

Client Readiness Training

Non Delegated Document Submission & Reporting

Review Purchase Advice

Review Purchase Advice

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	-4,520
		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 navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'BATCH DOCUMENT UPLOAD', 'REPORTS', 'TRADES', 'TOOLS & RESOURCES', and 'PURCHASE ADVICE'. The 'PURCHASE ADVICE' dropdown menu is open, showing 'Purchase Advice' as an option. The 'Purchased Loan Pipeline' section features search filters for 'Search', 'Start Date' (11/16/2021), and 'End Date' (02/14/2022). Below the filters, a table shows search results for 193 loans, with 0 selected. The table columns are: Purchase Date, Full Name, Loan Number, Warehouse Bank, Seller Loan Number, Commitment Number, Loan Status, and Download PDF. The results include:

Purchase Date	Full Name	Loan Number	Warehouse Bank	Seller Loan Number	Commitment Number	Loan Status	Download PDF
02/14/2022	John Straud	8153118715		8130025506		Cleared for Purchase	↓
02/13/2022	CARLA SOLOMON	8153124155				Cleared for Purchase	↓
02/12/2022	TEST LOAN E2E DO NOT TOUCH	8153123588				Purchased	↓
02/12/2022	TEST LOAN E2E DO NOT TOUCH	8153123871				Purchased	↓

Below the table, there is a 'Select loans to download' button and a 'Last 24 Hours of Download History' section showing 'No Downloads Available'.

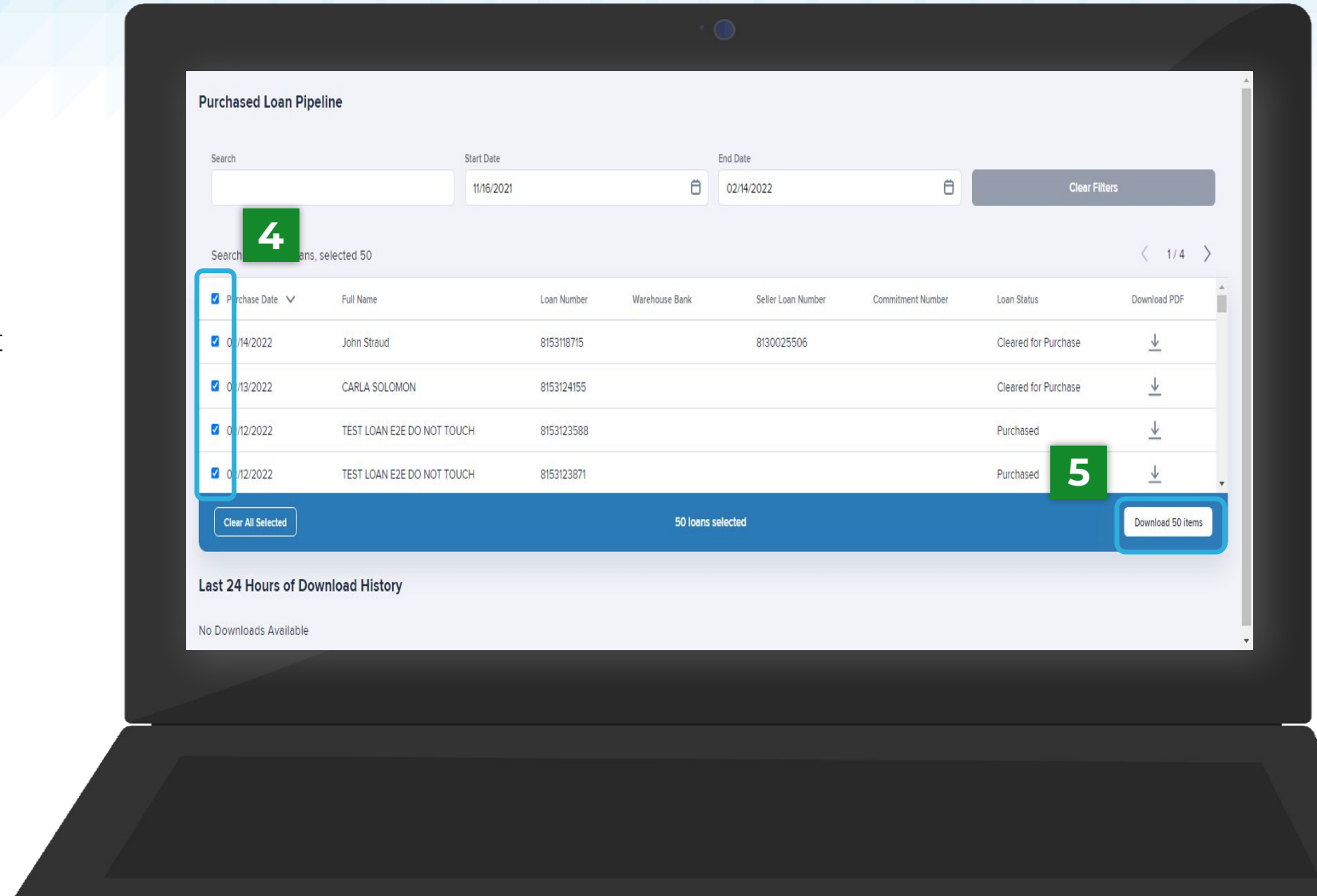
Review Purchase Advice

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.



Review Purchase Advice

- 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 area with filters for 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 first entry in this table shows a file named 'PNMAC_PA_02-16-2022_221' created on 02/16/2022 at 11:21:25 AM, with a progress bar that is solid blue and a status of 'File completed successfully'. A 'Download' button is visible next to this 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	[Solid Blue Bar]	File completed successfully	Download

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.

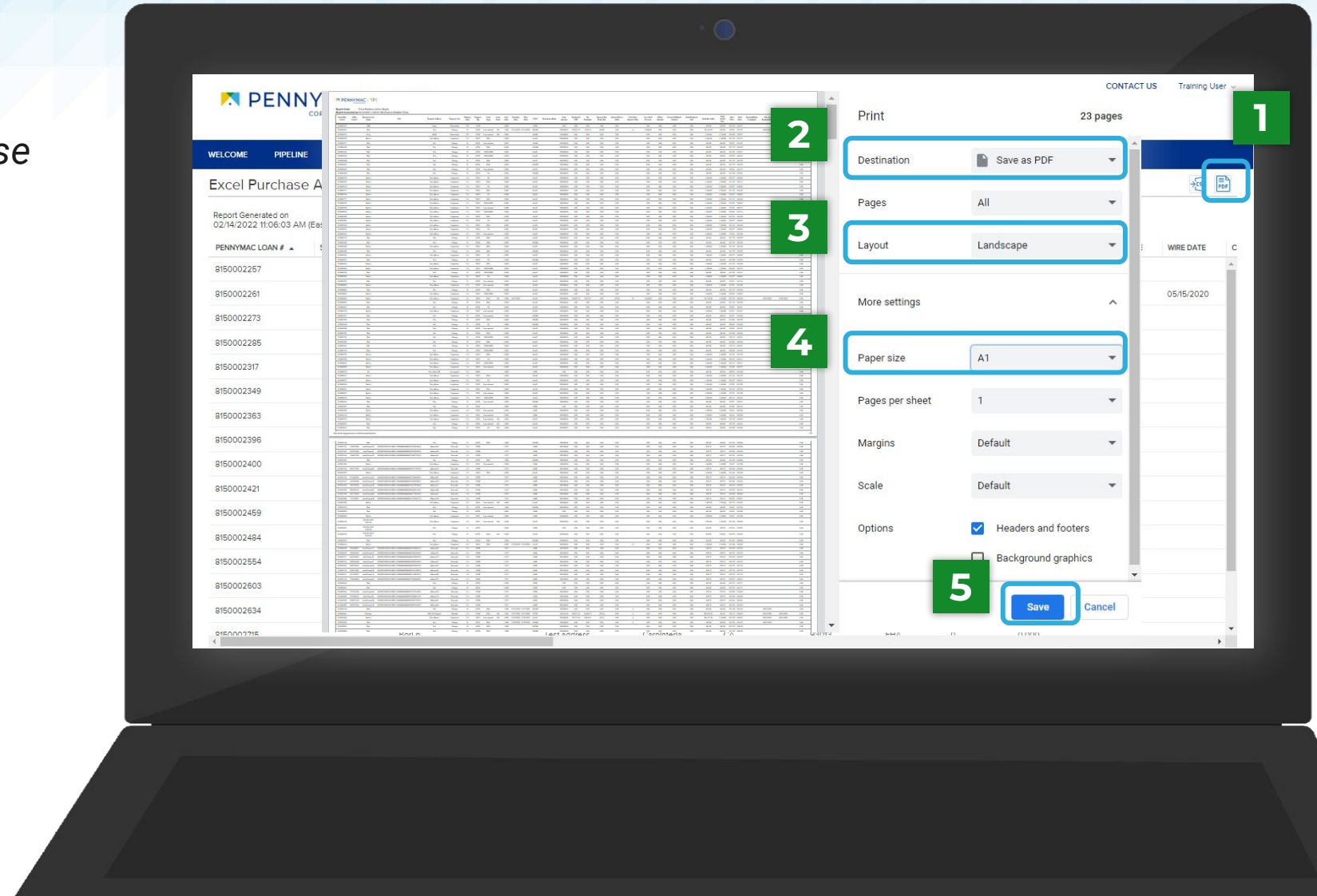
The screenshot displays the PENNYMAC CORRESPONDENT P3 web application. The navigation menu includes WELCOME, PIPELINE, ADD NEW LOAN, BATCH DOCUMENT UPLOAD, REPORTS (highlighted with a green '1'), TRADES, TOOLS & RESOURCES, and PURCHASE ADVICE. The 'Excel Purchase Advice Report' is selected in a dropdown menu, showing 1390 items. A green '2' highlights this menu item. In the top right corner, there are icons for CSV and PDF export, highlighted with a green '3'. The main content area shows a table of loan data with columns: PENNYMAC LOAN #, SELLER LOAN #, BORROWER LAST NAME, ULI, PROPERTY ADDRESS, PROPERTY CITY, PROPERTY STATE, PROPERTY ZIP, LOAN TYPE, LOAN TERM, NOTE RATE, PURCHASE DATE, and WIRE DATE. The report was generated on 02/14/2022 at 11:06:03 AM (Eastern Standard Time).

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		swgas	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		

Review Purchase Advice

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!**

