

Client Readiness Training

Delegated Document Submission & Reporting

Review Purchase Advice

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Let's review the Purchase Advice export functionality.

There are three ways purchase advice information can be exported:

1. **Single Loan PDF:** Detailed PDF of a single loans purchase advice.
2. **Bulk Loan PDF Pull:** Ability to pull multiple PDFs of a group of loans.
3. **Batch Purchase Advice Data Pull:** Ability to export **summary information** of purchase advises in a large document batch pull.

Review Purchase Advice

To pull and review a *Single Loan Purchase Advice*, follow these steps:

- 1 After selecting the individual loan from the pipeline, click the *Purchase Advice* section.
- 2 Click the linked PDF statement for the purchase advice of the loan.
- 3 Click the three dots on the window that opens and select the *PDF download* or *Print* option.

The screenshot displays the PENNYMAC P3 CORRESPONDENT interface. The main content area shows a loan summary for 'Andy America' with a 'Purchase Advice' section. A blue box highlights the 'PURCHASE ADVICE' button in the left sidebar, and a blue arrow points to a 'Purchase Advice.pdf' link. A second blue box highlights the 'Purchase Advice.pdf' link, and a third blue box highlights the 'Download', 'Original File', 'PDF', and 'Print' options in a dropdown menu. The 'Purchase Advice' document is displayed in a separate window, showing a detailed breakdown of fees and pricing.

Netted Fees:		Total Pricing:	
Flood Cert Fee	5.00	Base Price	96,982
Tax Service	75.00	Conv Second Home	-3,000
Transfer Fee	295.00	Conv Condo	0.000
		Conv FICO/LTV	0.000
		Conv FICO/LTV Cash-Out	-0.520
		SAP	2.099
		Conv Risk Adjustment	0.050
Total Netted Fees	\$ 375.00	Total Price	95,611

Additional Information

- Missing wire or missing copy of Purchase Advice - Please contact your Pipeline Account Manager
- All Funding discrepancies (i.e.: pricing, fees, escrow, interest, UPB, etc) - submit a Post Funding Request through the Tools section of the P3 Portal.

Review Purchase Advice

To perform a *Bulk Purchase Advice* pull, follow these steps:

- 1** Navigate to *Purchase Advice* and select the dropdown option.
- 2** Indicate the range Purchase Advices you wish to search using the following fields:
 - *Start Date & End Date* - This allows you to specify the date range of PAs to pull.
 - *Search* - This allows you to search specific data (i.e. Name, Warehouse Bank).
 - *The Start/End Date & Search fields* can be used independently or together to refine your search.
- 3** Filtered results will be provided based on your search criteria.

The screenshot displays the PENNYMAC P3 CORRESPONDENT interface. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. A dropdown menu for 'PURCHASE ADVICE' is open, showing 'Purchase Advice' as an option. Below the navigation bar, the 'Purchased Loan Pipeline' section is visible. It features a search bar and three date fields: 'Search', 'Start Date' (11/16/2021), and 'End Date' (02/14/2022). A 'Clear Filters' button is located to the right of the date fields. Below the search filters, a table displays search results for 193 loans. The table has columns for 'Purchase Date', 'Full Name', 'Loan Number', 'Warehouse Bank', 'Seller Loan Number', 'Commitment Number', 'Loan Status', and 'Download PDF'. The table shows four rows of data, with the first row having a 'Cleared for Purchase' status and the others having a 'Purchased' status. A 'Select loans to download' button is located below the table. At the bottom of the interface, there is a section for 'Last 24 Hours of Download History' which currently shows 'No Downloads Available'.

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4 Select the Purchase Advices you wish to include in your bulk PDF pull

- Click the checkbox in the top left corner of the results window to select all PAs.
- You can also select individual loans in the search by clicking their specific boxes.

5 Select the *Download Items* button

- To download an individual loan's PA, select the Download PDF arrow on the right of the specific loan.

The screenshot displays the 'Purchased Loan Pipeline' interface. At the top, there are search filters for 'Search', 'Start Date' (11/16/2021), and 'End Date' (02/14/2022), along with a 'Clear Filters' button. Below the filters, a table lists loan details. A blue box highlights the 'Purchase Date' column header, and a green box with the number '4' is placed over the first checkbox in the table. The table has columns for 'Purchase Date', 'Full Name', 'Loan Number', 'Warehouse Bank', 'Seller Loan Number', 'Commitment Number', 'Loan Status', and 'Download PDF'. The first row shows a loan from 01/14/2022 for John Straud. The second row shows a loan from 01/13/2022 for CARLA SOLOMON. The third and fourth rows show test loans from 01/12/2022. A blue bar at the bottom of the table indicates '50 loans selected' and includes a 'Clear All Selected' button on the left and a 'Download 50 items' button on the right. A green box with the number '5' is placed over the 'Download PDF' arrow for the last row. Below the table, there is a section for 'Last 24 Hours of Download History' which currently shows 'No Downloads Available'.

<input checked="" type="checkbox"/>	Purchase Date	Full Name	Loan Number	Warehouse Bank	Seller Loan Number	Commitment Number	Loan Status	Download PDF
<input checked="" type="checkbox"/>	01/14/2022	John Straud	8153118715		8130025506		Cleared for Purchase	↓
<input checked="" type="checkbox"/>	01/13/2022	CARLA SOLOMON	8153124155				Cleared for Purchase	↓
<input checked="" type="checkbox"/>	01/12/2022	TEST LOAN E2E DO NOT TOUCH	8153123588				Purchased	↓
<input checked="" type="checkbox"/>	01/12/2022	TEST LOAN E2E DO NOT TOUCH	8153123871				Purchased	↓

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- 6 Your download will appear in the *History Section* and will be accessible for 24 hours.
- 7 When your download is complete the *Progress* bar will be solid blue and the *Status* will reflect as *File completed successfully*.
- 8 Click the *Download Zip* button to obtain a ZIP file containing the PDFs of the Purchase Advices for the loan selected.

The screenshot displays the PENNYMAC CORRESPONDENT P3 interface. At the top, there is a navigation bar with options like WELCOME, PIPELINE, ADD NEW LOAN, BATCH DOCUMENT UPLOAD, REPORTS, TRADES, TOOLS & RESOURCES, and PURCHASE ADVICE. Below this is a search and filter section with fields for Search, Start Date (11/18/2021), and End Date (02/16/2022). The main content area shows a table of loans with columns for Purchase Date, Full Name, Loan Number, Warehouse Bank, Seller Loan Number, Commitment Number, Loan Status, and Download PDF. A blue bar at the bottom of the table indicates '50 loans selected' and includes a 'Download 50 Items' button. Below the table is a 'Last 24 Hours of Download History' section with a table containing columns for File Name, Created Date (PST), Progress, Status, and Download. The progress bar is solid blue, and the status is 'File completed successfully'. A 'Download' button is visible next to the entry.

Purchase Date	Full Name	Loan Number	Warehouse Bank	Seller Loan Number	Commitment Number	Loan Status	Download PDF
01/06/2022	CARLA SOLOMON	8152910383				Cleared for Purchase	Download PDF
02/14/2022	CARLA SOLOMON	8153133408				Cleared for Purchase	Download PDF
02/07/2022	CARLA SOLOMON	8153093359				Cleared for Purchase	Download PDF
02/09/2022	CARLA SOLOMON	8153106875				Cleared for Purchase	Download PDF

File Name	Created Date (PST)	Progress	Status	Download
PNMAC_PA_02-16-2022_221	02/16/2022 11:21:25 AM	Progress bar (solid blue)	File completed successfully	Download button

Review Purchase Advice

To pull the Excel Purchase Advice report, follow these steps:

- 1 Navigate to *Reports*.
- 2 Select the *Excel Purchase Advice Report*.
- 3 Click on the export *CSV* or *PDF* icon to download or print a copy.

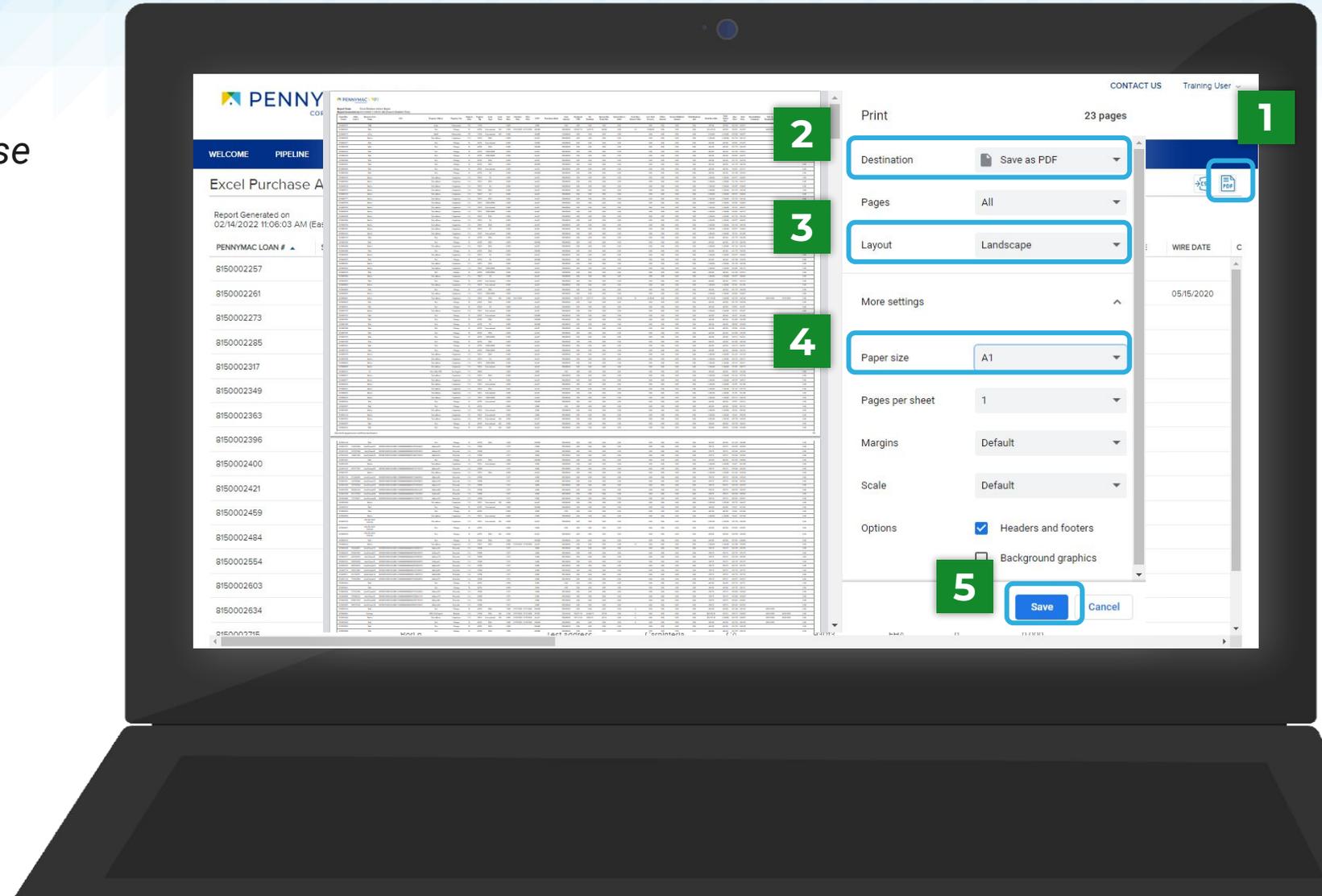
The screenshot displays the PENNYMAC CORRESPONDENT P3 web application. The navigation menu includes WELCOME, PIPELINE, ADD NEW LOAN, BATCH DOCUMENT UPLOAD, REPORTS (highlighted with a green box and '1'), TRADES, TOOLS & RESOURCES, and PURCHASE ADVICE. The 'Excel Purchase Advice Report' dropdown is selected (highlighted with a green box and '2'), showing 1390 items. A green box with '3' highlights the CSV and PDF export icons. The table below lists loan details:

PENNYMAC LOAN #	SELLER LOAN #	BORROWER LAST NAME	ULI	PROPERTY ADDRESS	PROPERTY CITY	PROPERTY STATE	PROPERTY ZIP	LOAN TYPE	LOAN TERM	NOTE RATE	PURCHASE DATE	WIRE DATE
8150002257		VRR		swqas	Schenectady	NY	12345		0	0.000		
8150002261		Watt		Test	Chicago	IL	60701	Conventional	360	3.000	05/16/2020	05/15/2020
8150002273		w21q		sdfsdf	Schenectady	NY	12345	Conventional	360	0.000		
8150002285		BorLn		Test address	Carpinteria	CA	93013	FHA	0	0.000		
8150002317		Watt		Test	Chicago	IL	60701	Conventional	0	0.000		
8150002349		Watt		Test	Chicago	IL	60701	FHA	0	0.000		
8150002363		Watt		Test	Chicago	IL	60701	USDA-RHS	0	0.000		
8150002396		Watt		Test	Chicago	IL	60701	USDA-RHS	0	0.000		
8150002400		Watt		Test	Chicago	IL	60701	FHA	0	0.000		
8150002421		Watt		Test	Chicago	IL	60701	FHA	0	0.000		
8150002459		Watt		Test	Chicago	IL	60701	Conventional	0	0.000		
8150002484		Watt		Test	Chicago	IL	60701	VA	0	0.000		
8150002554		BorLn		Test address	Carpinteria	CA	93013	VA	0	0.000		
8150002603		BorLn		Test address	Carpinteria	CA	93013	FHA	0	0.000		
8150002634		BorLn		Test address	Carpinteria	CA	93013	VA	0	0.000		
8150002715		BorLn		Test address	Carpinteria	CA	93013	FHA	0	0.000		

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To save a *PDF* of the *Excel Purchase Advice* report, follow these steps:

- 1 Click on the *Export PDF* icon to download or print a copy.
- 2 Change the *Destination* to “*Save as PDF*”.
- 3 Change the *Layout* to “*Landscape*”.
- 4 Change *Paper size* to “*A1*”.
- 5 Click *Save*.



**THANK
YOU!**

