

HSBC Global Trade Solutions

HSBC TradePay onboarding guide on Business Internet Banking

About HSBC TradePay

HSBC TradePay is a quicker and easier way to seek finance and pay your suppliers without the hassle of paperwork and supporting documents. It combines loan drawdowns with payments to suppliers in a single, fast, seamless process.

The digital journey allows you to request finance conveniently by simply uploading a payment data file or entering the invoice details. The application supports on-screen data validation and feedback so you can correct and re-upload payment information before you submit it, reducing the back-and-forth in data correction. It follows your company transaction approval controls set up for Import Financing on Business Internet Banking.

You can track the status of your HSBC TradePay loan applications via the outstanding transactions summary, and a detailed Trade Loans page displays the disbursed loan and supplier payment details, including the payment confirmation SWIFT message for reference.

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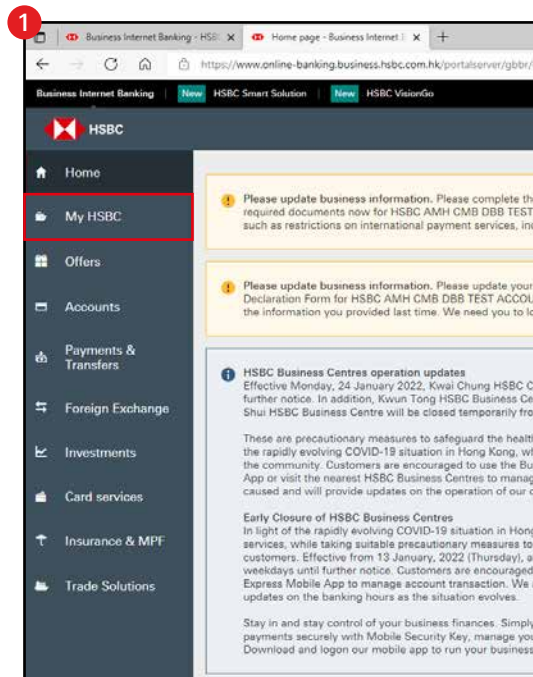
Part 1:

Set up your profile on Business Internet Banking

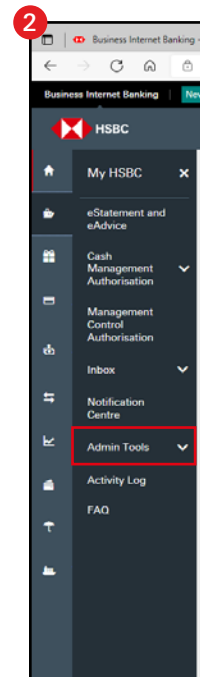
Check Primary User (PU) entitlement

Step by step (1/2)

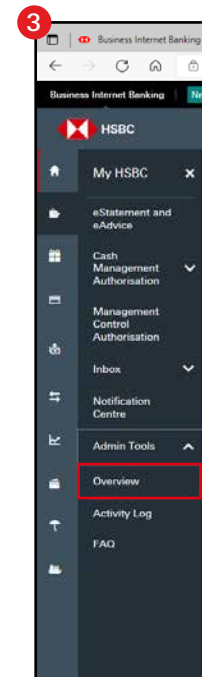
1. Log in and look for 'My HSBC'



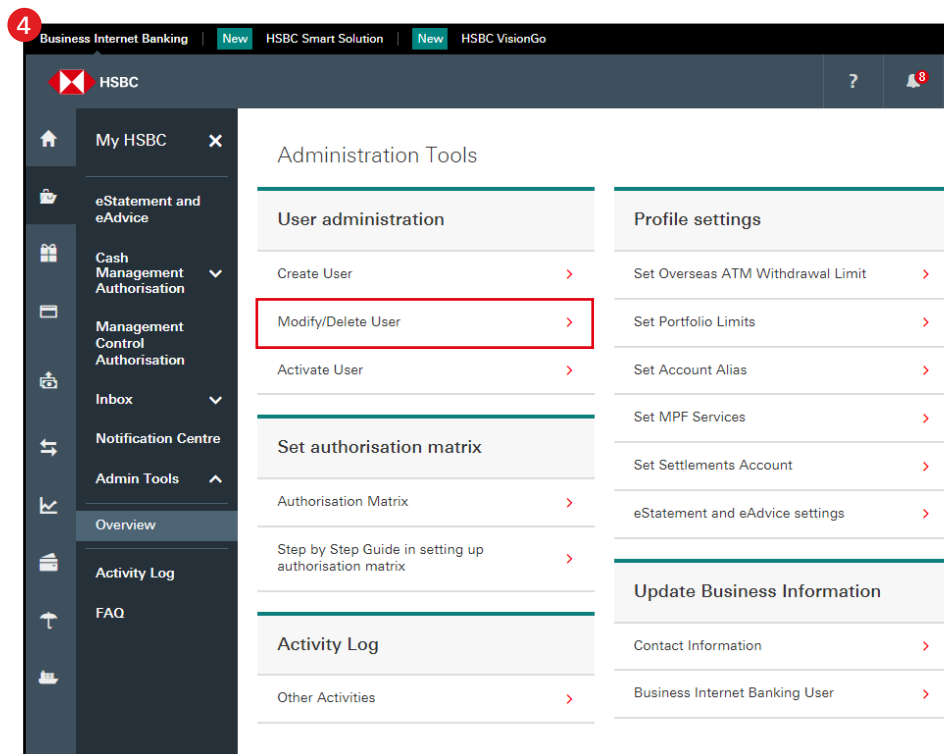
2. Click on 'Admin tools'



3. Choose 'Overview'



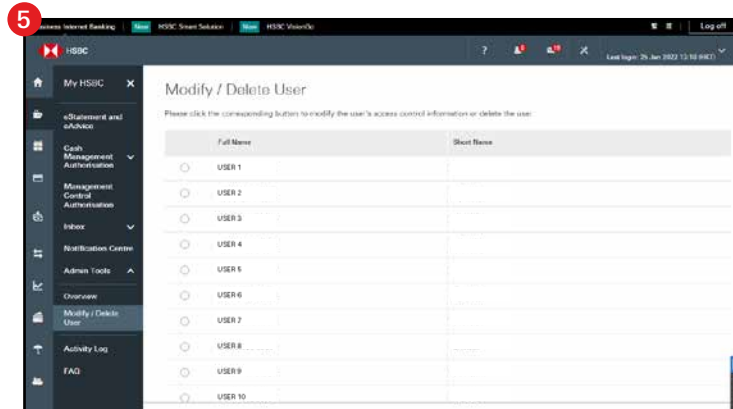
4. Choose 'Modify / delete user'



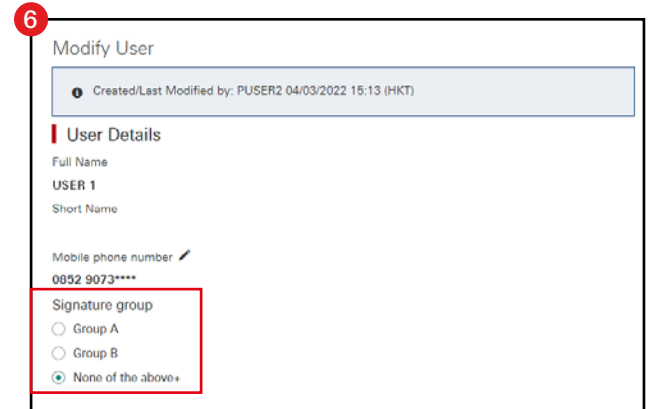
Check Primary User (PU) entitlement

Step by step (2/2)

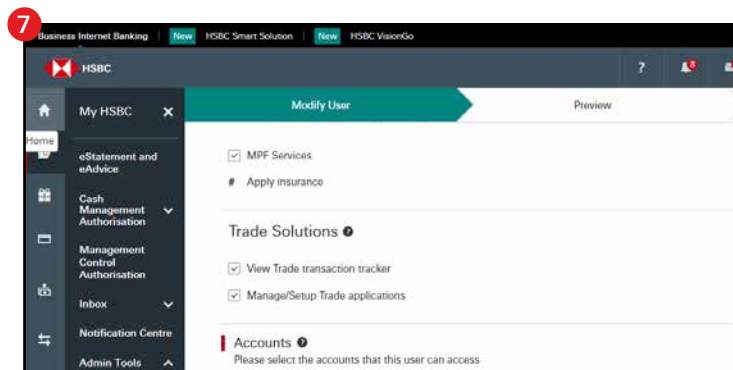
5. Choose the PU profiles you need to assign authority to



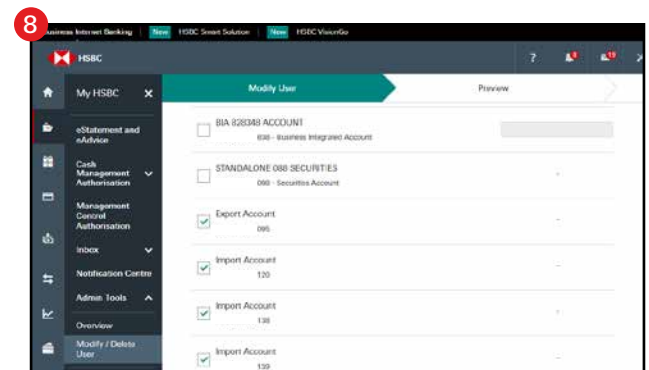
6. Refer to 'Signature group' and assign the authority: Group A / Group B / None of the above+



7. Decide whether each PU can only view the Trade Transaction Tracker or can manage and set up trade applications, then tick as appropriate



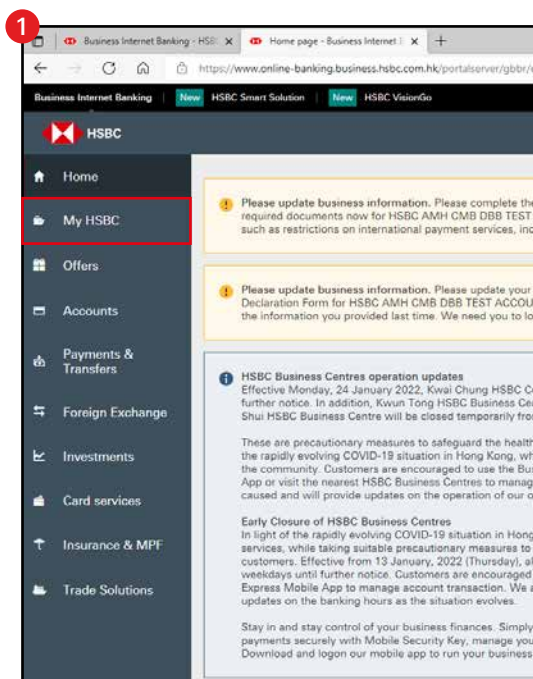
8. Scroll down the same page and decide which trade accounts that specific PU can use



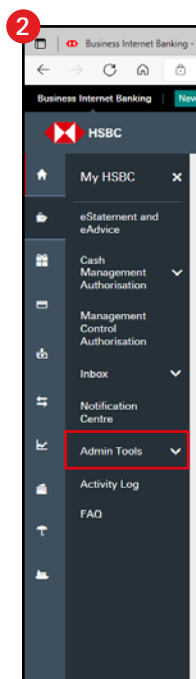
Assign Secondary User (SU) entitlement

Step by step (1/2)

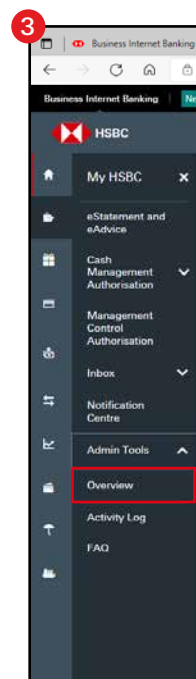
1. Log in and look for 'My HSBC'



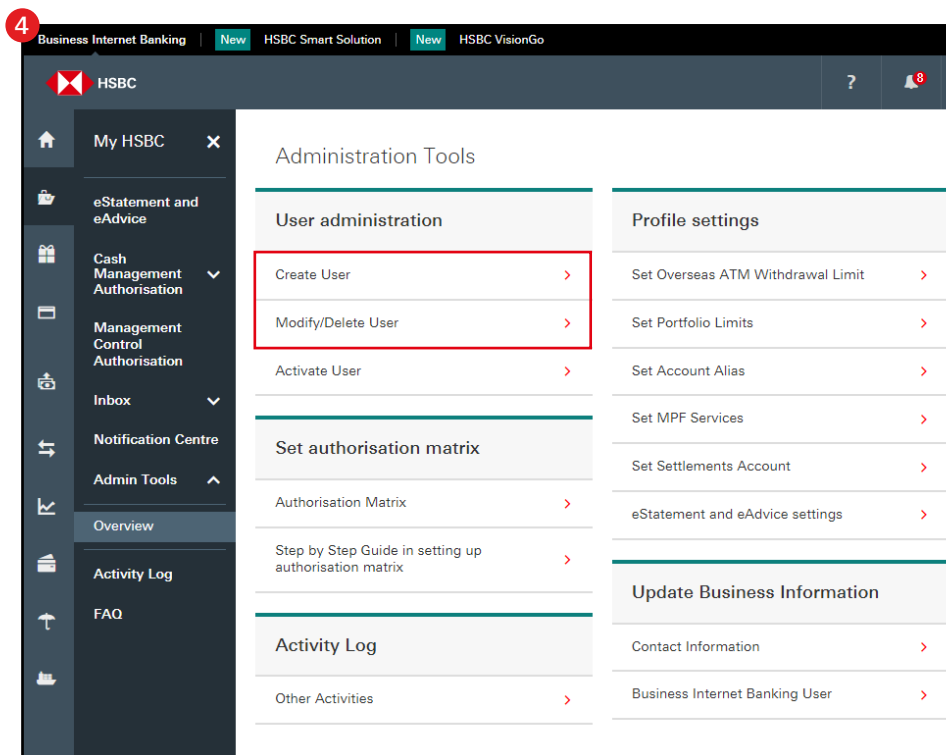
2. Click on 'Admin tools'



3. Choose 'Overview'



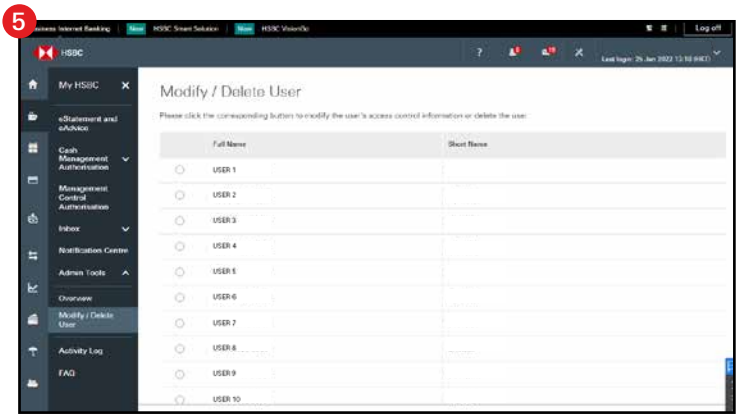
4. Either: (a) create user (if you need to assign a new SU); or (b) modify / delete user (if you want to assign existing SU profiles)



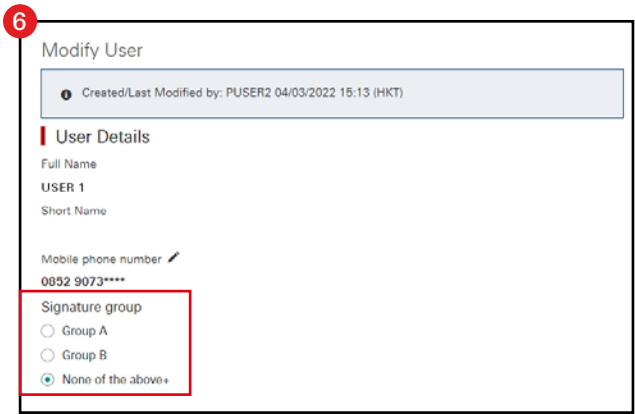
Assign Secondary User (SU) entitlement

Step by step (2/2)

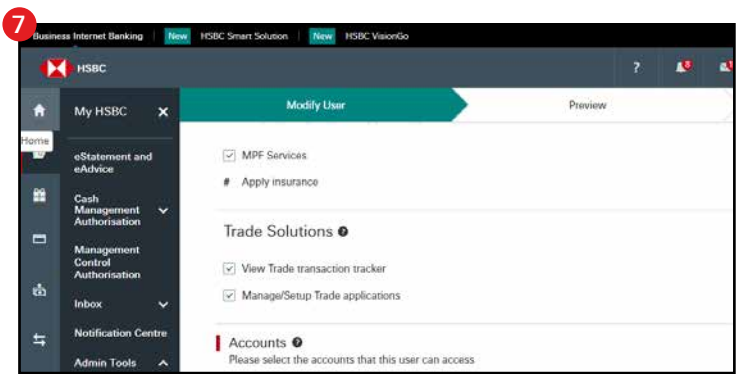
5. Choose the SU profiles you need to assign authority to



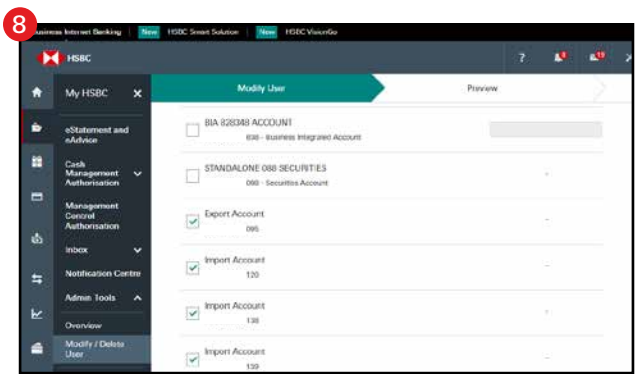
6. Refer to 'Signature group' and assign the authority: Group A / Group B / None of the above+



7. Decide whether the SU can only view the Trade Transaction Tracker or can manage and set up trade applications, then tick as appropriate



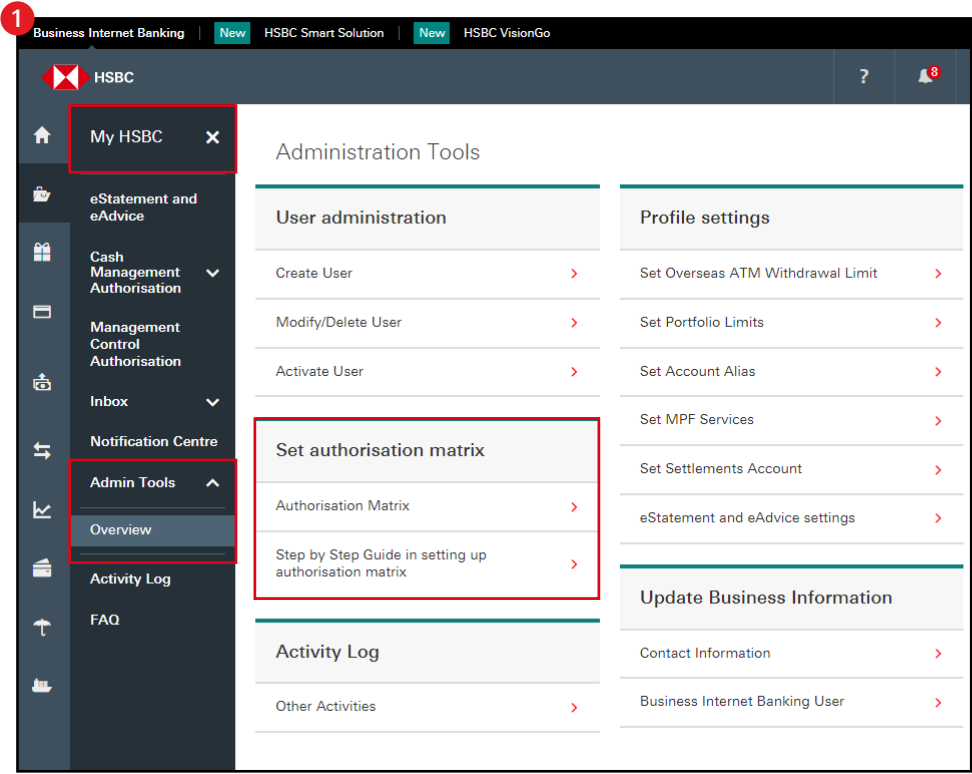
8. Scroll down the same page and decide which trade accounts that specific SU can use



Set up an authorisation matrix

Decide which matrix suits you best

1. Log in and go to 'My HSBC' > 'Admin Tools' > 'Overview'. Click on 'Authorisation Matrix' or, for guidance, click 'Step by step guide to setting up an authorisation matrix'



2. Choose the authorisation system that works for you

2

Step By Step Guide

A. In your company, how many people are required to sign a bank instruction/application (e.g. payment, or transfer or DC application)?

☐ Always one

☐ Can be up to two

3. If you choose 'Can be up to two', you will be asked how many groups of signatories you want

3

Step By Step Guide

B. How many group(s) of signatories you have?

☐ One

☐ Two

Set up an authorisation matrix

Decide which matrix suits you best

4. If you choose 'Always one', 'simple authorisation' is preferable

4

Step By Step Guide

You will need a **Simple Authorisation** profile.

With a Simple Authorisation profile:

1. **Cash transactions** will be authorised if the user has sufficient daily limit for the account (i.e. without referring the Authorisation Matrix); and,
2. **Trade transactions** will be authorised according to the per transaction limits in the Authorisation Matrix.
3. You do not need to set up any signature group
4. You do not need to assign signature group to new created users.

Click "Proceed" button below to access to the Authorisation Matrix to check or change to "Simple Authorisation".

Proceed

5. If you choose 'Can be up to two', you will be asked whether you need one or two group(s) of signatories to authorise transactions – guidance provided is shown in the screenshots below

5

Step By Step Guide

You will need a **Dual Authorisation** profile with **1 Signature group**.

This means that transactions will require one or any two authorised users for authorisation.

You can assign different authorisation level for individual users using the transaction limits in the new Authorisation Matrix. In the User 'Signature Group' box, you should select:

- 'Group A' for users who can authorise transactions.
- 'None of the above' for users who can only prepare instructions and/or perform enquiries.

Click "Proceed" button below to start setup Authorisation Matrix and select "Dual Authorisation" with 1 Signature Group.

Proceed

Step By Step Guide

You will need a **Dual Authorisation** profile with **2 Signature groups**.

This means that transactions will require one or two users from specified signature groups for authorisation.

You can assign different authorisation level for individual users using the transaction limits in the new Authorisation Matrix. In the User 'Signature Group' box, you should select:

- 'Group A' or 'Group B' for users who can authorise transactions.
- 'None of the above' for users who can only prepare instructions and/or perform enquiries.

Click "Proceed" button below to start setup Authorisation Matrix and select "Dual Authorisation" with 2 Signature Group.

Proceed

6. Next, you can set up the transaction limits for your various trade accounts

Set up an authorisation matrix

Simple authorisation

- 1. If you chose 'simple authorisation', you will be asked to set transaction limits in HKD for each transaction in the respective trade accounts
- 2. You can set limits for Group A only, Group B only, or both

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Authorisation Matrix

Please enter transaction limits for signature group A and/or signature group B for import and export accounts.

Please note that for Trade Services transactions, authorisation checks will only be performed against the relevant limits of the import or export account. There will be no reference to the pre-set limits for any cash/charge accounts even if they are used for a transaction.

Authorisation Mode

Simple Authorisation

Per Transaction Limits (HKD)

Single(A)

Single(B)

Same for All Accounts

Upto

Apply

Set by Account

Export Account

385

Upto

2

5

Import Account

120

Upto

10

13

Import Account

138

Upto

2

5

- 3. After setting the limits, click 'Continue' and then 'Confirm'


3

Note: Transaction limits are only required for import and export accounts in a Simple Authorisation profile.

Please note: For any transaction limit changes, the new limit will only apply to transaction instructions placed on or after this date. Any transaction instruction placed before this date will not be subject to this new limit change. You are recommended to review all existing transaction instructions placed before this date and amend or cancel any existing transaction instructions where necessary. Please press OK to acknowledge your understanding of the above and proceed to effect your changes, or click Cancel to return to the previous page.

Cancel

Continue

HSBC

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Set up an authorisation matrix

Dual authorisation – One signature group

- 1. If you chose to have one signature group, only Group A users can authorise transactions
 - 2. You may need to enter transaction limits for single authorisation (by one person) and dual authorisation (by two people)
 - 3. Specify the transaction limits in HKD for the respective trade accounts
 - 4. Click 'Continue' to review the new settings and 'Confirm' if the changes are correct.
- *Please note that you will also need to amend the transaction limits for other cash accounts once you have selected dual authorisation*

Authorisation Matrix

Please enter transaction limits for single authorisation (ie. by 1 person) and dual authorisation (ie. by 2 persons).

You may set up the same limits for all accounts, or different limits for different accounts.

Please note that for Trade Services transactions, authorisation checks will only be performed against the relevant limits of the import or export account. There will be no reference to the pre-set limits for any cash/charge accounts even if they are used for a transaction.

Authorisation Mode		No. of Signature Groups	
Dual Authorisation		One (A only)	

Per Transaction Limits (HKD)

		Single(A)	Dual(A+A)
Same for All Accounts	Upto	0	0

Apply

Export Account			
095	Upto	2	10
Import Account			
120	Upto	10	15

Cancel

Continue

Set up an authorisation matrix

Dual authorisation – Two signature groups

- 1. If you chose to have two signature groups, Group A and Group B users can authorise transactions
 - 2. You may need to enter transaction limits for single authorisation (by one person) and dual authorisation (by two people)
 - 3. Specify the transaction limits in HKD in respective trade accounts
 - 4. Click 'Continue' to review the new settings and 'Confirm' if the changes are correct.
- *Please note that you will also need to amend the transaction limits for other cash accounts once you have selected dual authorisation*

Authorisation Matrix

Please enter transaction limits for single authorisation (ie. by 1 person) and dual authorisation (ie. by 2 persons).

A and B are the signature groups to which the authoriser(s) belong.

You may set up the same limits for all accounts, or different limits for different accounts.

Please note that for Trade Services transactions, authorisation checks will only be performed against the relevant limits of the import or export account. There will be no reference to the pre-set limits for any cash/charge accounts even if they are used for a transaction.

Authorisation Mode		No. of Signature Groups		Per Transaction Limits (HKD)				
Dual Authorisation		Two (A and B)						
				A	B	A+B	A+A	B+B
Same for All Accounts		Upto						
Export Account	095	Upto	2	5	15	10	20	
Import Account	120	Upto	10	13	20	15	25	

Cancel

Continue

Set up notifications

Step by step (2/3)

- 5. Under 'Personalised Notifications', enable 'Yes' if you want to receive notifications.
 - 6. Choose your preferred channel and click 'Save' to change your preference. You can choose from mobile push, WeChat, email and SMS.
- *Please note that this setting also applies to Account and Transaction notifications*

Notification preferences ⓘ

Manage your preferences on receiving notifications about account services and transaction status at no additional cost. Your setting indicated below only applies to the notifications available in this Notification Centre. You can change these settings at any time.
<<Click here>> to learn more about the notifications provided in this Notification Centre and how to subscribe them.

Preferred language

☐ English (not applicable to WeChat)

☒ Traditional Chinese

Security Notifications ⓘ

Receive by

☐ SMS

☒ WeChat

Your profile is binded to the HSBC Hong Kong Business WeChat Official Account

Personalised Notifications ⓘ

Enable notifications

☒ Yes

☐ No

Receive by

☐ Mobile push

☒ WeChat

☐ Email

☐ SMS

Your profile is binded to the HSBC Hong Kong Business WeChat Official Account

Notification preferences ✓

Account notifications ^

Account overdrawn [New]

HKD cheque return [New]

Transaction notifications ^

Inward payments

Outgoing payments [New] ✓

Trade product notifications ✓

Save

Set up notifications

Step by step (3/3)

7. After updating your preference, select 'Trade product notifications' on the right of the same page

7

Notification preferences

Manage your preferences on receiving notifications about account services and transaction status at no additional cost. Your setting indicated below only applies to the notifications available in this Notification Centre. You can change these settings at any time.
<<Click here>> to learn more about the notifications provided in this Notification Centre and how to subscribe them.

Preferred language

English (not applicable to WeChat)

Traditional Chinese

Security Notifications

Receive by

SMS

WeChat

Your profile is binded to the HSBC Hong Kong Business WeChat Official Account

Personalised Notifications

Enable notifications

Yes

No

Receive by

Mobile push

WeChat

Email

SMS

Your profile is binded to the HSBC Hong Kong Business WeChat Official Account

Save

Notification preferences

Account notifications

Account overdrawn [New]

HKD cheque return [New]

Transaction notifications

Inward payments

Outgoing payments [New]

Trade product notifications

8. If you want to receive these notifications, choose 'Yes' to the question asking if you would like to receive Trade Solutions notifications

9. Select all the required statuses and click 'Save'

8 9

Trade product notifications

Manage your preferences on receiving notifications about trade solution products and transaction status at no additional cost. Your setting indicated below only applies to the notifications available in this Notification Centre. You can change these settings at any time.

A [user guide](#) to learn more about the notifications provided in this Notification Centre and how to subscribe them.

Would you like to receive Trade Solutions notifications?

Yes

No

General notifications

Submitted

Processed by bank

Expiry / Settlement

Event notifications

Returned by bank

Cancelled by bank

Document tracking

Pre-submission notifications

Pending authorisation

Pending repair / deletion / rejection

Guarantee / Standby DC (Documentary Credit) notifications

Claims

Cancellations

Auto renewal

Save

Notification preferences

Account notifications

Account overdrawn [New]

HKD cheque return [New]

Transaction notifications

Inward payments

Outgoing payments [New]

Investment order confirmations

Trade product notifications

Part 2:

Create an HSBC TradePay Loan Application on Business Internet Banking

Submit an HSBC TradePay loan application

1. From the 'Trade solutions' menu, select 'HSBC TradePay'

1

HSBC

Trade solutions

Log off

Menu

Business Internet Banking >

NEW APPLICATION

Guarantee application

Loan application

HSBC TradePay

DC application

GENERAL

Manage templates and lists

Trade Transaction Tracker

MANAGE

Outstanding transactions

Pending transactions

VIEW

Trade services activity log

Trade services notification

2. Set up the Location / Institution and Trade ID / account number
(if this is your first time using the HSBC TradePay loan application journey on Business Internet Banking)
- Location / Institution: HK – HSBC
 - Trade ID / account no.: the account ending -144
 - Click 'Save as default' and 'Submit'

2

Edit location / trade ID

Fields marked with an asterisk (*) are required

Location / institution *

Trade ID / account no. *

HK - HSBC

XXX-XXXXXX-144

Cancel

Save as default

Submit

Enter the invoice details

On the HSBC TradePay loan application page, there are two options for entering the invoice details:

- Upload an invoice file (see pages 18 and 19)
- Enter invoice details manually (see pages 20 to 22)

Menu | HSBC TradePay

Business Internet Banking >

HSBC TradePay loan application

Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution
HK - HSBC

Trade ID / account number
:

Fields marked with an asterisk (*) are required

Expand all

Invoice details

^

Do you want to upload an invoice file or enter invoice details manually? ?

Upload invoice file

Enter invoice details manually

Enter the invoice details: upload an invoice file

Step by step (1/2)

1. Download the **invoice file template** and create an invoice file by following the instructions on the 'File Format Specification' sheet

1

Invoice File Template

- Create the invoice file in CSV or Excel format
- Max 10MB and 350 invoices on one single file

[\[Download the File Format Specification\]](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		90											
2	Invoice001	20240902 HKD		100 USD	Tom	Bene city	SG	Bene address line 1	Bene address line 2	UOVBSGSGCSD	Bene bank city	SG	Bene bank ad
3	Invoice002	20240902 HKD		200 USD	Tom	Bene city	SG	Bene address line 1	Bene address line 2	UOVBSGSGCSD	Bene bank city	SG	Bene bank ad
4	Invoice003	20240902 USD		300 EUR	Tom	Bene city	SG	Bene address line 1	Bene address line 2	UOVBSGSGCSD	Bene bank city	SG	Bene bank ad
5	Invoice004	20240902 USD		400 EUR	Tom	Bene city	SG	Bene address line 1	Bene address line 2	UOVBSGSGCSD	Bene bank city	SG	Bene bank ad
6													
7													
8													
9													

2. Click 'Upload invoice file' and choose the payment file on your computer to upload it

2

Menu

HSBC TradePay

Business Internet Banking >

HSBC TradePay loan application

Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution

Trade ID / account number

HK - HSBC

Fields marked with an asterisk (*) are required

Expand all

Invoice details

Do you want to upload an invoice file or enter invoice details manually?

Upload invoice file

Enter invoice details manually

Manage invoices

C:\fakepath\sample.xlsx

Browse files


File restrictions

Supported file types - CSV, XLS, XLSX.

Maximum file size - 10MB.

Cancel

Upload

HSBC

18

Enter the invoice details: upload an invoice file

Step by step (2/2)

3. If all the invoice data is correct, it will be displayed on the screen and the 'Create loan' button will be enabled
4. Check the invoice details and select the 'Create loan' button

3 **4**

Menu | HSBC TradePay | Business Internet Banking >

HSBC TradePay loan application | Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution: HK - HSBC | Trade ID / account number

Expand all

Invoice details

✓ Your invoice file has been uploaded successfully. If you want to amend the details of invoices, please re-upload the invoice file.

	Row	Invoice upload status	Invoice number	Invoice amount	Invoice currency	Beneficiary name	Loan currency
▼	1	✓ Successful	Invoice001	100.00	HKD	Tom	USD
▼	2	✓ Successful	Invoice002	200.00	HKD	Tom	USD
▼	3	✓ Successful	Invoice003	300.00	USD	Tom	EUR
▼	4	✓ Successful	Invoice004	400.00	USD	Tom	EUR

Re-upload invoice file | **Create loan**

5. Invoices will be grouped by invoice currency and loan currency. If needed, click 'Edit' to enter a unique customer reference for each loan. The loan start date will be auto-populated with today's date. The loan tenor in days will be auto-populated from the payment file. For cross-currency applications, the current HSBC exchange rate will apply
6. Click 'Submit' to finish your application

5 **6**

Loan details

We've grouped your loans according to the invoice and loan currency.

	Loan	Loan currency	Invoice currency	Total invoice amount	Customer reference	View detail
▼	1	USD	HKD	300.00	Edit	View detail

Loan start date ⓘ 02 Jun 2025

Loan tenor in days ⓘ 90 Days

Cancel | **Submit**

Enter the invoice details: manually

Step by step (1/3)

1. Click 'Enter invoice details manually'

1

Menu

HSBC TradePay

Business Internet Banking >

HSBC TradePay loan application

Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution

Trade ID / account number

HK - HSBC

Fields marked with an asterisk (*) are required

Expand all

Invoice details

^

Do you want to upload an invoice file or enter invoice details manually?

Upload invoice file

Enter invoice details manually

2. Fill in the invoice details. Mandatory fields are marked with an asterisk (*)

2

Menu

HSBC TradePay

Business Internet Banking >

HSBC TradePay loan application

Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution

Trade ID / account number

HK - HSBC

Status: Incomplete

Fields marked with an asterisk (*) are required

Expand all

Invoice details

Incomplete

^

	Invoice number *	Invoice amount *	Invoice currency *	Beneficiary name *	Loan currency *	Action
	Invoice001	100.00	HKD	Tom	USD	Delete

Invoice details

Invoice date *

30/05/2025

Invoice number *

Invoice001

Invoice due date

29/08/2025

Invoice currency *

HKD

Invoice amount *

100.00

Loan currency *

USD

Beneficiary details

Beneficiary country / territory*

Hong Kong SAR

Beneficiary name *

Tom

20

Enter the invoice details: manually

Step by step (2/3)

3. Click 'Save' when you have finished

3

Beneficiary bank details

Beneficiary bank country / territory *

Hong Kong SAR

Select existing bank details ☐

Beneficiary bank SWIFT code / BIC *

HSBCHKHH

Beneficiary bank account / IBAN*

Beneficiary bank address line 1

1 QUEEN'S ROAD CENTRAL

Beneficiary bank address line 2

CENTRAL AND WESTERN DISTRICT

Beneficiary bank city

HONG KONG

Save as new beneficiary

Goods description

Save

+ Add invoice

Create loan

4. If the information entered is accurate and complete, the status will change to 'Complete'

5. If you want to add more invoices, click 'Add invoice' and repeat steps 2 and 3

6. Otherwise, click 'Create loan'

4 5 6

Menu

HSBC TradePay

Business Internet Banking >

Apply for an HSBC TradePay loan

Location / institution

Trade ID / account number

HK - HSBC

Status: Complete

Fields marked with an asterisk (*) are required

Expand all

Invoice details

Complete

	Invoice number *	Invoice amount *	Invoice currency *	Beneficiary name *	Loan currency *	Action
✓	Invoice001	100.00	HKD	Tom	USD	Delete

+ Add invoice

Create loan

Enter the invoice details: manually

Step by step (3/3)

- 7. If needed, click 'Edit' to enter a unique customer reference. Invoices will be grouped by invoice currency and loan currency. For cross-currency applications, the current HSBC exchange rate will apply
- 8. Enter the loan tenor in days
- 9. Click 'Submit' to confirm the invoice details

789

Loan details

Complete

We've grouped your loans according to the invoice and loan currency.

	Loan	Loan currency	Invoice currency	Total invoice amount	Customer reference	View detail
▼	1	USD	HKD	100.00	<div>Edit</div>	<div>View detail</div>

Loan start date

02 Jun 2025

Loan tenor in days

90

Days

Cancel

Submit

Submit the application

- 1. Check the details and **accept the terms and conditions**
- 2. Click 'Submit' to complete the application

12

Do you want to submit your HSBC TradePay loan application?

You're about to submit the following new loan request:

1

As there are different invoice and loan currencies on your request, HSBC will apply an exchange rate to your transaction.

Location / institution:

Trade ID / account number:

HK - HSBC

:

Loan details

Loan	Loan currency	Invoice currency	Total invoice amount	Customer reference
1	USD	HKD	300.00	

Loan start date

02 Jun 2025

Loan tenor in days

30 Days

☒

We refer to HSBC's Standard Trade Terms which can be accessed, read and printed here:
www.qbm.hsbc.com/qrfsst

This application incorporates and is subject to the Standard Trade Terms and the following additional terms (together the **Terms and Conditions**):

1. The Customer agrees that upon the Customer's submission of invoice details to HSBC, the Customer has submitted an Application to HSBC for a TradePay loan and instructs HSBC to make payment to the named suppliers for the amounts listed in the invoice details.

2. The Customer agrees that HSBC is authorised at its sole discretion to accept or reject a submitted invoice in full or in part and HSBC may advise the Customer at any time that the invoice or specific payments set out in the Application have been rejected. If HSBC accepts an invoice in full or part, HSBC will make payment to the named suppliers for the account of the Customer as specified in accordance with the invoice details.

This application incorporates and is subject to the **Terms and Conditions** as if they were set out in full in this application and together they form an important agreement.

By clicking the Submit button, you irrevocably request HSBC to provide the trade service(s) specified in this application and you confirm that you have read, understood and accept the **Terms and Conditions**.

Cancel

Submit

- 3. An acknowledgement will confirm that your HSBC TradePay loan application has been successfully submitted. The application may need to be authorised by someone in your company, depending on how your organisation is set up.

3

We've received your HSBC TradePay loan request

Your HSBC TradePay loan will be available once it has been authorised and accepted.

Reference number: DBBTPay1255

Location / institution:

Trade ID / account number:

HK - HSBC

:

Loan details

Loan	Loan currency	Invoice currency	Total invoice amount	Customer reference
DBBTPay1255	USD	HKD	300.00	

Loan start date

02 Jun 2025

Loan tenor in days

30 Days

Additional information

First authorisation by

PUSER2 HKHBAP001064401001

First authorisation date and time

02 Jun 2025 17:22:10

Creation and authorisation date and time are displayed in the time zone of your global customer location.

Print / export

Troubleshoot errors in the uploaded invoice file

Step by step (1/2)

If the invoice information you entered contains any invalid data, the file will be rejected. The errors will be displayed on screen. To fix these errors:

- 1. In the 'Invoice details' section, select the down arrow to expand and display the error message

Menu

HSBC TradePay

Business Internet Banking >

HSBC TradePay loan application

Manage templates and lists

Apply for an HSBC TradePay loan

Location / institution

HK - HSBC

Trade ID / account number

Expand all

Invoice details

^

⚠ There was a problem with the data in the invoice file. Please amend it and upload it again.

Row	Invoice upload status	Invoice number	Invoice amount	Invoice currency	Beneficiary name	Loan currency
▼ 1	⚠ Error	Invoice2024051005	10.01	⚠ HK	⚠ ?	⚠ HK
▼ 2	✔ Successful	Invoice2024051006	12.00	HKD	ABB Test	USD

Cancel

Troubleshoot errors in the uploaded invoice file

Step by step (2/2)

- 2. An error icon will be displayed next to the incorrect fields of the invoice details
- 3. To fix the errors, open the original invoice file you uploaded. Locate the incorrect fields and amend them. Save the corrected file under the same file name.
- 4. Select 'Re-upload the invoice file' to upload the file again
- 5. Repeat the process until no error message appears

Menu

HSBC TradePay

Business Internet Banking >

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Location / institution
HK - HSBC

Trade ID / account number

Expand all

Invoice details

There was a problem with the data in the invoice file. Please amend it and upload it again.

Row	Invoice upload status	Invoice number	Invoice amount	Invoice currency	Beneficiary name	Loan currency
1	Error	Inovice2024051005	10.01	HK	?	HK

Invoice date

10 Apr 2024

Invoice number

Inovice2024051005

Invoice due date

15 May 2024

Invoice currency

HK

Please only enter letters, numbers and the characters - ? : { } . , + / ' .

Please choose a different currency. 'HK' isn't supported by the beneficiary bank.

Invoice amount

10.01

Loan currency

HK

Please only enter letters, numbers and the characters - ? : { } . , + / ' .

Please choose a different currency. 'HK' isn't supported by the beneficiary bank.

Beneficiary country / territory

Hong Kong SAR

Beneficiary name

?

Please only enter letters, numbers and the characters - ? : { } . , + / ' .

Beneficiary city

Hong Kong

Address line 1

address line 1

Address line 2

address line 2

Beneficiary bank country / territory

Hong Kong SAR

Cancel

Part 3:

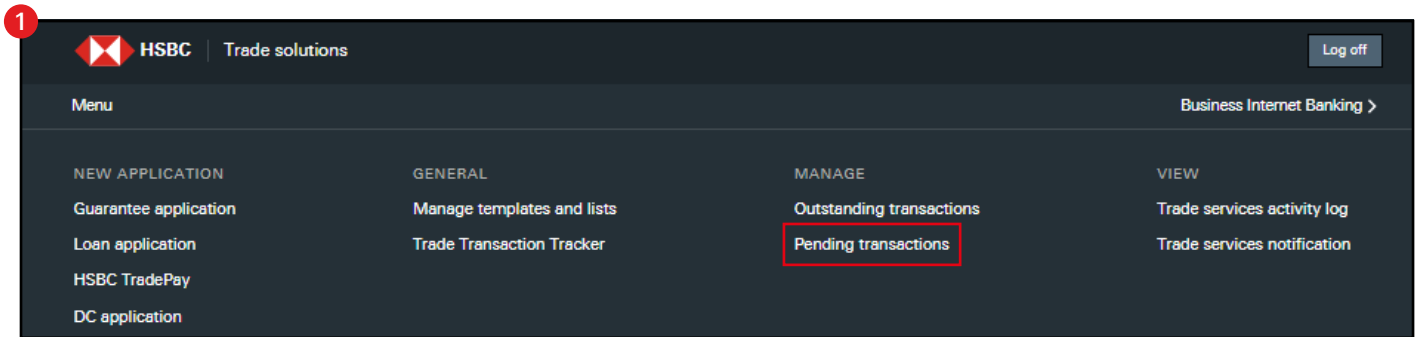
Authorise an HSBC TradePay Loan Application

Authorise a loan application

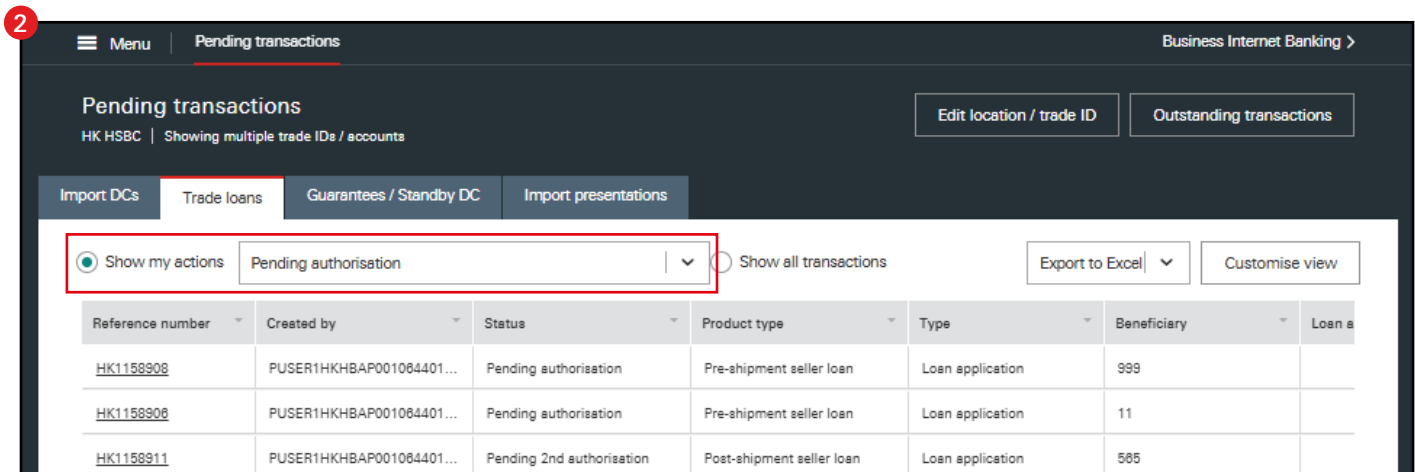
Step by step (1/2)

If you wish to authorise a pending HSBC TradePay loan application, complete the following steps:

1. From the 'Trade solutions' menu, select 'Pending transactions'



2. Select the 'Show my actions' option and select 'Pending authorisation'



Authorise a loan application

Step by step (2/2)

3. Click the application reference number to review the details, and then click 'Authorise' to finish the authorisation

3

Reference number - DBBTPay1224

Location / institution
HK - HSBC

Trade ID / account number

Fields marked with an asterisk (*) are required

Expand all

Summary

Status: Pending authorisation

Creation date and time: 27 May 2025 15:21:08

Created by: SUSER1 HKHBAP001064...

Loan amount in payment currency

Product type: HSBC TradePay

Loan currency: HKD

Payment currency: HKD

HKD 99.01

Customer reference:

Hide additional information ^

Reference number

DBBTPay1224

Created by

SUSER1 HKHBAP001064401001

Creation date and time

27 May 2025 15:21:08

Loan details

Loan start date * ?

27/05/2025

Loan tenor in days * ?

60

Days

Customer reference

Invoice details

Close

Print / export

Reject transaction

Authorise

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