

COMMERCIAL BANKING



WELCOME TO CLIENT MANAGER PORTAL

Click here to view a demonstration of the
Supplier Finance website ►



LLOYDS BANK



STRAIGHTFORWARD

Managing your supply chain finance is easy with Client Manager Portal. This demonstration shows you how to use the website to...



Upload invoices from
your suppliers



Keep track of the total
value of outstanding
invoices



Click the **forward arrow** to start
the tour.





Welcome to Supplier Finance

To log on enter your User Name and Password.

User Name

Password

If you need help logging on please contact Lloyds Bank on 0345 603 1032

By continuing to use this page, you are agreeing to the Supplier Finance Website User Terms and Conditions

Programs and data held on this system belong or are licensed to Lloyds Bank plc. It is an offence to access the programs and data unless you are doing so through your own account using the passwords and User Name Issued to you by Lloyds Bank plc in an authorised manner and In accordance with all applicable laws.



Click **Submit** to log on.

We'll send you log on details by email.





- View Agreements
- Portfolio Search
- Administration
 - Change Password
 - Set Home Page

Portfolio Search

Name	Agreement Ref.	Programme
Buyer Company	0000011/001 GBP	BUYER

Click anywhere on the line to see this agreement.

This screen confirms your company name and agreement reference. If you're part of a multiple buyer programme, all the members can be listed here, making it easy for the lead buyer to switch between agreements.



- View Agreements
 - Portfolio Search
- Programme
 - Summary**
- Data Exchange
 - Upload Files**
Invoice File Uploads
- Messages
 - Messages
- Administration
 - Change Password
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Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Summary

Amount available displayed as at

17/01/18 15:58

Amounts are displayed in the selected currency

GBP UK Sterling

Total Invoices

42,000.00 GBP

Refresh



To see how to add more invoices, click **Upload Files**.

The Summary screen shows the total value of outstanding invoices available to your suppliers. Use the options in the left hand menu to add more invoices or see details of recent uploads. The menu options may vary depending on your user profile.



Log off

View Agreements

Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Portfolio Search

Upload Files

Programme

To upload your file please select one of the following Interface types, specify the file location and click on the submit button

Summary

Data Exchange

Interface Type	Format Name	Description
<input checked="" type="checkbox"/> Schedules - System Wide	SUPPLIER_FINANCE_UPLOAD	Format for Supplier Finance upload

Upload Files
Invoice File Uploads

Submit

Messages

Messages

Administration

Change Password
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Here, the Interface Type has been selected for you. Click the **Forward arrow** to continue.

The Interface Type confirms that the upload will be a file of invoices and/or credit notes. Tick the box to browse to your PC and locate the file.





View Agreements

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Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Upload Files

To upload your file please select one of the following Interface types, specify the file location and click on the submit button

Interface Type	Format Name	Description
<input checked="" type="checkbox"/> Schedules - System Wide	SUPPLIER_FINANCE_UPLOAD	Format for Supplier Finance upload

File Location ▶

Submit



Click **Browse**.

Browse your PC to locate the invoice file you want to upload. The file must be in .csv format.





View Agreements

Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Portfolio Search

Upload Files

Programme

To upload your file please select one of the following Interface types, specify the file location and click on the submit button

Summary

Interface Type	Format Name	Description
<input checked="" type="checkbox"/> Schedules - System Wide	SUPPLIER_FINANCE_UPLOAD	Format for Supplier Finance upload

Data Exchange

Upload Files

Invoice File Uploads

File Location

Submit

Messages

Messages

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For this demo, the filename has already been entered. Click **Submit**.

Once you've found the file on your PC you can upload it.





View Agreements

Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Portfolio Search

Upload Files

Programme

To upload your file please select one of the following Interface types, specify the file location and click on the submit button

Summary

Interface Type	Format Name	Description
<input type="checkbox"/> Schedules - System Wide	SUPPLIER_FINANCE_UPLOAD	Format for Supplier Finance upload

Data Exchange

Upload Files

Invoice File Uploads

Submit

Your file has been submitted for background processing.
Please refer to any messages for the result of this process.

Messages

Messages

Administration

Change Password

Set Home Page



In this example a Supervisor has logged on to view and approve the upload. Click **Invoice File Uploads**.

If you opt for two-stage approval, someone with a Supervisor user profile will need to authorise the upload before the invoices are available to suppliers.





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 - Invoice File Uploads**
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Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Invoice File Uploads

Period

Upload Date Start Date (dd/mm/yy) ▶ End Date (dd/mm/yy) ▶



Click **Search**.

You'll need to search for the upload file. Enter a date range – the default start date is 30 days ago.



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Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Invoice File Uploads

Period

Upload Date Start Date (dd/mm/yy) ▶ 17/12/17 End Date (dd/mm/yy) ▶ 17/01/18

Search

Results

Date	Time	File Name	Outcome	Uploaded By	Processed By	Processed Date	Processed Time
<input checked="" type="radio"/> 17/01/18	16.05	uploadfile.csv	Pending Authorisation	User1	User1	17/01/18	16.05

Here the file has been selected for you. Click **Preview File Contents**.

Now you need to select the file to preview the contents and either approve or reject it.



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Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Invoice File Uploads

Period

Upload Date Start Date (dd/mm/yy) ▶ 17/12/17 End Date (dd/mm/yy) ▶ 17/01/18

Search

Results

Date	Time	File Name	Outcome	Uploaded By	Processed By	Processed Date	Processed Time
17/01/18	16.05	uploadfile.csv	Pending Authorisation	User1	User1	17/01/18	16.05

Preview File Contents **Approve Invoices** Reject Invoices Clear

< Back



Click **Approve Invoices**.

Use the buttons to approve or reject the contents of the file. If you reject a file it will remain in the list of uploaded files with the status 'rejected'.



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Invoice File Uploads

Period

Upload Date Start Date (dd/mm/yy) ▶ End Date (dd/mm/yy) ▶



Click **Summary**.

Once the files are authorised your Summary will be updated automatically.



Log off

View Agreements

Agreement: Buyer Company | Programme: 0000011/001 GBP BUYER

Email | Print

Portfolio Search

Summary

Programme

Amount available displayed as at

17/01/18 16:10

Summary

Amounts are displayed in the selected currency

GBP UK Sterling

Data Exchange

Total Invoices

88,717.34 GBP

Upload Files

Invoice File Uploads

Refresh

Messages

Messages

Administration

Change Password

Set Home Page



Click **Log off** to finish this tour.

The Total Invoices figure has been updated to include the new invoices. When you've finished your session, click **Log off**.





THANK YOU FOR TAKING THIS TOUR

See the User Guide for more information about using Client Manager Portal to manage your supply chain finance.



To exit, close the window.

