Adding Company Logo

See the previous W5 version guide.

PURPOSE

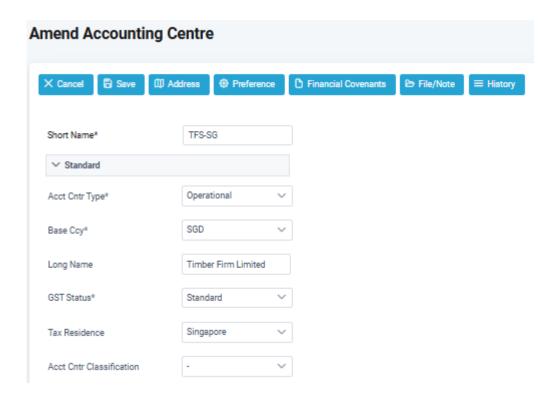
This document shows how to add company logo to confirmation letters.

WHY IS THIS IMPORTANT?

This allows company logo to be shown as the letterhead in the confirmation letters that send out to the trade counterparty.

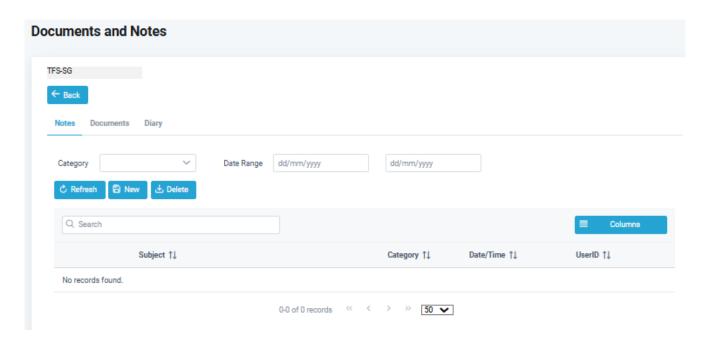
PROCEDURE

- 1. From the main menu select Set Up > Static > Accounting Centre.
- 2. In the Accounting Centre menu click on the of the entity where you want the logo to be placed. In this example, TFS-SG will be chosen.
- 3. The Amend Accounting Centre screen is displayed.

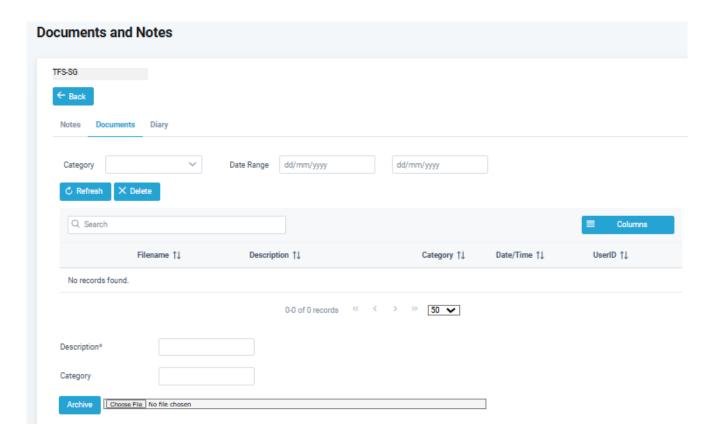


4. Click the File/Note button.

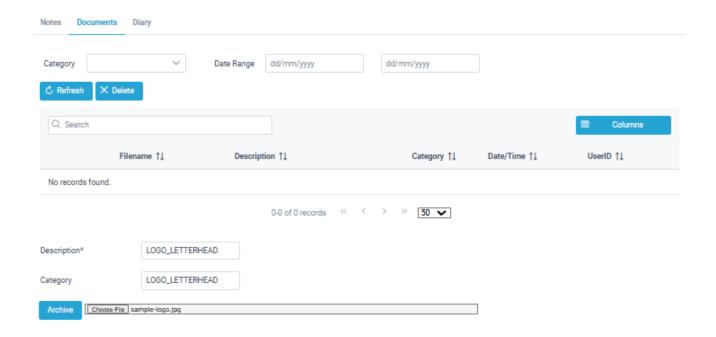
5. Document and Notes screen is displayed.



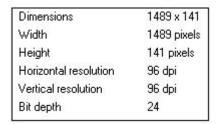
6. Select the Documents tab.



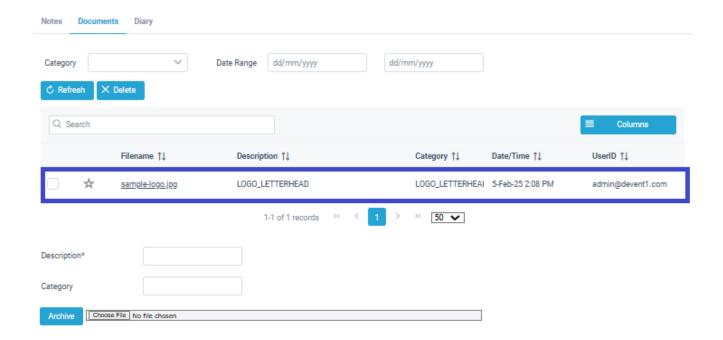
- 7. Type the Description, LOGO_LETTERHEAD. Fill in the Category field with the same name as Description.
- 8. Click Choose File. Look for the company logo to upload.



Note that the logo should have the specifications as below and should be in GIF or JPG format.



9. Click Archive. The file uploaded will appear on the upper part of the screen.



10. When printing confirmation for the entity, the logo will now be on the letter.

My Company Ptd Ltd 1 Building ABC (Lobby A) #10-56 Central Centre Singapore XXXXXX

Tel +65 1234 5678 Fax +65 1234 5678 www.mycompany.com.sg Reg.no 123456789A



Reference: MMK101450.16

25 August 2016

DBS Bank Ltd, Singapore 301 Upper Thompson Rd

Attention: Customer Service

CONFIRMATION OF LOAN

We confirm the new loan draw down as follows:

 Currency
 SGD

 Principal
 5,000,000.00

 Interest
 0.00

 Proceeds at Maturity
 5,000,000.00

 Trade Date
 18-Apr-16

 Start Date
 18-Apr-17

 Maturity Date
 18-Apr-17

 Rate (%) p.a.
 5.500000

For value date 18 April 2017 please credit account as follows:

Amount SGD 5,000,000.00
Beneficiary Timber Financial Services

Account Number 7667428

Bank Citibank N.A. Singapore

Amount SGD 5,000,000.00
Beneficiary DBS Bank Ltd, Singapore

Account Number 111111

Bank DBS Bank Ltd, Singapore

Please note our Deposit Account No is: 122.455.6452

Yours faithfully,

Timber Financial Services

FREQUENTLY ASKED QUESTION

RELATED INFORMATION

CHANGE HISTORY

Date	Ву	Changes
18-Jul-2015		Created
25-Aug-2016	Clarissa	Reformatted. Rewritten.
23-Sep-2016	Clarissa	Added image format.
17-Aug-2018	Silpa	Updated step1.
26-Nov-2019	Lyra	Updated Screenshots.
13-Feb-2025	Lyra	Updated to W6 instructions and screenshots.