	50,000.00	-	50,000.00
6708150560006	PANAMEX SDN BHD	26 Feb 2015	24 Mar 2015	26	MYR	50,000.00	-	50,000.00
6708150560007	ABC SDN BHD	28 Feb 2015	24 Mar 2015	26	MYR	50,000.00	-	50,000.00

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5 < Back

1) Company Dropdown list :

- Display CIF Name or Account Group Name (depends if there is Account Group maintained)

2) Display the facility Code:

- Format: <Parent Facility> - <Child Facility>

3) Display real time utilization details of selected facility

4) Pagination Buttons:

- **[Previous]** – routes you to the previous record page.
- **[Next]** – routes you to the next record page.

5) **[Back]** Hyperlink – routes you to previous Trade Facility Limit Listing screen.

NAVIGATION

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- [Product Outstanding Inquiry](#)
- [Account/Transaction Activities - Advices](#)

1.2 PRODUCT OUTSTANDING INQUIRY



2. PRODUCT OUTSTANDING INQUIRY

The screenshot shows the AFFINMAX user interface. At the top, the user is logged in as SAU HANISAH (SUPERUSER) from WIN WIN SDN BHD (MY). The navigation menu includes 'My Task', 'Portfolio', 'Payment', 'Trade Services', 'Liquidity Mgt', 'Services', 'Maintenance', 'Virtual Account', and 'Reporting'. The 'Portfolio' tab is selected, leading to the 'Account Management' section. The 'Trade' tab is selected under 'Trade Product Outstanding Listing Summary'. The 'Company' dropdown is set to 'WIN WIN & TESTING THIRTY FIVE'. The 'Search' button is clicked. The results are displayed under the 'Conventional' and 'Islamic' sections. The 'Letter of Credit' product type is highlighted in red.

Import	No. of Items	Outstanding Amount(MYR)
Conventional		
Advance Endorsement	11	28,278,647.95
Inward Bill drawn Under sight LC	1	32,940.00
Islamic		
Inward Bills Under LC Sight	3	641,748.45
Inward Bills for Collections	8	1,114,168.44
Letter of Credit	65	18,424,421.25
Past Due Obligation - FCY JBLC	3	296,460.00

- 1) Upon login AFFINMAX, select **Portfolio**
- 2) Select **Account Management**
- 3) Select **TRADE** tab
- 4) Select **PRODUCT OUTSTANDING INQUIRY**
- 5) Choose **Company** dropdown list
- 6) Click **[Search]** button – upon clicking the button display facility listing based on search criteria
- 7) **[Company Header]** – display the CIF Name + (Provider Code)
- 8) Trade Product display are based on Product Type (Conventional and Islamic)
- 9) **[Trade Product]** Hyperlink – upon clicking the hyperlink, system routes you to Trade Facility Utilization Listing screen (refer to the next slide)

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2. PRODUCT OUTSTANDING INQUIRY

Trade Product Outstanding Transaction Listing

DEPOSITS LOANS/FINANCING INVESTMENT TRADE

FACILITY LIMIT INQUIRY PRODUCT OUTSTANDING INQUIRY

1 NAT MULTINATIONAL CORP SDN BHD **2** Bank Guarantee

Transaction Ref No	Beneficiary	Transaction Date	Expiry Date	Term	Currency	Original Bill Amount	Outstanding Amount (FCY)	Outstanding Amount(MYR)
3 6702180830001	KEMENTERIAN PERTANAHAN MALAYSIA	14 Feb 2018	14 Mar 2019	364	MYR	50,000.00	50,000.00	50,000.00
6702180840001	KEMENTERIAN PERTANAHAN MALAYSIA	14 Feb 2018	27 Feb 2019	364	MYR	60,000.00	60,000.00	60,000.00
67021811430001	KEMENTERIAN PERTANAHAN MALAYSIA	23 May 2018	28 Jun 2020	1460	MYR	60,000.00	60,000.00	60,000.00
67021815370001	ABC COMPANY SDN BHD	04 Sep 2018	27 Sep 2019	364	USD	100,000.00	100,000.00	10,770.00
67021816790001	KEMENTERIAN PERTANAHAN MALAYSIA	28 Dec 2018	28 Oct 2019	364	MYR	10,000.00	10,000.00	10,000.00
67021826120001	ENAGA NASIONAL BERHAD	13 Dec 2018	10 Feb 2020	364	MYR	20,000.00	20,000.00	20,000.00
4 67021838120001	ENAGA NASIONAL BERHAD	28 Dec 2018	25 Feb 2020	364	MYR	20,000.00	20,000.00	20,000.00

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6 Back

8 Download **7** Print

- 1) Display CIF Name or Account Group Name
- 2) Display the Trade Product Name
- 3) Display real time outstanding transaction details of selected product
- 4) **[Transaction Ref No]** Hyperlink – upon clicking the hyperlink, system routes you to Transaction Activity Trade
- 5) Pagination Buttons:
 - **[Previous]** – routes you to the previous record page
 - **[Next]** – routes you to the next record page
 - **[Page Indicator]** – to inform you the current page you are at.
- 6) **[Back]** Hyperlink – routes you to previous Trade Product Outstanding Listing Summary screen
- 7) **[Print]** Hyperlink – Launch the browser print windows to enable you to print Trade Product Outstanding Transaction Listing screen
- 8) **[Download]** Button – upon clicking the button, you are given the file format download options

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1.3 ACCOUNT ACTIVITIES INQUIRY



3. ACCOUNT ACTIVITIES INQUIRY

1. Portfolio

2. Account Activities

3. Trade

1. Accepted Bill-i

1. DuitNow ID Registration

3. Export Letter of Credit Confirmation

50. Payment Template

2. Report Template

1. Shipping Guarantee

SHORTCUTS

View: Frequently Used

FILE REPOSITORY

Transaction Type: Please Select

File Type: Please Select

Report Date: 21-02-2021 to 22-02-2021

Search

Listing

Transaction Type	Report Name	Account Number	Country	Report Date
No record found				

1. Upon login AFFINMAX, select **Portfolio**
2. Select **Account Activities**
 - This screen allows you to view and download Trade Transaction Activity Today and History
3. Select **TRADE** tab

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3. ACCOUNT ACTIVITIES INQUIRY

The screenshot shows the 'Account Activities - Trade' page. The header includes the AFFINMAX logo, user information (Welcome SAJU MANISAH (SUPERUSER)), and navigation tabs (My Task, Portfolio, Payment, Trade Services, Liquidity Mgt., Services, Maintenance, Virtual Account, Reporting). The main content area has a search filter section with the following elements:

- 1**: Trade Product dropdown menu (set to Bank Guarantee).
- 2**: Company dropdown menu (set to NAT MULTINATIONAL).
- 3**: Search By radio buttons (Today selected).
- 4**: Search button.
- 5**: Personalize Listing hyperlink.

Below the search filters is a table of transaction records:

Transaction Date	Reference No.	Event	Currency	Original Bill Amount	Outstanding Amount Currency	Outstanding Amount (MYR)	Beneficiary	Term (Days)	Expiry Date
11 Dec 2018	6715183190001	Amendment	MYR	2,550,000.00	MYR	3,434.88	MITSUBISI CORP	434	15 Sep 2020
29 Sep 2018	6715183190002	Issuance	MYR	1,055,000.00	MYR	12,345.99	MITSUBISI CORP	11	23 Jul 2020
24 Sep 2018	6715183190001	Issuance	MYR	2,005,500.00	MYR	54,321.99	DAIKIN CORPORATE	111	23 Jul 2021

At the bottom of the table are pagination buttons:

- 6**: Transaction reference number in the first row.
- 7**: Transaction reference number in the third row.
- 8**: Previous and Next buttons.
- 9**: Download and Print buttons.
- 10**: Download button.

Search By = Today

- 1) **[Trade Product]** Pick List - select Trade Product.
- 2) **[Company]** Dropdown list. Defaulted to main CIF Name/main Account Group Name upon page load
- 3) **[Search By]** Radio Buttons:
 - Today: select to view today transactions
- 4) **[Search]** button – upon clicking the button display information based on search criteria entered
- 5) **[Personalize Listing]** Hyperlink – system to expand Personalize Listing section. You can select any column you want to display in the result listing.
- 6) Display result listing of searched transaction records.
- 7) **[Reference No.]** Hyperlink – routes you to Trade Document Listing (refer to the next screen).
- 8) Pagination Buttons:
 - **[Previous]** / **[Next]**
- 9) **[Print]** Hyperlink – Launch the browser print windows to enable you to print Trade Transaction Activity screen.
- 10) **[Download]** Button – upon clicking the button, you are given the file format download options:

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3. ACCOUNT ACTIVITIES INQUIRY

Account Activities - Trade

Trade Product * Bankiers Acceptance
 Company WIN WIN & TESTING
 Reference No.
 Function Please Select
 Search By Today History
 Approval Date Range * 01-01-2021 30-01-2021
 Search

Transaction Date	Reference No.	Event	Currency	Original Bill Amount	Outstanding Amount	Outstanding Amount (MYR)	Buyer/Supplier	Tenor (Days)	Expiry Date
12 Jan 2021	6706210070001	Issuance	MYR	55,000.00	MYR	55,000.00	-	30	11 Feb 2021
07 Jan 2021	6706210070001	Issuance	MYR	55,000.00	MYR	55,000.00	-	22	29 Jan 2021
07 Jan 2021	6706210070002	Issuance	MYR	66,000.00	MYR	66,000.00	-	22	29 Jan 2021

Personalise Listing

Advices

12 Jan 2021 BA Credit Advice

Download Print

Search By = History

- [Trade Product] Pick List - select Trade Product (mandatory)
- Choose [Search By] Radio Buttons:
 - History: select to view history transactions.
- Select [Approval Date Range] (mandatory)
 - History: pick the approval date range within 180 days.
- Click [Search] button
- Click on the respective [Reference No.] you wish to view
 - upon clicking the hyperlink, system routes you to the relevant Trade Document Listing
- Click on the [Advices] you wish to view
 - upon clicking hyperlink, system displays Trade Advise in lightbox (refer to next screen)
- [Back] Hyperlink – routes you to previous Transaction Activity - Trade screen

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3. ACCOUNT ACTIVITIES INQUIRY



Advice appears
in lightbox

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THANK YOU

If you require further assistance, please call our Contact Centre at
03 - 8230 2222 which is available from 9.00am to 6.00pm.