

## COMMERCIAL BANKING

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# WELCOME TO CLIENT MANAGER PORTAL

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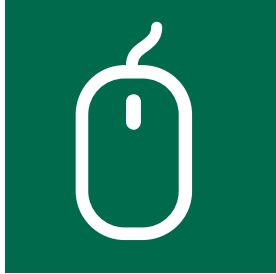
Click here to view a demonstration of the  
Supplier Finance website ►



LLOYDS BANK



# HOW TO ACCESS YOUR WORKING CAPITAL



Log on to  
Client  
Manager  
Portal



Pick the  
invoices  
you want  
to be paid  
early



Confirm  
the  
discount



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

This tour takes you through finding an invoice and requesting it to be paid early.





## 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 the Client Manager Portal Terms & 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
Supplier Company	0000021/001 GBP	Buyer Company

Click anywhere on the line to see this agreement.

This screen confirms your company name and agreement reference, which enables Client Manager Portal to identify you and your buyer. If you supply several buyers, or have multiple agreements with one buyer, they will all be listed here, making it easy to view all your available invoices.



Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

Portfolio Search

Email | Print

Programme

# Summary

- Summary
- Movements
- Request Funds**
- Statistics
- Out-Payment Enquiry
- Ledger Item Search

## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

Refresh

Reporting

- Ledger Analysis
- Request Reports
- View Reports
- Generator

The Summary screen tells you everything you need to know about your invoices with this buyer. From here you can see more details, request payments and download reports. The options in the left-hand menu may vary, depending on your user profile.



Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.





Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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# Summary

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## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

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Restricted Invoices is the value of any invoices that are not currently eligible for early payment, usually because the tenor period is too long. Please contact Lloyds Bank if you need more information about why an invoice may be restricted.



Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.





Log off

View Agreements

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## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

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Total Invoices is the value of invoices for this buyer that are currently available on Client Manager Portal. These can be discounted or left to mature. The value is updated when you receive payment or when new invoices are uploaded.



Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.





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## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

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Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.

Non-Discounted Invoices is the current balance of unpaid invoices. This is the total amount you can request for early payment or leave to mature.







Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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# Summary

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## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

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Reporting

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Available Funds is the total amount of your unpaid invoices that you can request for early payment. This figure will generally be the same as Non-Discounted Invoices, unless any invoices are restricted.



Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.





Log off

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Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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# Summary

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## Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

Refresh

Reporting

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Click on each of the figures to find out more. When you're ready to move on, click **Request Funds**.

Pending Out-Payments is the amount that is currently being processed for payment and will shortly reach your account. This figure is automatically refreshed every 10 minutes.





Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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**View Agreements**

Portfolio Search

**Programme**

Summary

Movements

**Request Funds**

Statistics

Out-Payment Enquiry

Ledger Item Search

**Reporting**

Ledger Analysis

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## Payment Entry

Select Payment Type

Payment Type

BACS

OK



Click **OK**.

To request a payment, you first need to confirm how you'll receive your funds. This is pre-set in the drop down menu.





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Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

Email | Print

## Payment Request Entry

### Payment Type


Payment Type BACS

### Funds Available

Displayed as at	17/01/18 15:55
Available Funds	3,000.00 GBP
Proposed Discount Charge	3.51 GBP
Payable Amount	2,996.49 GBP
Other	0.00 GBP

### Select Fund

Account to draw payment from

Pending Invoices / 2,996.49 GBP 



Click on each of the figures to find out what they mean. To move on, click on the **scroll down arrow** to view the bottom of this screen.

This screen shows the total value of your outstanding invoices for this buyer and the discount charge you'll pay if you ask for them all to be paid early.





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Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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## Payment Request Entry

### Payment Type

Payment Type BACS

### Funds Available

Displayed as at	17/01/18 15:55
Available Funds	3,000.00 GBP
Proposed Discount Charge	3.51 GBP
Payable Amount	2,996.49 GBP
Other	0.00 GBP

### Select Fund

Account to draw payment from

Pending Invoices / 2,996.49 GBP



Click on each of the figures to find out what they mean. To move on, click on the **scroll down arrow** to view the bottom of this screen.

Available Funds is the total value of invoices that you can take early at a discount, or leave until the due date to be paid in full.





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Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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## Payment Request Entry

### Payment Type


Payment Type BACS

### Funds Available

Displayed as at	17/01/18 15:55
Available Funds	3,000.00 GBP
Proposed Discount Charge	3.51 GBP
Payable Amount	2,996.49 GBP
Other	0.00 GBP

### Select Fund

Account to draw payment from

Pending Invoices / 2,996.49 GBP 



Click on each of the figures to find out what they mean. To move on, click on the **scroll down arrow** to view the bottom of this screen.

The Proposed Discount Charge is based on the current agreed margin, the value of the available invoices and the number of days remaining until the due dates.





Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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## Payment Request Entry

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### Payment Type

Payment Type BACS

### Funds Available

Displayed as at	17/01/18 15:55
Available Funds	3,000.00 GBP
Proposed Discount Charge	3.51 GBP
Payable Amount	2,996.49 GBP
Other	0.00 GBP

Reporting

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### Select Fund

Account to draw payment from Pending Invoices / 2,996.49 GBP



Click on each of the figures to find out what they mean. To move on, click on the **scroll down arrow** to view the bottom of this screen.

The Payable Amount is what you'll receive if you select all available invoices for early payment.





Out-Payment Enquiry  
Ledger Item Search

**Reporting**

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**Administration**

Change Password  
Set Home Page

Displayed as at	17/01/18 15:55
Available Funds	3,000.00 GBP
Proposed Discount Charge	3.51 GBP
Payable Amount	2,996.49 GBP
Other	0.00 GBP

**Select Fund**

Account to draw payment from: Pending Invoices /2,996.49 GBP

**Payment Details**

Amount Requested: 0.00 GBP

Payment Recipient: Bank

External Reference:

External Instructions:

**Pay All Invoices**   **Select Invoices**   **Request Payment**

Click **Pay All Invoices**.

Next you need to choose which invoices are to be paid early. Select Pay All Invoices to request all available invoices for payment. Use Select Invoices to pick specific invoices. The 'Payment Recipient' will always be your bank.







Statistics	<b>Funds Available</b>	
Out-Payment Enquiry	Displayed as at	17/01/18 15:55
Ledger Item Search	Available Funds	3,000.00 GBP
	Proposed Discount Charge	3.51 GBP
	Payable Amount	2,996.49 GBP
	Other	0.00 GBP
	<b>Select Fund</b>	
	Account to draw payment from	Pending Invoices / 2,996.49 GBP
	<b>Payment Details</b>	
	Amount Requested	▶ 2,996.49 GBP
	Payment Recipient	▶ Bank
	External Reference	
	External Instructions	
	<b>Pay All Invoices</b> <b>Select Invoices</b> <b>Request Payment</b>	



Click **Request Payment**.

Once you've selected invoices for payment, the payable amount will show in the Amount Requested field. To proceed you need to confirm this is correct.





View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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Programme

# Payment Request Confirmation

Summary

A payment has been requested as follows:

Movements

Request Funds

Transaction Amount

2,996.49 GBP

Statistics

Transaction Number Reference

129-1

Out-Payment Enquiry

Current Status

Out-Payment Pending Supplier Approval

Ledger Item Search

Enter New Payment

Reporting

Ledger Analysis

Request Reports

View Reports

Generator



Click **Summary**.

This screen confirms the transaction. If you opt for two-stage approval the payment must be approved by someone with a Supervisor user profile before it will be processed. The **Enter New Payment** button allows you to request another payment.





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  - Request Funds
  - Statistics
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  - Ledger Item Search

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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## Summary

### Main Balances

Amount available displayed as at	17/01/18 15:55
Restricted Invoices	0.00 GBP
Total Invoices	10,000.00 GBP
Non-Discounted Invoices	3,000.00 GBP
Available Funds	3,000.00 GBP
Pending Out-Payments	0.00 GBP

Out-Payment Status

View Out-Payments

Refresh



For this demo, a Supervisor has logged on to approve the payment. Select **Out-Payment Enquiry**.

If two-stage approval is enabled, the payment will not show in Pending Out-Payments until it has been approved by someone with a Supervisor profile.



View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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Programme

## Out-Payment Enquiry

Search

Summary

Movements

Request Funds

Statistics

**Out-Payment Enquiry**

Ledger Item Search

Displayed as at

17/01/18 15:55

Value Range

From

GBP

To

GBP

Date Range

From (dd/mm/yy)



To (dd/mm/yy)



Status

Search

Clear



From the drop down menu, select **Out-Payment Pending Supplier Approval**. Then click **Search**.

To search for payments requiring authorisation, use the 'Status' drop down menu.





#### View Agreements

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#### Programme

Summary

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**Out-Payment Enquiry**

Ledger Item Search

#### Reporting

Ledger Analysis

Request Reports

View Reports

Generator

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

Email | Print

## Out-Payment Enquiry

### Search

Displayed as at

17/01/18 15:55

Value Range

From

GBP

To

GBP

Date Range

From (dd/mm/yy)



To (dd/mm/yy)



Status

Search

Clear

### Out-Payments

	Number	Entry Date	Amount	Status
<input checked="" type="radio"/>	<u>129-1</u>	17/01/18	2,996.49 GBP	Out-Payment Pending Supplier Approval

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Authorise

View Details



In this demo, the payment has been selected for you. Click **Authorise**.

Payments that need authorising are listed at the bottom of the screen. Use the radio button to select the payment and then click **Authorise**.





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**Out-Payment Enquiry**

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Generator

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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## Out-Payment Authorise

Please Approve or Reject your payment request

### Payment Details

Payment Type	BACS
Payment Recipient	Supplier Company
	30-30-30 33333333
Amount Including Fee	3,000 GBP
Fee	3.51 GBP
Payment Amount	2,996.49 GBP
Number/Reference	129-1
Instructions	
Status	Out-Payment Pending Supplier Approval
Entered By	17/01/18 15:55

[View Invoices](#)

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Click **View Invoices**.

This screen confirms your bank account, the payment amount and the discount.





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**Out-Payment Enquiry**

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Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

Email | Print

## Out-Payment Invoices

Date	Type	Reference	Debit Amount	Credit Amount
29/12/17	Invoice	1987		998.83 GBP
29/12/17	SUPPLIER FINANCE DISCOUNT CHARGE BANDED	1987	1.17 GBP	
29/12/17	Invoice	1988		1,997.66 GBP
29/12/17	SUPPLIER FINANCE DISCOUNT CHARGE BANDED	1988	2.34 GBP	

Balance from Settlement Account

0.00 GBP

Payment Amount

2,996.49 GBP

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Click **Back**.

The invoices that make up the total payment are listed here.





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**Out-Payment Enquiry**

Ledger Item Search

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## Out-Payment Authorise

Please Approve or Reject your payment request

### Payment Details

Payment Type	BACS
Payment Recipient	Supplier Company
	30-30-30 33333333
Amount Including Fee	3,000 GBP
Fee	3.51 GBP
Payment Amount	2,996.49 GBP
Number/Reference	129-1
Instructions	
Status	Out-Payment Pending Supplier Approval
Entered By	17/01/18 15:55

[View Invoices](#)

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[Approve](#)

[Reject](#)



Click **Approve**.

Having checked the invoices you can now approve or reject the payment.







LLOYDS BANK



CLIENT MANAGER PORTAL

Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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Portfolio Search

## Out-Payment Invoices

Programme

Summary

Movements

Request Funds

Statistics

Out-Payment Enquiry

Ledger Item Search

Date	Type	Reference	Debit Amount	Credit Amount
17/01/18	Finance Invoice	129-1		2,996.49 GBP
	Balance from Settlement Account			0.00 GBP
	Payment Amount			2,996.49 GBP

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Reporting

Ledger Analysis

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Select **Summary** from the menu.

Once approved, the payment is submitted for processing. From here you can return to the previous screen to approve another payment, or select an option from the menu.





Log off

View Agreements

Agreement: Supplier Company | Programme: 0000021/001 GBP Buyer Company

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Portfolio Search

Programme

# Summary

Summary

## Main Balances

Movements

Amount available displayed as at 17/01/18 15:55

Out-Payment Status

Request Funds

Restricted Invoices 0.00 GBP

View Out-Payments

Statistics

Total Invoices 10,000.00 GBP

Out-Payment Enquiry

Non-Discounted Invoices 10,000.00 GBP

Refresh

Ledger Item Search

Available Funds 0.00 GBP

Reporting

Ledger Analysis

Pending Out-Payments 3,000.00 GBP

Request Reports

View Reports

Generator

The Summary has been updated to reflect the new payment, which now appears in Pending Out-Payments. Once the payment has been processed, Pending Out-Payments will return to zero.



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





# 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.

