Oracle® Banking Digital Experience

Corporate Trade Finance User Manual

Release 25.1.0.0.0
G43810-01
October 2025

Oracle Banking Digital Experience Corporate Trade Finance User Manual, Release 25.1.0.0.0

G43810-01

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Preface

- Purpose
  This manual is designed to help you quickly get acquainted with the trade finance processes in Oracle Banking Digital Experience.
- Audience
  This document is intended for the following audience:
- Documentation Accessibility
- Critical Patches
- Diversity and Inclusion
- Conventions
- Related Documents
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Symbols and Icons

Purpose

This manual is designed to help you quickly get acquainted with the trade finance processes in Oracle Banking Digital Experience.

Audience

This document is intended for the following audience:

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

Documentation Accessibility

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Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Related Documents

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Oracle Banking Common Core User Guide

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows:

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Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
OBTFPMCS	Oracle Banking Trade Finance Process Management Cloud Service
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 2 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record

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Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 3 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status

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Table 3 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	Rejected status
	Closed status
	Authorized status
	Modification Number

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1
Trade Finance

Trade finance is process of financing commerce, i.e. both domestic and international trade based transactions. It comprises a seller, a buyer along with other service providing institutions to facilitate transactions such as banks, insurers, credit rating agencies etc. This may be considered as a tool to safeguard against the distinct risks present in doing international trade viz. fluctuations in currency conversions, political conditions, creditworthiness of the buyer etc. Some of the majorly used tools are Letter of Credits, Import and Export Bills, Outward Guarantees.

In the Trade Finance module, you can initiate, amend and view Letter of Credits (LC). You can also view details of Import and Export Bills, and Export Bills under LC, and Outward Guarantees raised. User can initiate Collection and outward Guarantees. User can initiate standalone shipping Guarantee and also Shipping Guarantee under LC.

> **Note**
>
> This module is not supported on mobile devices.

Letter of Credit

Letter of credit is a financial tool which acts as an obligation of the issuing bank to pay the agreed amount to the seller on behalf of the buyer, if buyer provides compliant documents about those goods as specifically mentioned in the sales contract or purchase agreement to the advising bank. They are governed by rules set by International Chamber of Commerce known as Uniform Customs and Practice for Documentary Credits (UCP 600).

These are of different types; most commonly used ones are irrevocable LC, transferable LC. Mostly they are used in situations where both parties i.e. seller and buyer are new to each other and are operating in different countries and seller thinks to safeguard his interests against multiple risks involved in the trade.

Bill is a trade transaction, in which the Exporter forwards the required commercial documents to the Importer’s bank, against which the payment is to be done. Banks facilitates documents movement, makes the required checks and then process payments to the Exporter against the Bill.

There occurs some situations where the sales contract goes for some modification, and in order to replicate the same over Bills and Letter of Credits, acceptance from other party is also required. Using this option, user can accept or reject, the discrepancies raised in Import Bills or amendments under Export Letter of Credit. It is then forwarded for further approval from bank. A search facility is also provided to easily locate the discrepancy or amendment raised.

Collection

Import Collection offers a view about the Collection from the point of view of an Importer and Export Collection offers the same from the point of view of an Exporter.

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Guarantees

It is a contract released by bank for its customer, who has signed an agreement to purchase goods from a supplier and agrees to fulfil any financial obligations to the supplier in case of default. In other words, if the debtor fails to settle a debt, the bank will cover it. Using this option, user can apply for an Outward Bank Guarantee. For the BG application, user must enter the details in the four tabs available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee. Any amendment raised by the counterparty can also be accepted or declined by customer.

Other Party Maintenance

To ease the user from filling up the details of beneficiary, a facility to maintain beneficiary is added. User can create add, edit or delete beneficiary details and also have different access type, if he wants to share the same beneficiary with other users. Also, it can be defined as in which transactions, user will be able to use the beneficiaries viz. LC, BG or Collection. This enables user to directly choose a beneficiary from the maintained list and save time of filling up the detail every time he is initiating a new transaction.

Shipping Guarantee

Shipping Guarantee refers to a written guarantee, issued by the bank which will bear joint liability, and is presented by the Importer to the goods carrier or its agent for picking up the goods in the case of arrival of cargo prior to the receipt of shipping documents. Shipping Guarantee is commonly used under L/C with full set of documents of title to goods. This helps Importer to pick up the goods in time to avoid port demurrage.

Application Tracker

User gets a simple tracking tool for all his applications which are either saved and can be fetched further for retrieval or which are submitted for further processing. He can also look for the pending clarifications received from bank, and reply to them.

Documents and Clause Maintenance

A corporate user can save the clauses under documents, so that it can use the same as and when required while initiating an LC. User also have an option to mark it to be available to other users of corporate.

Additional Conditions Maintenance

Additional Condition is required while creating Letter of Credits. A user can create (if maintenance is not already there), view and edit the additional conditions. User will have the facility to save his custom conditions and use as and when required. Each Condition is saved with the help of an identifier which is unique for the customer, and all identifiers needs to be mapped to codes of additional conditions as maintained by bank.

Assignee Maintenance

Assignee Maintenance allows the user to create (if maintenance is not already there), view and edit the assignee.

Islamic Transactions

Sharia laws also govern and guide how trade finance works, and Islamic Trade Finance caters to these needs. These transactions will be available to those users entitled for it.

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For details, refer *User Manual Oracle Banking Digital Experience Corporate Trade Finance - Islamic*

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2
Overview (Dashboard)

Trade Finance dashboard provides holistic information to the corporate user about its Trade Finance business in a simplified manner. It provides an overall understanding of the current position with respect to different trade instruments.

Below mentioned widgets are available in Trade Finance Overview:

- Trade 360
- Trade Instruments
- Quick Links

1. Specify the **User ID** and **Password**, and login to Homepage.
2. On **Home** screen, click **Toggle menu**. Under **Toggle menu**, click **Trade Finance** and then **Overview**. The **Overview** screen is displayed.

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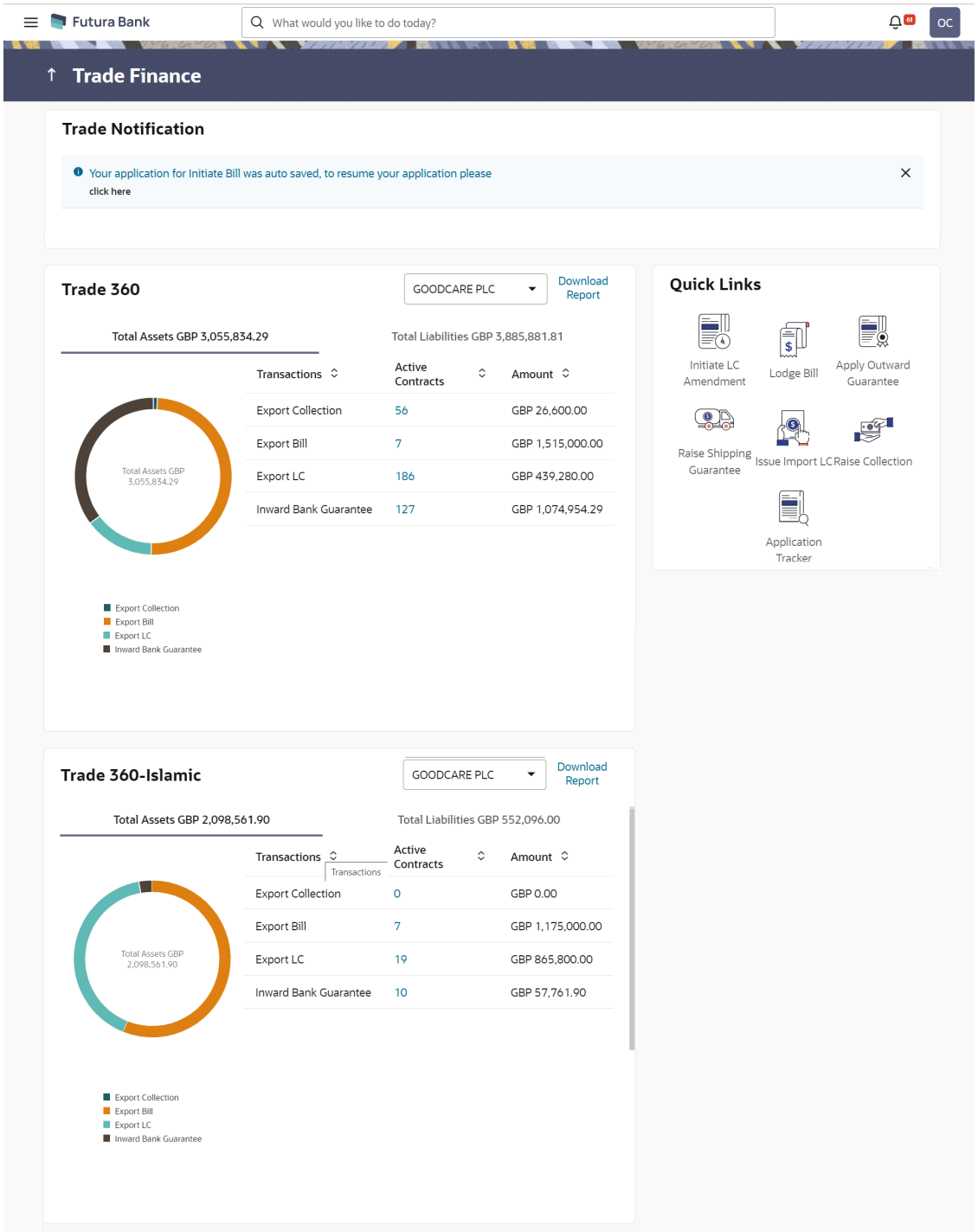
Figure 2-1 Overview



Bi-Directional Flow

The corporate user can click the link to request for clarification. Whenever the user submits a trade finance transaction, then the bank's trade finance team sends back the transaction with their comments or reason for rejection to the user, so that he can rectify the transaction and resubmit again.

Trade 360

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This widget provides a Trade 360 view of user's all trade instruments of the selected party. The various tabs of trade instruments displays the total active contracts and their sum total.

This widget provides overall status of all of the existing Trade instruments so that one can have a better understanding of Trade Finance instruments and transactions. The user can see the summary of various active records and can download the report of all the contracts in a trade instrument.

Trade 360

futura bank
Digital Banking

Import LC

LC Number	Applicant Name	Beneficiary Name	Issue Date	Expiry Date	LC Amount	Outstanding LC Amount
000ILUN20076BXGB	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLY	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BO6W	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQG	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BRO2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BXG9	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BYLX	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076BZRK	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jul 2020	GBP3,000.00	GBP3,000.00
000ILUN20076BRNW	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BNT2	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076BPQJ	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP5,000.00	GBP5,000.00
000ILUN20076BSFP	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6K	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076CA6L	NATIONAL FREIGHT CORP	PREETHI1	16 Mar 2020	14 Jul 2020	GBP10,000.00	GBP10,000.00
000ILUN20076C1P0	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP2,000.00	GBP2,000.00
000ILUN20076C4E9	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP30,000.00	GBP30,000.00
000ILUN20076CMWW	NATIONAL FREIGHT CORP	PREETHI2	16 Mar 2020	14 Jul 2020	GBP1,000.00	GBP1,000.00
000ILUN20076CNOO	NATIONAL FREIGHT CORP	Blackworth Pharma	16 Mar 2020	14 Jun 2020	GBP10,000.00	GBP10,000.00

1 18 Feb 2021, 17:30

Quick Links

The most commonly used transactions are provided as quick links for quick access to the transactions. Following transactions are provided as quick links:

- Initiate LC Amendment

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- Lodge Bill
- Apply Outward Guarantee
- Raise Shipping Guarantee
- Issue Import LC
- Raise Collection
- App Tracker

Trade Instruments

This widget allows the user to view the details of different transactions and filter them as per the need. The different transactions are listed in two tabs that is Import and Export. User can switch between tabs to see the transactions available under each head.

- Transactions: Following are the transactions(conventional/Islamic) that can be selected from the drop-down and can be viewed under this widget:
  - Letter of Credit
    - Import (As internal Tab)
    - Export (As internal Tab)
  - Bills
    - Import (As internal Tab)
    - Export (As internal Tab)
  - Bank Guarantee
    - Inward (As internal Tab)
    - Outward (As internal Tab)
  - Shipping Guarantee
  - Collection
    - Import (As internal Tab)
    - Export (As internal Tab
- Party: There is an option to select the party from the drop-down list.
- Status: The user can filter the transactions by selecting the status from the drop-down list. The status can be: Active, Hold, Reversed, Cancelled, Closed, Liquidated (Bills)
- Frequency: There is an option to select whether the user wants to see the data for all CIFs or choose a specific CIF. There is also an option to select whether it is maturing/expiring in how many days. The values in this field to be reflected based on the value selected in the “Transactions” field. The user can also filter the transaction based on Period - From Date and To Date and clicking ‘Go’ icon.
  - LC (Expiring)
    - Today
    - Tomorrow
    - Next 3 Days
    - Next 4 Days
    - Next 5 Days
    - Next 6 Days

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    - Next 7 Days
    - Custom - Period
  - Bills under LC (Maturing)
    - Today
    - Tomorrow
    - Next 3 Days
    - Next 4 Days
    - Next 5 Days
    - Next 6 Days
    - Next 7 Days
    - Overdue – Between 7 to 30 days
    - More than 30 days
    - Last 7 days
    - All
    - Custom - Period
  - Bank Guarantee (Expiring)
    - Today
    - Today
    - Tomorrow
    - Next 3 Days
    - Next 4 Days
    - Next 5 Days
    - Next 7 Days
    - Custom - Period
  - Collections
    - Today
    - Tomorrow
    - Next 3 Days
    - Next 4 Days
    - Next 5 Days
    - Next 6 Days
    - Next 7 Days
    - Overdue – More Than 30 days
    - Overdue – Between 7 to 30 days
    - Last 7 days
    - All
    - Custom - Period
  - Shipping Guarantee

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* Today
* Today
* Tomorrow
* Next 3 Days
* Next 4 Days
* Next 5 Days
* Next 7 Days
* Custom - Period

Based on the selection, the Total Contracts and its equivalent LCY is also displayed.

The user can also see the graph which displays the sum total of transactions selected in various states as per the applicable filter such as Active/Expired/Liquidated etc.

> **Note**
>
> All view/approval pages are available on mobile device.

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3
Initiate a Letter of Credit

This topic provides the systematic instructions to initiate an Import Letter of Credit (LC) in the application.

A Letter of Credit is a bank document which undertakes that the seller will receive payment against the stipulated documents, provided the terms and conditions have been satisfied.

An **Import Letter of Credit** provides the credit worthiness of the Importer, with the involvement of financial institutions such as banks.

Pre-requisites
User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access. User must be having a sanctioned limit /credit available for his perusal.

1. Perform anyone of the following navigation to access the **Initiate Letter of Credit** screen.
   - From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit**, select **Initiate Import LC**.
   - From the **Dashboard**, click **Overview**, in **Overview** screen go to **Trade Finance** and then **Issue Import LC**.

   The **Initiate Letter of Credit** screen appears.
   Initiate Letter of Credit - Summarized View

   This is a default view; the user is landed on this screen on accessing 'Initiate Letter of Credit' menu option. The summary of all the Initiated LC template of a corporate are listed with basic information of each LC. User can choose to check the complete details of a specific template by clicking on a card.

   The user has the facility to save incomplete transactions automatically as a draft, which can be resumed at a later stage. If user forgot to save those applications explicitly in draft/ template or couldn't save those due to session timeout. On next login same day, system will give option to user to continue using auto saved application.

   In case when the user clicks on cross of the auto saved message in the ribbon, an alert that the saved application will get deleted is displayed.

   However, if the user is working from an existing Draft, it will also get automatically saved with the click of each next button. It will be saved with the old name only, and the default naming convention used for auto save will not be exercised here.

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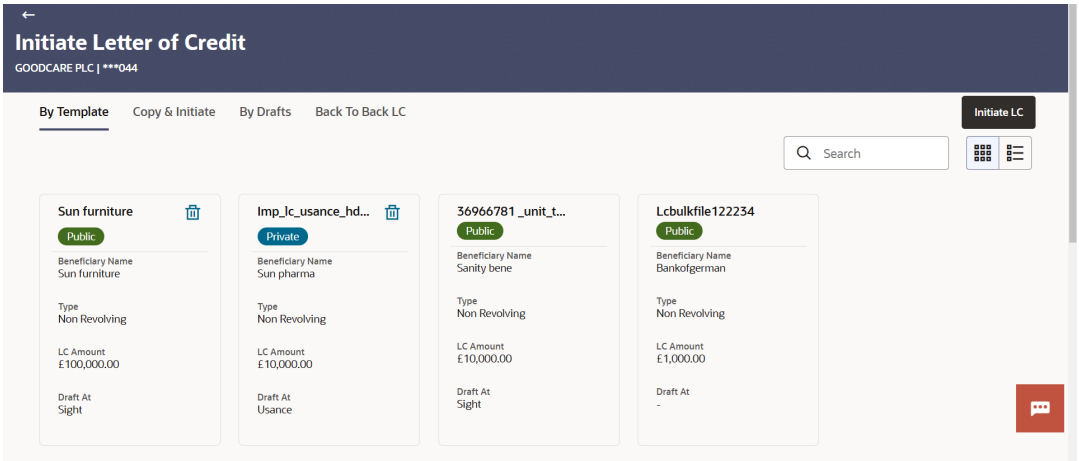
Figure 3-1 Initiate Letter of Credit



For more information refer to the field description table below:

Table 3-1 Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Party ID	Displays the party Id of the LC product is displayed in a masked format.
Search	Specify the name of the LC template to search and view its details. Partial search is allowed.
Initiate Letter of Credit Template Card	The Initiate Letter of Credit template card displays the name of the Initiate Letter of Credit template along with the other details like date of update, name of the beneficiary, type of LC, LC amount and draft at.
Initiate Letter of Credit Template Card Details	Following details are displayed on each Letter of Credit Template card.
Template Name	Displays the name using which template is stored and can be used to initiate a LC application.
Access Type	Displays the access type assigned to the LC, that is **Private** or **Public**.
Beneficiary Name	Displays the beneficiary's name against whom LC is to be created.
Type	Displays the corresponding LC product type and as supported by Host.
LC Amount	Displays the amount of LC.
Draft at	Displays the LC draft type i.e. 'Sight' or 'Usance'.

2. Select and click the Letter of Credit template card whose details you want to view.
3. Specify the name of the specific Letter of Credit Template in the **Search** field whose details you want to view.

   The specific Letter of Credit Template detail record appears.
4. Perform one of the following actions:
   - Click **Initiate LC** to create a new Letter of Credit template.

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- Click or to view the initiate LC template as Summarized or Tabular view
- Click to delete the initiated LC template card.

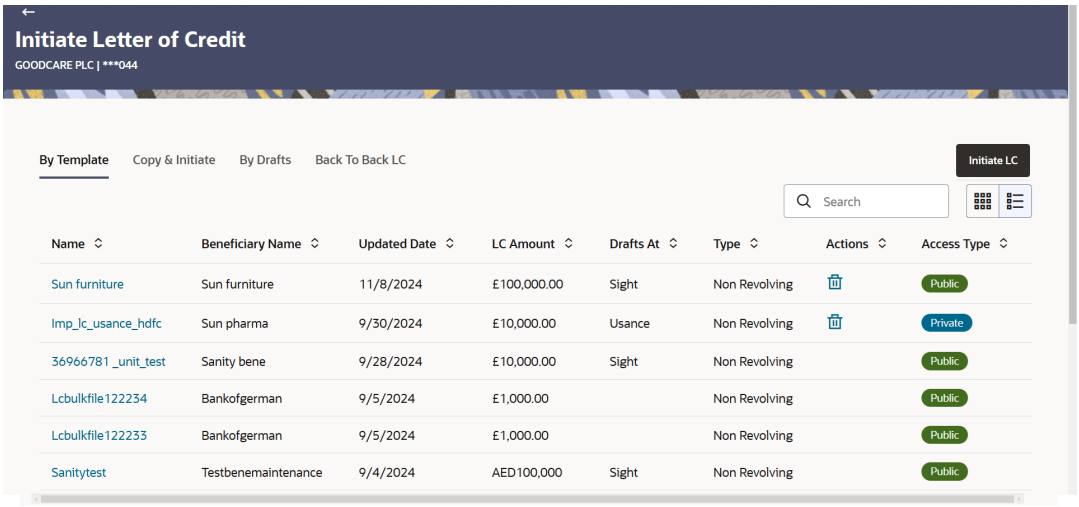
Initiate LC Template - Tabular View
The Initiating LC Template - Tabular View allows the corporate user to view the LC Template in table format.

To view the Initiate Letter of Credit in tabular form:

5. In the **Initiate Letter of Credit - Summary** page, click to view the initiate LC template as Tabular view.

   The **Initiate Letter of Credit** tabular view page appears.

Figure 3-2 Initiate Letter of Credit tabular view



This topic contains following sub-topics:

- Search LC Template
  This topic provides the systematic instructions to search an Import Letter of Credit (LC) template in the application.
- Copy and Initiate LC
  This topic provides the systematic instructions to copy and initiate an Import Letter of Credit (LC) in the application.
- Initiate a Letter of Credit - By Drafts
  This topic provides the systematic instructions to initiate an Import Letter of Credit (LC) in the application by using saved LC draft.
- Back to Back LC
  This topic provides the systematic instructions to initiate Back to Back Import Letter of Credit (LC) in the application.
- Initiate a Letter of Credit
  This topic provides the systematic instructions to initiate an Import Letter of Credit (LC) in the application.

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- Initiate Back to Back Letter of Credit
  This topic provides the systematic instructions to initiate a Back to Back Letter of Credit in the application.
- Save as Draft
  This topic provides the systematic instructions to save LC application as a Draft.
- FAQs

3.1 Search LC Template

This topic provides the systematic instructions to search an Import Letter of Credit (LC) template in the application.

User can save LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved LC template using Template Name.

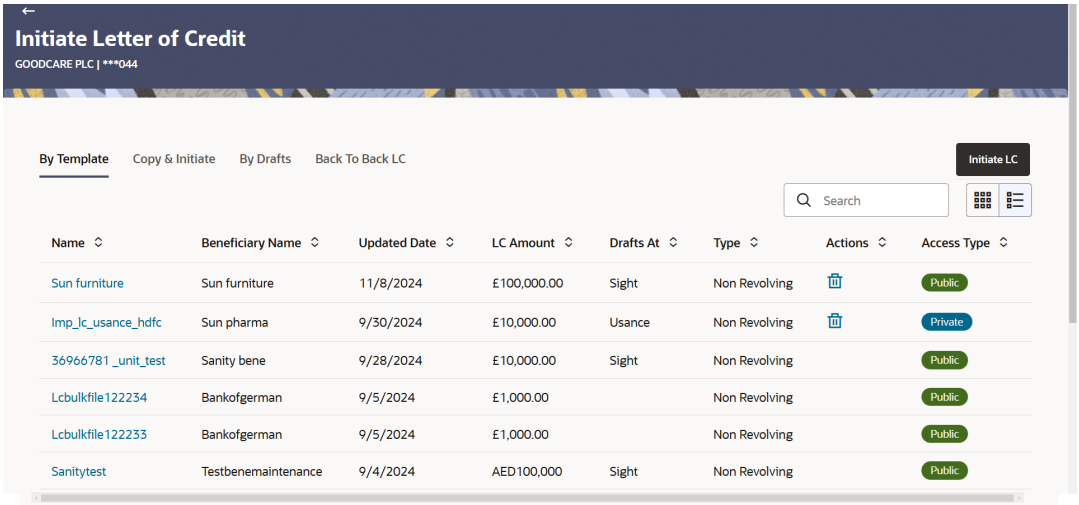
> **Note**
>
> LC Application saved as **Template** can be re-used any number of times for LC Initiation.

To search the Initiate Letter of Credit:

1. Specify the template name/LC amount / Beneficiary Name in the **Search** field.
2. Click the **Search** icon to search and select the

   The saved LC template appears based on search criteria.

Figure 3-3 Initiate Letter of Credit



For more information refer to the field description table below:

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Table 3-2 Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Party ID	Displays the party Id of the LC product is displayed in a masked format.
Search Results	This section displays the search results.
Name	Displays the name using which template is stored and can be used to initiate a LC application.
Beneficiary Name	Displays the beneficiary's name against whom LC is created.
Updated Date	Displays the latest updated date of the template.
LC Amount	Displays the amount of LC.
Draft at	Displays the LC draft type i.e. 'Sight' or 'Usance'.
Type	Displays the corresponding LC product type and as supported by Host.
Actions	Click to delete the initiate LC template record.
Access Type	Displays the access type assigned to the LC, that is **Private** or **Public**.

3. Click the **Name** link to view the LC details.

   The **LC Details** screen appears

4. Click **Initiate LC** to create a new Letter of Credit template.

3.2 Copy and Initiate LC

This topic provides the systematic instructions to copy and initiate an Import Letter of Credit (LC) in the application.

User can initiate trade transaction by copying the contents from a similar and existing trade instrument, so that he does not have to provide the details again.

To search the LC:

1. Perform any one of the following actions:
   - Specify the the Reference number/Applicant Name /LC Amount / Beneficiary Name/ Amount/Status in the **Filter** field.
   - Click

to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

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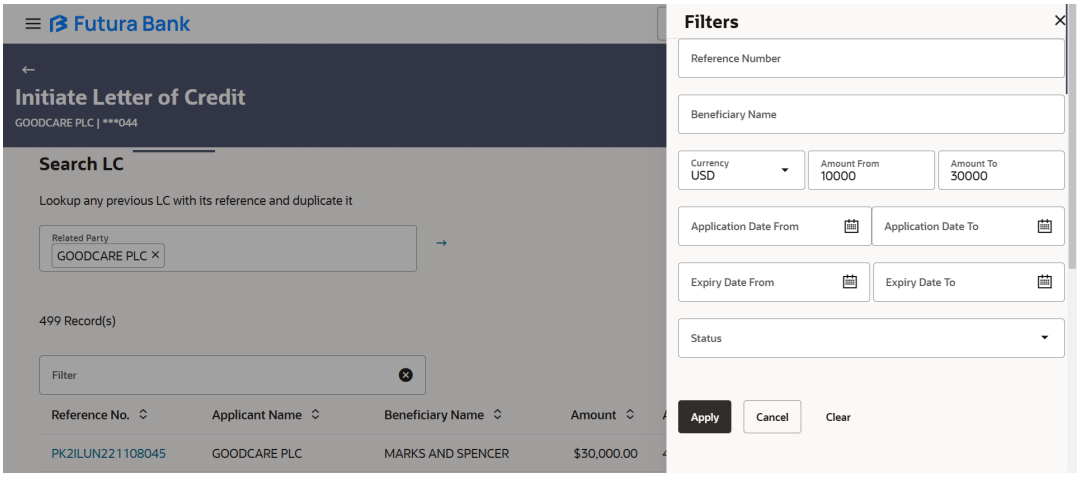
Figure 3-4 Copy and Initiate LC - Filter



For more information refer to the field description table below:

Table 3-3 Field Description

Field Name	Description
Reference Number	Specify the existing LC reference number which needs to be copied and similar one initiated.
Beneficiary Name	Specify the beneficiary's name against whom LC is to be created.
Currency	Specify the currency to filter the record.
Amount From- Amount To	Specify the amount range for the Letter of Credit along with the currency under which the LC issued.
Application Date From- To	Specify the application date range for the Letter of Credit.
Expiry Date From- To	Specify the expiry date range of the LC to filter the record.
Status	Specify the status of the LC. The options are: • Active • Hold • Cancelled • Reversed • Closed

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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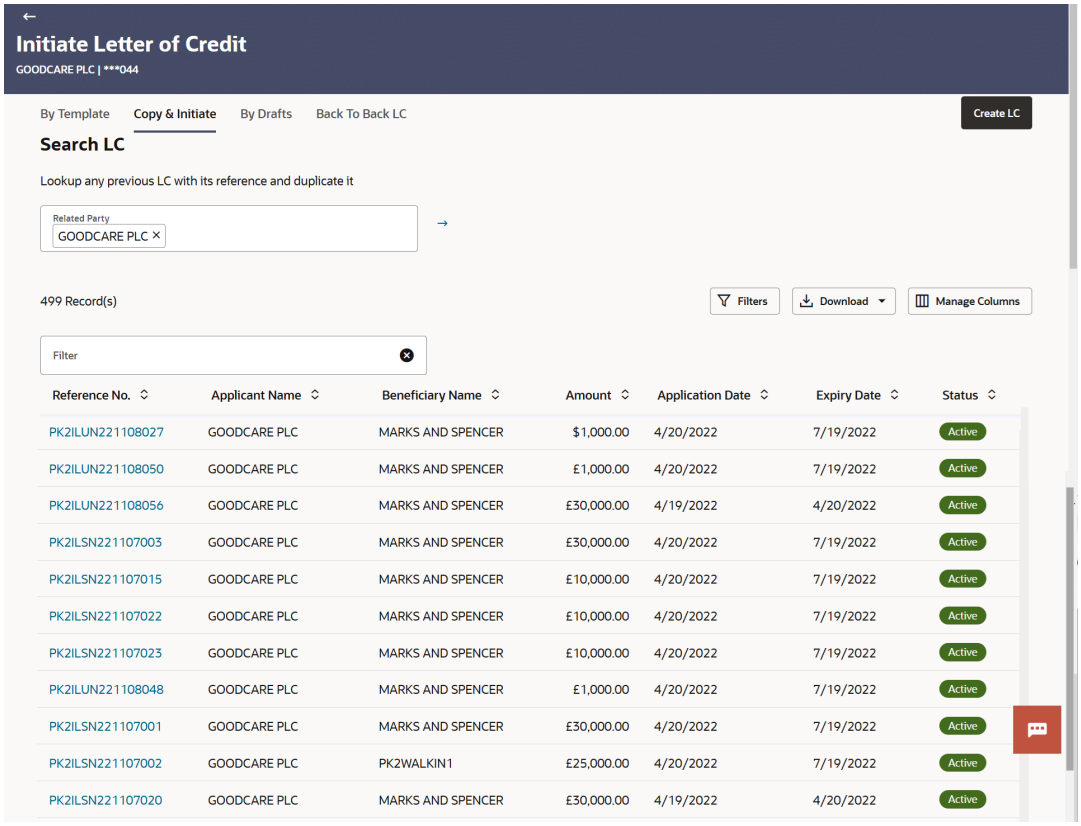
Figure 3-5 Copy and Initiate



For more information refer to the field description table below:

Table 3-4 Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the Reference number/Applicant Name /LC Amount / Beneficiary Name/Amount/Status as a filter criteria.
Filter Results	This section displays the filter results.
Reference No.	Displays the LC reference number of the LC.
Applicant Name	Displays the applicant name.
Beneficiary Name	Displays the beneficiary's name.
Amount	Displays the amount for the Letter of Credit along with the currency under which the LC issued.
Application Date	Displays the application date for the Letter of Credit.
Expiry Date	Displays the expiry date of the LC.
Status	Displays the status of the LC. The status can be: • Active • Hold • Cancelled • Reversed • Closed

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3. Perform one of the following actions:
   - Click on the desired **Reference No.** link whose details to be copied. The **Initiate Letter of Credit** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.
   - Click **Create LC** to create new LC.

3.3 Initiate a Letter of Credit - By Drafts

This topic provides the systematic instructions to initiate an Import Letter of Credit (LC) in the application by using saved LC draft.

User can save LC application as a Draft so that it can be used if required in future. User can search the saved LC draft using Draft Name.

The summary of all the Initiated LC draft of a corporate are listed with basic information of each LC in a card form. User can choose to check the complete details of a specific draft template by clicking on a card. User can click the tabular icon to view the draft in tabular form.

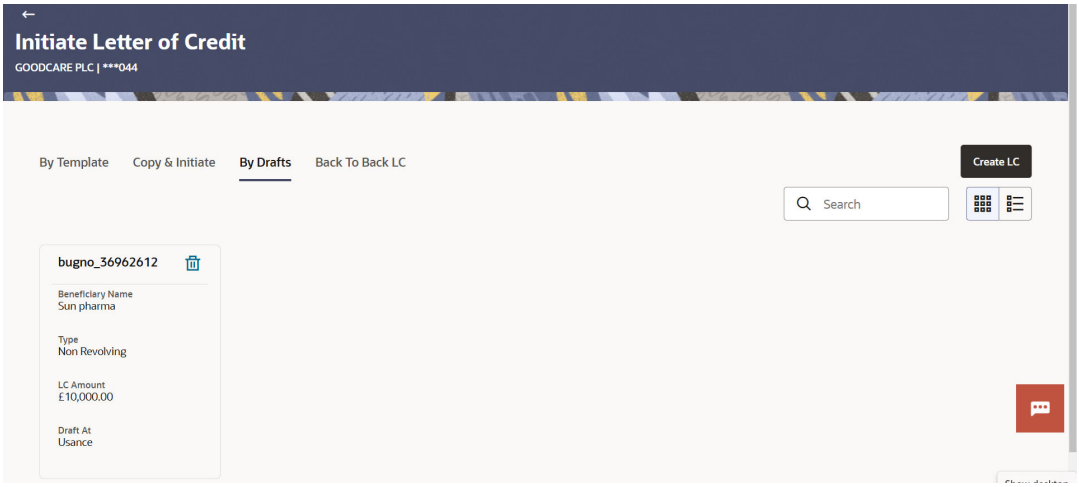
> **Note**
>
> LC Application saved as Draft can be used only once for LC Application initiation.

To search the LC draft:

1. On the **Initiate a Letter of Credit** screen, click the **By Drafts** tab.

   The **Initiate a Letter of Credit - By Drafts** screen appears.

Figure 3-6 Initiate a Letter of Credit - By Drafts



2. Specify the name of the specific Letter of Credit Draft Name in the **Search** field whose details you want to view. The specific Letter of Credit - By Drafts screen based on search criteria appears.

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For more information refer to the field description table below:

Table 3-5 Field Description

Field Name	Description
Search	Specify the name of the LC draft template to search and view its details. Partial search is allowed.
Search Results - Summarized View card form	This section displays the search results in Summarized View in card form.
Initiate Letter of Credit Draft Card	The Initiate Letter of Credit draft card displays the name of the Initiated Letter of Credit draft name along with the other details like date of update, name of the beneficiary, type of LC, LC amount and draft at.
Initiate Letter of Credit Draft Card Details	Following details are present on each Letter of Credit Template card.
Draft Name	Displays the name using which draft template is stored and can be used to initiate a LC application.
Beneficiary Name	Displays the beneficiary's name against whom LC is to be created.
Type	Displays the corresponding LC product type and as supported by Host.
LC Amount	Displays the amount of LC.
Draft At	Displays the LC draft type i.e. 'Sight' or 'Usance'.

3. Specify the draft name of the specific Letter of Credit Template in the **Search** field whose details you want to view.

   The saved LC draft appears based on search criteria.

4. Select and click the Letter of Credit draft card whose details you want to view.

5. Click or to view the Draft LC template as Summarized or Tabular view.

6. Click to delete the Draft LC template card.

   Initiate Letter of Credit - By Drafts - Tabular View
   The Initiating LC Draft - Tabular View allows the corporate user to view the LC Draft in table format.

   To view the Initiate Letter of Credit - By Drafts in tabular form:

7. In the **Initiate Letter of Credit - By Drafts Summary** page, click to view the initiate LC Draft template as Tabular view. The **Initiate Letter of Credit - By Drafts** tabular view page appears.

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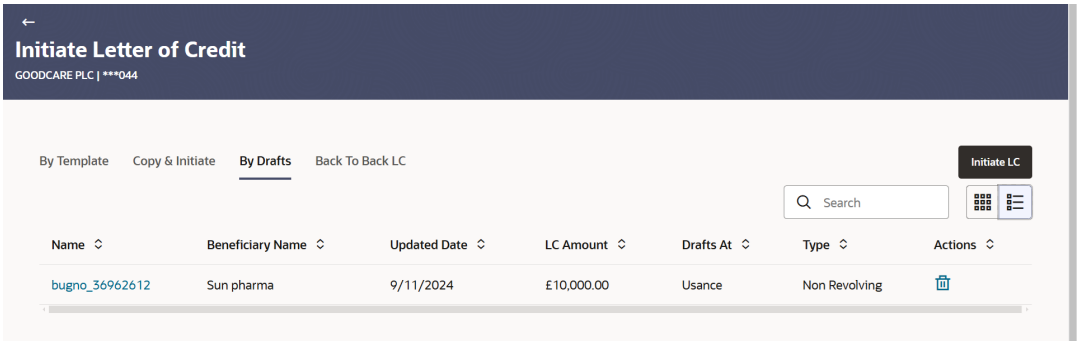
Figure 3-7 Initiate Letter of Credit - By Drafts - tabular view



For more information refer to the field description table below:

Table 3-6 Field Description

Field Name	Description
Search	Specify the name of the LC draft template to search and view its details. Partial search is allowed.
Search Results	This section displays the search results in Summarized View in table form.
Name	Displays the name using which draft template is stored.
Beneficiary Name	Displays the beneficiary's name against whom LC is to be created.
Updated Date	Displays the latest updated date of the draft template.
LC Amount	Displays the amount of LC.
Draft At	Displays the LC draft type i.e. 'Sight' or 'Usance'.
Type	Displays the corresponding LC product type and as supported by Host.
Actions	Click to delete the Draft LC template.

8. Click the **Name** link to view and initiate the letter of Credit using a draft.

   The **Initiate Letter of Credit - LC Details** screen appears.

3.4 Back to Back LC

This topic provides the systematic instructions to initiate Back to Back Import Letter of Credit (LC) in the application.

This option allows the user to initiate a Back to Back LC. User can search or lookup an Export LC under which Back to Back LC has to be initiated.

To search Back to Back LC:

1. On the **Initiate a Letter of Credit** screen, click **Back to Back LC** tab.
2. Perform one of the following actions:
   - Specify the the Reference number/Applicant Name/ Beneficiary Name/Amount/Status in the **Filter** field.

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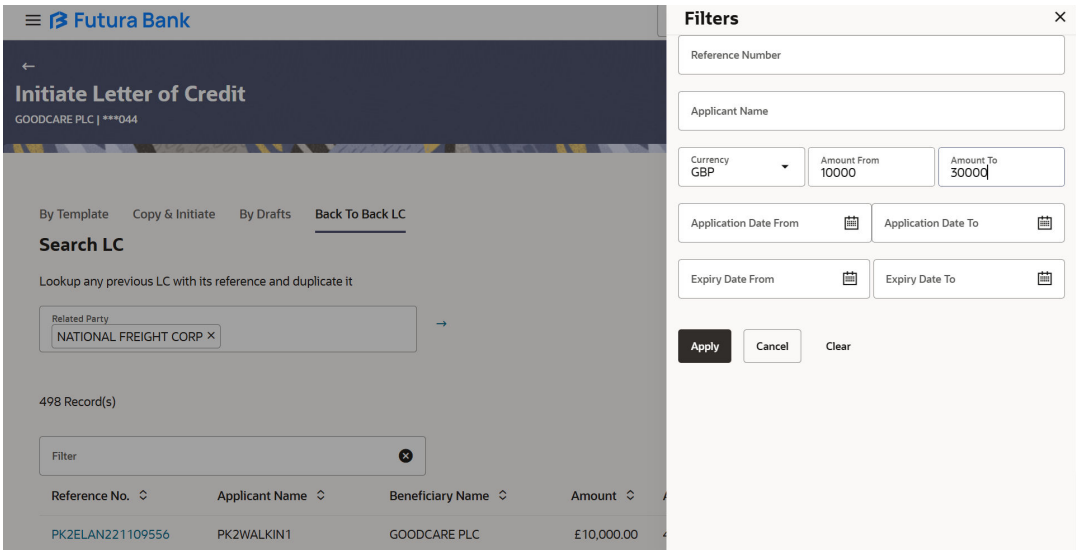
- Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 3-8 Back to Back LC - Filter



For more information refer to the field description table below:

Table 3-7 Back to Back LC - Filter - Field Description

Field Name	Description
Reference number	Specify the LC reference number of the LC for which back to back LC is to be initiated.
Applicant Name	Specify the applicant name against whom LC is to be created.
Currency	Specify the currency to filter the record.
Amount From- Amount To	Specify the amount range for the Letter of Credit along with the currency under which the LC issued.
Application Date From- To	Specify the application date range for the Letter of Credit.
Expiry Date From- To	Specify the expiry date range of the LC to filter the record.

3. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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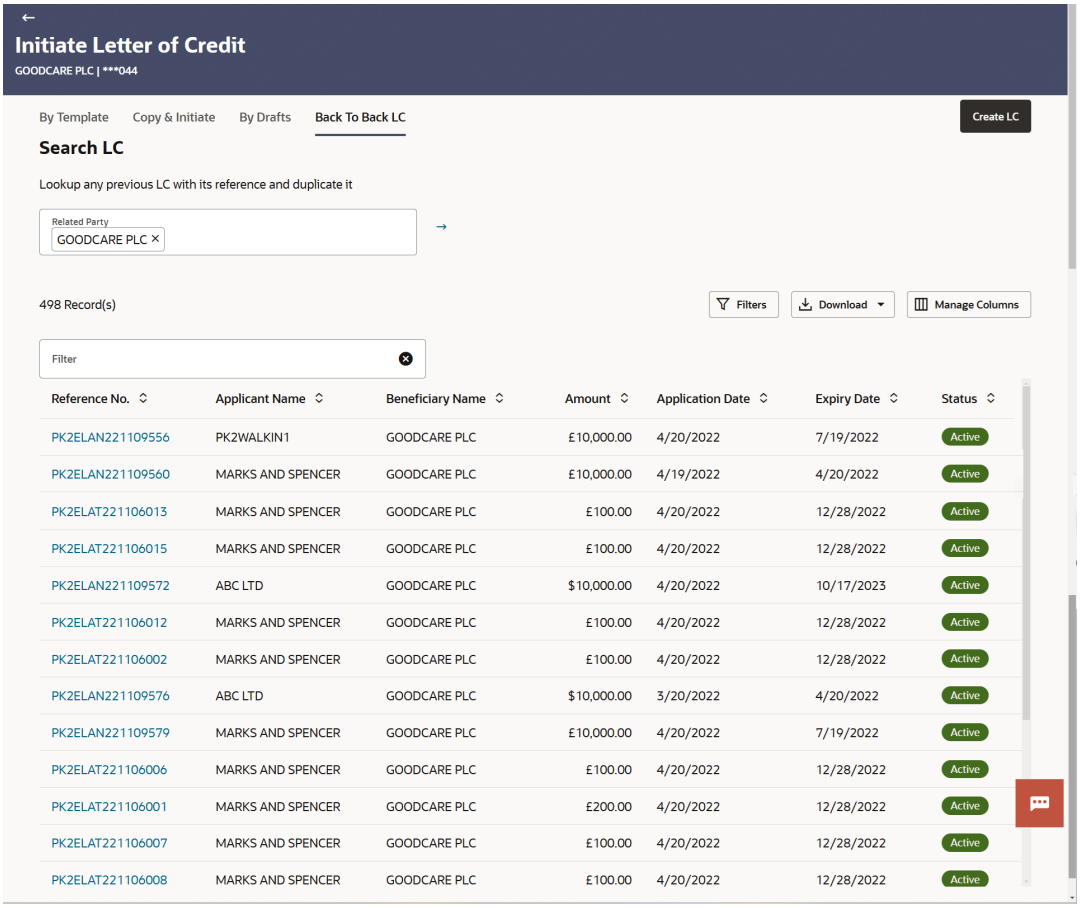
Figure 3-9 Back to Back LC



For more information refer to the field description table below:

Table 3-8 Back to Back LC - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the the Reference number/Applicant Name /Beneficiary Name/Amount/Status as a filter criteria.
Filter Results	This section displays the filter results.
Reference No.	Displays the LC reference number of the LC.
Applicant Name	Displays the applicant name.
Beneficiary Name	Displays the beneficiary's name of the back to back LC.
Amount	Displays the amount for the back to back along with the currency. The application amount of Back to back should not be more than parent export LC.
Application Date	Displays the application date of Back to back Letter of Credit.
Expiry Date	Displays the expiry date of the of Back to back LC. The Back to Back LC should not have expiry date greater than that in parent LC.

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Table 3-8 (Cont.) Back to Back LC - Field Description

Field Name	Description
Status	Displays the status of the Back to Back LC. The status can be: • Active • Hold • Cancelled • Reversed • Closed

4. Perform one of the following actions:
   - Click on the desired **Reference No.** link to view the LC details. The **Initiate Letter of Credit - LC Details** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.
   - Click **Create LC** to create new LC.

3.5 Initiate a Letter of Credit

This topic provides the systematic instructions to initiate an Import Letter of Credit (LC) in the application.

To initiate an LC in the application, you must enter details such as your Customer ID, Product, shipment period, and applicable charges etc. You can also give specific instructions to bank.

This topic contains following sub-topics:

- Initiate a Letter of Credit - LC Details
  This topic provides the systematic instructions to initiate an Import Letter of Credit - LC Details in the application.
- Goods and Shipment Details
  This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.
- Documents and Conditions
  This topic provides the systematic instructions to specify the Documents and Condition details in the application.
- Linkages
  This topic provides the systematic instructions to capture the Linkages details in the application.
- Instructions
  This topic provides the systematic instructions to capture the Instructions details in the application.
- Insurance
  This topic provides the systematic instructions to capture the Insurance details in the application.

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- Charges Commissions and Taxes
  This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.
- Attachments
  This topic provides the systematic instructions to capture the LC Attachments details in the application.

3.5.1 Initiate a Letter of Credit - LC Details

This topic provides the systematic instructions to initiate an Import Letter of Credit - LC Details in the application.

Letter of Credit Details tab captures the general details of the LC application process.

To initiate an Import Letter of Credit (LC):

1. Navigate to **Initiate Letter of Credit** screen.
2. On **Initiate Letter of Credit screen**, then click **Initiate LC**.

   The **Initiate Letter of Credit - LC Details** screen appears.

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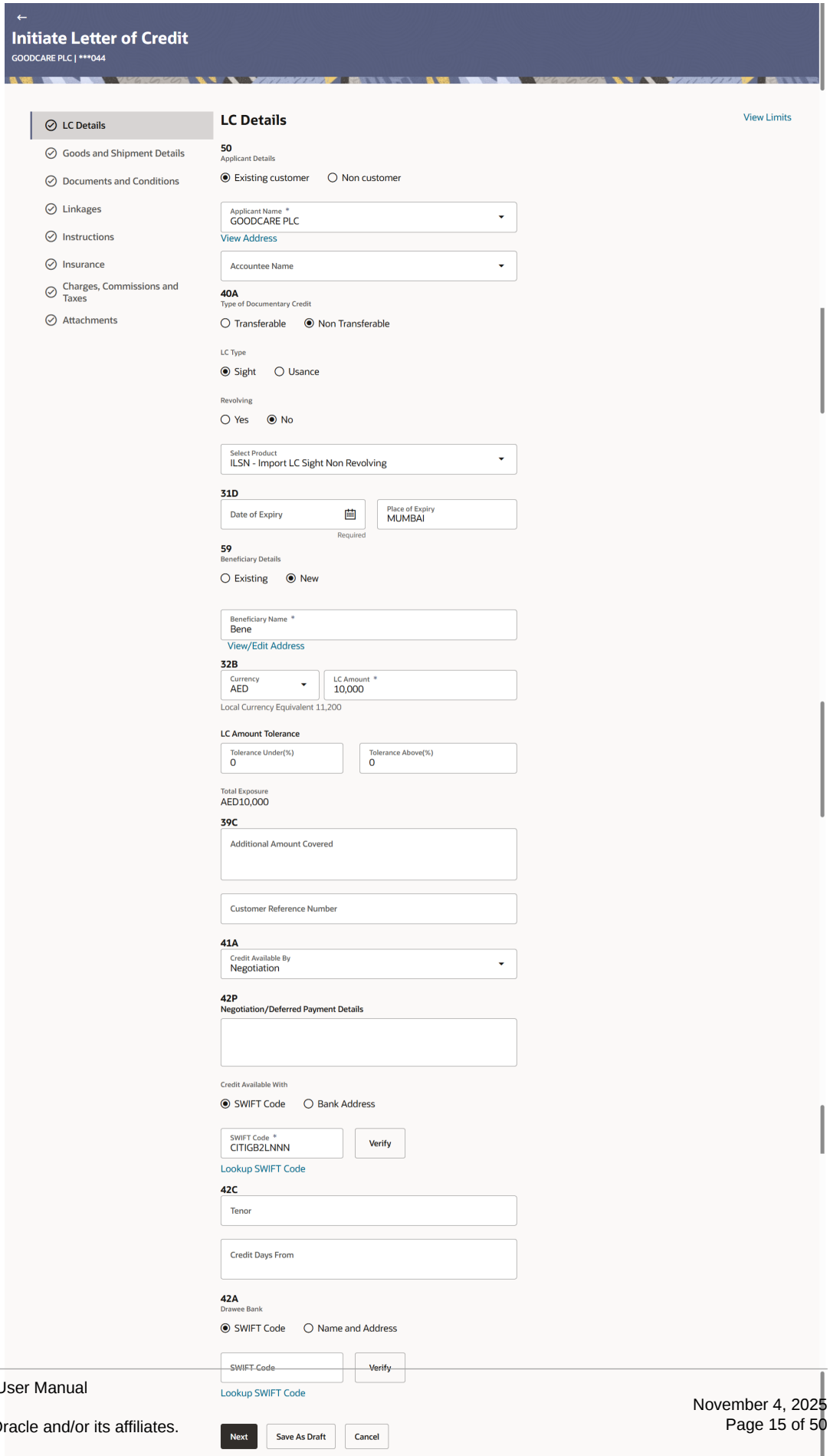
Figure 3-10 Initiate Letter of Credit - LC Details



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-9 Field Description

Field Name	Description
Applicant Details	The option to select the type of applicant. The options are: • **Existing customer** • **Non customer**
Applicant Name	The LC applicant name based on the selected party ID. This field is drop-down and allows the user to select the Applicant name for **Existing customer** option. This field is input field, if **Non customer** option is selected in **Applicant Details** field.
Address	Displays the LC applicant address. This field is input field, if **Non customer** option is selected in **Applicant Details** field.
Country	Indicates the country of the applicant. This field is input field, if **Non customer** option is selected in **Applicant Details** field.
Limits	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Country	Displays the country of the LC applicant.
Accountee Name	Select from the list of all accountees mapped to a party.
Address	Displays the accountee's address.
Country	Displays the country of the accountee.
Type of Documentary Credit	Move the slider to select the type of documentary credit. The type of documentary credit are: • **Transferable** • **Non Transferable**
LC Type	Indicates the type of LC. The options are: • **Sight** • **Usance**
Revolving	Indicates whether the product is revolving or not. The options are: • **Yes** • **No**
Select Product	Select the LC product.

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Table 3-9 (Cont.) Field Description

Field Name	Description
Auto Reinstatement	This option indicates that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: • **Yes** • **No** This field is enabled if **Yes** option is selected in the **Revolving** field.
Revolving Type	The option to select the revolving type. The options are: • **Value**: LC revolves in value. • **Time** : LC revolves in time This field is enabled if **Yes** option is selected in the **Revolving** field.
Cumulative	Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs. The options are: • **Yes** • **No** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Repeat Frequency	Select the time duration of revolving frequency. Specify the values for: • **Days** • **Month** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Date of Expiry	Specify or select the expiry date of the LC. The expiry date must be later than the application date.
Place of Expiry	Specify the place where LC would expire.
Beneficiary Details	The option to select the beneficiary type. The options are: • **Existing** • **New**
Beneficiary Name	The name of the LC beneficiary. This field allows the user to select the beneficiary name from drop-down, if **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to specify the beneficiary name, if **New** option is selected in the **Beneficiary Details** field.
Address	Specify the address of the LC beneficiary. This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	Specify the country of the LC beneficiary. This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
Currency	Specify the currency under which the LC can be issued.
LC Amount	Specify the amount for the Letter of Credit. The user can see the equivalent amount in the local currency, if the application is in foreign currency.

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Table 3-9 (Cont.) Field Description

Field Name	Description
LC Amount Tolerance	Specify the tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Specify the values for: • **Under (-) %** • **Above (+) %**
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Additional Amounts Covered	Specify any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Customer Reference Number	Specify the customer reference number.
Credit Available By	Select the value credit available by. Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • **Acceptance** • **Deferred Payment** • **Mixed Payment** • **Negotiation** • **Sight Payment**
Negotiation/ Deferred Payment Details	Specify the details of Negotiation/ Deferred Payment. This field is enabled if the **Negotiation/ Deferred Payment** option is selected in the **Credit Available By** field.
Mixed Payment Details	Specify the details of mixed payment. This field is enabled if the **Mixed Payment** option is selected in the **Credit Available By** field.
Credit Available With	The option to select the details of Bank where credit would become available. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Bank Address**
Lookup SWIFT Code	Select the SWIFT code of the issuing bank. This field is enabled if the **SWIFT Code** option is selected in the **Credit Available With** field.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Swift Code	Displays the list of SWIFT codes as fetched on the basis of the search criteria specified.

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Table 3-9 (Cont.) Field Description

Field Name	Description
Bank Details	Specify the name and address of the bank where credit would be available. This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.
Tenor (In Days)	Specify the tenor of drafts to be drawn under the documentary credit.
Credit Days From	Specify the days from which the draft tenor is to be counted. Indicates the days from which the draft tenor is to be counted.
Drawee Bank	Select the drawee bank of the LC. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code or click the **Lookup SWIFT Code** to search and select the SWIFT code. System fetches the SWIFT code details on the basis of the search criteria specified.
Draft Amount	The various drafts amount for the LC application.
Action	The various drafts amount for the LC application.

3. In the **Applicant Details** field, select the appropriate option.

   The applicant address and country field appears.

4. If you select **Existing customer** option, select the **Applicant Name** from the drop-down list.

5. If you select **Non customer** option, specify the **Applicant Name**.

   a. In the **Address** field, specify the address of the applicant.

   b. From the **Country** list, select the appropriate country.

6. From the **Accountee Name** list, select the appropriate option. The accountee address and country field appears.

7. From the Type of **Documentary Credit** field, select the appropriate option.

8. Click the **View Limit Details** link.

   The **View Limits** overlay screen appears.

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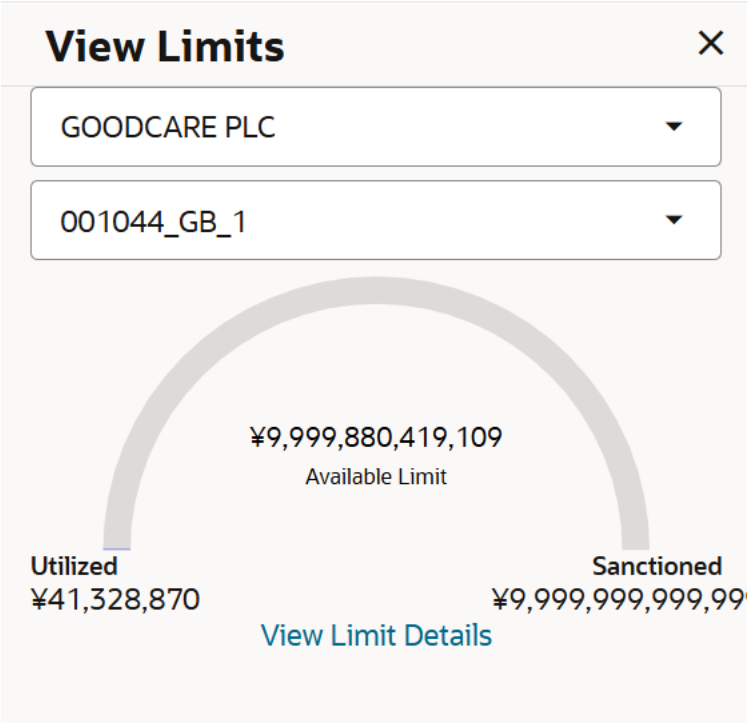
Figure 3-11 View Limits



9. On the **View Limits** screen, perform the following actions:

   For more information on fields, refer to the field description table.

Table 3-10 View Limits

Field Name	Description
Party ID	Select the The party Id of the LC product.
Limit	Select the limit.
Line Limit	Display the available limits, utilized and sanctioned limits for Accountee under the selected Line in a graphical format.

   a. From the **Party ID** list, select the appropriate party Id.
   b. From the **Limits** list, select the appropriate limit.
   c. Click **View Limit Details** link to open the **Facility Summary** screen. The bottom graph appears.
   d. Click **Reset** to reset the limit details. The Reset popup appears.

10. In the **LC Type** field, select the appropriate option.
11. If you select **Revolving** option:
   a. Select the appropriate option in **Auto Reinstatement** field.
   b. In the **Revolving Type** field, select the appropriate option.
   c. If you have selected **Time** option, select the appropriate option in the **Cumulative** field.
   d. Perform any one of the following actions:
   - From the **Repeat Frequency** list, select the appropriate option and enter the value.

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- Select **Value** in the **Revolving Type** field.

12. From the **Select Product** list, select the appropriate product.
13. In the **Date of Expiry** field, select the expiry date of the LC.
14. In the **Place of Expiry** field, enter the place of LC expiry.
15. In the **Beneficiary Details** field, select the appropriate option.
16. If you select **Existing** option:
    - From the **Beneficiary Name** list, select the appropriate option.
17. If you select **New** option:
    a. In the **Beneficiary Name**, enter the name of the LC beneficiary.
    b. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
    c. From the **Country** list in the Beneficiary section, select the appropriate country.
18. In the **LC Amount**, select the appropriate currency and, enter the amount for which the LC is needed.
19. In the **LC Amount Tolerance**, specify the Under and Above values in percentage by which the amount of LC can vary.
20. In the **Total Exposure** field, the LC amount along with tolerance would be displayed automatically.
21. In the **Additional Amounts Covered** field, specify the amount details.
22. In the **Customer Reference Number** field, enter the value for customer reference number.
23. From the **Credit Available By** list, select the appropriate option.
24. In the **Credit Available With** field, if you select **SWIFT Code** option:
    a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
    b. Click **Verify** to fetch bank details based on Bank Code (BIC).
25. If you select **Bank Address** option:
    a. In the **Bank Name** field, enter the name of the issuing bank.
    b. In the **Address** field, enter the address of the issuing bank.
26. Specify the appropriate value in the **Tenor** field.
27. Specify the value for **Credit Days From** field.
28. Perform any one of the following actions:
    - Click **Next** to proceed to the next tab.

      The **Goods and Shipment Details** tab appears in the **Initiate Letter of Credit** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.

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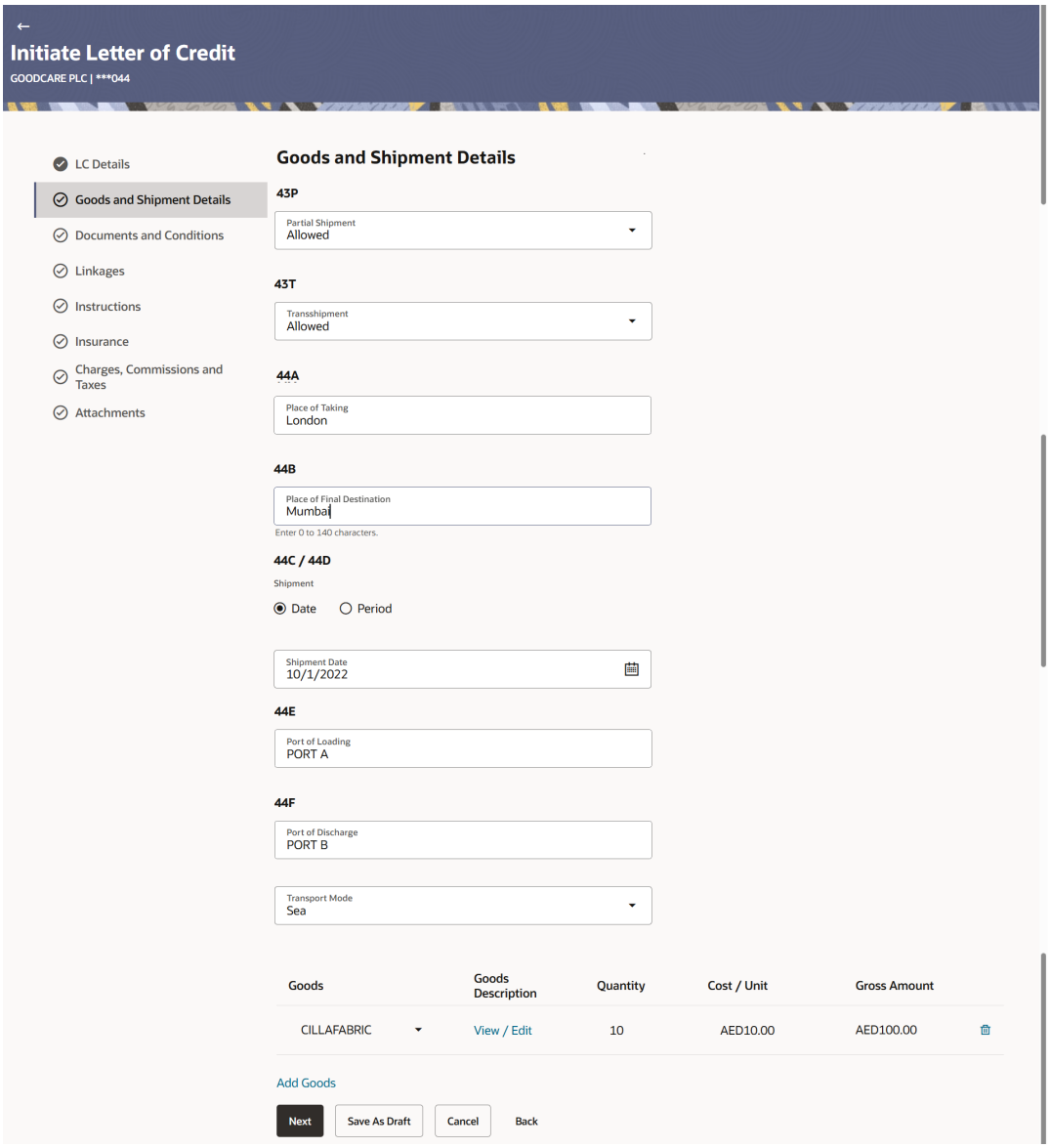
3.5.2 Goods and Shipment Details

This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.

This tab captures the Shipment details of the LC application process.

1. Specify the Goods and Shipment details.

Figure 3-12 Initiate Letter of Credit - Goods and Shipment Details tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

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For more information refer to the field description table below:

Table 3-11 Field Description

Field Name	Description
Partial Shipment	Select the option, whether partial shipments are allowed under the LC. The options are: • **Allowed** - Allowed under the documentary credit • **Not Allowed** - Not allowed under the documentary credit • **Conditional** - Conditional based on conditions specified elsewhere in the message
Transshipment	Select the option, whether transshipments are allowed under the LC. The options are: • **Allowed** - Allowed under the documentary credit • **Not Allowed** - Not allowed under the documentary credit • **Conditional** - Conditional based on conditions specified elsewhere in the message
Place of Taking	Specify the place of receipt from where shipment will be done.
Place of Final Destination	Specify the place of dispatch or taking in charge of the goods or loading on board.
Shipment	The option to select the shipment. The options are: • **Date** • **Period**
Shipment Date	Specify or select the shipment date. Shipment Date is the latest date for shipment loading goods on board/ dispatch/ taking in charge. The Latest Date for Shipment should not be later than the LC Expiry Date. This field is displayed when you select **Date** option in **Shipment** field. **Note** It is mandatory to enter the values either in the **Shipment Date** or **Shipment Period** field.
Shipment Period	Specify the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge. This field is displayed when you select **Period** option in **Shipment** field.
Port of Loading	Specify the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge	Specify the port of discharge or airport of destination to be indicated on the transport document.

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Table 3-11 (Cont.) Field Description

Field Name	Description
Transport Mode	Select the mode of transport. The options are: • **Air** • **Sea** • **Road** • **Rail** • **Multimodal** • **Other**
Goods	Select the type of good being shipped has to be chosen.
Description	The description about the goods based on the selected goods is displayed. The user can view and edit the description by clicking the **View/Edit** link.
Quantity	Specify the quantity of goods.
Cost / Unit	Specify the number of units of the good covered under the LC.
Gross Amount	System calculates and displays the gross amount under the LC based on the specified **Quantity** and **Cost/Unit**.

2. From the **Partial Shipment** list, select the appropriate option.
3. From the **Transshipment** list, select the appropriate option.
4. Specify the name of the place where the goods are to be received in the **Place of Taking** field.
5. Specify the name of the place for delivery of goods in the **Port of Loading Final Destination** field.
6. Select the Shipment details.
7. Specify the **Shipment Date** or **Shipment Period** depending on the type of shipment selected..
8. Specify the port of goods loading on board in the **Port of Loading** field.
9. Specify the port of discharge of the goods in the **Port of Discharge/ Airport of Destination** field.
10. In the Goods section:
    a. From the **Goods** list, select the goods being shipped.
    b. Click the **View/Edit** link in the **Description of Goods** field to view and edit the description, if required.
    c. Specify thenumber of units of the goods traded under the LC in the **Quantity** field.
    d. Specify the price per unit of the goods traded under the LC, in the **Cost/Unit** field.
    e. Click the **Add Goods** link to add new good if required.
    f. Click to remove the goods details that are already added.
11. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.

      The **Documents and Conditions** tab appears in the **Initiate Letter of Credit** screen.

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- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.
- Click **Back** to go back to previous screen.

3.5.3 Documents and Conditions

This topic provides the systematic instructions to specify the Documents and Condition details in the application.

This tab captures the Documents and Conditions details of the LC application process.

1. Specify the Documents and Conditions details.

Figure 3-13 Initiate Letter of Credit - Documents and Conditions tab

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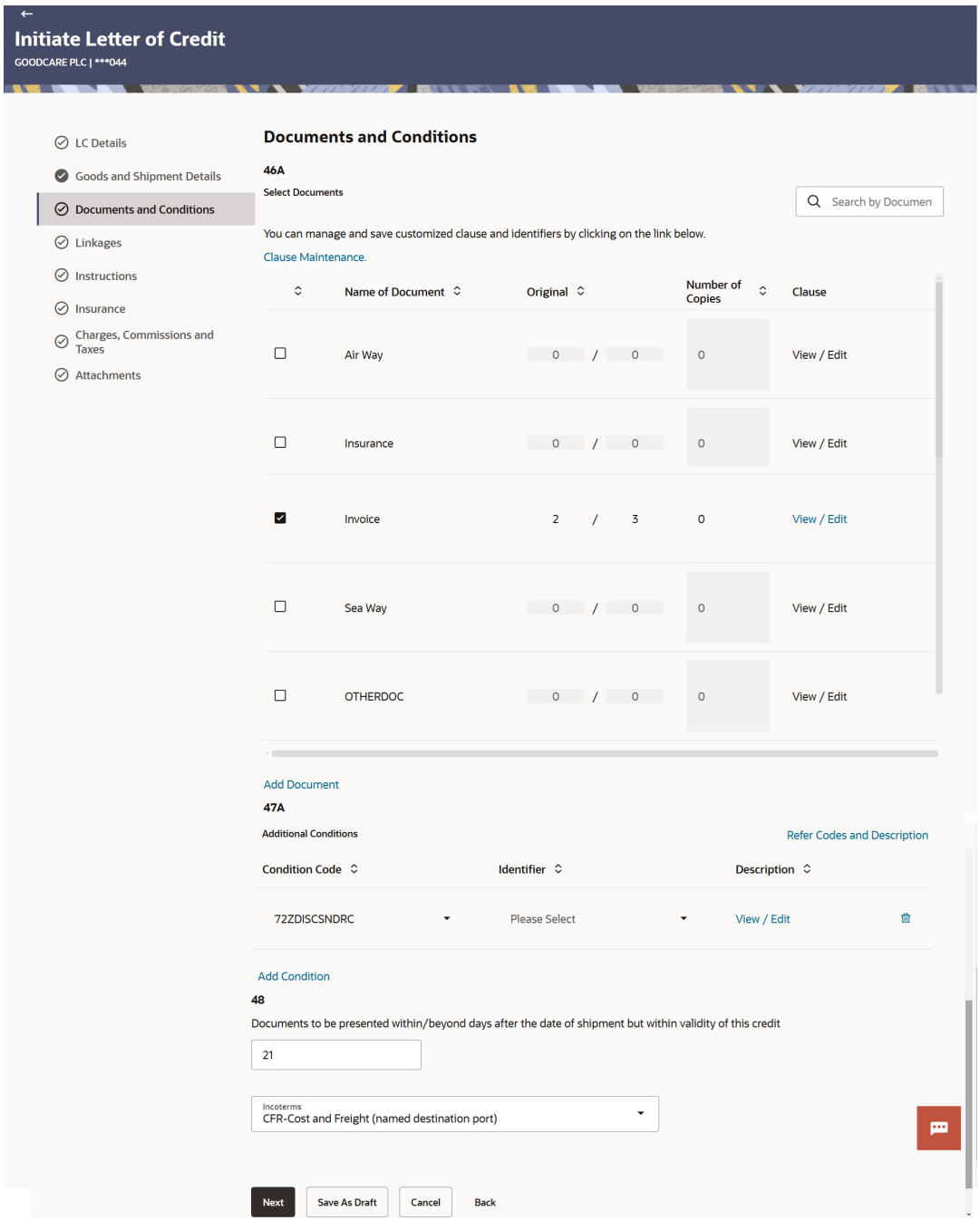

> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 3-12 Field Description

Field Name	Description
Select Documents	Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too.
Clause Maintenance	Click the link to go to the **Clause Maintenance** screen.
Checkbox	Displays the documents that you have selected from the list. The selected documents are to be a part of the initiated LC. It needs to be checked in order to select it
Name of Document	Displays the name of the document to be sent along with the LC.
Original	Specify the required number of original documents required for the selected document. It is provided as m/n, where m out of n available documents would be submitted to bank.
Number of Copies	Specify the required number of copies required for the selected document..
Clause	The clauses maintained in the bank application for each of the document. A document can have multiple clauses. Click the **View/Edit** link to view the clause maintained in the bank application for each of the document or to modify as per needs. • **Date** • **Period**
View Clause	This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause. In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.
Add Document	Click the **Add Document** link to attached the clauses related documents to the selected document.
Additional Conditions	Specify the additional conditions in this section.
Condition Code	Select the additional condition code of the documentary credit. The user can add multiple additional condition code by clicking the **Add Condition** link.
Identifier	Select the maintained identifier of the conditions of the documentary credit.
Description	Display the description of additional conditions of the documentary credit. Click the **View/Edit** link to view and modify the description.
Reference	This section appears if you select a document and click the **Refer Codes and Description** link.
Name of Condition	Displays the name of the condition of the documentary credit. This field appears if you select a document and click the **Refer Codes and Description** link.
Description of Condition	Displays the description of the condition. This field appears if you select a document and click the **Refer Codes and Description** link.

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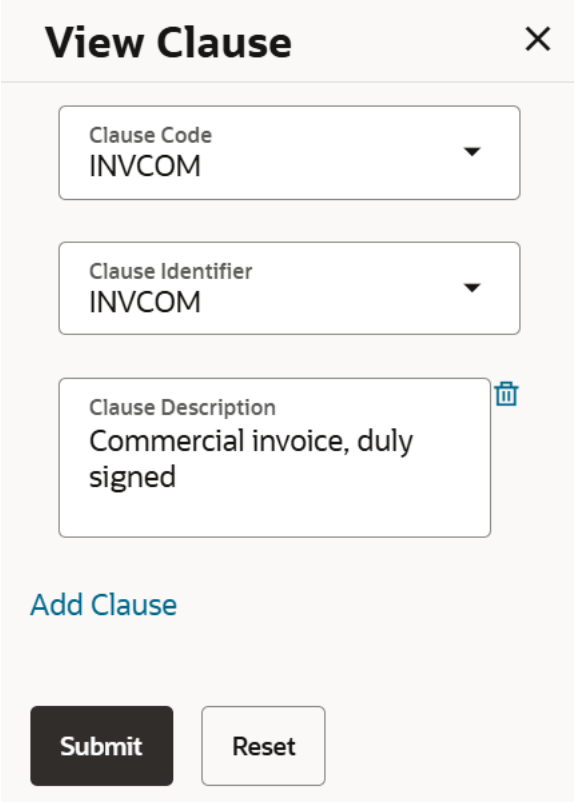
Table 3-12 (Cont.) Field Description

Field Name	Description
Documents to be presented within /beyond days after the date of shipment but within validity of this credit	Specify the number of days after the date of shipment when the documents will be presented to bank. **Note** On adding these days to the date of application, it should be within validity period.
Incoterms	Select the INCO terms for the LC application.

2. Select the **Select Documents** check box to choose the number of original or copies submitted and clauses.
3. Specify the number of originals required for the selected document in the **Original** field.
4. Specify the number of copies required for the selected document in the **Number of Copies** field.
5. In the Clauses section, list of clauses for each document will be listed and a check box is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the View/ Edit Clauses link. The View Clause overlay screen appears, if the clause is already maintained.
   - If Clauses are not maintained, click the Add Clause link.

Figure 3-14 View Clause



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For more information refer to the field description table below:

Table 3-13 View Clause - Field Description

Field Name	Description
Clause Code	Select the clause code.
Clause Identifier	Select the clause identifer.
Clause Description	Displays the clause description based on selected clause code. The user can edit and delete the clause description, if required.

a. Select the clause code, from the **Clause** list.

b. Select the clause identifer, from the **Identifier** list.

c. In the **Clause Description** field, view and modify the description of the clause, if required.

d. Click to remove the clause description that are already added.

e. Perform any one of the following:

- Click **Submit**. The clause description are saved.
- Click **Reset** to reset and discard the changes.
- Click the **Add Clause** link to add a new clause.

6. Click **Add Document** link to add more document details.
7. In the **Additional Conditions** section, select the code from the **Condition Code** list. The description mapped to the condition code appears in the **Description** field. You can also edit the description as required.
8. Click **Refer Codes and Description** link to view the list of codes and their descriptions.
9. Specify the number of days in the **Documents to be presented within/ beyond days after the date of shipment but within validity of this credit** field.
10. Select the **INCO terms** for the LC application from the **Incoterms** list.
11. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.

      The **Linkages** tab appears in the **Initiate Letter of Credit** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

3.5.4 Linkages

This topic provides the systematic instructions to capture the Linkages details in the application.

This tab allows the user to view the default percentage of collateral and the corresponding amount of cash collateral as maintained at back office and can edit the same.

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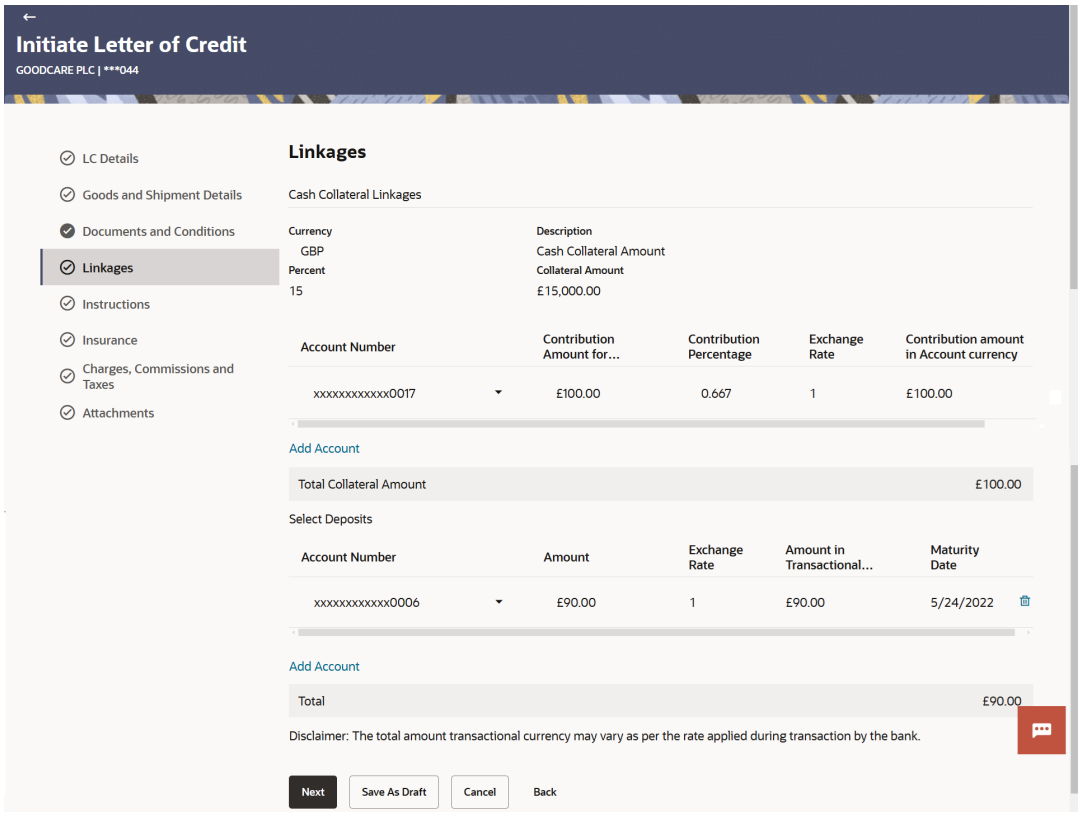
The user has options to attach multiple accounts and indicate the contribution amount or percentage of the total collateral amount. This will be based on the mapped settlement accounts for user. User can add the cash collaterals in transaction currencies only, however customer account can be in any currency. He will get to see the exchange rate in cases where transaction currency and settlement account currency is different. User will be shown the sum of all linkages for easy reference.

1. Specify the Linkages details.

Figure 3-15 Initiate Letter of Credit - Linkages tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-14 Linkages - Field Description

Field Name	Description
Cash Collateral Linkages	Specify the Cash Collateral Linkages details based on the following table:
Currency	Displays the contract currency of cash collateral as maintained at back office

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Table 3-14 (Cont.) Linkages - Field Description

Field Name	Description
Description	Displays the description of collateral linkage.
Percent	Displays the percentage of LC to be used as collateral – as maintained at OBTF.
Collateral Amount	Displays the amount to be used as Collateral for LC.
Account Number	Select the account number from the list of accounts that are mapped to the user.
Contribution Amount for Collateral	Specify the amount to be used from the selected account towards the collateral.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
Contribution amount in Account currency	Displays the amount to be contributed from selected account in the account's currency.
Total Collateral Amount	Displays the total collateral amount.
Select Deposits	Specify the deposit account details based on the following table:
Account Number	Select the deposit account that has to be mapped to the transaction.
Amount	Specify the amount that is to be linked for the transaction, and partial linkages to be supported.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
Amount in Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.

2. Click the **Add Account** link to add the new account.
3. From the **Account Number** list, select the appropriate account that has to be mapped to the transaction.
4. Specify the contribution collateral amount in the **Contribution Amount for Collateral** field.
5. In the **Deposit Linkage** section, elect the appropriate deposit account from the **Account Number** list.
6. Specify the amount to be used in the **Amount** field.
7. Perform any one of the following actions:
   - Click the **Add Account** link to add multiple cash collateral linkage.
   - Click Delete to delete the cash collateral linkage.
8. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Instructions** tab appears in the **Initiate Letter of Credit** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

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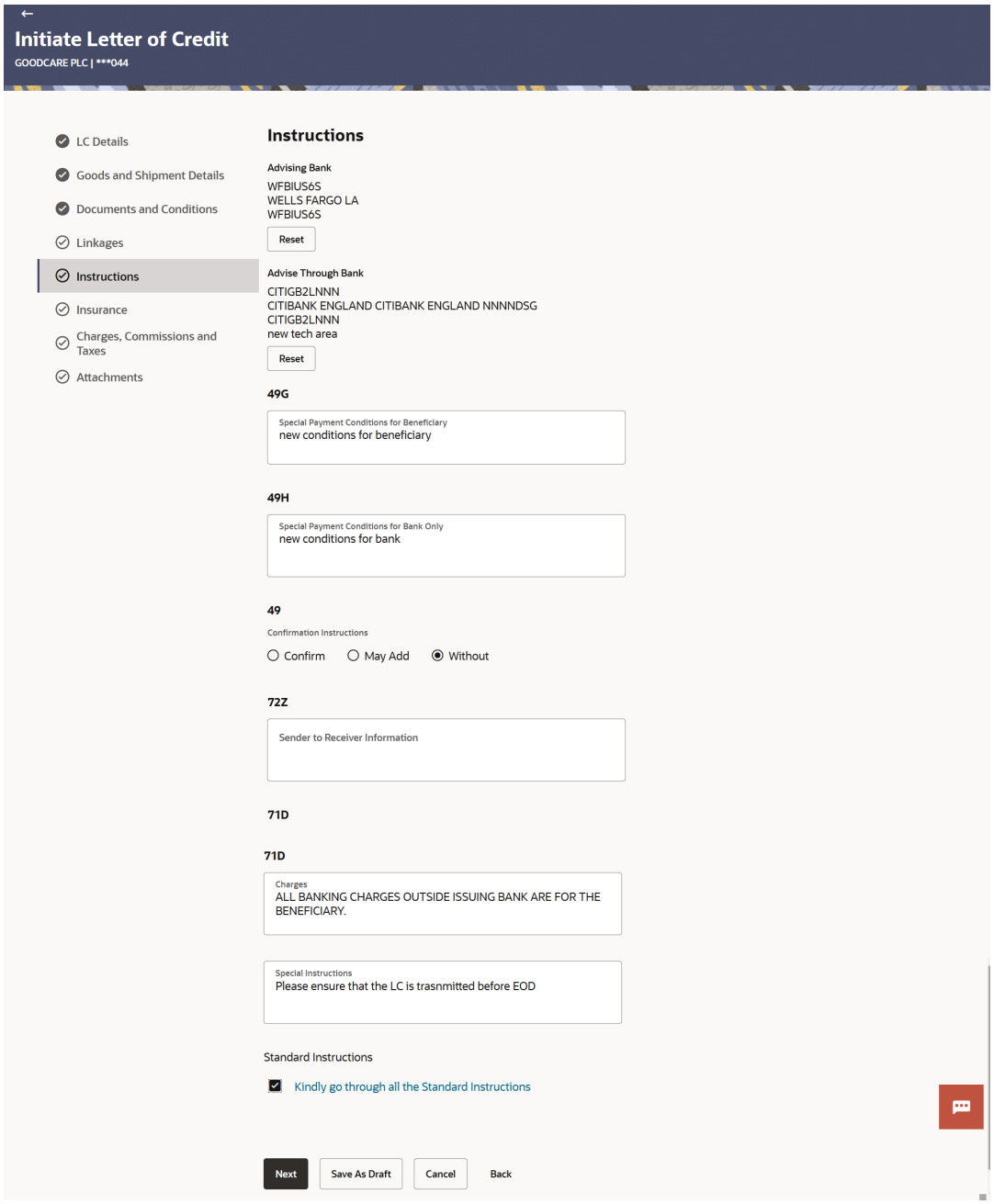
3.5.5 Instructions

This topic provides the systematic instructions to capture the Instructions details in the application.

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of LC).

1. Specify the Instruction details.

Figure 3-16 Initiate Letter of Credit - Instructions tab



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-15 Instructions - Field Description

Field Name	Description
Advising Bank	The option to select the mode of advising bank. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code of the advising bank, available in the application. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected in the **Advising Bank** field.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Advise Through Bank	The option to select the details of advise through bank. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code of the advising bank, available in the application. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected in the **Advise Through Bank** field.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected in the **Advise Through Bank** field.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advise Through Bank** field.
Special Payment Conditions for Beneficiary	Specify the special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Special Payment Conditions for Bank Only	Specify the special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request / conditions.

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Table 3-15 (Cont.) Instructions - Field Description

Field Name	Description
Confirmation Instructions	The option to select the confirmation instructions for the requested confirmation party. The options are: • **Confirm** - The requested confirmation party is requested to confirm the credit • **May Add** - The requested confirmation party may add its confirmation to the credit • **Without** - No confirmation is requested
Requested Confirmation Party	Select the bank which is requested to add its confirmation or may add its confirmation. The options are: • **Advising Bank** • **Advise Through Bank** • **Confirming Bank** This field is enabled if the **May Confirm** or **Confirm** option is selected in the **Confirmation Instruction** list.
Confirming Bank	The option to confirming party is the Confirming bank. The options are: • **SWIFT Code** • **Bank Address**
SWIFT Code	Specify the SWIFT code of the confirming bank or Advise through Bank. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Sender to Receiver Information	Specify the additional information for the receiver.
Charges	Specify charges to be borne by the beneficiary.
Special Instructions	Specify the special instructions for the bank users.
Standard Instructions	Click the **Kindly go through all the Standard Instructions** to view the maintained standard terms and conditions by bank.

2. In the **Advising Bank** field, if you select **SWIFT Code** option:
   a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
   b. Click **Verify** to fetch bank details based on Bank Code (BIC).
3. If you select **Name and Address** option:
   a. In the **Name** field, enter the name of the advising bank.
   b. In the **Address (1-3)** field, enter the address of the advising bank.
4. In the **Advising Through Bank** field, select the appropriate option and specify the fields accordingly.
5. In the **Special Payment Conditions for Beneficiary** field, specify the special payment conditions applicable to beneficiary.

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6. In the **Special Payment Conditions for Bank Only** field, specify the special payment conditions applicable to bank.
7. In the **Confirmation Instructions** field, select the appropriate option.
8. If you select **Confirm** or **May Add** option;
   a. From the **Requested Confirmation Party** list, select the appropriate option.
   b. If you select **Confirming Bank** option; select the **SWIFT Code** or **Bank Address** option and specify the fields accordingly.
9. In the **Sender to Receiver Information** field, specify the additional information for the receiver.
10. In the **Charges** field, specify the charges details.
11. In the **Special Instructions** field, specify the special instructions, if any.
12. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
13. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
14. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.

      The **Insurance** tab appears in the **Initiate Letter of Credit** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

3.5.6 Insurance

This topic provides the systematic instructions to capture the Insurance details in the application.

This tab provides the insurance detail to the users. User can view the name of the Insurance Company by searching one of the listed companies. Further he can search the policy number and view the details such as cover date and expiry date along with the amount covered. The policy should be shared with back office for maintenance prior to this.

As part of the initiation, he will have an option to upload any insurance related document with the application as part of general attachments.

1. Specify the Insurance details.

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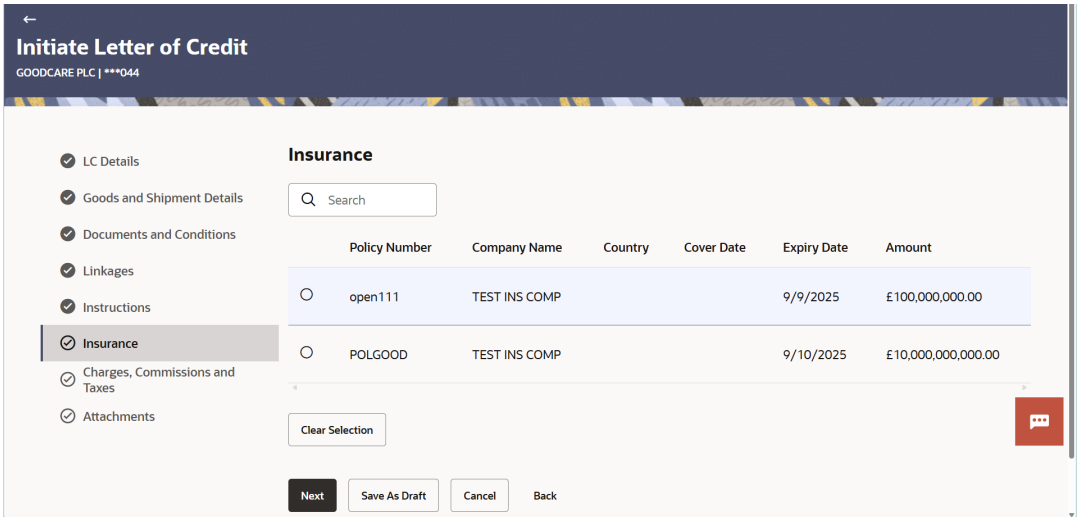
Figure 3-17 Initiate Letter of Credit - Insurance tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-16 Insurance - Field Description

Field Name	Description
Search	Displays the option to search the insurance.
Policy Number	Displays the policy number of the insurance.
Company Name	Displays the name of the insurance company.
Country	Displays the country for the insurance.
Cover Date	Displays the date up to which the insurance is covered.
Expiry Date	Displays the expiry date of the insurance policy.
Amount	Displays the insurance amount.

2. In the **Search** field, specify the search phrase to search the insurance policy.
3. Select the desired insurance record.
4. Click **Clear Selection** to clear the selection.
5. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Charges Commissions and Taxes** tab appears in the **Initiate Letter of Credit** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

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- Click **Back** to go back to previous screen.

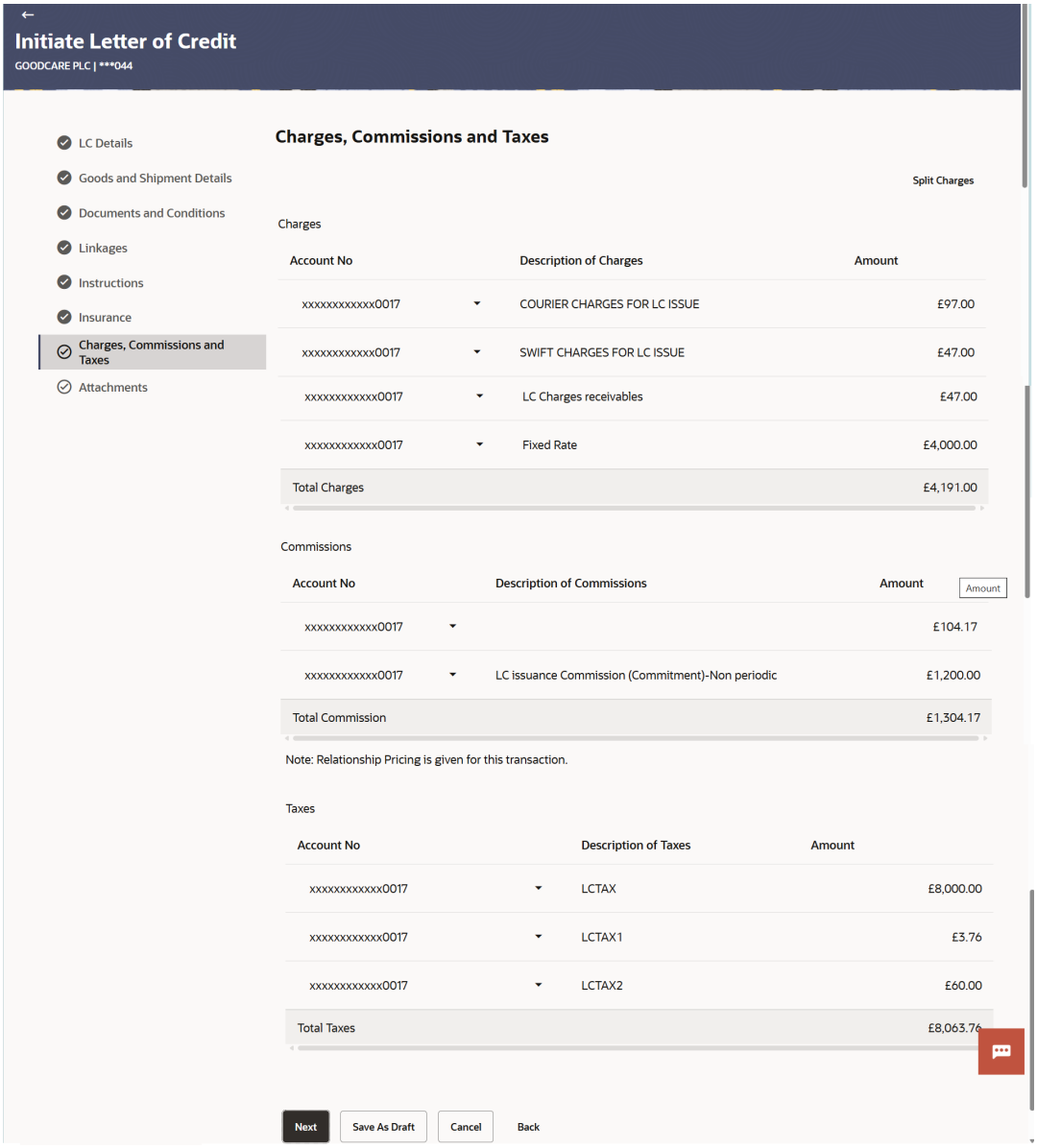
3.5.7 Charges Commissions and Taxes

This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.

This tab defaults the charges details, if charges, commissions and taxes are available under the product. The user can select the account number from the demand deposit and corporate deposits account list that displays the account number along with the account name, account currency and account branch.

1. Specify the Charges Commissions and Taxes details.

Figure 3-18 Initiate Letter of Credit - Charges Commissions and Taxes tab



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-17 Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account which will be charged for the specific charge.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charge.
Total Charges	Displays the total charge that will be levied in the transaction.
Commissions	This section displays the Commission details.
Account No	Select the account from which the commission will be taken.
Description of Commissions	Displays the description commission applicable.
Amount	Displays the amount that is maintained under the commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.

2. In the **Charges** section, select the appropriate account, from the **Account No** list.
3. Click **Split Charges** link on the top right corner of the screen, if you want to split the charges.The **Initiate Letter of Credit – Charges** screen appears with split charge details.

   Charges – Split Charges
   The user can enter the split percentage borne by them. System defaults the split percentage as 50. The user can view the actual value that is to be paid by him in the ‘Split Amount Borne by You’ field.

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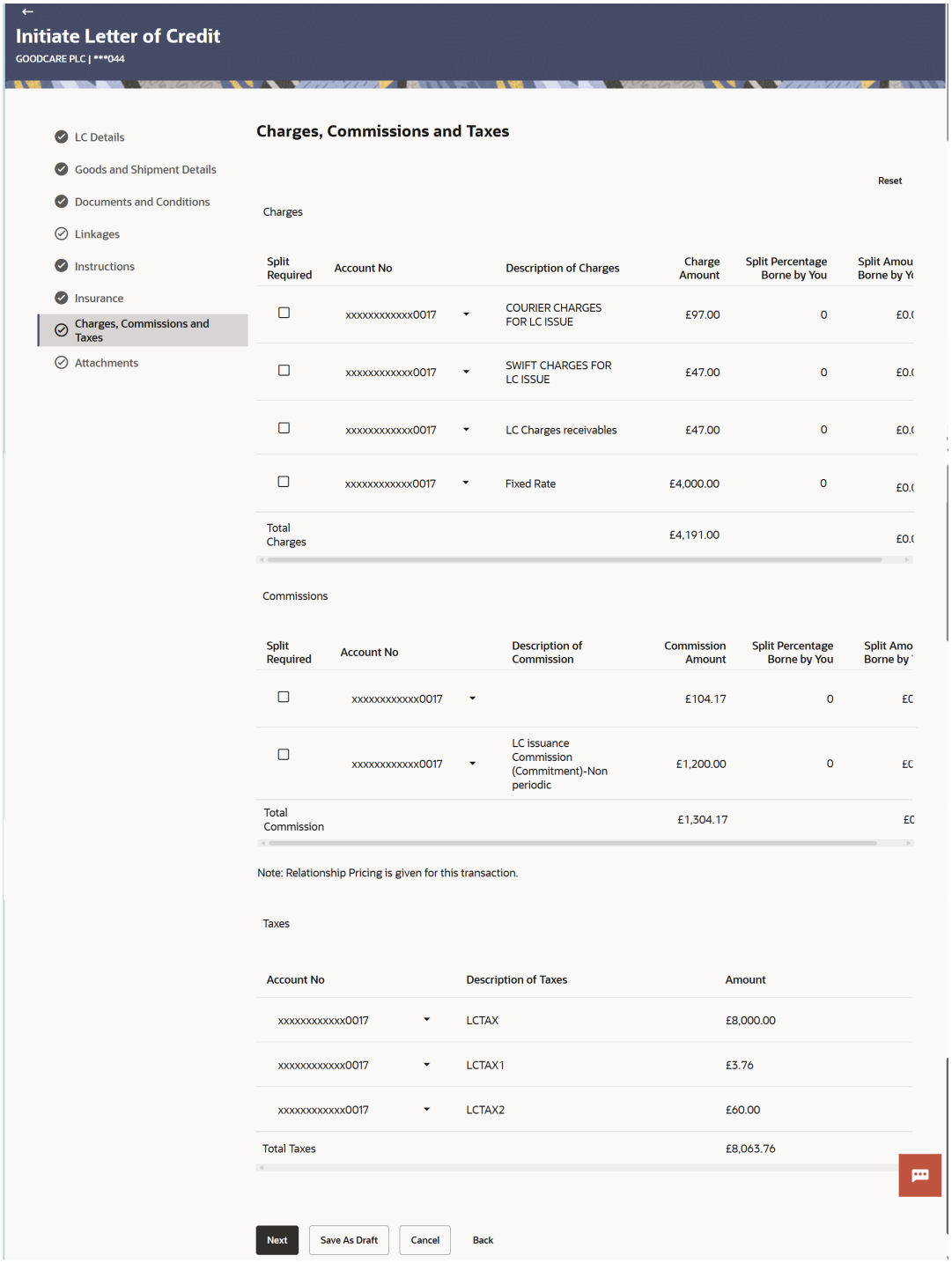
Figure 3-19 Charges – Split Charges



For more information refer to the field description table below:

Table 3-18 Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.

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Table 3-18 (Cont.) Charges Commissions and Taxes - Field Description

Field Name	Description
Split Required	Select the check box for which split of charge is required.
Account No	Select the account number for levying Cancellation Charges / Import Advice Charges.
Description of Charges	Displays the reason/ narration of charges levied for various LC processes.
Charge Amount	Displays the amount of charges.
Split Percentage Borne by You	The system defaults the split percentage that is to be paid by you, which is 50. The user can change the value.
Split Amount Borne by You	Displays the split amount that is to be paid by you.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Split Required	Select the check box for which split of commission is required.
Account No	Select the account from which the commission will be taken.
Description of Commissions	Displays the description commission applicable.
Commission Amount	Displays the amount that is maintained under the commission.
Split Percentage Borne by You	The system defaults the split percentage that is to be paid by you, which is 50. The user can change the value.
Split Amount Borne by You	Displays the split amount that is to be paid by you.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.

4. In the **Charges** section, select the appropriate account, from the **Account No**. list.
5. In the **Split Percentage Borne by You** field, edit the value, if required.
6. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Attachments** tab appears in the **Initiate Letter of Credit** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

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3.5.8 Attachments

This topic provides the systematic instructions to capture the LC Attachments details in the application.

Displays the list of documents presented to initiate the LC. The document list on this tab are populated based on the default LC product mapped.

To Attach Documents:

1. Specify the LC Attachments details.

Figure 3-20 LC Attachments - Upload Document

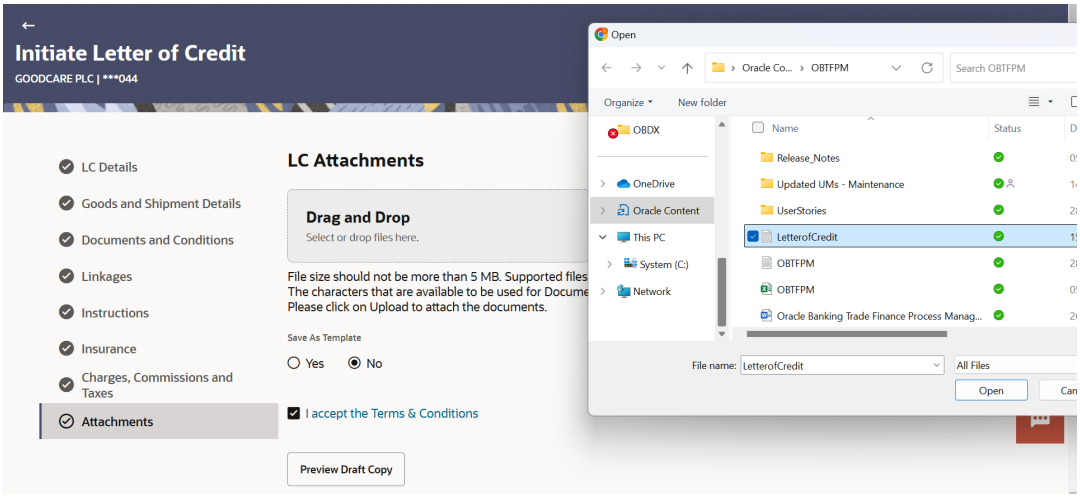

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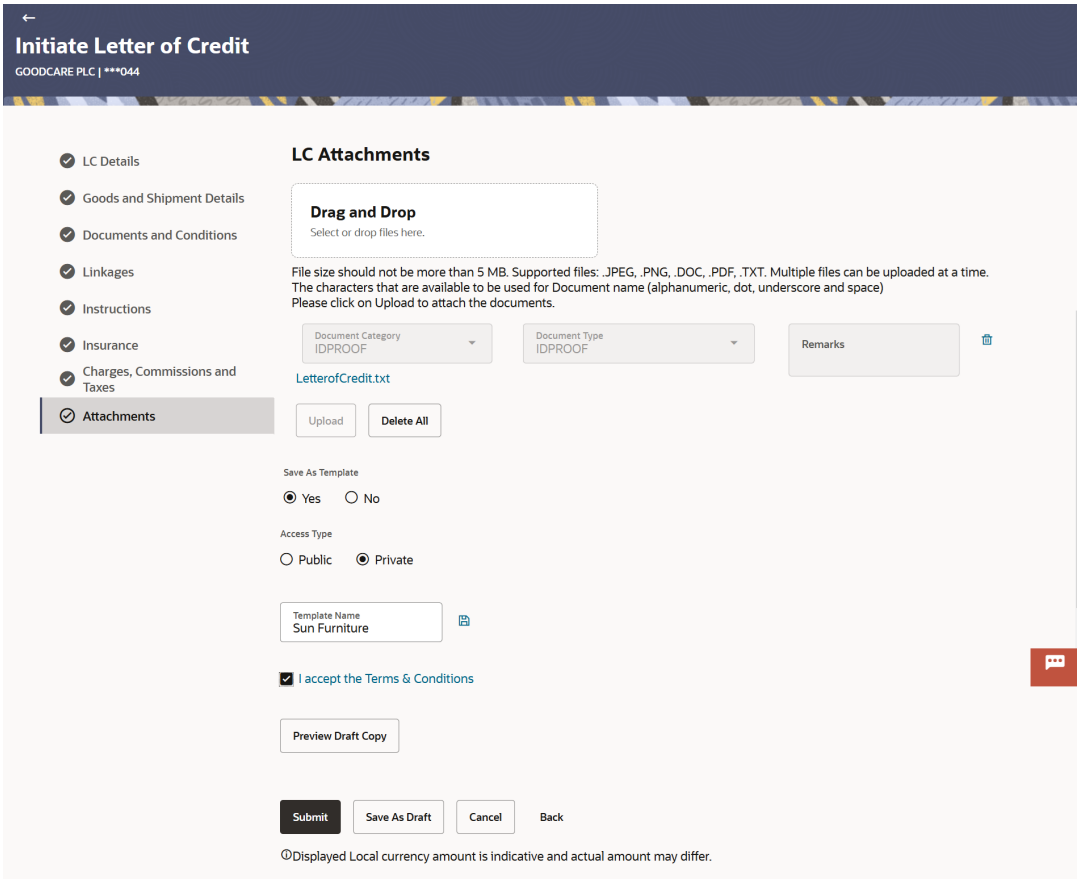
Figure 3-21 Initiate Letter of Credit - LC Attachments tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-19 LC Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.

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Table 3-19 (Cont.) LC Attachments - Field Description

Field Name	Description
Save As Template	Options to save the transaction as template. The options are: • **Yes** • **No**
Access Type	Indicates the type of access for the template. The options are: • **Public** • **Private** This field is enabled if the **Yes** option is selected in **Save as Template**.
Template Name	The name using which template is stored and can be used in future.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
   a. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
   b. If you select **Yes**, In the **Access Type** field, select the appropriate option.
   c. In the **Template Name** field, enter the name of the template.
7. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
8. Click **Preview Draft Copy** to have a preview of draft.
9. Click **Submit**.

   The transaction is saved and the **Initiate Letter of Credit – Review** screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.

10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of LC creation appears along with the reference number. Click **OK**,to complete the transaction.

      Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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3.6 Initiate Back to Back Letter of Credit

This topic provides the systematic instructions to initiate a Back to Back Letter of Credit in the application.

Using this option, the user can initiate a Back to Back Letter of Credit (LC) in the application. This LC reduces the fund constraints problems of the exporter by providing the opportunity to open the LC against Export LC and to pay after getting the export proceeds.

The application will do the Amount and Expiry Date Validation with the underlying Export LC while listing the export LCs where Back to Back LC can be initiated.

System validates that Back to Back LC should not have maturity date/ tenor date/ expiry date greater than that in parent LC and the application amount of Back to back should not be more than parent export LC.

Once submitted by user, the application would be available in OBTFPM for bank user to process. The created LC will be available along with other initiated Import LCs and also available in application tracker for tracking purpose.

To initiate a Back to Back Letter of Credit:

1. Navigate to **Initiate Letter of Credit** screen.
2. On **Initiate Letter of Credit screen**, then click **Back to Back LC** tab.

   The **Initiate Letter of Credit - Back to Back LC Search Results** screen appears.
3. In the **Initiate Letter of Credit - Back to Back Search Results** screen, click the **Reference Number** link.

   The **Initiate Letter of Credit - Back to Back LC** screen appears.

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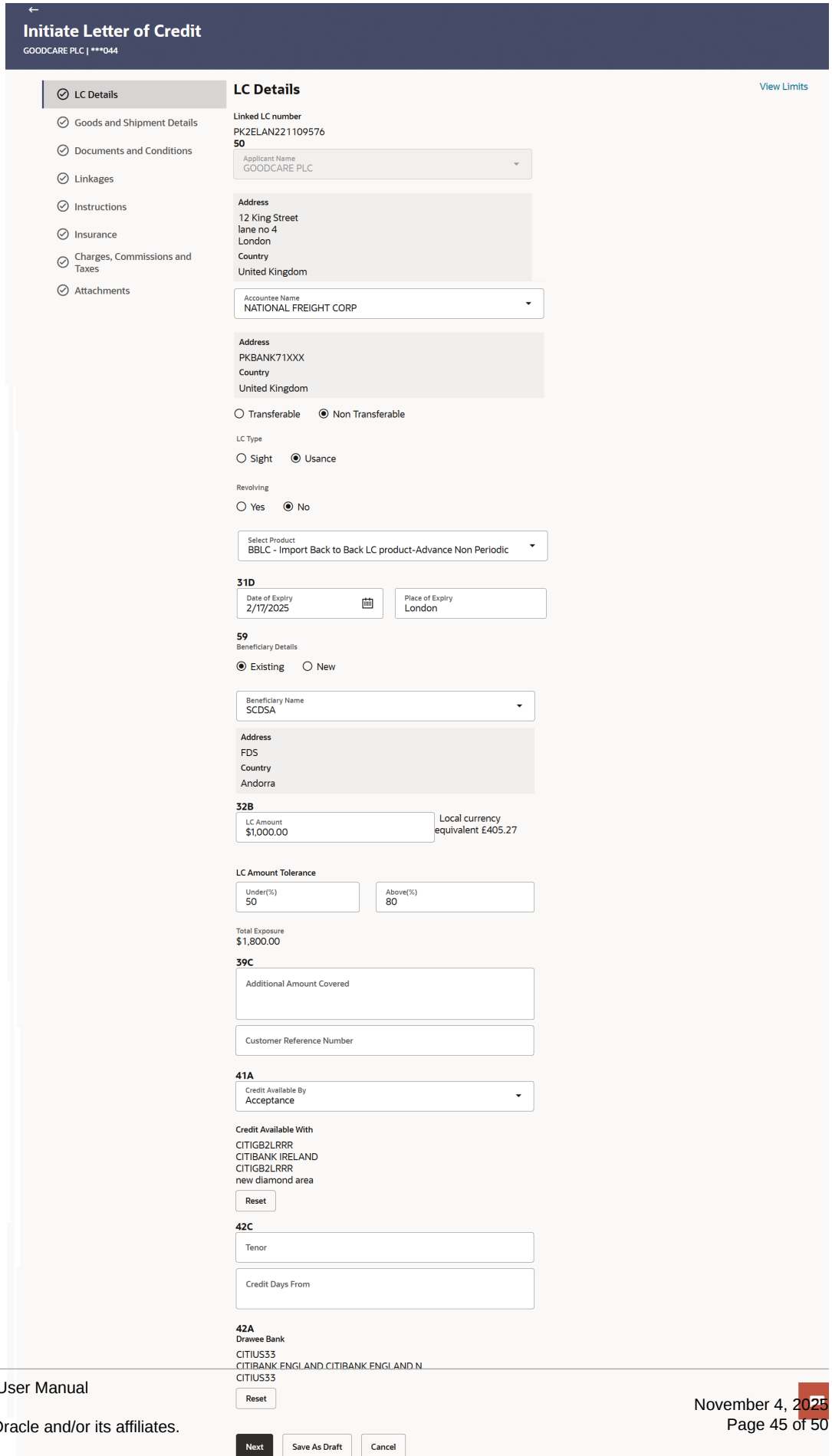
Figure 3-22 Initiate Letter of Credit Back to Back - LC Details



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 3-20 Field Description

Field Name	Description
Linked LC Number	Displays the linked Export LC reference number.
Applicant Name	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Limits	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Country	Displays the country of the LC applicant.
Accountee Name	Select from the list of all accountees mapped to a party.
Address	Displays the accountee's address.
Country	Displays the country of the accountee.
Type of Documentary Credit	Move the slider to select the type of documentary credit. The type of documentary credit are: • **Transferable** • **Non Transferable**
LC Type	Indicates the type of LC. The options are: • **Sight** • **Usance**
Revolving	Indicates whether the product is revolving or not. The options are: • **Yes** • **No**
Select Product	Select the LC product.
Auto Reinstatement	This option indicates that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: • **Yes** • **No** This field is enabled if **Yes** option is selected in the **Revolving** field.
Revolving Type	The option to select the revolving type. The options are: • **Value**: LC revolves in value. • **Time** : LC revolves in time This field is enabled if **Yes** option is selected in the **Revolving** field.

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Table 3-20 (Cont.) Field Description

Field Name	Description
Cumulative	Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs. The options are: • **Yes** • **No** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Repeat Frequency	Select the time duration of revolving frequency. Specify the values for: • **Days** • **Month** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Date of Expiry	Specify or select the expiry date of the LC. The expiry date must be later than the application date.
Place of Expiry	Specify the place where LC would expire.
Beneficiary Details	The option to select the beneficiary type. The options are: • **Existing** • **New**
Beneficiary Name	The name of the LC beneficiary. This field allows the user to select the beneficiary name from drop-down, if **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to specify the beneficiary name, if **New** option is selected in the **Beneficiary Details** field.
Address	Specify the address of the LC beneficiary. This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	Specify the country of the LC beneficiary. This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
Currency	Specify the currency under which the LC can be issued.
LC Amount	Specify the amount for the Letter of Credit. The user can see the equivalent amount in the local currency, if the application is in foreign currency.
LC Amount Tolerance	Specify the tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Specify the values for: • **Under (-) %** • **Above (+) %**
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Additional Amounts Covered	Specify any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Customer Reference Number	Specify the customer reference number.

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Table 3-20 (Cont.) Field Description

Field Name	Description
Credit Available By	Select the value credit available by. Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • **Acceptance** • **Deferred Payment** • **Mixed Payment** • **Negotiation** • **Sight Payment**
Negotiation/ Deferred Payment Details	Specify the details of Negotiation/ Deferred Payment. This field is enabled if the **Negotiation/ Deferred Payment** option is selected in the **Credit Available By** field.
Mixed Payment Details	Specify the details of mixed payment. This field is enabled if the **Mixed Payment** option is selected in the **Credit Available By** field.
Credit Available With	The option to select the details of Bank where credit would become available. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Bank Address**
Lookup SWIFT Code	Select the SWIFT code of the issuing bank. This field is enabled if the **SWIFT Code** option is selected in the **Credit Available With** field.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Swift Code	Displays the list of SWIFT codes as fetched on the basis of the search criteria specified.
Bank Details	Specify the name and address of the bank where credit would be available. This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.
Tenor (In Days)	Specify the tenor of drafts to be drawn under the documentary credit.
Credit Days From	Specify the days from which the draft tenor is to be counted. Indicates the days from which the draft tenor is to be counted.
Drawee Bank	Select the drawee bank of the LC. The options are: • **SWIFT Code** • **Name and Address**

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Table 3-20 (Cont.) Field Description

Field Name	Description
SWIFT Code	Specify the SWIFT code or click the **Lookup SWIFT Code** to search and select the SWIFT code. System fetches the SWIFT code details on the basis of the search criteria specified.
Draft Amount	The various drafts amount for the LC application.
Action	Click to delete the record

4. To initiate back to back LC, refer the steps of *Initiate a Letter of Credit* section.

3.7 Save as Draft

This topic provides the systematic instructions to save LC application as a Draft.

User can save LC application as a Draft so that it can be used if required in future. It can be re used only one time for LC Application initiation. User can search the saved LC draft using the draft name in search box. The saved drafts can be accessed from the Draft tab. The LC applications, which were saved as draft can also be saved as template after adding all other necessary fields.

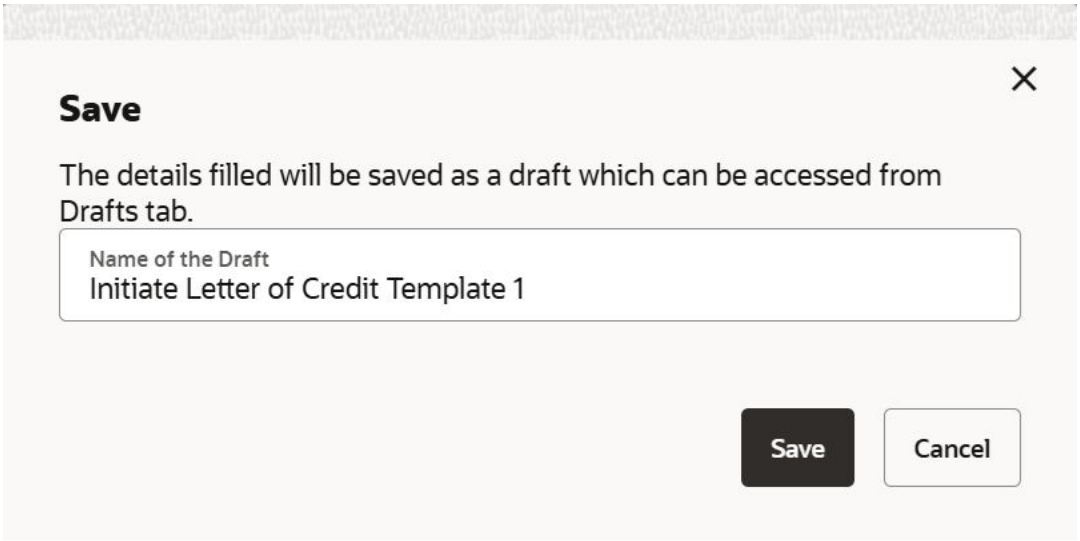
> **Note**
>
> User cannot save application with attached document as Draft.

To save LC application as draft:

1. Specify the required details in LC application.
2. Click **Save As Draft**.

   The **Save** screen appears.

Figure 3-23 Save As Draft - Save



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For more information refer to the field description table below:

Table 3-21 Field Description

Field Name	Description
Draft Name	Specify the name of the draft template.

3. In the **Draft Name** field, specify the desired name for the draft.
4. Click **Save** to save the draft.

   The transaction details are saved as a draft which can be accessed from the Draft tab.
5. Click **Cancel** to cancel the transaction.

3.8 FAQs

1. **Can I create a Letter of Credit without providing Advising Bank Details?**
   Yes, you can, but you will need to give the same later.
2. **What if I do not want to have any tolerance?**
   Please put 0 in the fields under % and above %. By default application will take 10% tolerance, if no value has been provided which is in accordance to SWIFT guidelines.
3. **When should I create a draft and when should I create a Template?**
   When you want to use the LC application again and again having the same, save it as template. While if you are leaving your create LC application to be filled at a later stage or usage on a later date, you can save it as draft.
4. **Can I initiate LC from my mobile device?**
   Currently, you cannot perform any Trade Finance related transaction from mobile devices.

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4
Import LC Amendment

This topic provides the systematic instructions to view an initiate amendment of existing Import LC in the application.

Using this option, you can apply for amendment of an existing Letter of Credit (LC) in the application. You can reopen a closed LC using this screen too. You can also attach the scanned copies of the supporting documents for the amendment, file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it

- Perform anyone of the following navigation to access the **Import LC Amendment** screen.
  - From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit**, select **Amend Import LC**.
  - From the **Dashboard**, click **Overview**, in **Overview** screen go to **Trade Finance** and then **Initiate LC Amendment**.
  - From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit**, select **View Import LC**. In **View Import LC** go to **Amendment** tab and then click **Initiate LC Amendment**.

  The **Import LC Amendment** screen appears.

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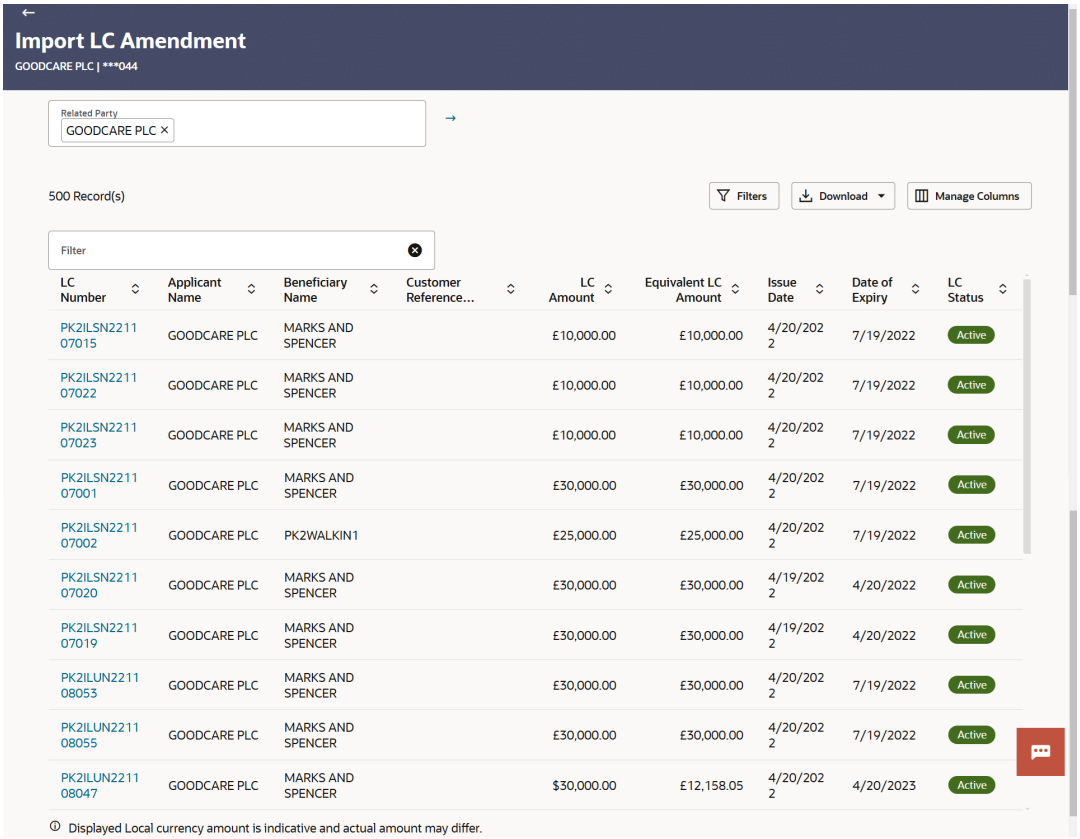
Figure 4-1 Import LC Amendment



This topic contains following sub-topics:

- Search Import LC Amendments
  This topic provides the systematic instructions to search an Import LC Amendments in the application.
- Initiate Import LC Amendment
  This topic provides the systematic instructions to initiate an amendment to Import Letter of Credit in the application.
- Re-Open Closed LC
  This topic provides the systematic instructions to search an Import LC Amendments in the application.

4.1 Search Import LC Amendments

This topic provides the systematic instructions to search an Import LC Amendments in the application.

User can search the list existing LC application using LC Number, Applicant Name, and Beneficiary Name and apply for amendments.

To search the LC Amendments:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.

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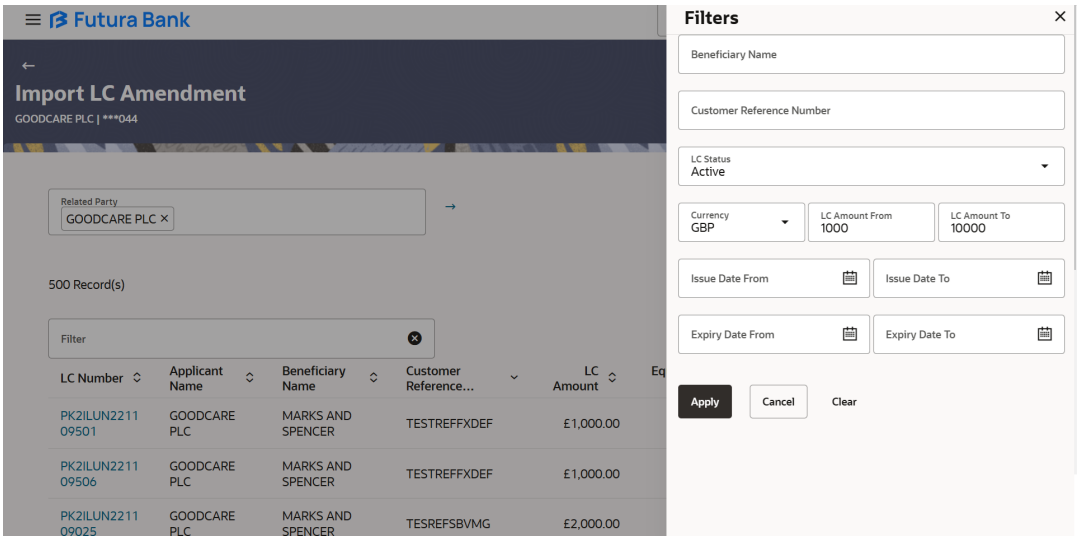
- Specify the the LC Number/Applicant Name /Beneficiary Name/Customer Reference Number/LC Amount/Equivalent LC Amount/LC Status in the **Filter** field.
- Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 4-2 Import LC Amendments - Filter



For more information refer to the field description table below:

Table 4-1 Import LC Amendments - Filter - Field Description

Field Name	Description
Beneficiary Name	Specify the beneficiary's party name.
Customer Reference Number	Specify the customer reference number to search import LC contract.
LC Status	Select the status of the LC. The options are: • All • Active • Closed
Currency	Select the currency to filter the record based on currency.
LC Amount From- Amount To	Specify the amount range for searching the Letter of Credit.
Issue Date From- To	Specify the date of the issue date range used for searching the LC.
Expiry Date From- To	Specify the expiry date range used for searching the LC.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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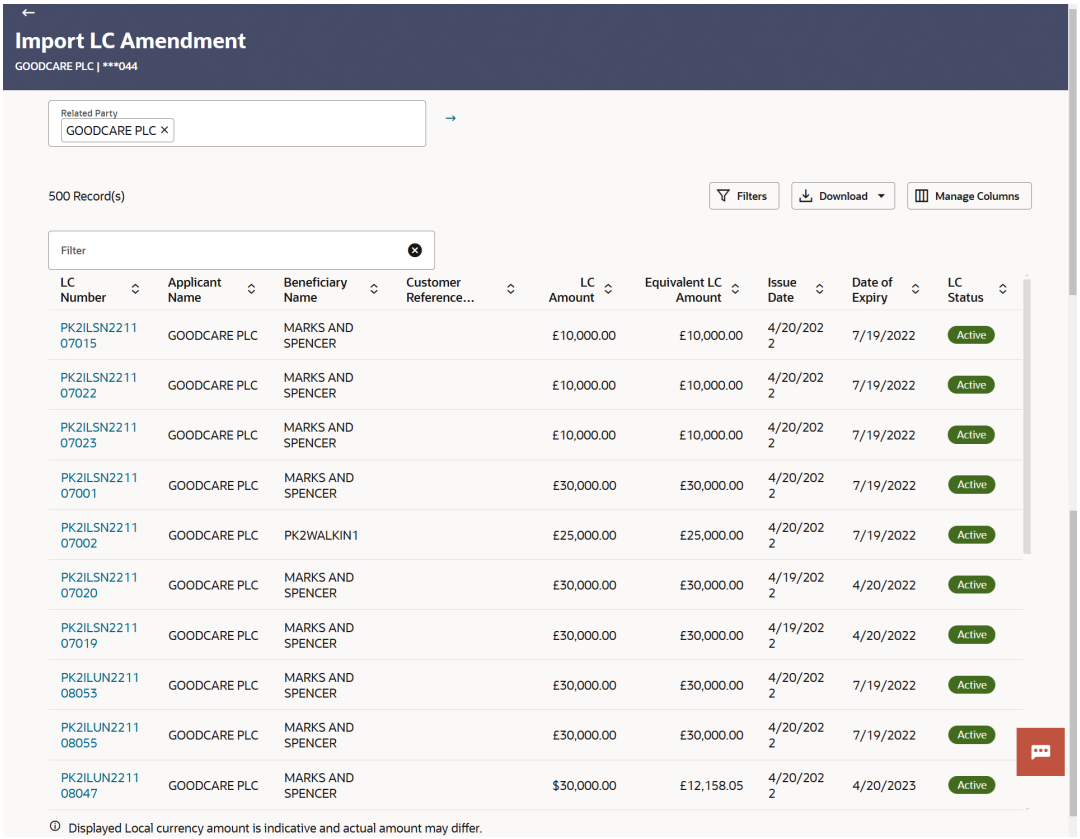
Figure 4-3 Import LC Amendment - Search Result



For more information refer to the field description table below:

Table 4-2 Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the LC Number/ Applicant Name/ Beneficiary Name of LC for whom amendments to be made.
Filter Results	This section displays the filter results.
LC Number	Displays the LC reference number generated while creating LC.
Applicant Name	Displays the LC applicant name based on the selected party ID.
Beneficiary Name	Displays the name of the beneficiary of the LC.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
LC Amount	Displays the amount for the Letter of Credit along with the currency under which the LC issued.
Equivalent LC Amount	Displays the equivalent amount for the Letter of Credit along with the currency under which the LC issued.
Issue Date	Displays the issue date of the Letter of Credit.
Date of Expiry	Displays the expiry date of the LC.

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Table 4-2 (Cont.) Field Description

Field Name	Description
LC Status	Displays the status of the LC. The status can be: • **All** • **Active** • **Closed**

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **Initiate Import LC Amendments** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> a. When the user clicks LC Number link, a warning message 'You are going to amend a Back to Back LC", if the LC is a back to back LC.
>
> b. If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

4.2 Initiate Import LC Amendment

This topic provides the systematic instructions to initiate an amendment to Import Letter of Credit in the application.

Initiate Import LC Amendment - LC Details tab captures the general details of the LC application process.

To initiate an Import LC Amendment:

1. Navigate to **Import LC Amendment** screen.
2. On **Import LC Amendment**, then click the **LC Reference Number** link.

   The **Initiate Import LC Amendment** screen appears.

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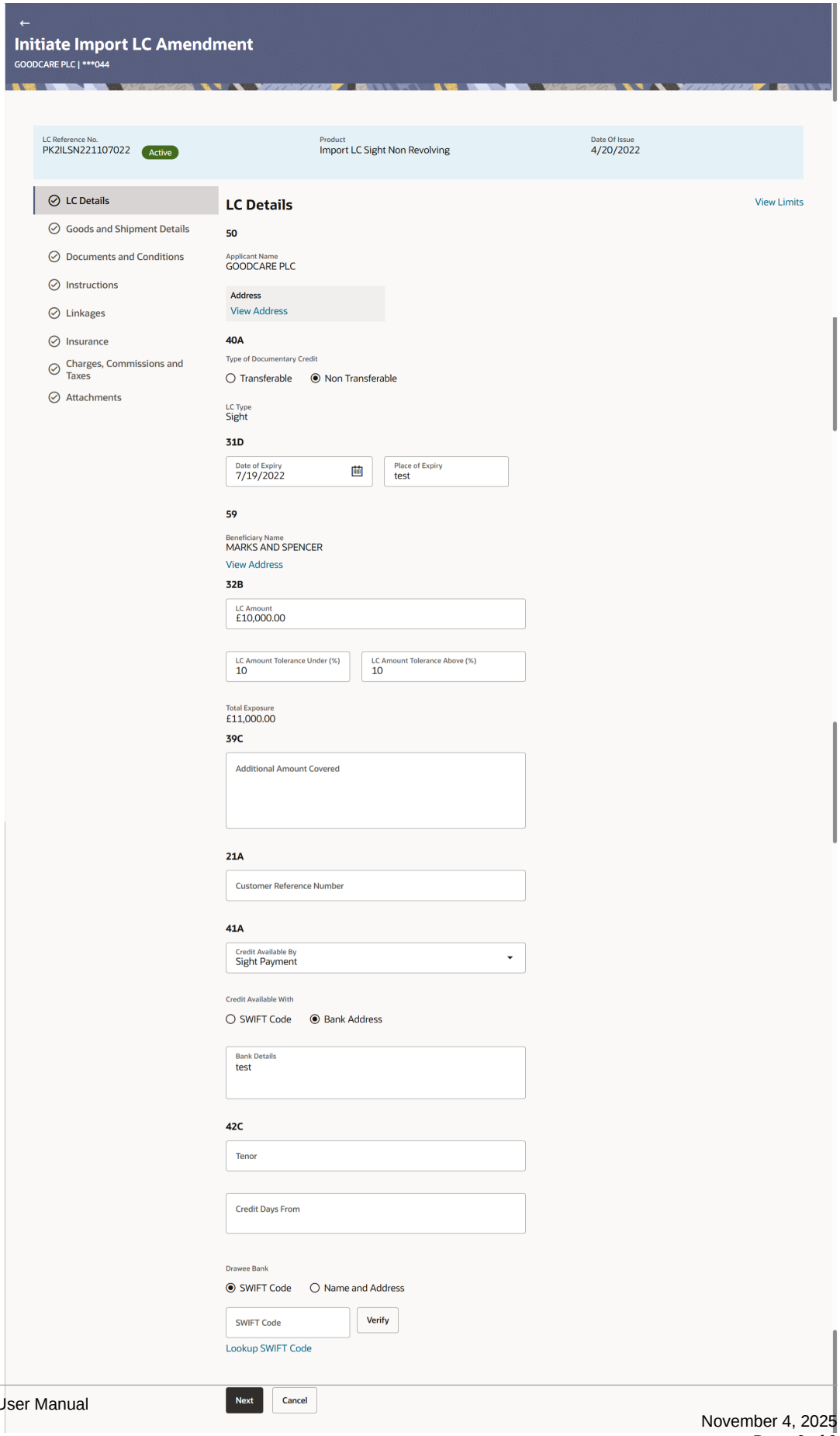
Figure 4-4 Initiate Import LC Amendment



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3. Update the LC details in the editable field.
4. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.

> **Note**
>
> User can ammend the following fields: Type of Documentary Credit, Date of Expiry, Place of Expiry, Beneficiary Address, LC Amount, LC Amount Tolerance, Additional Amount Covered, Credit Available By, Credit Available With, Bank Details, Draft Details, Partial Shipment, Transshipment, Place of Taking in Charge/ Dispatch From, Port of Loading/ Airport of Departure, Port of Discharge/ Airport of Destination, Place of Final Destination/ For Transportation, Shipment Date, Shipment Period, Transport Mode, Goods, Description, Quantity, Cost/Unit, Gross/ Amount, Original, Number of Copies, View/Edit Clause, Additional Conditions, Documents to be presented within /beyond days after the date of shipment but within validity of this credit, Incoterm, Special Payment Conditions for Beneficiary, Special Payment Conditions for Bank Only, Confirmation Instruction, Requested Confirmation Party, Sender to Receiver Information, Charges, Charges Borne by and Incoterms.

For the description of above fields refer ***Initiate Letter of Credit*** section.

5. Click **Submit**.

   The transaction is saved and the **Review Import LC Amendment** screen appears. It displays all the sections with their respective fields.

6. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message of initiation of LC amendment appears along with the reference number.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

4.3 Re-Open Closed LC

This topic provides the systematic instructions to search an Import LC Amendments in the application.

The application has a facility for user to re-open a closed LC. The user can search the specific LC by providing the LC no directly, or by doing an advanced lookup to find the correct LC with the filters available.

The user can search the LC which are in 'Closed' status.

To Re-Open the closed LC:

1. Click

to specify the filter criteria. The Filter overlay screen appears.
2. From the **LC Status** list, select the Closed option.

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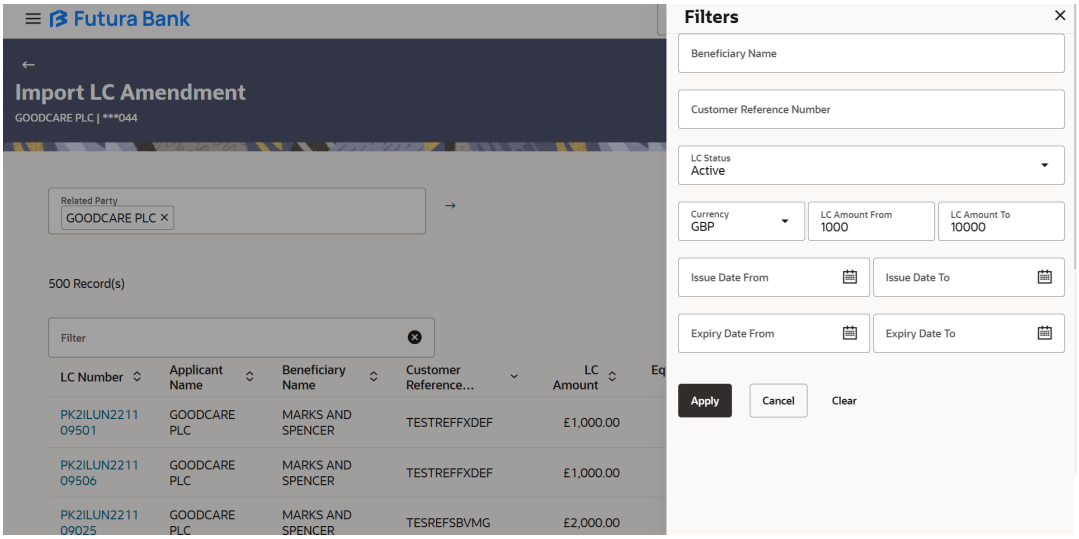
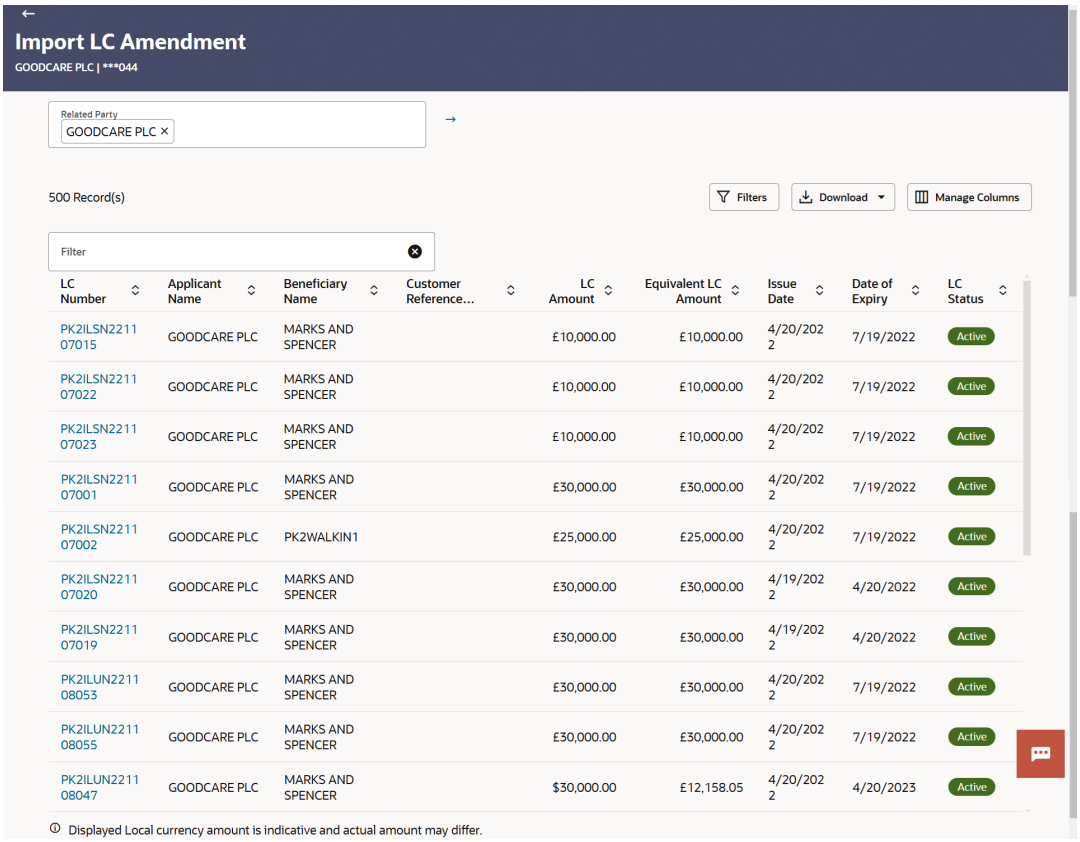
Figure 4-5 Import LC Amendments - Filter



3. Click **Apply**.

   The list of all the closed LC appears.

Figure 4-6 Import LC Amendment - Search Results



4. Click on the desired **LC Number** link to view the LC details.

   The warning message of amendment of closed LC appears.

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5. Click **Continue** to continue the amendment of closed LC.

   The **Initiate Import LC Amendments** screen for which amendments to be made appears.
6. Click **Cancel** if you want to cancel the amendment process.
7. Update the LC details in editable field.

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5
View Import Letter of Credit

This topic provides the systematic instructions view the details of existing Import Letters of Credit (LC) in the application.

Using this option, you can view the details of existing Import Letters of Credit (LC) in the application. You can search the required LC using different search criteria.

The LC details include LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Bills presented under the LC and Guarantees issued against LC.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit** and then click **View Import LC**.

  The **View Import Letter of Credit** screen appears.

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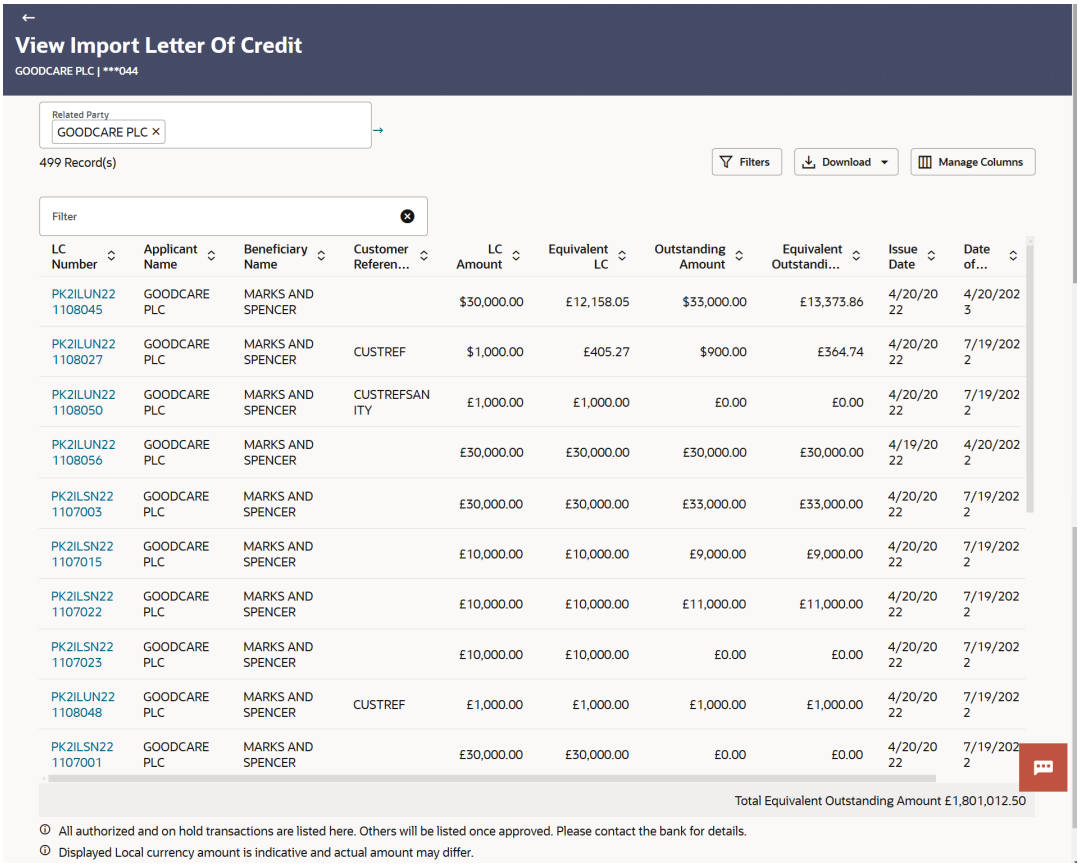
Figure 5-1 View Import Letter of Credit



This topic contains following sub-topics:

- View Import Letter of Credit - Search
  This topic provides the systematic instructions to search an view the details of existing Import Letters of Credit (LC)
- View Import Letter of Credit - LC Details
  This topic provides the systematic instructions to view an Import Letter of Credit - LC Details in the application.
- Attached Documents
  This topic provides the systematic instructions to view and download the LC Attachments in the application.
- Amendments
  This topic provides the systematic instructions to view and download the LC Attachments in the application.
- Bills
  This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.
- Shipping Guarantee
  This topic provides the systematic instructions to view the shipping guarantee details in the application.

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- Linkages
  This topic provides the systematic instructions to view the Linkages details in the application.
- Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.
- Bank
  This topic provides the systematic instructions to view the Bank details in the application.

5.1 View Import Letter of Credit - Search

This topic provides the systematic instructions to search an view the details of existing Import Letters of Credit (LC)

User can search the list existing import LC using Beneficiary Name, Customer Reference Number, LC Status, Currency, LC Amount From- Amount To, LC Drawing Status, Issue Date From- To, Expiry Date From- To and Expired Status.

To search the existing import LC:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the LC Number/Applicant Name /Beneficiary Name/Customer Reference Number/LC Amount/Equivalent LC/Outstanding Amount/ Equivalent Outstanding Amount/LC Status in the **Filter** field.
   - Click

to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

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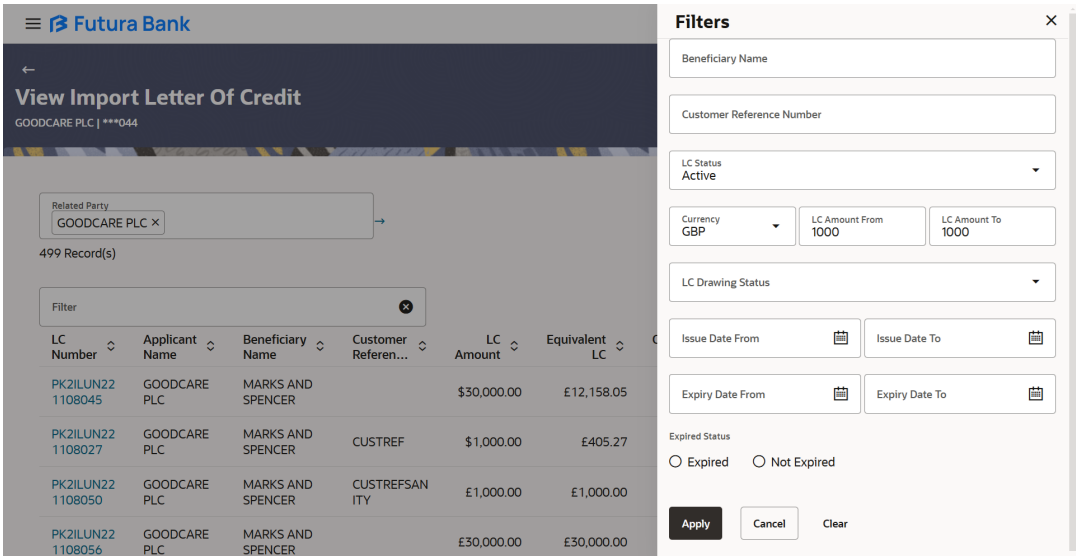
Figure 5-2 View Import Letter of Credit - Filter



For more information refer to the field description table below:

Table 5-1 View Import Letter of Credit - Filter - Field Description

Field Name	Description
Beneficiary Name	Specify the beneficiary's party name.
Customer Reference Number	Specify the customer reference number to search import LC contract.
LC Status	Select the status of the LC. The options are: • All • Active • Cancelled • Hold • Reversed • Closed
Currency	Select the currency of LC to filter the record based on currency.
LC Amount From- Amount To	Specify the amount range for searching the Letter of Credit.
LC Drawing Status	Select the LC amount drawing status. The options are: • All • Partial • Full • Undrawn • Expired
Issue Date From- To	Specify the date of the issue date range used for searching the LC.
Expiry Date From- To	Specify the expiry date range used for searching the LC.
Expired Status	Select the expired status for searching the LC. The options are: • Expired • Not Expired

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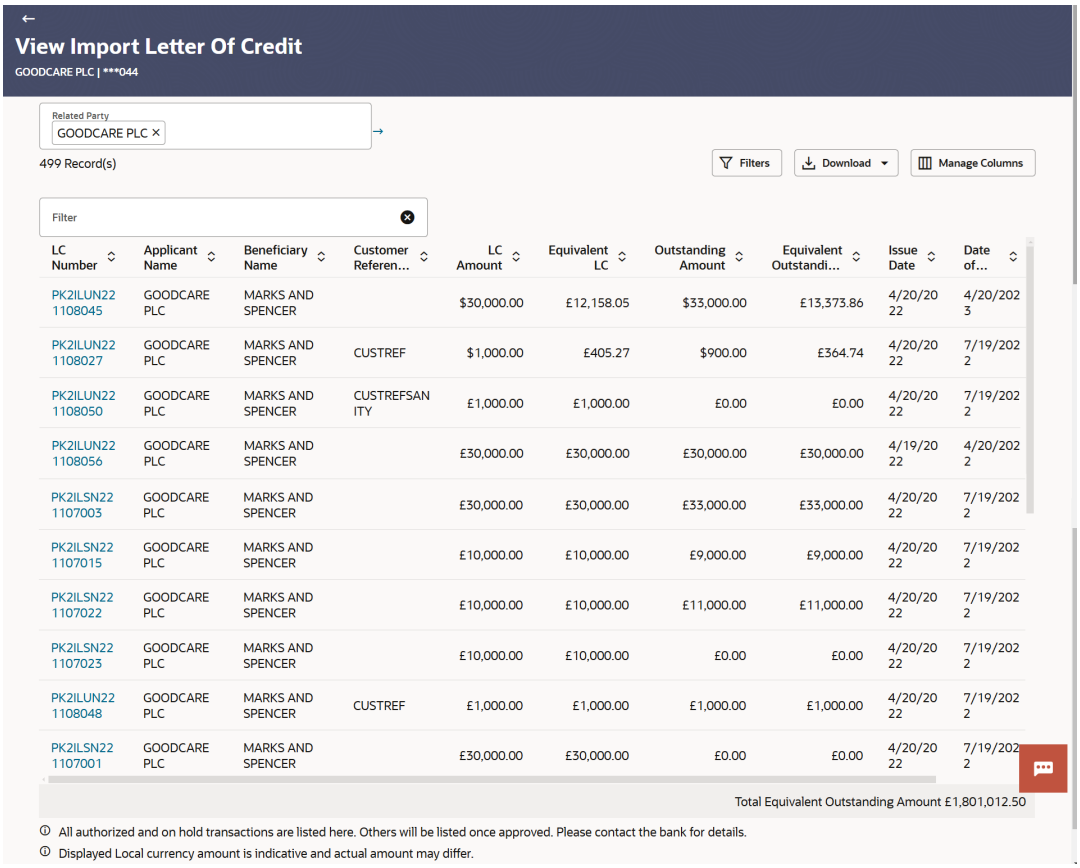
2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 5-3 View Import Letter of Credit- Search Result



For more information refer to the field description table below:

Table 5-2 View Import Letter of Credit - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the LC Number/Applicant Name /Beneficiary Name/ Customer Reference Number/LC Amount/Equivalent LC/Outstanding Amount/ Equivalent Outstanding Amount/LC Status to view the import LC.
Filter Results	This section displays the filter results.
LC Number	Displays the LC reference number generated while creating LC.
Applicant Name	Displays the LC applicant name based on the selected party ID.
Beneficiary Name	Displays the name of the beneficiary of the LC.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
LC Amount	Displays the amount for the Letter of Credit along with the currency under which the LC is issued.

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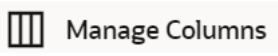
Table 5-2 (Cont.) View Import Letter of Credit - Filter Result Field Description

Field Name	Description
Equivalent LC Amount	Displays the equivalent amount for the Letter of Credit along with the currency.
Outstanding Amount	Displays the remaining amount to be given to the beneficiary.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount to be given to the beneficiary.
Issue Date	Displays the issue date of the Letter of Credit.
Date of Expiry	Displays the date on which the LC expires and holds no more valid.
LC Status	Displays the status of the Import LC. The status can be: • All • Active • Closed
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **View Import Letter of Credit** screen appears.
   - Click the

icon to download the records in CSV & PDF format.
   - Click the 

icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

5.2 View Import Letter of Credit - LC Details

This topic provides the systematic instructions to view an Import Letter of Credit - LC Details in the application.

View Import Letter of Credit - LC Details tab captures the general details of the LC application process.

To view an Import Letter of Credit (LC):

1. Navigate to **View Import Letter of Credit** screen.

   On navigation to **View Import Letter of Credit** screen, user lands to **LC Details** tab screen.

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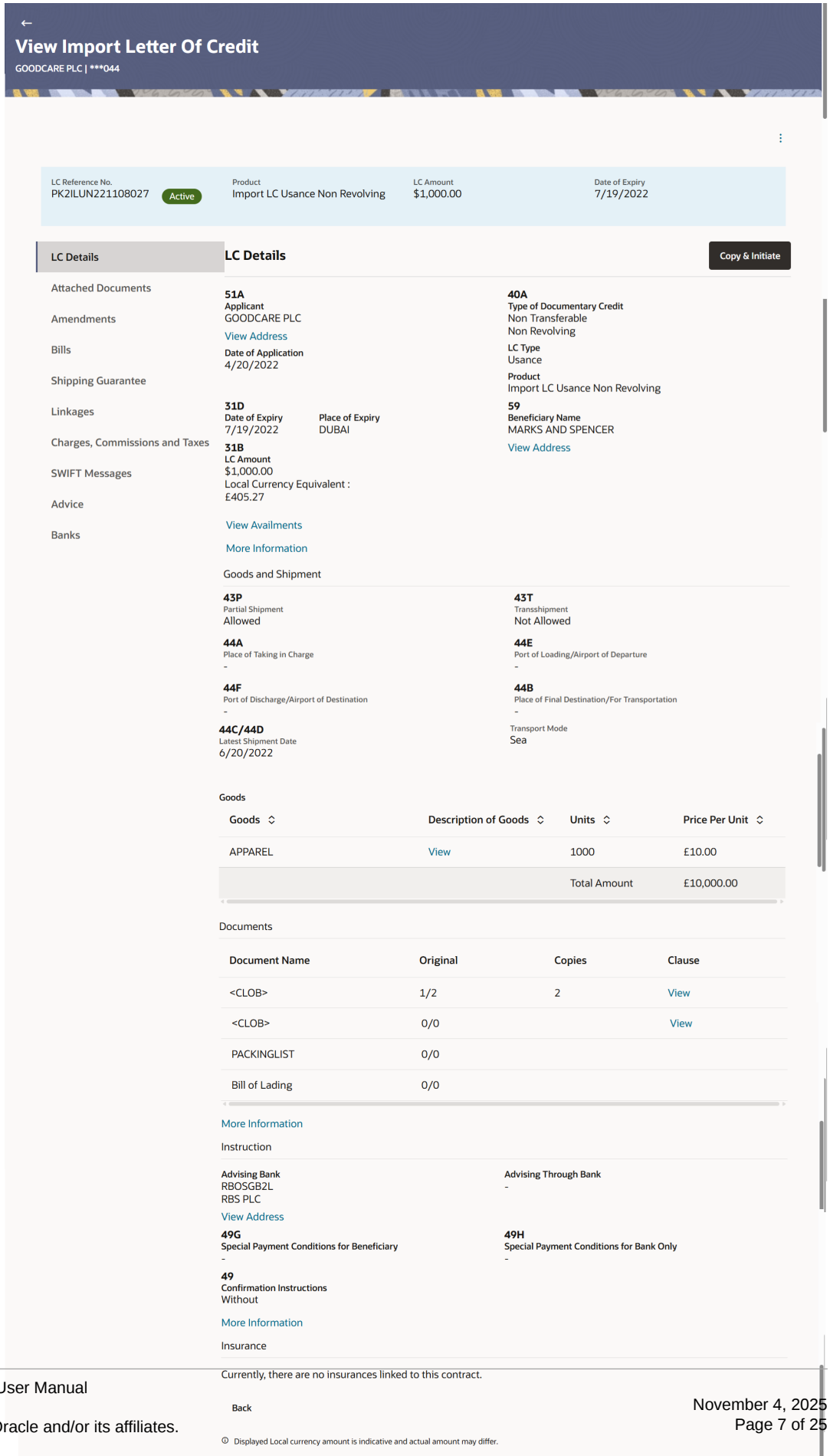
Figure 5-4 View Import Letter of Credit - LC Details



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For more information refer to the field description table below:

Table 5-3 View Import Letter of Credit - Field Description

Field Name	Description
LC Reference No.	Displays the reference number of the LC.
Product	Displays the Import LC product name under which the LC is created.
LC Amount	Displays the amount availed against the LC.
Date of Expiry	Displays the date on which the LC expires and holds no more valid.
LC Details	This section displays the View Import Letter of Credit - LC details.
Applicant	Displays the LC applicant name based on the selected party ID.
View Address	Click the link to view the address and country of the LC applicant in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the applicant coming from Host.
Accountee Name	Displays the name of the accountee.
Date of Application	Displays date of LC application.
Date of Expiry	Displays the date on which the LC expires. The expiry date must be later than the application date.
Place of Expiry	Displays the place where LC would expire.
LC Amount	Displays the amount availed against the LC.
Type of Documentary Credit	Displays the type of documentary credit. The type of documentary credit are: • **Transferable** • **Non Transferable**
Revolving Type	Displays the revolving type. The options are: • **Revolving** • **Non Revolving** This field appears if the SWIFT Code option is selected in the Credit Available With field.
Auto Reinstatement	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
Cumulative	Displays whether the frequency is cumulative for the LC.
LC Type	Displays the type of LC. The options are: • **Sight** • **Usance**
Product	Displays the LC product.
Beneficiary Name	Displays the name of the LC beneficiary.
View Address	Click the link to view the address and country of the applicant of the LC beneficiary in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary coming from Host.
Drafts section	This section displays the number of drafts available.
Tenor (In Days)	Displays the number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Drawee Bank	Displays the name of drawee bank, which would represent draft for claiming money against LC.

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Table 5-3 (Cont.) View Import Letter of Credit - Field Description

Field Name	Description
Draft Amount	Displays the amount which is seeked by beneficiary on representation of draft.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
LC Amount Tolerance	Displays the tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount.
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Additional Amounts Covered	Displays any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Credit Available By	Displays the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit.
Credit Available With	Displays the details of Bank where credit would become available. It is captured by Bank's SWIFT code.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Mixed Payment Details	Displays the details of mixed payment. This field appears if **Mixed Payment** option is selected in the **Credit Available By** field.
Draft	Displays the draft.
Drafts At	Displays the number of drafts available.
Goods & Shipment	This section displays the Goods & Shipment details.
Partial Shipment	Displays whether partial shipments is allowed or not or is conditional.
Place of Taking in Charge	Displays the place of receipt from where shipment will be done.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Shipment Date	Displays the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
Transshipment	Displays whether transshipment is allowed or not or is conditional.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Place of Final Destination/For Transportation	Displays the place of delivery of goods or port of discharge.
Latest Shipment Date	The latest date for shipment loading goods on board/dispatch/taking in charge.
Transport Mode	Displays the transportation mode for the goods.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Goods	Displays the type of good being shipped.
Description of Goods	Displays the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original	Displays the number "n" out of "m" original documents will be provided to bank.

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Table 5-3 (Cont.) View Import Letter of Credit - Field Description

Field Name	Description
Copies	Displays the number of copies that will be submitted as a set of documents for LC.
Clause	Click the **View** link to view the clause maintained in the bank application.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Additional Conditions	Displays the description of further conditions of the documentary credit.
Documents to be presented within/beyond days after the date of shipment but within validity of this credit	Displays the number of days after the date of shipment when the documents will be presented to bank.
Incoterms	Displays the INCO terms for the LC application.
Instruction	This section displays the Instruction details.
Advising Bank	Displays the SWIFT ID and address of the Advising Bank.
View Address	Click the link to view the address and country of the Advising Bank of the LC beneficiary in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the Advising Bank coming from Host.
Special Payment Conditions for Beneficiary	Displays the special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Confirmation Instructions	Displays the confirmation instructions for the requested confirmation party.
Advising Through Bank	Displays the advising through bank SWIFT ID and address.
Special Payment Conditions for Bank Only	Displays the special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request / conditions.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Sender to Receiver Information	Displays the additional information for the receiver.
Special Instructions	Displays the special instructions, if any.
Charges	Displays the details specify charges to be borne by the beneficiary.
Insurance	This section displays the Insurance details.
Insurance	Displays the insurance details of LC.

2. Click ⋮ icon and then click:
   - **Initiate Amendment** to initiate the amendment.

     The **Initiate Import LC Amendment** screen appears.
   - **Copy & Initiate** to copy the LC details and initiate the import letter of credit.

     The **Initiate Letter of Credit** screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
3. Click the **View Availments** link to view the availments for LC.

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The Availments for LC overlay screen appears.

Figure 5-5 Availments for LC

For more information refer to the field description table below:

Table 5-4 Availments for LC - Field Description

Field Name	Description
No	Displays the serial no. of the availment record.
Date	Displays the date of availment.
Description	Displays the description of availment under an LC.
Amount	Displays the amount of availment against the LC.
Total Availments	Displays the total availment amount against the LC.

4. Perform any one of the following actions:
   - Click the **Copy and Initiate** to copy details of LC, and initiate a new LC.

     The **Initiate Letter of Credit** screen appears.
   - Click **Attached Documents** tab to view the attached documents.
   - Click **Back** to navigate back to previous screen.

> **Note**
>
> a. Repeat frequency and cumulative will come only in case of revolving LC.
>
> b. When the user clicks Initiate Amendment option, a warning message 'You are going to amend a Back to Back LC", if the LC is a back to back LC.

5.3 Attached Documents

This topic provides the systematic instructions to view and download the LC Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import LC.

To View and download the attach documents:

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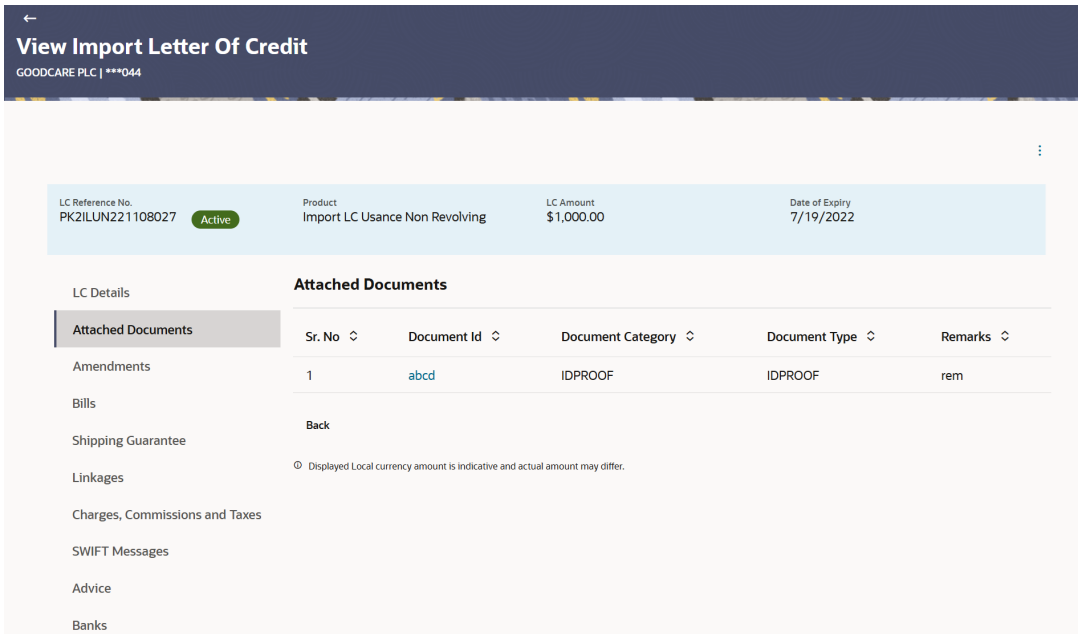
1. Navigate to the **Attached Documents** tab.

Figure 5-6 View Import Letter Of Credit - LC Attachments tab



For more information refer to the field description table below:

Table 5-5 LC Attachments - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Name	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Click **Amendments** tab to view the amendment details.
4. Click **Back** to go back to previous screen.

5.4 Amendments

This topic provides the systematic instructions to view and download the LC Attachments in the application.

This tab displays the amendments done to the LC such as shipment date, LC amount etc.

To View the amendments:

1. Navigate to the **Amendments** tab.

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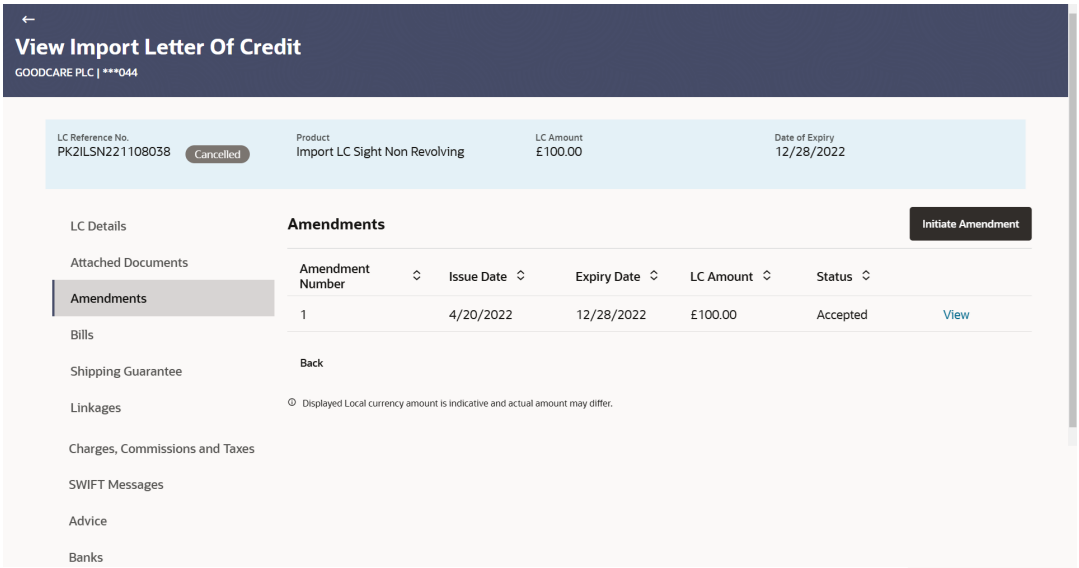
Figure 5-7 View Import Letter Of Credit - Amendments tab



For more information refer to the field description table below:

Table 5-6 Amendments - Field Description

Field Name	Description
Amendment Number	Displays the serial number of the attached document record.
Issue Date	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Expiry Date	Displays the category of the document uploaded.
LC Amount	Displays the type of the document uploaded.
Status	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **View** column.

   The **View Import LC Amendment** screen with detailed issued Amendments appears.

3. Click **Initiate Amendment** to initiate an amendment.

   The **Initiate Import LC Amendment** screen with detailed issued Amendments appears.

4. Click the **Bills** tab to go to the view the bills detail.
5. Click **Back** to go back to previous screen.

5.5 Bills

This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.

This tab displays the list of Bills raised by the beneficiary.

To view the bills:

1. Navigate to the **Bills** tab.

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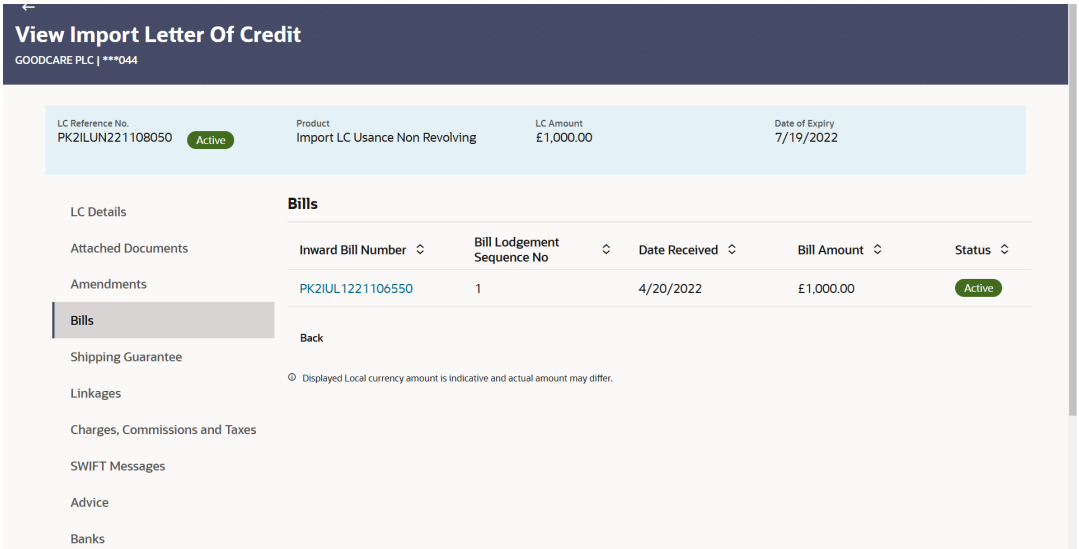
Figure 5-8 View Import Letter Of Credit - Bills tab



For more information refer to the field description table below:

Table 5-7 Bills - Field Description

Field Name	Description
Inward Bill Number	Displays the Inward Bill number. Click on Inward Bill Number link to view the Bill details.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Date Received	Displays the date on which the Bill is received.
Bill Amount	Displays the bill amount with currency for the LC.
Status	Displays the status of the bill received.

2. Click the **Inward Bill Number** to view the Bill details.

   The **View Import Bill- General Bill** details linked to the LC number screen appears.
3. Click **Shipping Guarantee** tab to view Shipping Guarantee details.
4. Click **Back** to go back to previous screen.

5.6 Shipping Guarantee

This topic provides the systematic instructions to view the shipping guarantee details in the application.

This tab displays the details of shipping guarantees attached to the Import LC.

To view the shipping guarantees details:

1. Navigate to the **Shipping Guarantee** tab.

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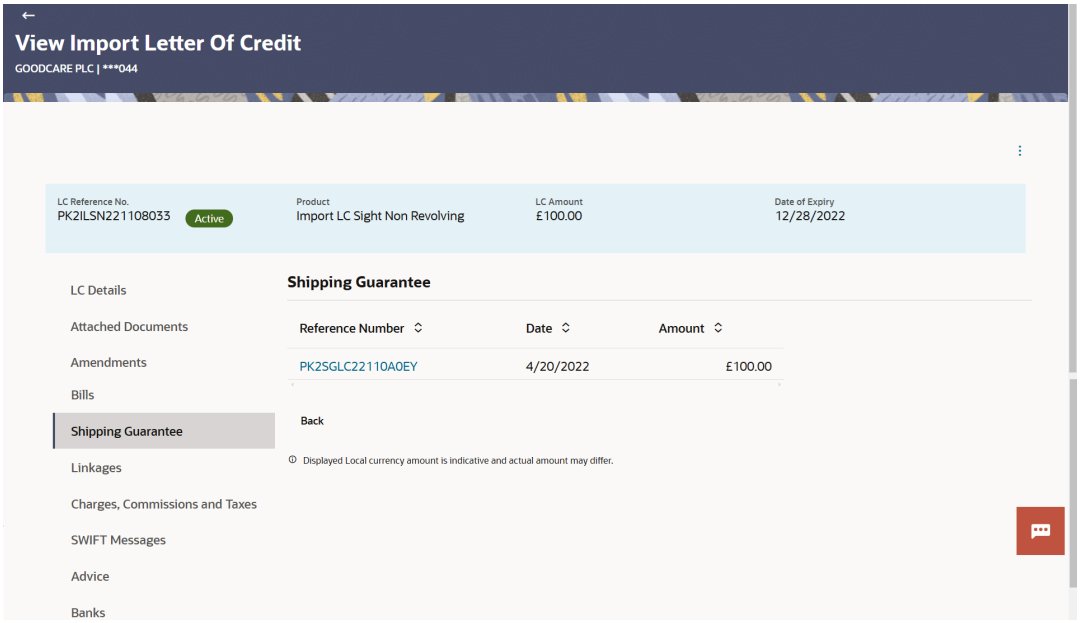
Figure 5-9 View Import Letter Of Credit - Shipping Guarantee tab



For more information refer to the field description table below:

Table 5-8 Shipping Guarantee - Field Description

Field Name	Description
Reference No	Displays the reference number of shipping guarantees linked to LC.
Date	Displays the date when guarantee was created.
Amount	Displays the amount and currency of the guarantee.

2. Click required link in the **Reference No** column.

   The **View Shipping Guarantee** screen appears.

3. Click the **Initiate Shipping Guarantee** to initiate the Shipping Guarantee.

   The **Initiate Shipping Guarantee** page appears.

4. Click **Linkages** tab to view the linkages details.
5. Click **Back** to go back to previous screen.

5.7 Linkages

This topic provides the systematic instructions to view the Linkages details in the application.

This tab allows the user to view the linked deposit account.

To view the linkages details:

1. Navigate to the **Linkages** tab.

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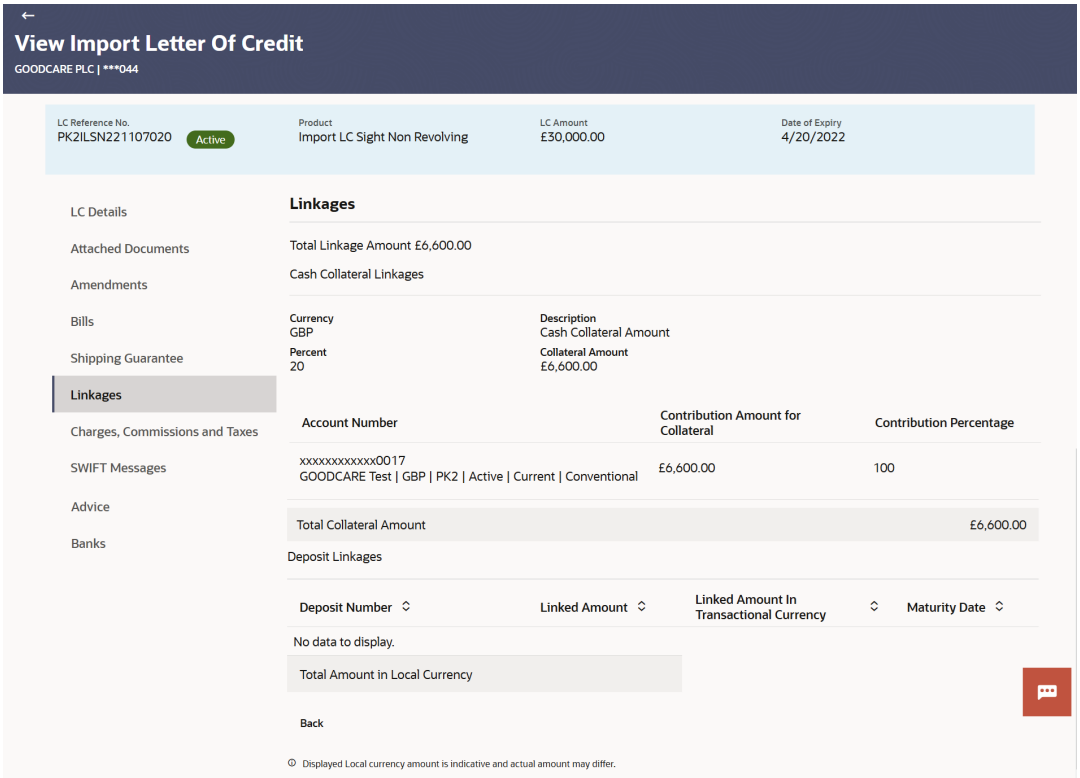
Figure 5-10 View Import Letter Of Credit - Linkages tab



For more information refer to the field description table below:

Table 5-9 Linkages - Field Description

Field Name	Description
Total Linkage Amount	Displays the total linkage amount.
Cash Collateral Linkages	This section displays the Cash Collateral Linkages details.
Currency	Displays the contract currency of cash collateral as maintained at back office
Percent	Displays the percentage of LC to be used as collateral – as maintained at OBTF.
Description	Displays the description of collateral linkage.
Collateral Amount	Displays the amount to be used as Collateral for LC.
Account Number	Displays the accounts that are mapped to the user.
Contribution Amount for Collateral	Displays the amount to be used from the selected account towards the collateral.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is displayed.
Total Collateral Amount	Displays the amount to be contributed from selected account in the account's currency.
Deposit Linkages	This section displays the Deposit Linkages details.
Deposit Number	Displays the deposit account that has to be mapped to the transaction.

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Table 5-9 (Cont.) Linkages - Field Description

Field Name	Description
Linked Amount	Displays the amount that is to be linked for the transaction, and partial linkages to be supported.
Linked Amount In Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Amount in Local Currency	Displays the total amount in local currency.

2. Click **Charges, Commissions and Taxes** tab to view the Charges, Commissions and Taxes details.
3. Click **Back** to go back to previous screen.

5.8 Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 5-11 View Import Letter of Credit - Charges Commissions and Taxes tab

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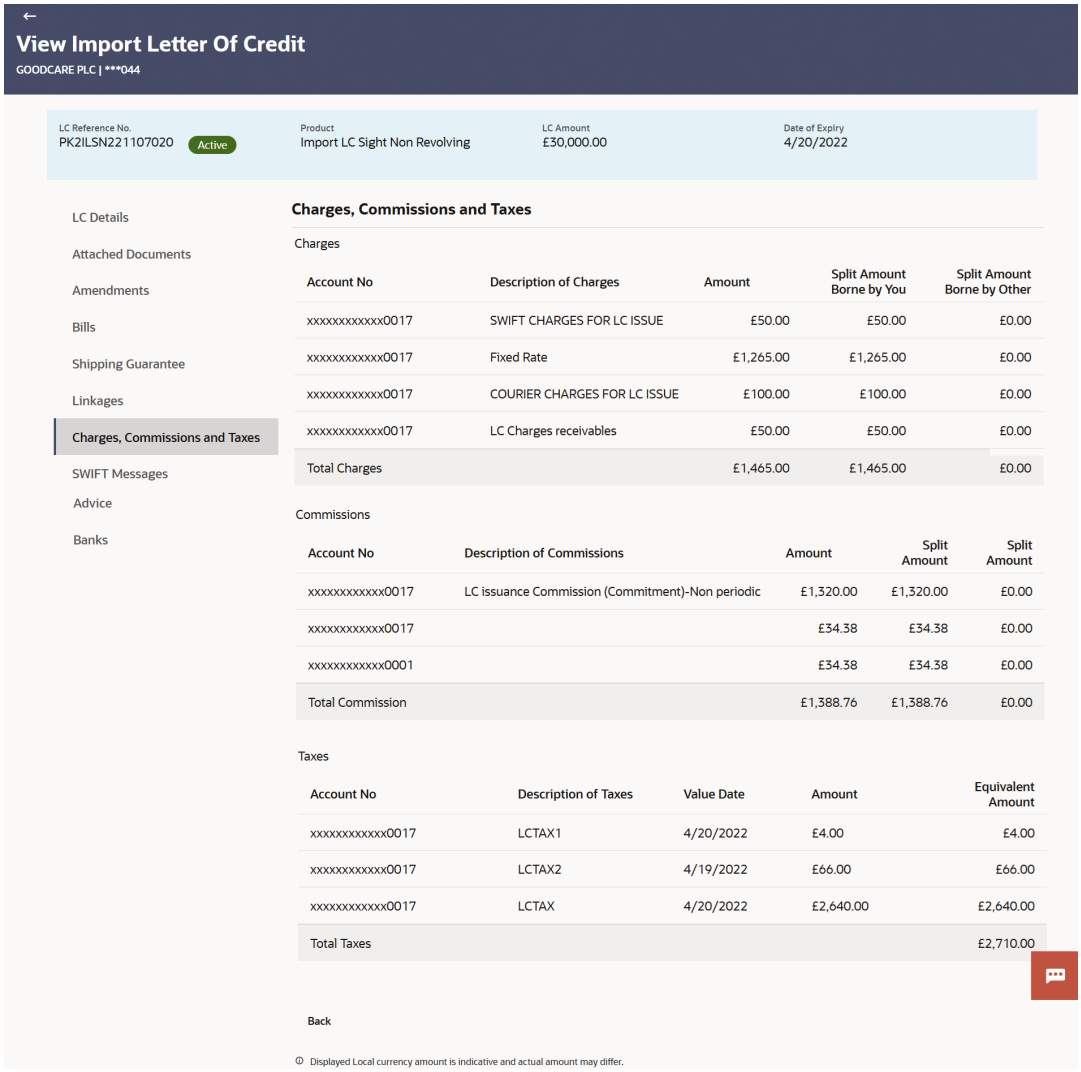

For more information refer to the field description table below:

Table 5-10 Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.

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Table 5-10 (Cont.) Charges Commissions and Taxes - Field Description

Field Name	Description
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.
Split Amount Borne by You	Displays the split commission amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split commission amount which is to be paid by other party.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Back** to go back to previous screen.

5.9 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Import LC.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

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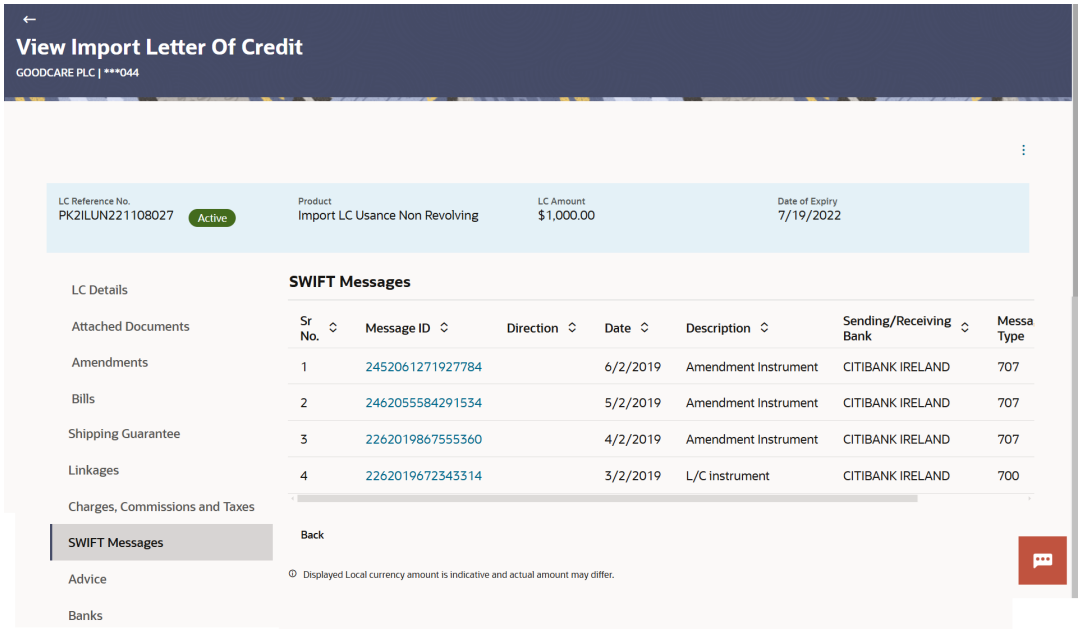
Figure 5-12 View Import Letter Of Credit - SWIFT Messages tab



For more information refer to the field description table below:

Table 5-11 SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 700, MT 707 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details..

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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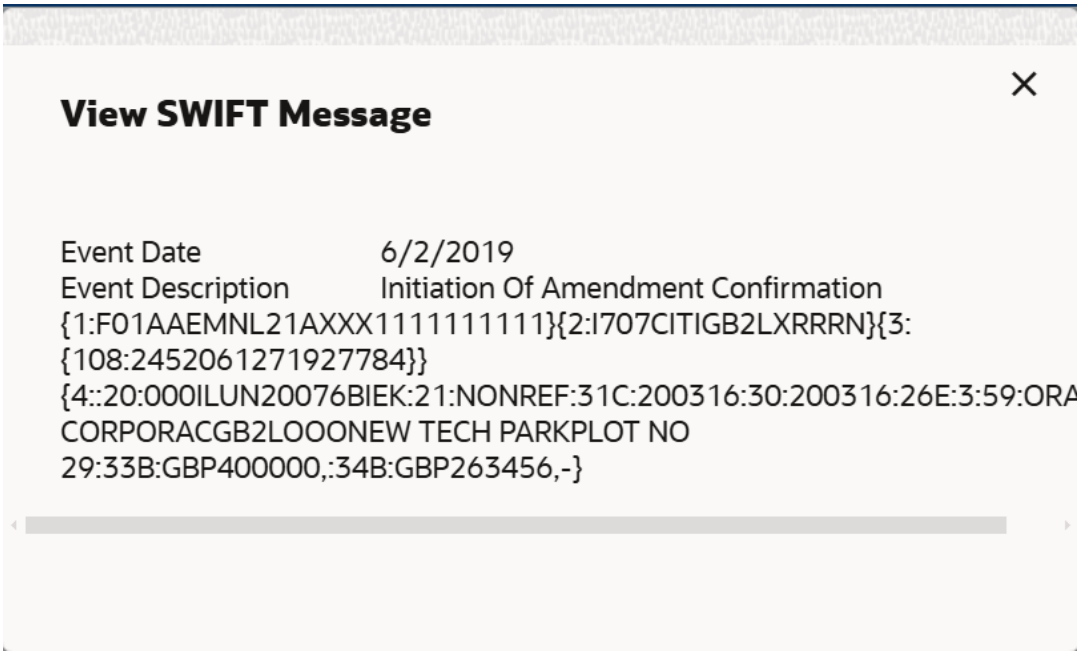
Figure 5-13 View SWIFT Message



For more information refer to the field description table below:

Table 5-12 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

5.10 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import LC.

To view the Advice details:

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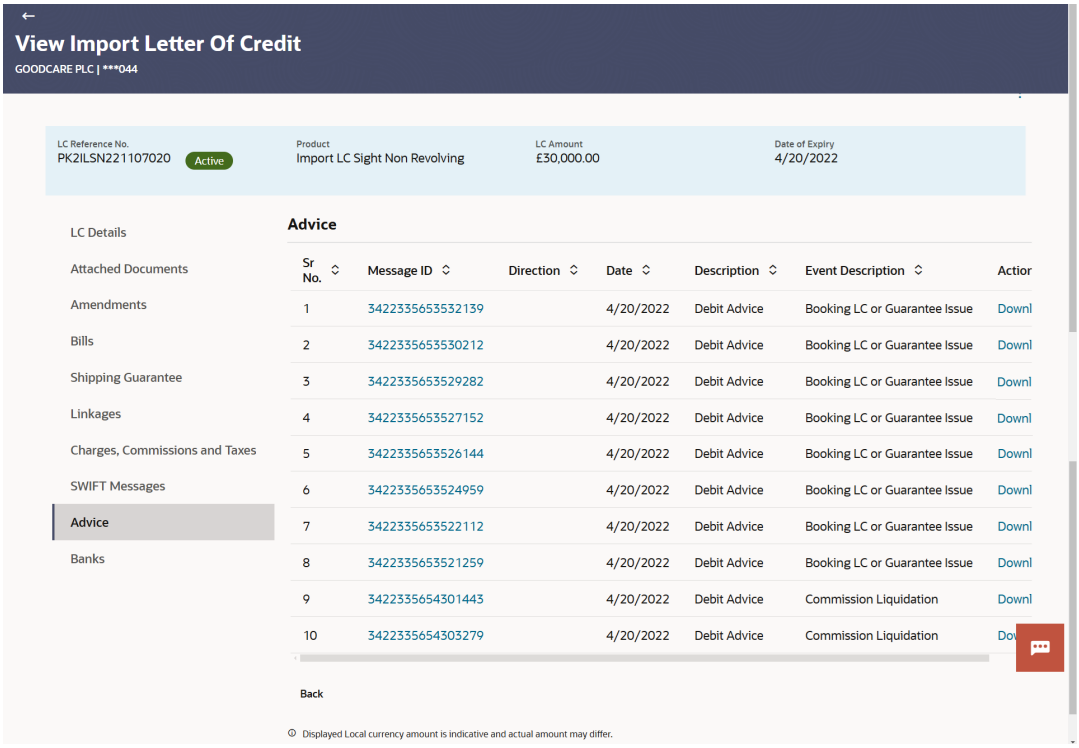
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 5-14 View Import Letter Of Credit - Advice tab



For more information refer to the field description table below:

Table 5-13 Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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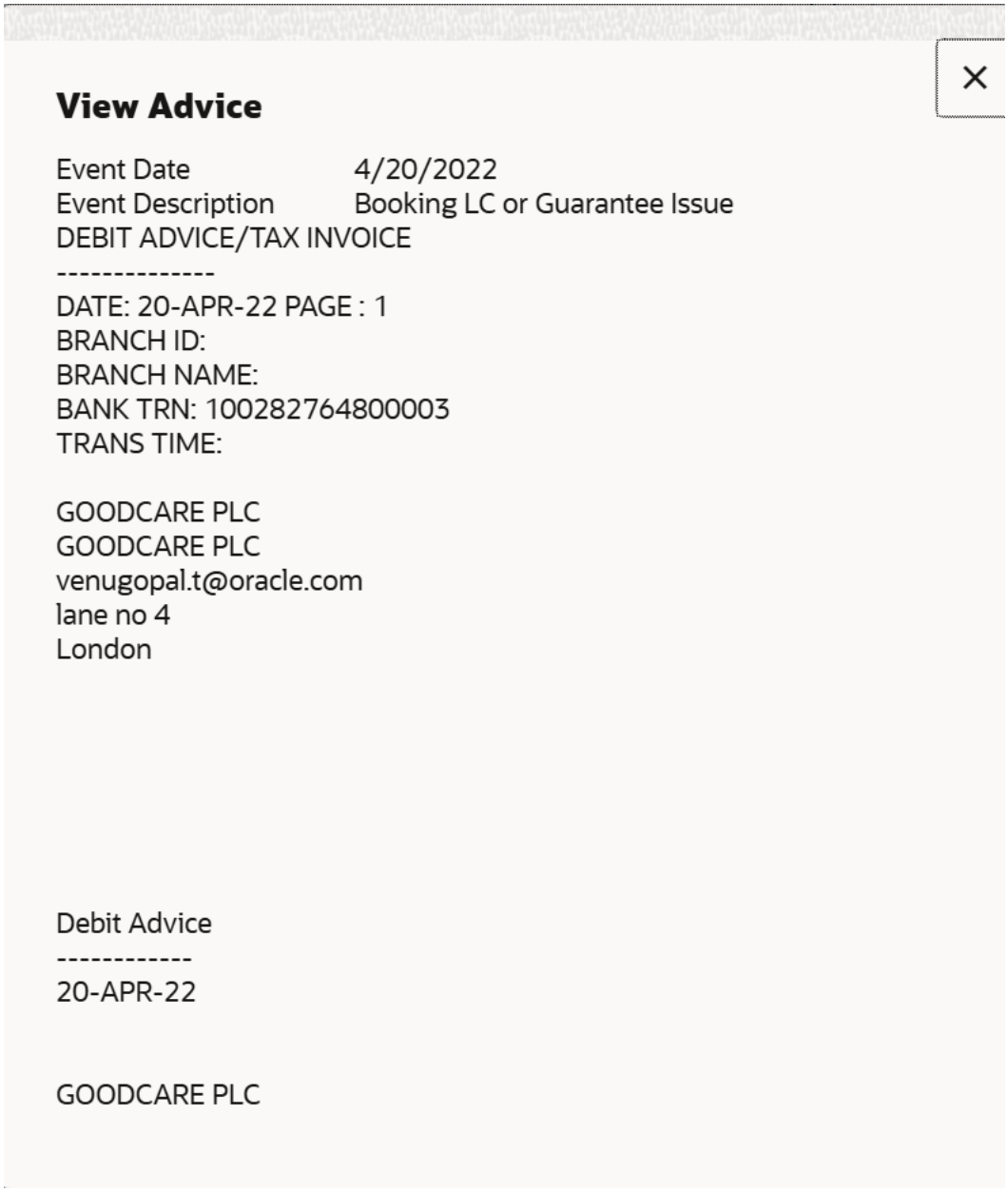
Figure 5-15 View Advice



For more information refer to the field description table below:

Table 5-14 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Bank** tab to view the bank details.
5. Click **Back** to go back to previous screen.

5.11 Bank

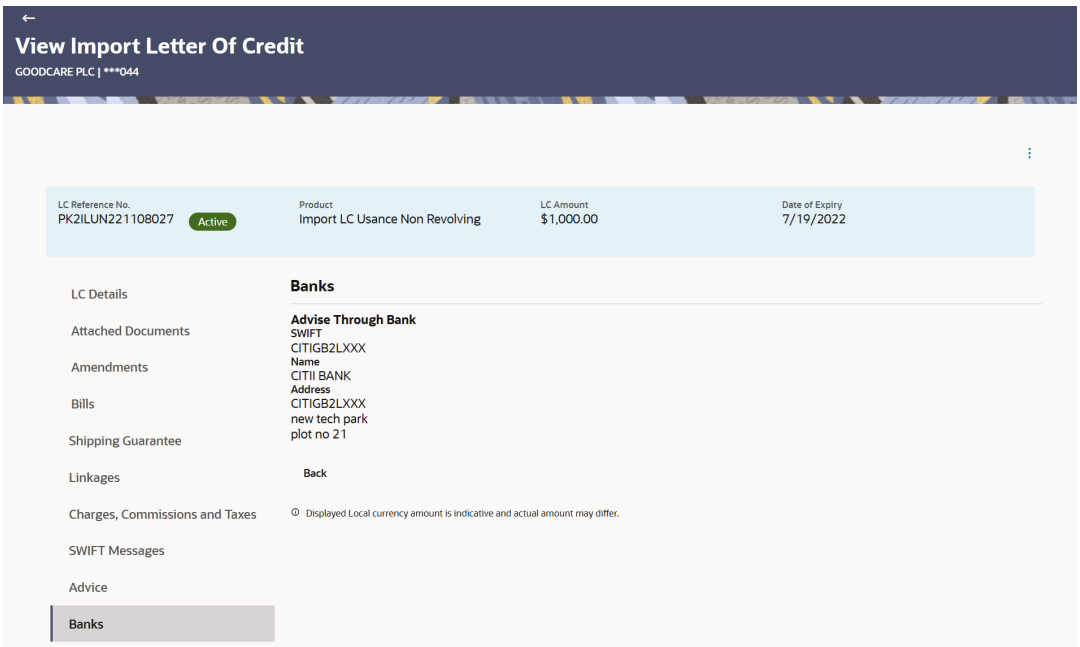
This topic provides the systematic instructions to view the Bank details in the application.

This tab provide the details of all the banks which are involved for other than issuing purpose like reimbursing, confirming, advise through bank etc.

To view the Bank details:

1. Navigate to the **Bank** tab. The summary of all the Bank which are involved transactions other than issuing purpose.

Figure 5-16 View Import Letter Of Credit - Bank tab



For more information refer to the field description table below:

Table 5-15 Bank - Field Description

Field Name	Description
Reimbursing Bank	This section displays the Reimbursing bank details.
SWIFT	DDisplays the SWIFT Id of the Reimbursing Bank.
Name	Displays the name of the Reimbursing Bank.
Address	Displays the address of the Reimbursing Bank.
Country	Displays the country of the Reimbursing Bank.
Confirming Bank	This section displays the Confirming bank details.
SWIFT	DDisplays the SWIFT Id of the Confirming Bank.

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Table 5-15 (Cont.) Bank - Field Description

Field Name	Description
Name	Displays the name of the Confirming Bank.
Address	Displays the address of the Confirming Bank.
Country	Displays the country of the Confirming Bank.
Advise Through Bank	This section displays the Advise Through bank details.
SWIFT	DDisplays the SWIFT Id of the Advise Through Bank.
Name	Displays the name of the Advise Through Bank.
Address	Displays the address of the Advise Through Bank.
Country	Displays the country of the Advise Through Bank.

2. Click **Back** to go back to previous screen.

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6
View Import Bill

This topic provides the systematic instructions to view the details of existing Import Bills in the application.

Using this option, you can view the details of existing Import Bills in the application. You can search the required Import Bills using different search criteria and download the Import Bill list in different file formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit** and then click **View Import LC Bill**.

  The **View Import Bill** screen appears.

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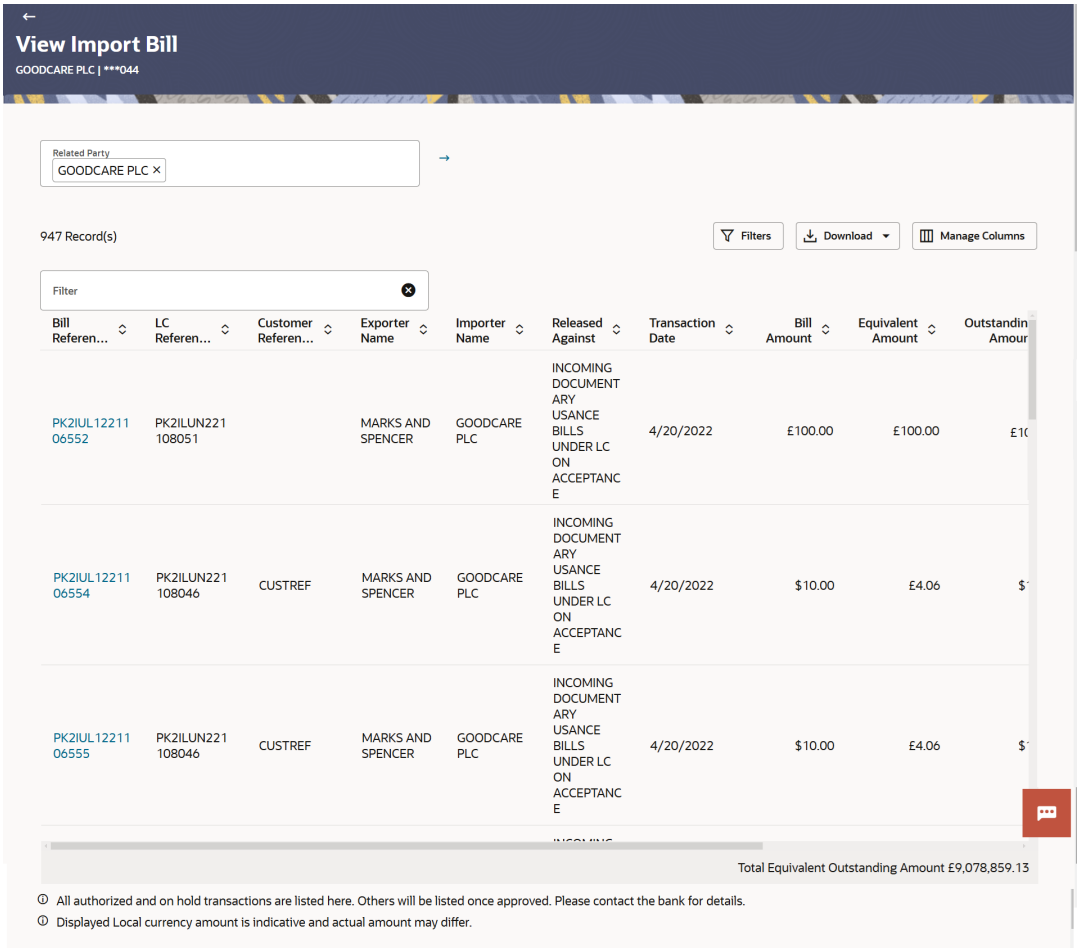
Figure 6-1 View Import Bill



This topic contains following sub-topics:

- View Import Bill - Search
  This topic provides the systematic instructions to search an view the details of existing Import Bills.
- View Import Bill Under LC - View Bill Details
  This topic provides the systematic instructions to view the Import Bill Under LC - View Bill Details in the application.
- View Import Bill Under LC - Discrepancies
  This topic provides the systematic instructions to view the discrepancies in the Bill.
- Attached Documents
  This topic provides the systematic instructions to view and download the Attached Documents in the application.
- Shipping Guarantee
  This topic provides the systematic instructions to view the shipping guarantee details in the application.
- Linkages
  This topic provides the systematic instructions to view the Linkages details in the application.

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- Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

6.1 View Import Bill - Search

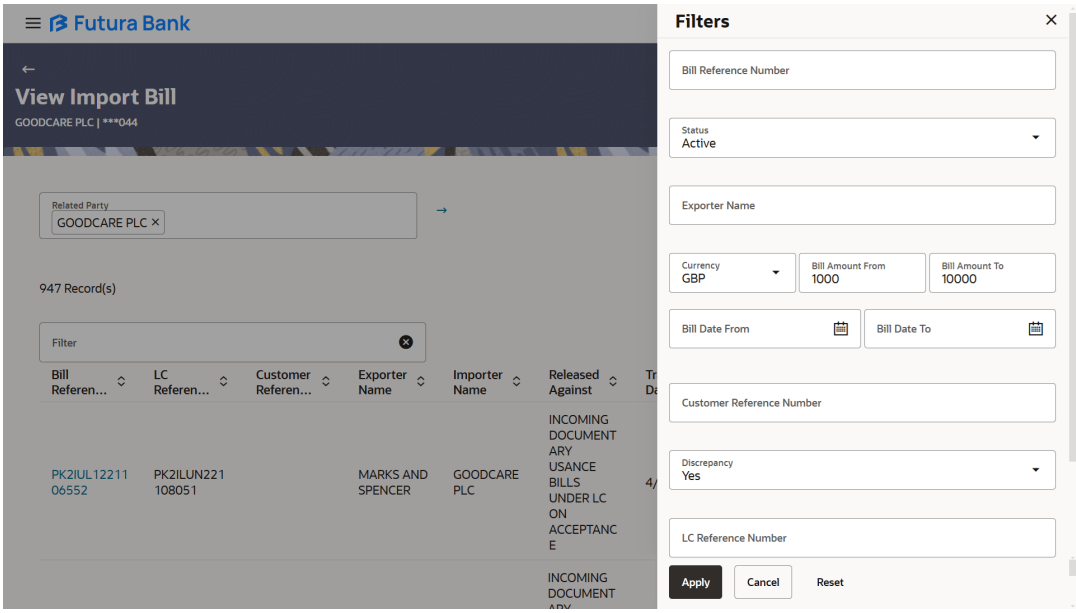
This topic provides the systematic instructions to search an view the details of existing Import Bills.

User can search the list existing import LC using Bill Reference Number, Status, Exporter Name, Currency, Bill Amount From- Bill Amount To, Bill Date From - Bill Date To, Customer Reference Number, Discrepancy and LC Reference Number .

To search the existing import Bill:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Bill Reference Number/LC Reference Number/ Customer Reference Number/Importer Name/Released Against/ Bill Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Discrepancy Status/Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 6-2 View Import Bill - Filter



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For more information refer to the field description table below:

Table 6-1 View Import Bill - Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Import Bill reference number.
LC Status	Select the current status of the Bill. The options are: • Active • Hold • Cancelled • Reversed • Closed • Liquidated
Exporter Name	Specify the name of Exporter who has uploaded the Bill
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.
Customer Reference Number	Specify the customer reference number to search import Bill.
Discrepancy	Select the option to search import bill via discrepancies identified by the bank in the Bill. The options are: • All • Yes • No
LC Reference Number	Specify the LC which is linked to the Bill.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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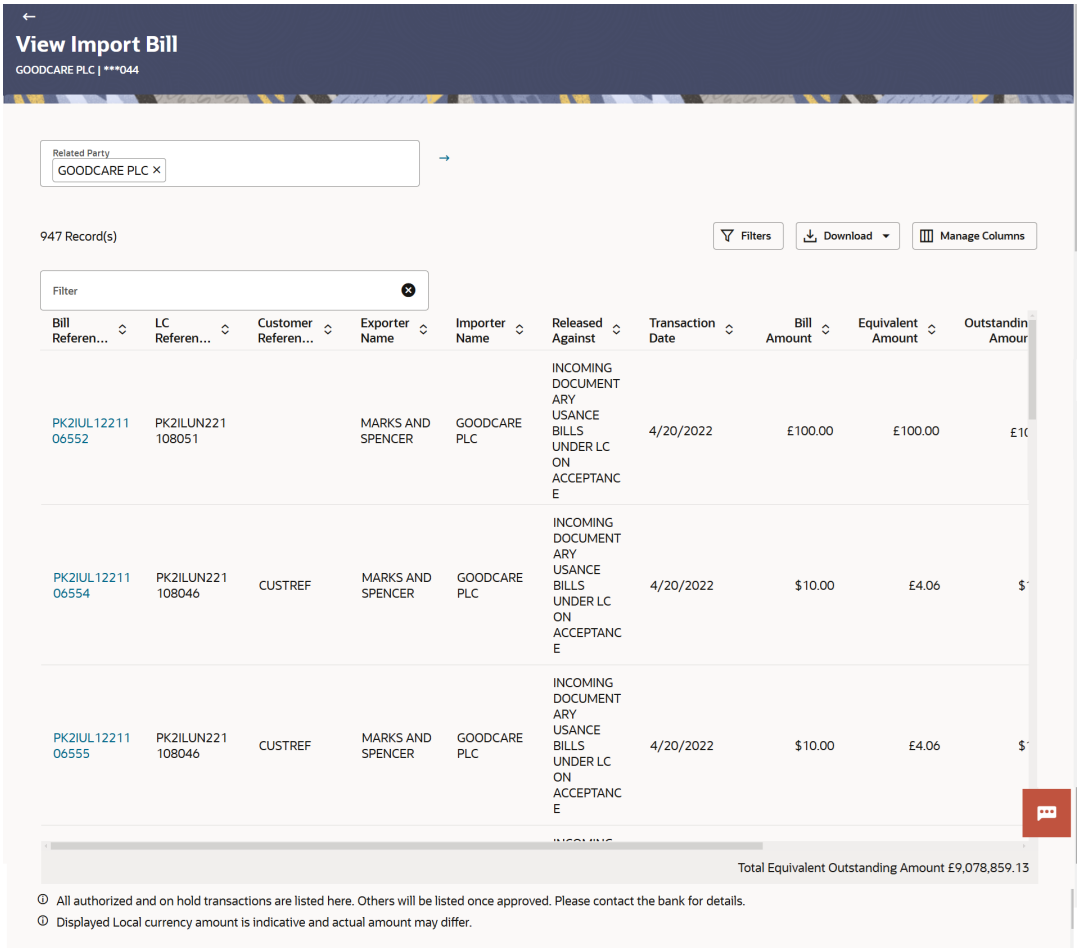
Figure 6-3 View Import Bill - Search Result



For more information refer to the field description table below:

Table 6-2 View Import Bill - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the Bill Reference Number/LC Reference Number/ Customer Reference Number/Importer Name/Released Against/ Bill Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Discrepancy Status/Status to view the import Bill.
Filter Results	This section displays the filter results.
Bill Reference Number	Displays the Import Bill reference number.
LC Reference Number	Displays the LC which is linked to the Bill.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Exporter Name	Displays the name of the Exporter of the Import Bill.
Importer Name	Displays the name of the Importer of the Import Bill.
Released Against	Displays the product name of the Import Bill.
Transaction Date	Displays the transaction date of the Import Bill.

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Table 6-2 (Cont.) View Import Bill - Filter Result Field Description

Field Name	Description
Bill Amount	Displays the Import Bill amount.
Equivalent Amount	Displays the equivalent Import Bill amount.
Outstanding Amount	Displays the outstanding amount of the Import Bill.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount of the Import Bill.
Discrepancy Status	Displays the discrepancy status as 'Y' and 'N'.
Status	Displays the status of the Import Bill. The status can be: • All • Active • Closed
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Bill Reference Number** link to view the Bill details. The **View Import Bill Under LC** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

6.2 View Import Bill Under LC - View Bill Details

This topic provides the systematic instructions to view the Import Bill Under LC - View Bill Details in the application.

The **View Import Bill Under LC - View Bill Details** captures the general details of the Bills in the application.

To view an Import Bills:

1. Navigate to **View Import Bill Under LC** screen.

   On navigation to **View Import Bill Under LC** screen, user lands to **View Bill Details** tab screen.

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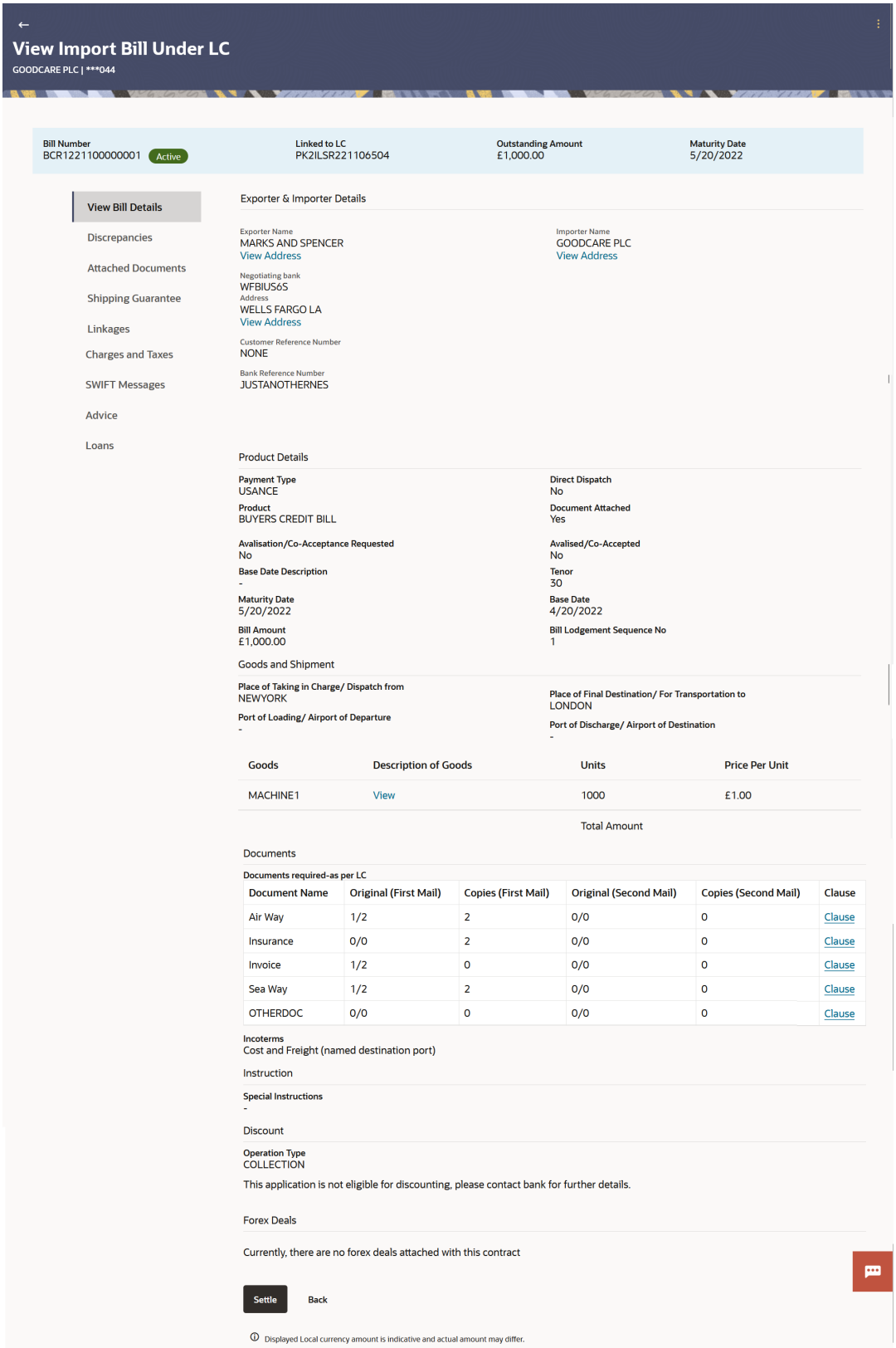
Figure 6-4 View Import Bill Under LC - View Bill Details



For more information refer to the field description table below:

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Table 6-3 View Import Bill Under LC - View Bill Details - Field Description

Field Name	Description
Bill Number	Displays the bill number of the LC.
Linked to LC	Displays the reference number of the LC.
Outstanding Amount	Displays the amount availed against the LC.
Maturity Date	Displays the maturity date of the Import Bill.
Exporter & Importer Details	This section displays the Exporter & Importer details.
Exporter Name	Displays the name of the Exporter of the Import Bill. The exporter uploads the Bills.
View Address	Click the link to view the address and country of the Exporter of the Import Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the exporter coming from Host.
Country	Displays the country of the Exporter of the Import Bill. This field appears on the Address Details overlay screen, when the user clicks the **View Address** link.
Application Date	The date of application of the Import Bill.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Bank Reference Number	Displays the user provided bank reference number for the transaction.
Importer Name	Displays the name of person who is receiving Bills to be settled.
View Address	Click the link to view the address and country of the Importer of the Import Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete dress details of the importer coming from Host.
Negotiating bank	Displays the name of the negotiating bank of the Import Bill.
View Address	Click the link to view the address and country of the negotiating bank of the Import Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete dress details of the Negotiating bank coming from Host.
Product Details	This section displays the Product details.
Payment Type	Displays the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Direct Dispatch	Displays the value, whether the bills to be dispatched directly or not.
Product	Displays the product of the Import Bill.
Document Attached	Displays the value, if any documents a part of Bill. The value can be: • **Yes (Documentary)** • **No (Clean)**
Avalisation/Co-Acceptance Requested	Displays if the bill to be Avalised or not.
Avalised/Co-Accepted	Displays if bill is Availised/Co Accepted by Collecting Bank.
Base Date Description	Displays the description of the chosen base date.
Tenor	Displays the tenor of the Bill.
Maturity Date	Displays the date on which the Bill will gets matured.

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Table 6-3 (Cont.) View Import Bill Under LC - View Bill Details - Field Description

Field Name	Description
Base Date	Displays the date to be considered as base date for Bill application. It is number of days for the tenor from the base date.
Bill Amount	Displays the amount of the Import Bill.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Outstanding Amount	Displays the outstanding amount of the Import Bill.
Draft Amount	Displays the amount which is seeked by beneficiary on representation of draft.
Goods & Shipment	This section displays the Goods & Shipment details.
Place of Taking in Charge/ Dispatch From	Displays the place of receipt from where shipment will be done or place of dispatch of the goods or loading on board.
Place of Final Destination/For Transportation to	Displays the place of delivery of goods or port of discharge.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Goods	Displays the type of good being shipped. Click the **View** link to view the description of goods.
Description of Goods	Displays the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original First Mail	Displays the number “n” out of “m” original documents of the first mail will be provided to bank.
Copies First Mail	Displays the number of copies of the first mail that will be submitted as a set of documents for LC.
Original Second Mail	Displays the number “n” out of “m” original documents of the second mail will be provided to bank.
Copies Second Mail	Displays the number of copies of the second mail that will be submitted as a set of documents for LC.
Clause	Click the link to view the clause maintained in the bank application.
Incoterms	Displays the INCO terms for the LC application.
Instruction	This section displays the Instruction details.
Special Instructions	Displays the special instructions provided to bank for creation of LC is mentioned here.
Discount	This section displays the Discount details.
Operation Type	Displays the operation type required in the contract..
Financing Amount	Displays the financing amount.
Interest Rate	Displays the slider to increase or decrease interest rate. This field appears, if the operation type is “Discount”.
Interest Amount	Displays the interest amount.
Forex Deal	This section displays the Forex Deal details.
Forex Reference Number	Displays the deal reference number of the forex deal.

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Table 6-3 (Cont.) View Import Bill Under LC - View Bill Details - Field Description

Field Name	Description
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate for the forex deal.
Sell Amount	Displays the selling amount of the deal.
Buy Amount	Displays the buying amount of the deal.
Linked Amount	Displays the amount to be linked in the forex deal
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked amount.

2. Click icon and then click:
   - **Modify Bills** to modify the bills.

     The **Modify Bills**screen appears.
   - **Settle Bill** to initiate a settlement of Bill.

     The **Bill Settlement** screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
3. Perform any one of the following actions:
   - Click **Settle** to initiate a settlement of Bill.

     The **Bill Settlement** screen appears.
   - Click **Discrepancies** tab to view the discrepancies.
   - Click **Back** to navigate back to previous screen.

6.3 View Import Bill Under LC - Discrepancies

This topic provides the systematic instructions to view the discrepancies in the Bill.

This tab displays the list of discrepancies identified by the bank in the Bill. It is available only for Bills under LC.

To view the discrepancies in the Bill:

1. Navigate to the **Discrepancies** tab screen.

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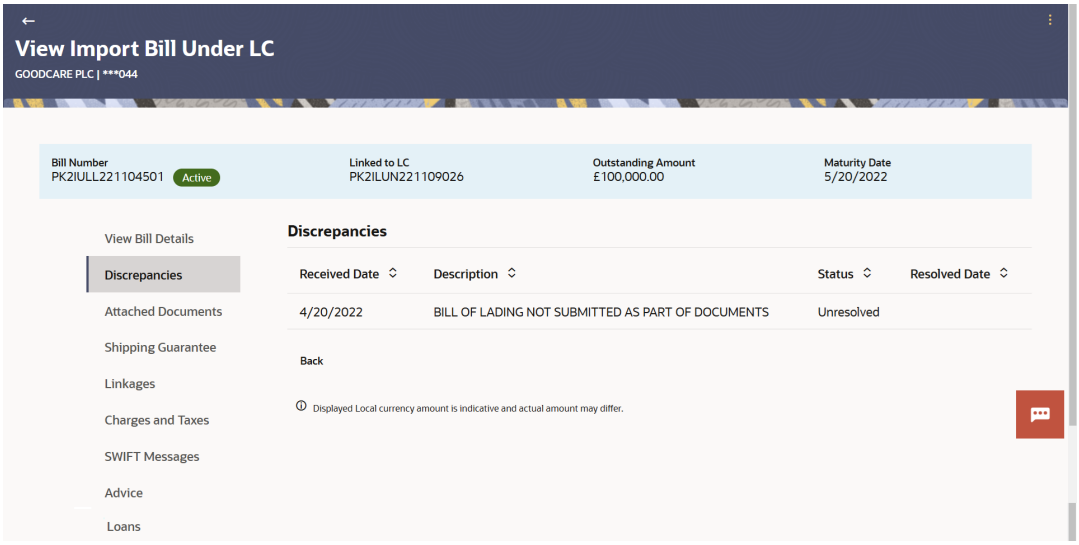
Figure 6-5 View Import Bill Under LC - Discrepancies



For more information refer to the field description table below:

Table 6-4 View Import Bill Under LC - Discrepancies - Field Description

Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy like name.
Status	Displays the resolved date if the discrepancy is resolved.
Resolved Date	Displays the resolved date if the discrepancy is resolved.
Approved Date	Displays the approved date of the discrepancy.

2. Click **Attached Documents** tab to view the attached documents.
3. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.
4. Click **Back** to navigate back to previous screen.

6.4 Attached Documents

This topic provides the systematic instructions to view and download the Attached Documents in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import bill.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 6-6 View Import Bill Under LC - Attached Documents tab

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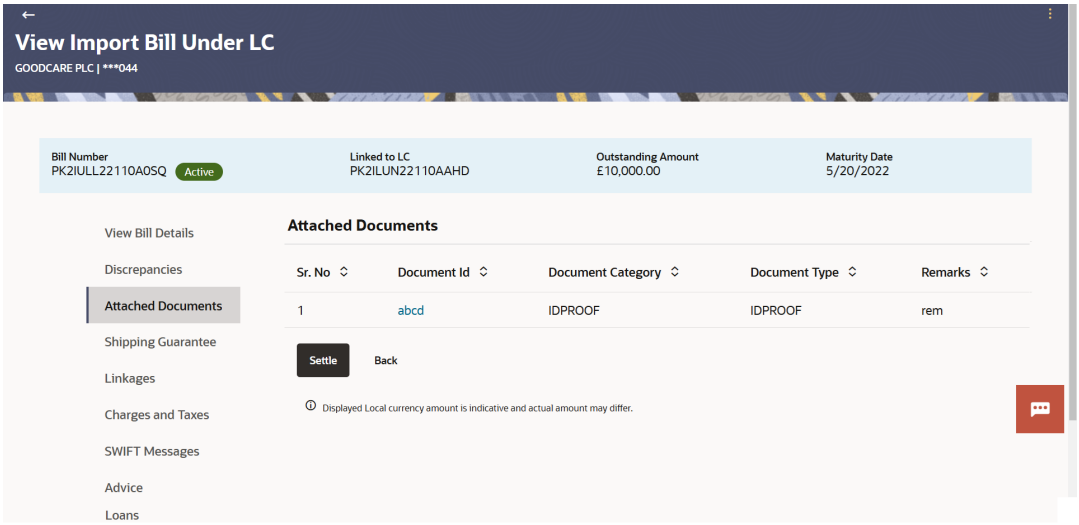

For more information refer to the field description table below:

Table 6-5 View Import Bill Under LC - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Click **Shipping Guarantee** tab to view the Shipping Guarantee details.
4. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.
5. Click **Back** to go back to previous screen.

6.5 Shipping Guarantee

This topic provides the systematic instructions to view the shipping guarantee details in the application.

This tab allows the user to view the linked Shipping Guarantee details. System displays the multiple records of the linked Shipping Guarantees as multiple Shipping Guarantees can be linked to the bill.

To view the shipping guarantees details:

1. Navigate to the **Shipping Guarantee** tab.

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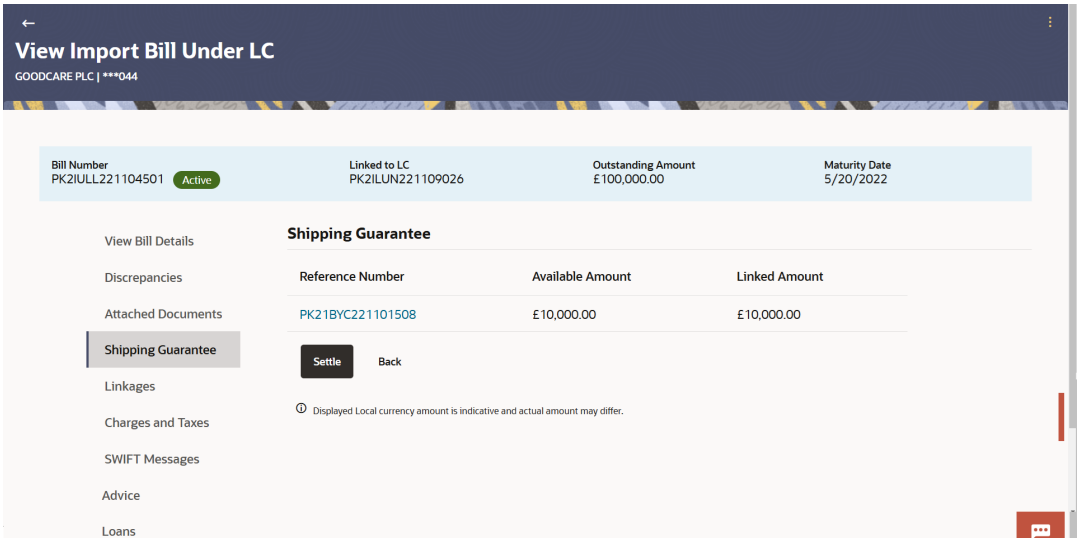
Figure 6-7 View Import Bill Under LC - Shipping Guarantee tab



For more information refer to the field description table below:

Table 6-6 Shipping Guarantee - Field Description

Field Name	Description
Reference Number	Displays the reference number of shipping guarantees linked to LC.
Available Amount	Displays the available amount for shipping guarantee.
Linked Amount	Displays the amount that is linked for the transaction.

2. Click required link in the **Reference Number** column.

   The **View Shipping Guarantee** screen appears.

3. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.

4. Click **Linkages** tab to view the linkages details.
5. Click **Back** to go back to previous screen.

6.6 Linkages

This topic provides the systematic instructions to view the Linkages details in the application.

This tab allows the user to view the limit details, Cash Collateral applicable for the Import Bill and Deposit Linkages under the View Import Bill Under LC screen.

Total Linkage Amount comprises of the sum of Total Limit Amount, Total Collateral Amount and Total Amount in Local Currency. Multiple lines for Limit details to be supported as multiple lines can be used.

To view the linkages details:

1. Navigate to the **Linkages** tab.

Figure 6-8 View Import Bill Under LC - Linkages tab

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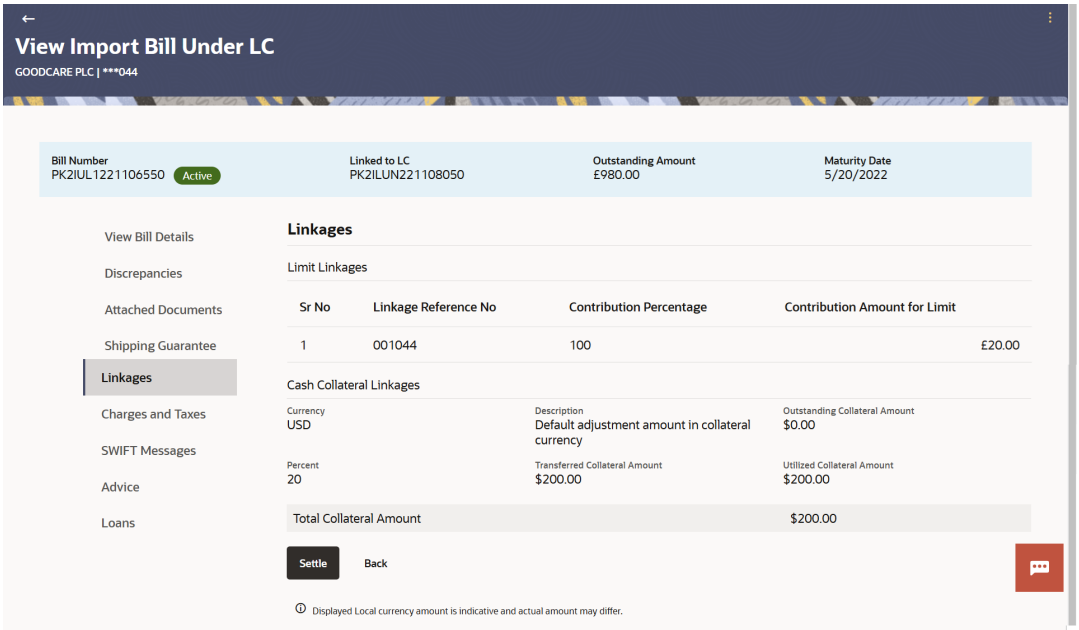

For more information refer to the field description table below:

Table 6-7 Linkages - Field Description

Field Name	Description
Limit Linkages	This section displays the Limit Linkages details.
Sr. No	Displays the serial number of the limit linkage record.
Linkage Reference No	Displays the linkage reference number for the limit linkages
Contribution Percentage	Displays the percentage of the total limit percentage maintained under the LC.
Contribution Amount for Limit	Displays the contribution amount reflects the utilization of LC limits under Bill as per the Percent value.
Total Limit Amount	Displays the sum of all the contribution amount for the limit.
Cash Collateral Linkages	This section displays the Cash Collateral Linkages details.
Currency	Displays the contract currency of cash collateral as maintained at back office.
Description	Displays the description of collateral linkage.
Outstanding Collateral Amount	Displays the outstanding collateral amount. Data for outstanding collateral amount is fetched from API.
Percent	Displays the percentage of LC to be used as collateral – as maintained at OBTF.
Transferred Collateral Amount	Displays the transferred collateral amount. Data for transferred collateral amount is fetched from API.
Utilized Collateral Amount	Displays the collateral amount that is utilized. Value for Utilized Collateral Amount field to be calculated on the UI bases on the below calculation. Utilized Collateral Amount = Transferred Collateral Amount - Outstanding Collateral Amount. Data for transferred collateral amount is fetched from API.

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Table 6-7 (Cont.) Linkages - Field Description

Field Name	Description
Total Collateral Amount	Displays the total collateral amount. It is the same value as the value in Utilized Collateral Amount field.
Deposit Linkages	This section displays the Deposit Linkages details.
Deposit Number	Displays the deposit account that is mapped to the transaction.
Linked Amount	Displays the amount that is to be linked for the transaction, and partial linkages to be supported.
Linked Amount In Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Amount in Local Currency	Displays the total amount in local currency. It is the sum of all the contribution amount for collateral.

2. Click **Charges, Commissions and Taxes** tab to view the Charges, Commissions and Taxes details.
3. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.
4. Click **Back** to go back to previous screen.

6.7 Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against a Bill.

1. Navigate to the **Charges and Taxes** tab.

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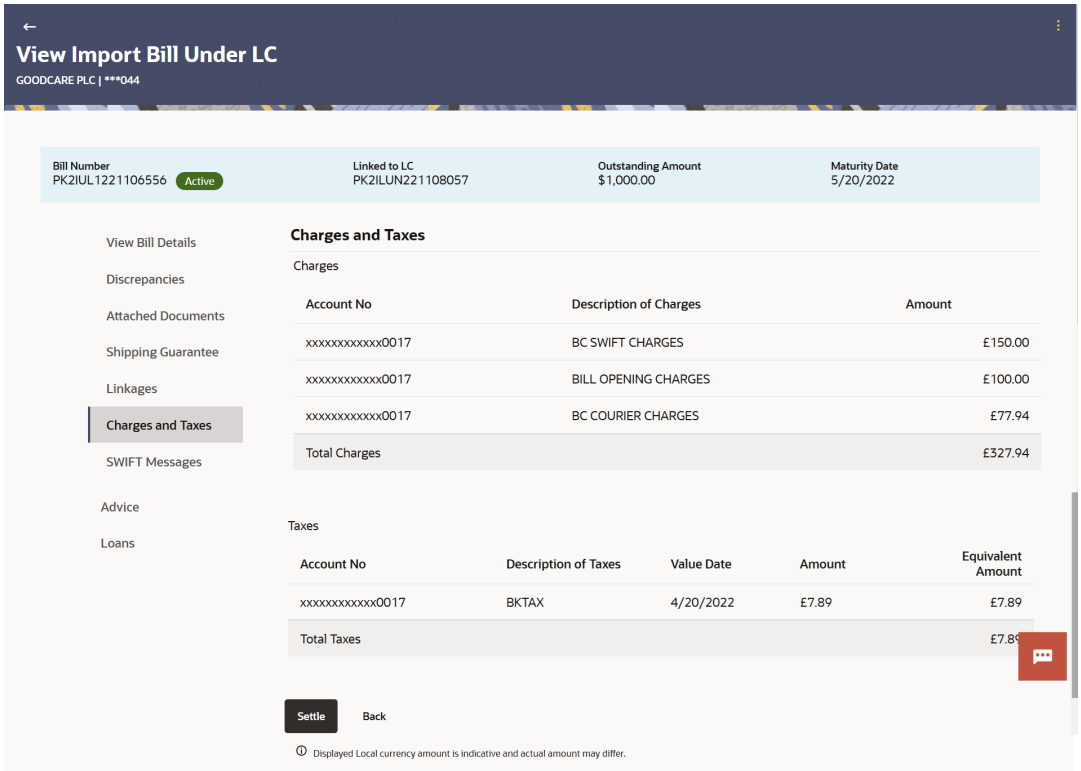
Figure 6-9 View Import Bill Under LC - Charges and Taxes tab



For more information refer to the field description table below:

Table 6-8 Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.
4. Click **Back** to go back to previous screen.

6.8 SWIFT Messages

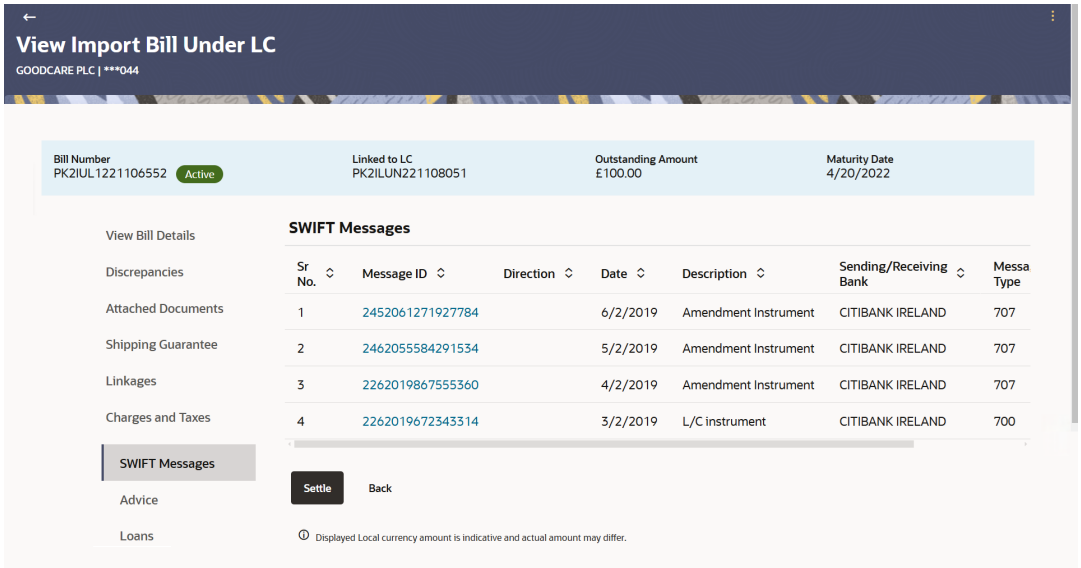
This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This screen lists and displays all the SWIFT messages between both the parties.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the SWIFT messages between both the parties appears.

Figure 6-10 View Import Bill Under LC - SWIFT Messages tab



For more information refer to the field description table below:

Table 6-9 SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the SWIFT record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.

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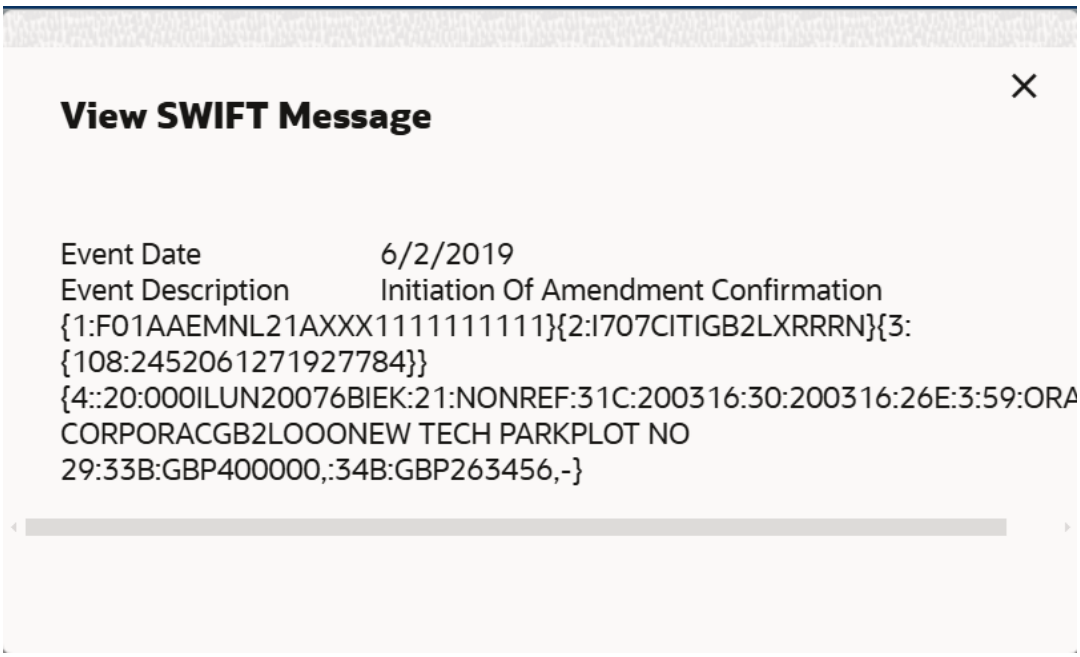
Table 6-9 (Cont.) SWIFT Messages - Field Description

Field Name	Description
Message Type	Displays the type of message sent/received such as MT 740 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

Figure 6-11 View SWIFT Message



For more information refer to the field description table below:

Table 6-10 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Advice** tab to view the advice details.
5. Click **Settle** to initiate a settlement of Bill.

   The **Bill Settlement** screen appears.
6. Click **Back** to go back to previous screen.

6.9 Advice

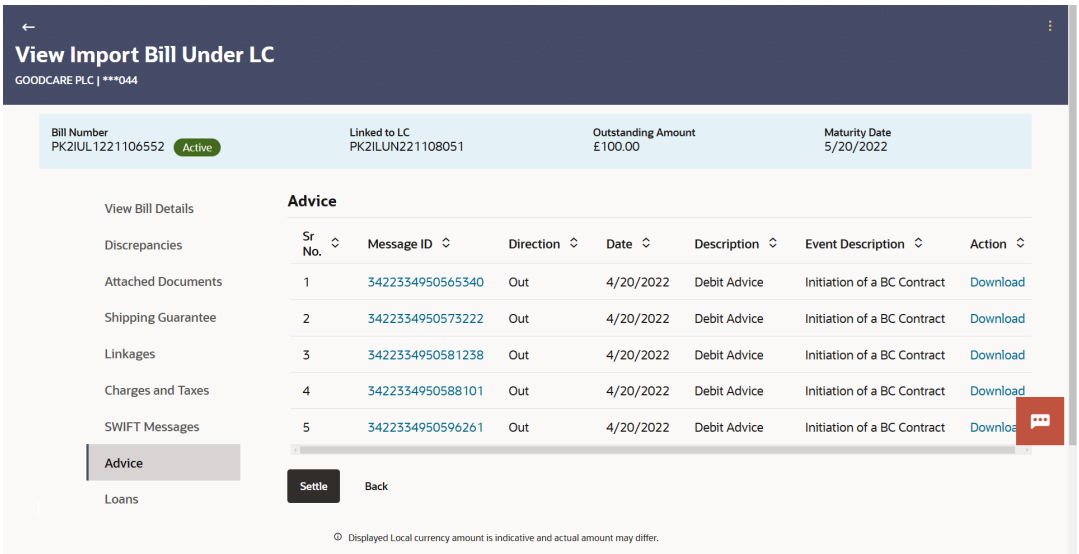
This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import Bill.

To view the Advice details:

1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 6-12 View Import Bill Under LC - Advice tab



For more information refer to the field description table below:

Table 6-11 Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the detail description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

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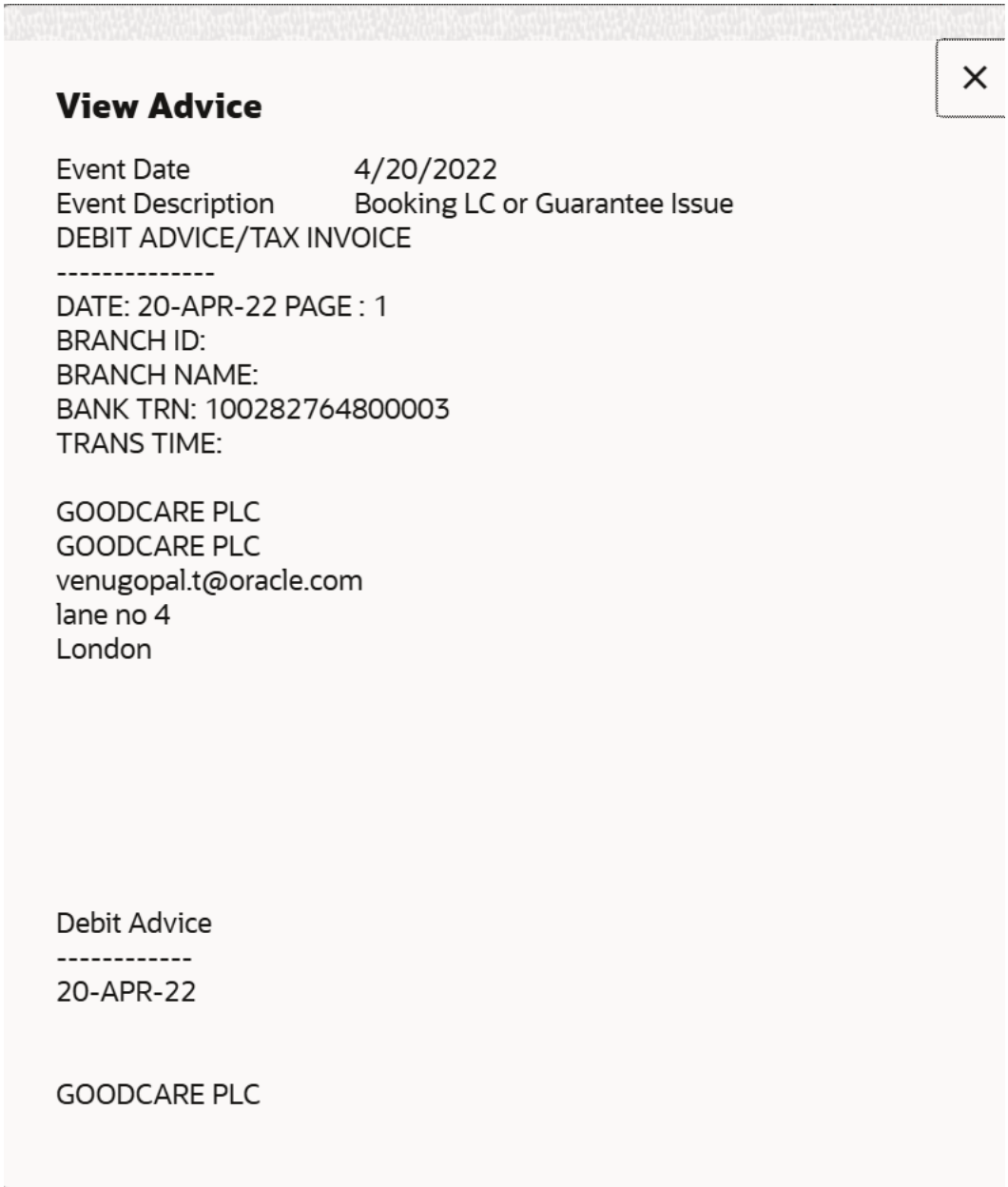
The **View Advice** pop up screen with Advice detail appears along with the event date and description.

Figure 6-13 View Advice



For more information refer to the field description table below:

Table 6-12 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.

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Table 6-12 (Cont.) View Advice - Field Description

Field Name	Description
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Loan** tab to view the summary of all the linked loans account along with the amount.
5. Click **Back** to go back to previous screen.

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7

Bill Discrepancy Acceptance

This topic provides the systematic instructions to search and view the Bill Discrepancies and perform the Acceptance of discrepancies in the application.

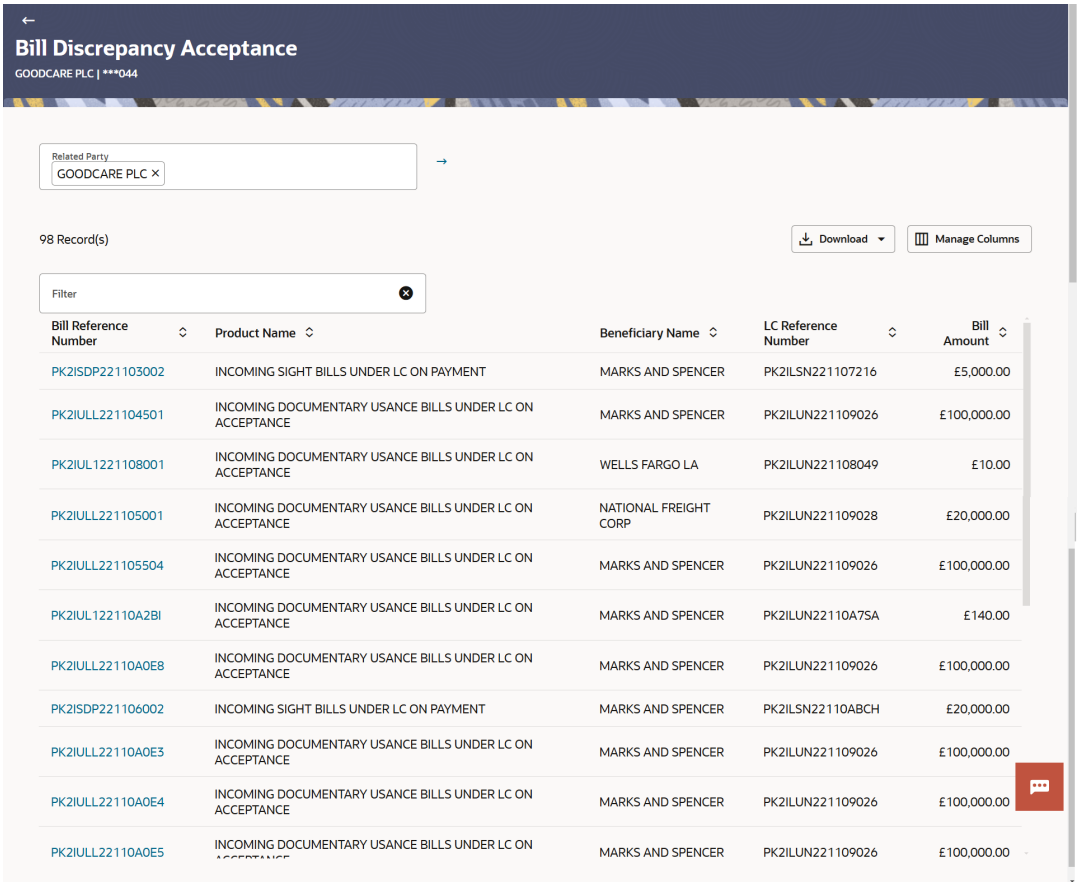
User can search amendments under Export Bills using various parameters like Beneficiary Name, Bill Number, Exporter Name and Importer Name.

The user can simultaneously perform immediate liquidation of Import Sight Bill along with acceptance of discrepancies in a single transaction of Bill Discrepancy Acceptance process.
To search amendments under Export Bills:

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit** and then click **Import LC Bill Discrepancy Acceptance**.

   The **Bill Discrepancy Acceptance** screen appears.

Figure 7-1 Bill Discrepancy Acceptance



For more information refer to the field description table below:

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Table 7-1 Bill Discrepancy Acceptance - Search Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Search	Specify the search criteria to search the amendments under Export Bills.
Search Results	This section displays the filter results.
Bill Reference Number	Displays the Import Bill reference number. Displays the link to view the Import Bill details.
Product Name	Displays the product of the Import Bill.
Applicant Name	Displays the name of the beneficiary of the Import Bill.
LC Reference Number	Displays the LC which is linked to the Bill.
Bill Amount	Displays the Import Bill amount.

2. Specify the filter criteria, if required.

   The **Bill Discrepancy Acceptance** screen appears with the search results.

3. Perform one of the following actions:
   - Click on the desired **Bill Reference Number** link to view the Bill details. The discrepancy details appear.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

- Bill Discrepancy Acceptance - Discrepancy Details
  This topic provides the systematic instructions to view, accept and reject the discrepancy details in Import Bills in the application.
- Bill Discrepancy Acceptance – Settlement Details
  This topic provides the systematic instructions to view the settlement details in Import Bills in the application.
- Bill Discrepancy Acceptance – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Import Bills in the application.
- Bill Discrepancy Acceptance - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details against the import bill in the application.
- Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

7.1 Bill Discrepancy Acceptance - Discrepancy Details

This topic provides the systematic instructions to view, accept and reject the discrepancy details in Import Bills in the application.

Using this option, the user can accept discrepancies in Import Bills for further action from Bank or reject it.

To initiate customer acceptance for Bill discrepancy:

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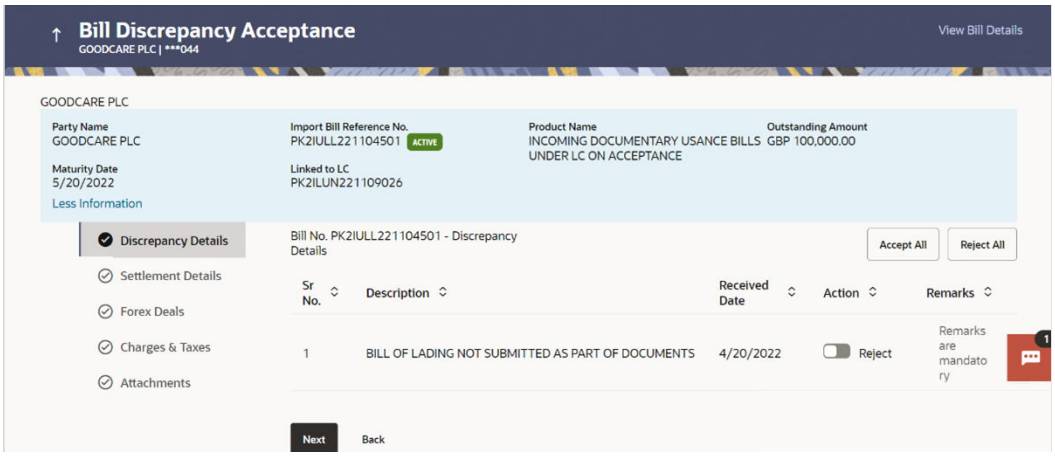
1. Navigate to **Bill Discrepancy Acceptance** screen.

   On navigation to **Bill Discrepancy Acceptance** screen, user lands to **Discrepancy Details** tab screen.

Figure 7-2 Bill Discrepancy Acceptance - Discrepancy Details



For more information refer to the field description table below:

Table 7-2 Bill Discrepancy Acceptance - Discrepancy Details - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Import Bill Reference No.	Displays the import bill reference number.
Product Name	Displays the import bill product name under which the LC is created.
Outstanding Amount	Displays the outstanding amount of the import bill.
Maturity Date	Displays the maturity date of the import Bill. This field appears if the user click on **More Information** link.
Linked to LC	Displays the reference number of the LC. This field appears if the user click on **More Information** link.
Discrepancy Details	This section displays the Discrepancy Details.
Sr No.	Displays the serial number of the discrepancy records.
Description	Displays the address of the Exporter of the Import Bill.
Received Date	Displays the country of the Exporter of the Import Bill.
Action	Displays the resolution status of the discrepancy. The options are: • Accept • Reject
Remarks	Displays the remarks if any.

2. From the **Action** column, select the appropriate option.
3. In the **Remarks** field, enter the remarks, if any.
4. Perform any one of the following actions:

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- Click **Accept All** to accept all discrepancies.
- Click **Reject All** to reject the discrepancies tab to view the discrepancies.

  A pop screen appears, enter the remarks, if any and click **Submit**. The transaction accepted / rejected based on input.
- Click **View Bill Details** link at top right corner of the screen to view the bill details.

  The **View Import Bill Under LC** screen appears.
- Click **Next** to save the entered details and proceed to the next level.
- Click **Back** to navigate back to previous screen.

7.2 Bill Discrepancy Acceptance – Settlement Details

This topic provides the systematic instructions to view the settlement details in Import Bills in the application.

In this section user can view and enrich the settlement details.

To view the settlement details:

1. Navigate to **Settlement Details** tab of **Bill Discrepancy Acceptance** screen.

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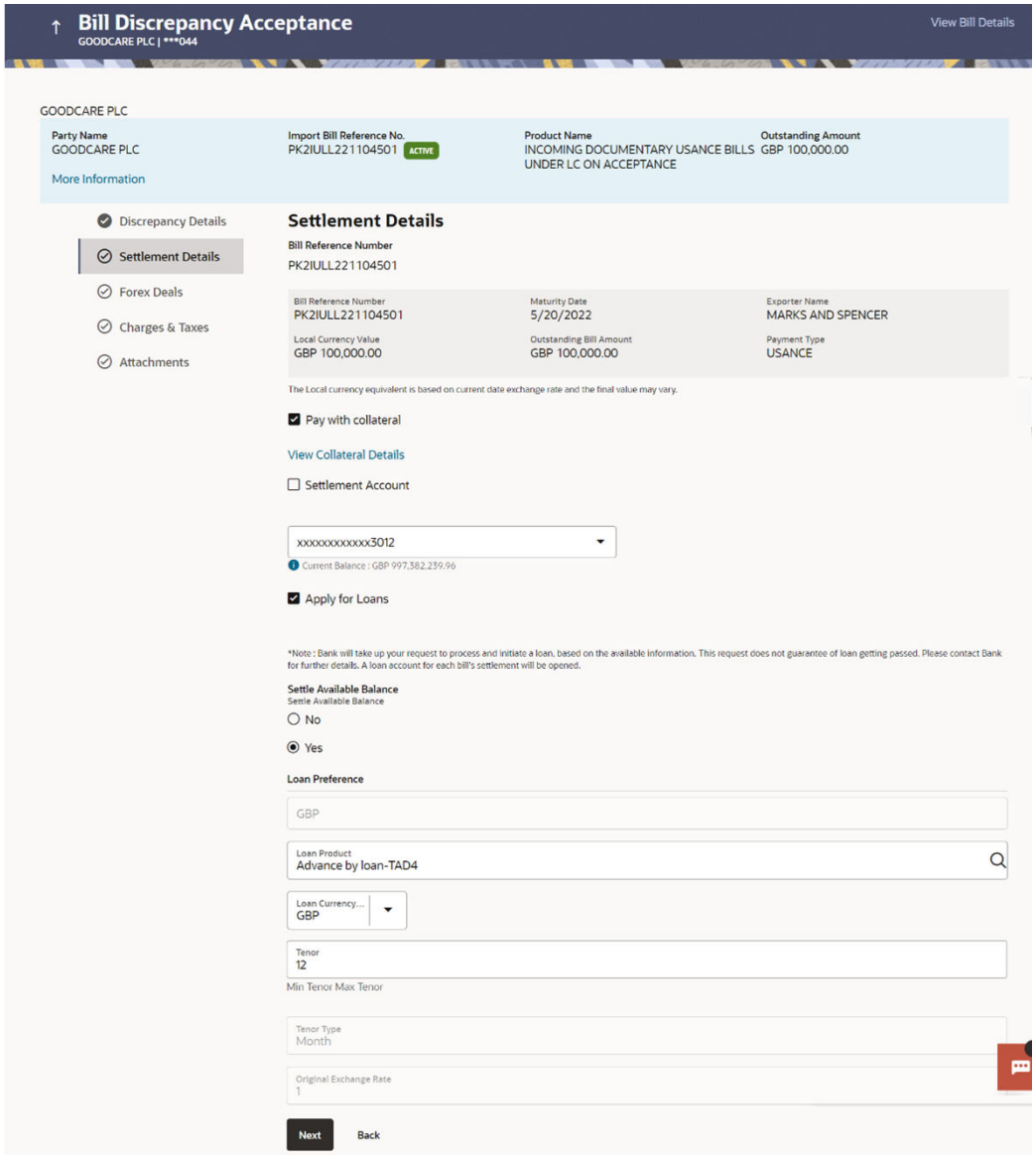
Figure 7-3 Bill Discrepancy Acceptance – Settlement Details



For more information refer to the field description table below:

Table 7-3 Bill Discrepancy Acceptance - Settlement Details - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Import Bill Reference No.	Displays the import bill reference number.
Product Name	Displays the import bill product name under which the LC is created.
Outstanding Amount	Displays the outstanding amount of the import bill.
Maturity Date	Displays the maturity date of the import Bill. This field appears if the user click on **More Information** link.
Linked to LC	Displays the reference number of the LC. This field appears if the user click on **More Information** link.

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Table 7-3 (Cont.) Bill Discrepancy Acceptance - Settlement Details - Field Description

Field Name	Description
Settlement Details	This section displays the Settlement Details.
Bill Reference Number	Displays the Import Bill reference number.
Bill Reference Number	Displays the Import Bill reference number.
Maturity Date	Displays the maturity date of the import Bill.
Exporter Name	Displays the name of the Exporter of the Import Bill.
Local Currency Value	Displays the Bill value in local currency.
Outstanding Bill Amount	Displays the outstanding amount for the settlement of Bill
Payment Type	Displays the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Pay with Collateral	Displays the remarks if any.
Settlement Account	Displays the account number from the available settlement account and user can change it to any other settlement account linked to the customer.
Apply for Loans	The option to select whether loans are to be used for bill settlement. Below section will be enabled when the user has selected the **Apply for Loan** option.
Settle Available Balance	Option to select whether the user wishes to settle all funds available in the settlement account. The options are: • **Yes** • **No** This field appears if Immediate Liquidation is applicable and will be populated with the Outstanding Bill Amount in read only mode. The field is applicable only when the existing “Import Sight Bill” under the Immediate Liquidation product is marked as discrepant and the Operation is “Pay” in Bills Product Parameters.
Loan Preference	This section displays the Loan Preference details.
Loan Product	Displays the Loan Product defaulted from back-office. The user can change the value
Loan Currency	Displays either the Contract Currency or a Branch Local currency. The default should be Contract currency.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can change the value.
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.

2. Select the **Pay with Collateral** option, if collaterals are to be used for bill settlement.
3. Click the **View Collateral Details** link to view the collateral details.

   The **Collateral Details** overlay screen appears.
4. Select the **Settlement Account** option, if settlement account are to be used for bill settlement.

   - From the **Settlement Account** list, select the appropriate option.
5. Select the **Apply for Loans** option, if loans are to be used for bill settlement.

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a. In the **Settle Available Balance**, select the appropriate option.

b. From the **Loan Product** field, change the product if required.

6. In the **Tenor** field, modify the value for tenor, if required.

7. Perform any one of the following actions:

- Click **View Bill Details** link at top right corner of the screen to view the bill details.

  The **View Import Bill Under LC** screen appears.

- Click **Next** to save the entered details and proceed to the next level.
- Click **Back** to navigate back to previous screen.

7.3 Bill Discrepancy Acceptance – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Import Bills in the application.

This tab allows the user to link forex deals.

To view and link the Forex deals:

1. Navigate to **Settlement Details** tab of **Bill Discrepancy Acceptance** screen.

Figure 7-4 Bill Discrepancy Acceptance – Forex Deals

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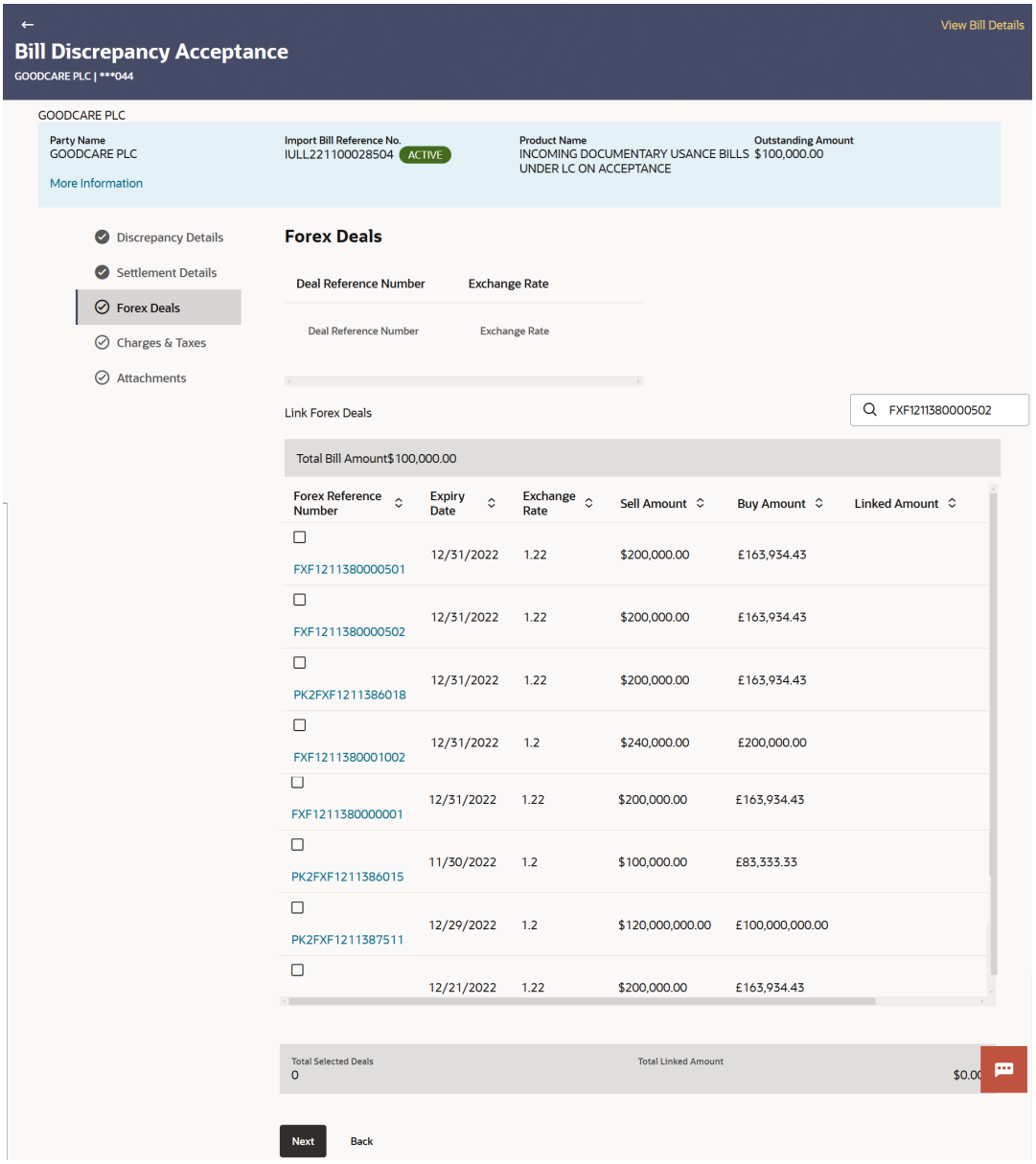

For more information refer to the field description table below:

Table 7-4 Bill Discrepancy Acceptance – Forex Deals - Field Description

Field Name	Description
Deal Reference Number	Displays the deal reference number.
Exchange Rate	Displays the Exchange Rate of the forex deal.
Link Forex Deals	This section displays the Link Forex Deals.
Search	The filter option to search the records based on Forex Reference Number.
Forex Reference Number	Displays the deal reference number of the bill.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.

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Table 7-4 (Cont.) Bill Discrepancy Acceptance – Forex Deals - Field Description

Field Name	Description
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Perform any one of the following actions:
   - Specify the **Forex Reference Number** in the search field.

     The searched **Deal Reference Number** record details appear.
   - Click the check box to select the required searched **Deal Reference Number record**.
3. Specify the linked amount, in the **Linked Amount** field.
4. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Back** to navigate back to previous screen.

7.4 Bill Discrepancy Acceptance - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details against the import bill in the application.

This tab lists charges and Taxes against a Bill.

1. Navigate to the **Charges and Taxes** tab.

Figure 7-5 Bill Discrepancy Acceptance - Charges and Taxes tab

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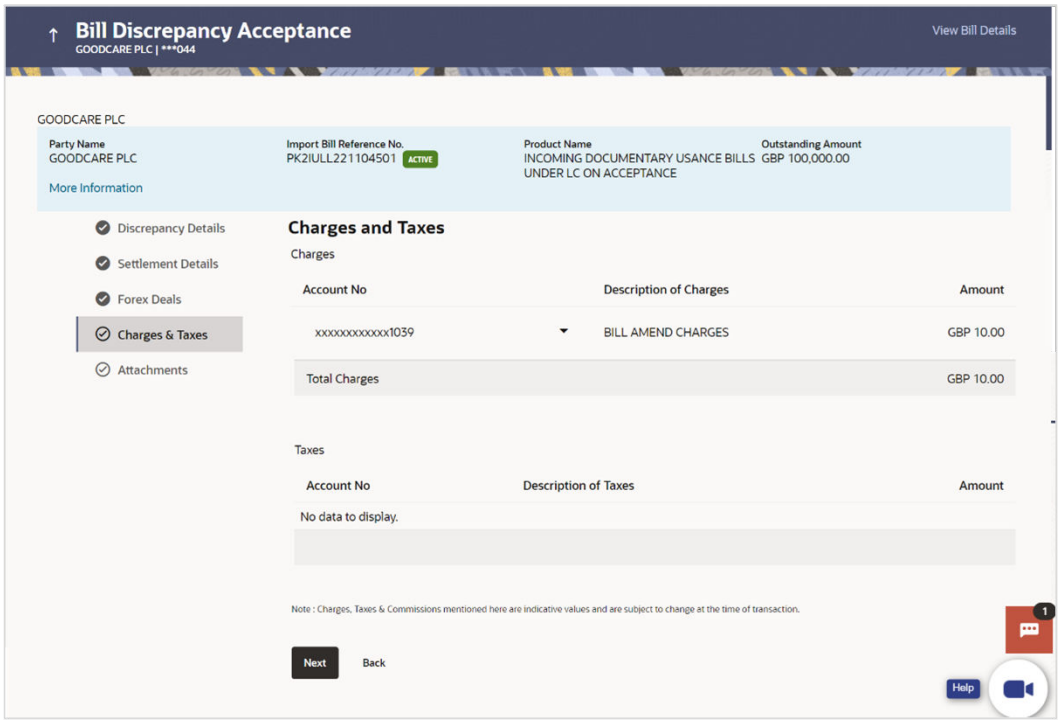

For more information refer to the field description table below:

Table 7-5 Bill Discrepancy Acceptance - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. From the **Account No** list, select the applicant account.
3. Perform any one of the following actions:

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- Click **View Bill Details** link at top right corner of the screen to view the bill details.

  The **View Import Bill Under LC** screen appears.
- Click **Next** to save the entered details and proceed to the next level.
- Click **Back** to navigate back to previous screen.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

7.5 Attachments

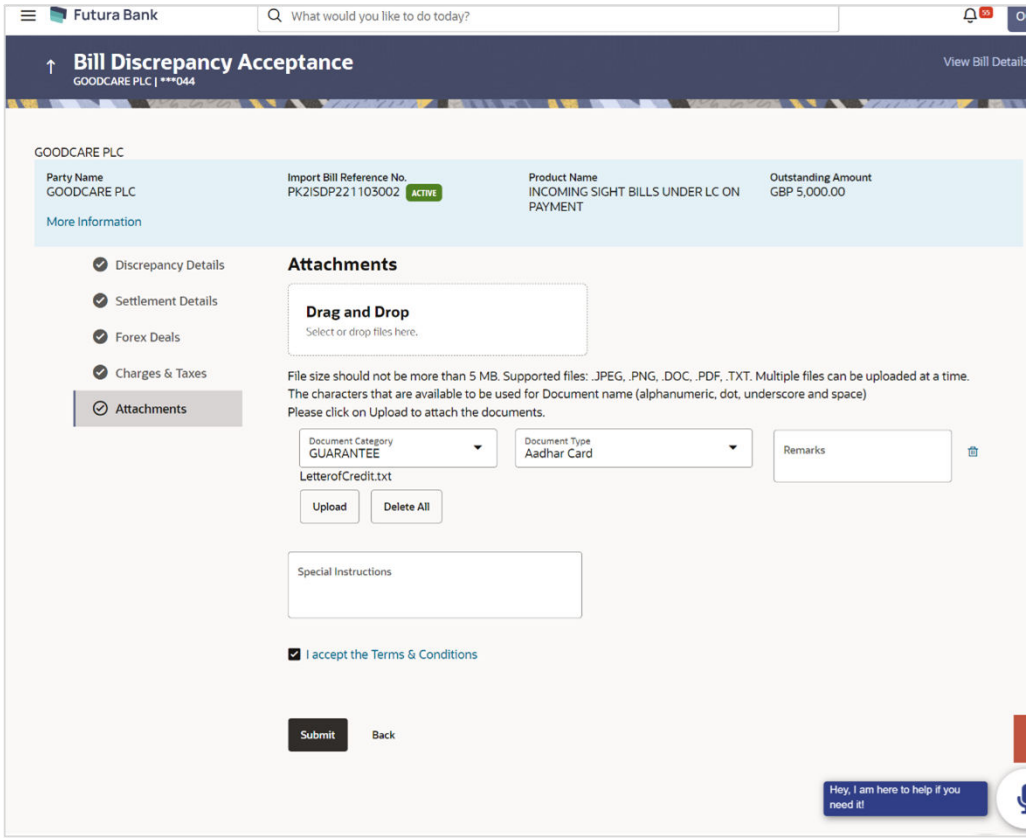
This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the Import bills application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the LC Attachments details.

Figure 7-6 Bill Discrepancy Acceptance - Attachments



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 7-6 Bill Discrepancy Acceptance - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Special Instructions	Specify any instructions provided to bank for bills.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
8. Specify special instructions, if any in the **Special Instructions** field.
9. Click **Submit**.

   The transaction is saved and the **Bill Discrepancy Acceptance – Review** screen appears.
10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Bill Discrepancy Acceptance appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.

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- Click **Back** to go back to previous screen.

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8

Bill Settlement

This topic provides the systematic instructions to settle the Bills.

Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the 'Settlement of Bill' transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the bank to pay the Bills he has received, from one of his accounts. The user can also use one of his booked forward deals while settling the Bill.

The user can settle either multiple bills from his account, with or without a forex deal, or apply for a loan to settle the bills. The user can link the FX deals

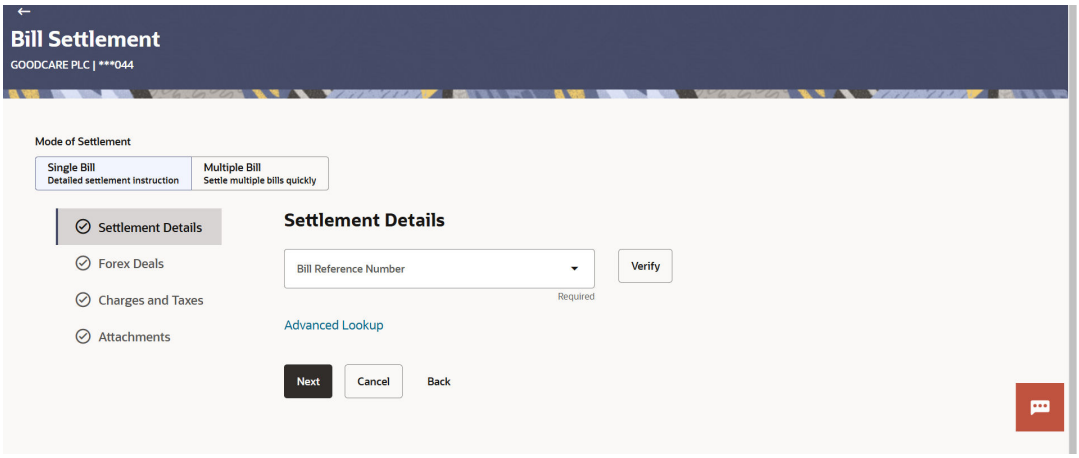
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import Bill should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit** and then click **Settlement of Import LC Bill**.

  The **Bill Settlement** screen appears.

Figure 8-1 Bill Settlement



This topic contains following sub-topics:

- Bill Settlement – Single Bill – Settlement Details
  This topic provides the systematic instructions to settle single Import Bills in the application.

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- Bill Settlement – Single Bill – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Bill Settlement in the application.
- Bill Settlement - Single - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Bill Settlement -Single Bill - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.
- Bill Settlement – Multiple Bill – Detailed Settlement Instruction
  This topic provides the systematic instructions to settle multiple Import Bills in the application.

8.1 Bill Settlement – Single Bill – Settlement Details

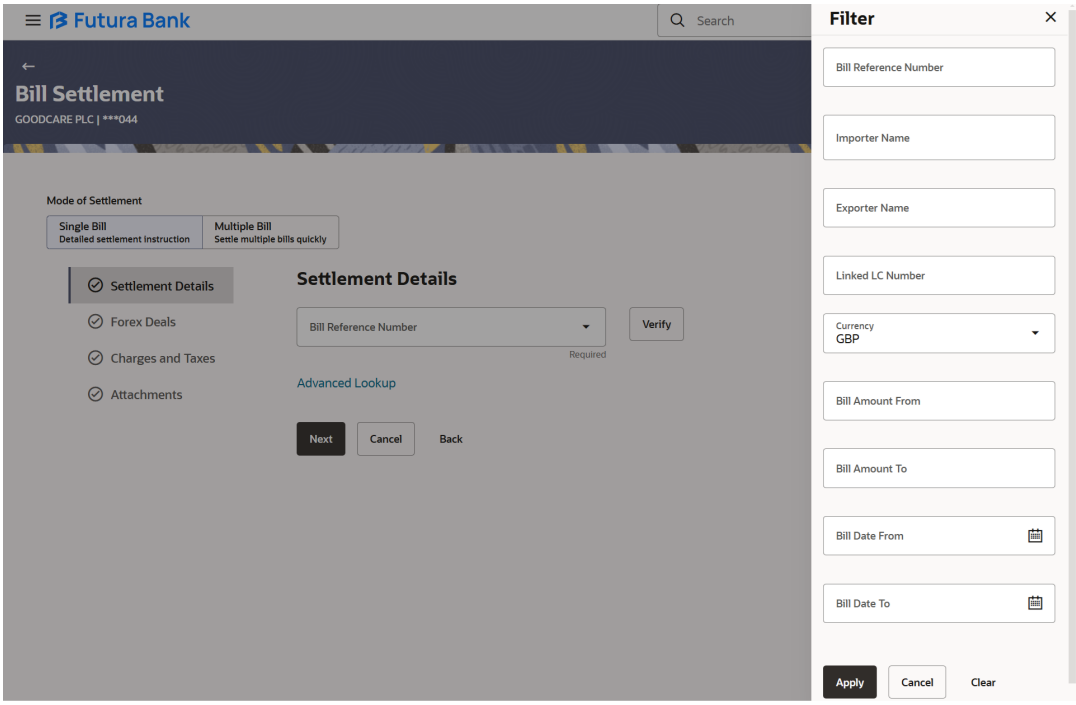
This topic provides the systematic instructions to settle single Import Bills in the application.

This facility allows the corporate users, to settle single Import Bills so that transaction can be initiated directly from channel as per the laws.

To settle a single Bill:

1. Navigate to **Settlement Details** tab of **Bill Settlement** screen.
2. Perform any one of the following actions:
   - From the **Bill Reference Number** list, select the appropriate bill refernce number and click **Verify**.
   - Click the **Advanced Lookup link**. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 8-2 Bill Settlement – Single Bill – Filter



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For more information refer to the field description table below:

Table 8-1 Bill Settlement – Single Bill - Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Bill reference number of the guarantee against which the settlement has to be made.
Importer Name	Specify the name of Importer.
Exporter Name	Specify the name of Exporter who has uploaded the Bill.
Linked LC Number	Specify the LC number which is linked to the Bill.
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.

3. Click **Apply**. The searched results are displayed based on the parameters provided on the **Bill Settlement – Single Bill – Settlement Details** screen.

Figure 8-3 Bill Settlement – Single Bill – Settlement Details

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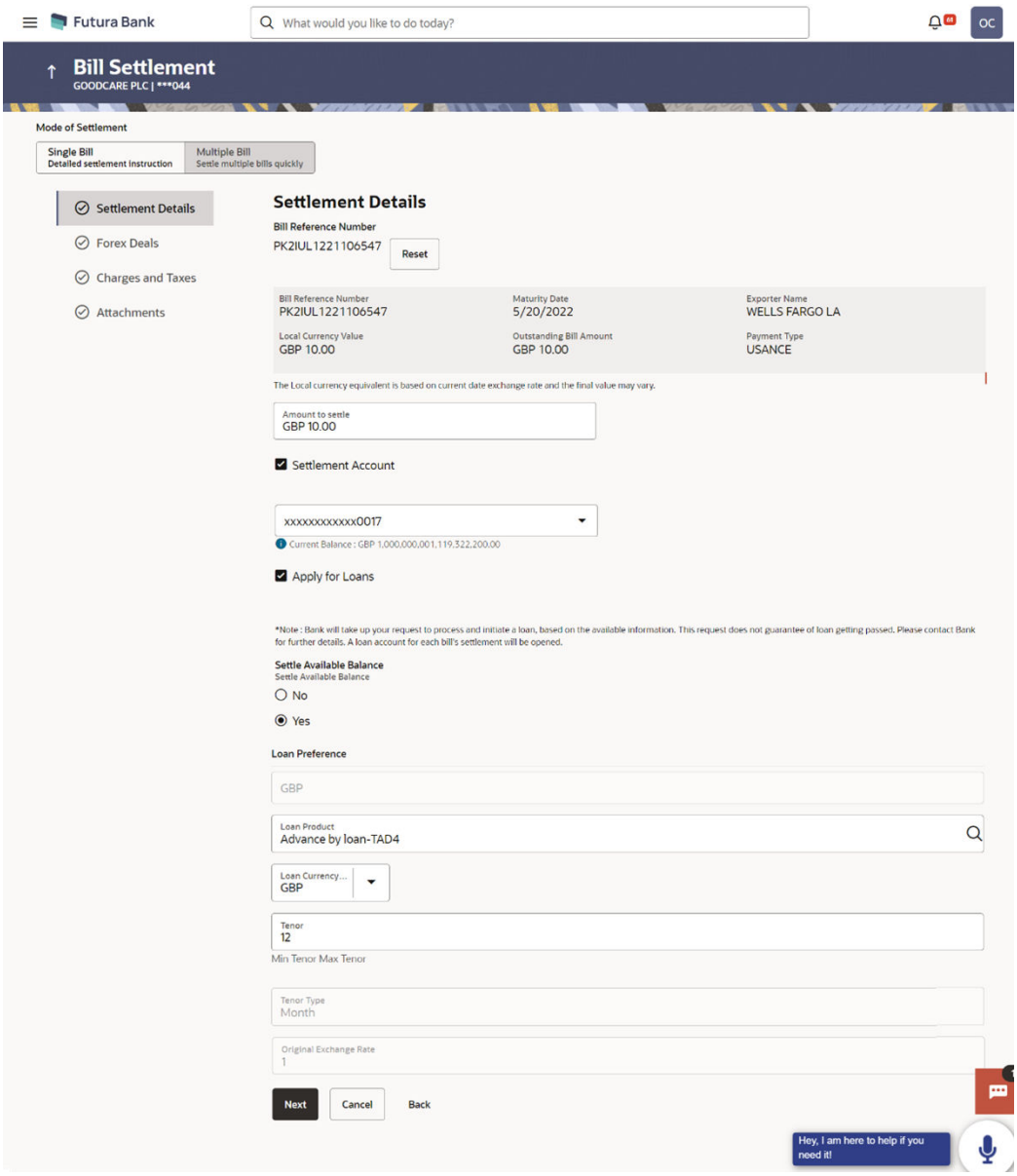

For more information refer to the field description table below:

Table 8-2 Bill Settlement – Single Bill – Settlement Details - Field Description

Field Name	Description
Bill Reference Number	Displays import bill reference number, which is attached to the Bill. Below fields appear after selecting the LC Reference Number from the **Advance Lookup** filter.
Bill Reference Number	Displays import bill reference number, which is attached to the Bill.
Maturity Date	Displays the maturity date of the export Bill.
Exporter Name	Displays the name of the Exporter party. The exporter uploads the Bills.
Local Currency Value	Displays the Bill value in local currency.

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Table 8-2 (Cont.) Bill Settlement – Single Bill – Settlement Details - Field Description

Field Name	Description
Outstanding Bill Amount	Displays the outstanding amount for the settlement of Bill.
Payment Type	Displays the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Amount to Settle	Displays the bill settlement amount.
Select Mode	Option to select a Current and Savings Account or Loan account for settlement of Bill. • **Settlement Account**: The user can select the CASA account, if he wishes to use for settlement of bill. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated. • **Loan Account**: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan. • **Custom Account**: The user can select this option to apply for custom loan.
Action	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked loan details settlement (in case user selects Loan' option . The available balance in the casa account is also displayed so that he can take an informed decision.
Deal Reference Number	Displays the deal reference number of the forex deal.
Settle Available Balance	Option to select whether the user wishes to settle all funds available in the settlement account. The options are: • **Yes** • **No** This field appears if Immediate Liquidation is applicable and will be populated with the Outstanding Bill Amount in read only mode. The field is applicable only when the existing "Import Sight Bill" under the Immediate Liquidation product is marked as discrepant and the Operation is "Pay" in Bills Product Parameters.
Loan Preference	Displays the Loan Preference.
Loan Product	Displays the Loan Product defaulted from back-office. The user can change the value.
Loan Currency	Displays either the Contract Currency or a Branch Local currency. The default should be Contract currency. The user can change the value.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can change the value.

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Table 8-2 (Cont.) Bill Settlement – Single Bill – Settlement Details - Field Description

Field Name	Description
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.

4. In the **Amount to Settle** field, enter the bill settlement amount.
5. Select the option for mode of settlement.
6. Select the **Settlement Account** option and select the account, if he wishes to use it for settlement of bill.
7. Select **Apply for Loans** option to apply for a loan directly from the page.
8. In the **Settle Available Balance**, select the appropriate option.
9. From the **Loan Product** field, change the product if required.
10. In the **Tenor** field, modify the value for tenor, if required.
11. On the **View Limits** screen, perform the following actions:
12. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.
    - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
    - Click **Back** to navigate back to previous screen.

8.2 Bill Settlement – Single Bill – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Bill Settlement in the application.

This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Bill Settlement** screen.

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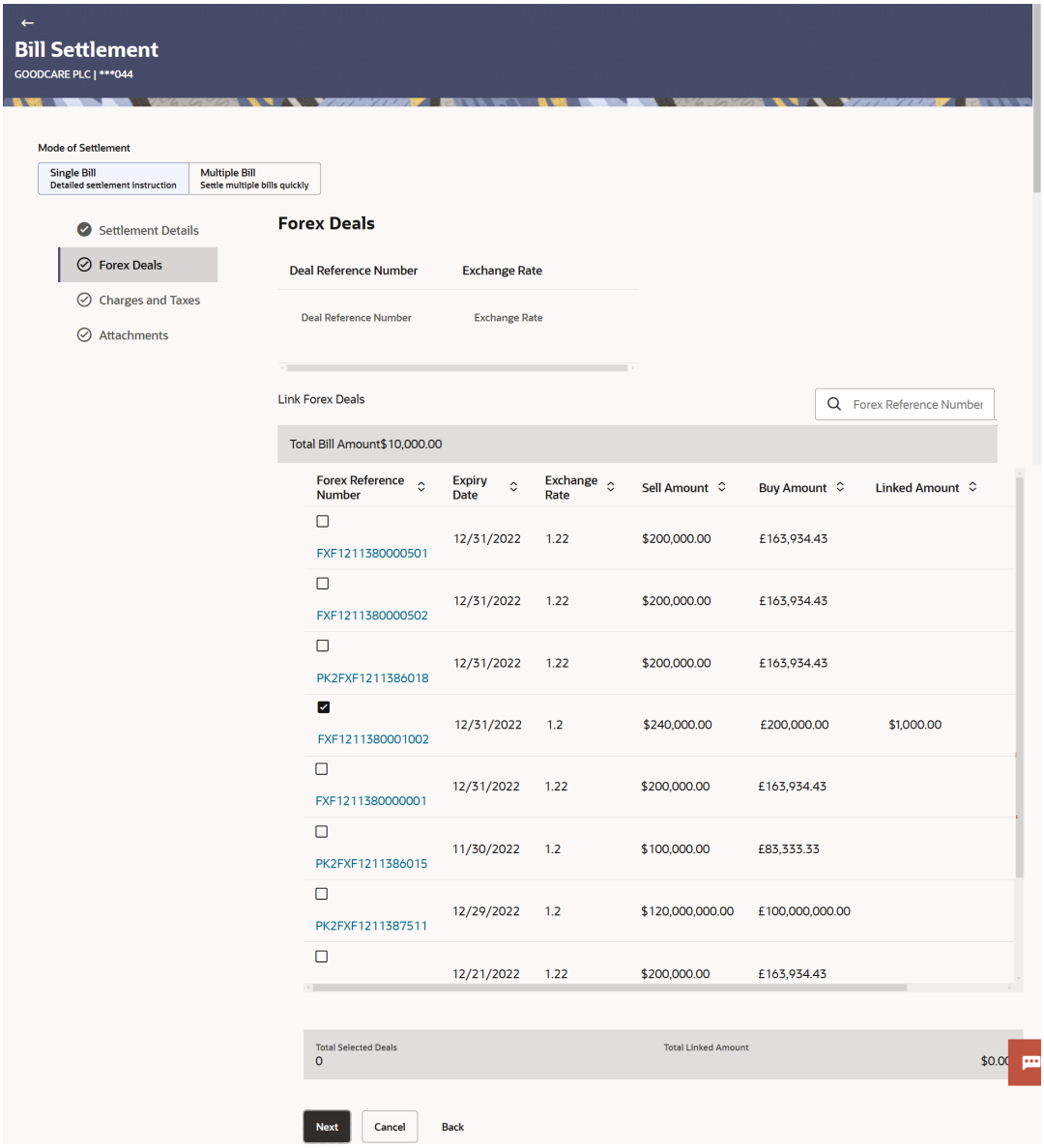
Figure 8-4 Bill Settlement – Forex Deals



For more information refer to the field description table below:

Table 8-3 Bill Settlement – Forex Deals - Field Description

Field Name	Description
Deal Reference Number	Specify the deal reference number of the forex deal, when pre-booked deal is not available or the user do not want to use an existing deal.
Exchange Rate	Specify the exchange rate of the forex deal.
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Bill Amount	Displays the total undertaking amount.

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Table 8-3 (Cont.) Bill Settlement – Forex Deals - Field Description

Field Name	Description
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Deal Reference Number in the **Deal Reference Number** field.
3. Specify the exchange rate in the **Exchange Rate** field.
4. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.
5. Click the check box to select the required searched Deal Reference Number record.
6. Specify the linked amount, in the **Linked Amount** field.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

8.3 Bill Settlement - Single - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab captures the charges and taxes for the single bill settlement Instruction application process.

1. Navigate to the **Charges and Taxes** tab.

Figure 8-5 Bill Settlement - Single - Charges and Taxes tab

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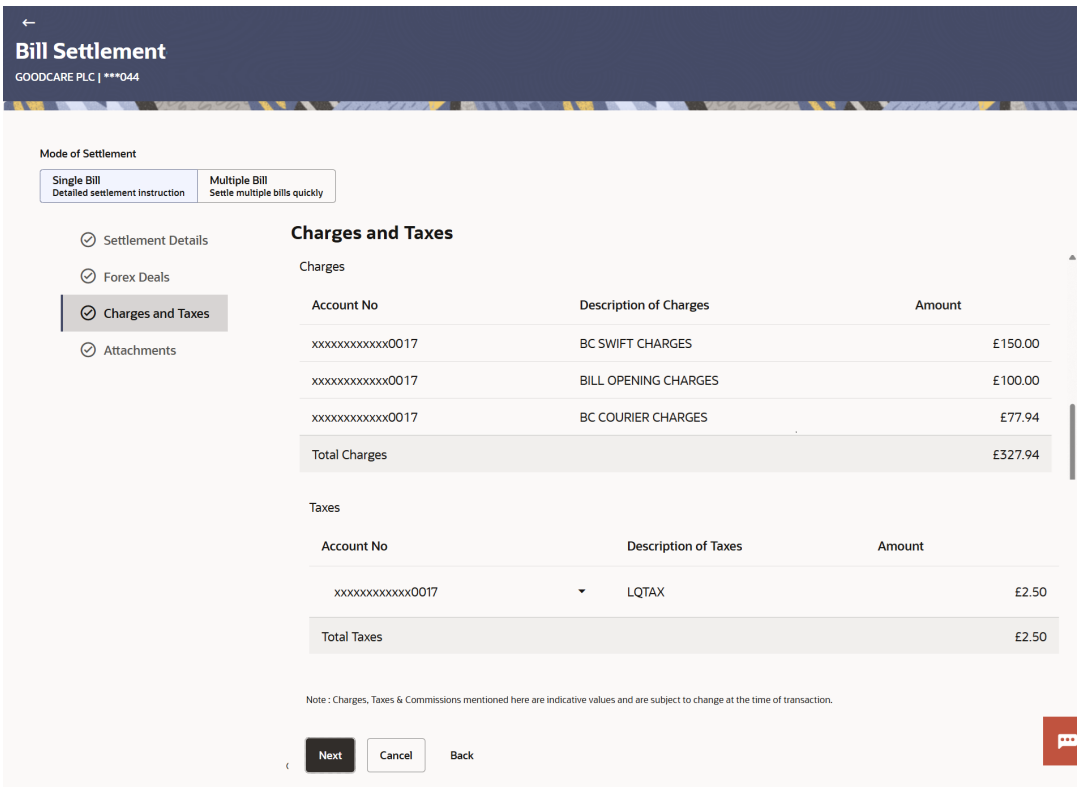

For more information refer to the field description table below:

Table 8-4 Bill Settlement - Single - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges and Taxes** section, select the appropriate account, from the Account No. list
3. Click **Attachments** tab to view the attachment details.

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4. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

8.4 Bill Settlement -Single Bill - Attachments

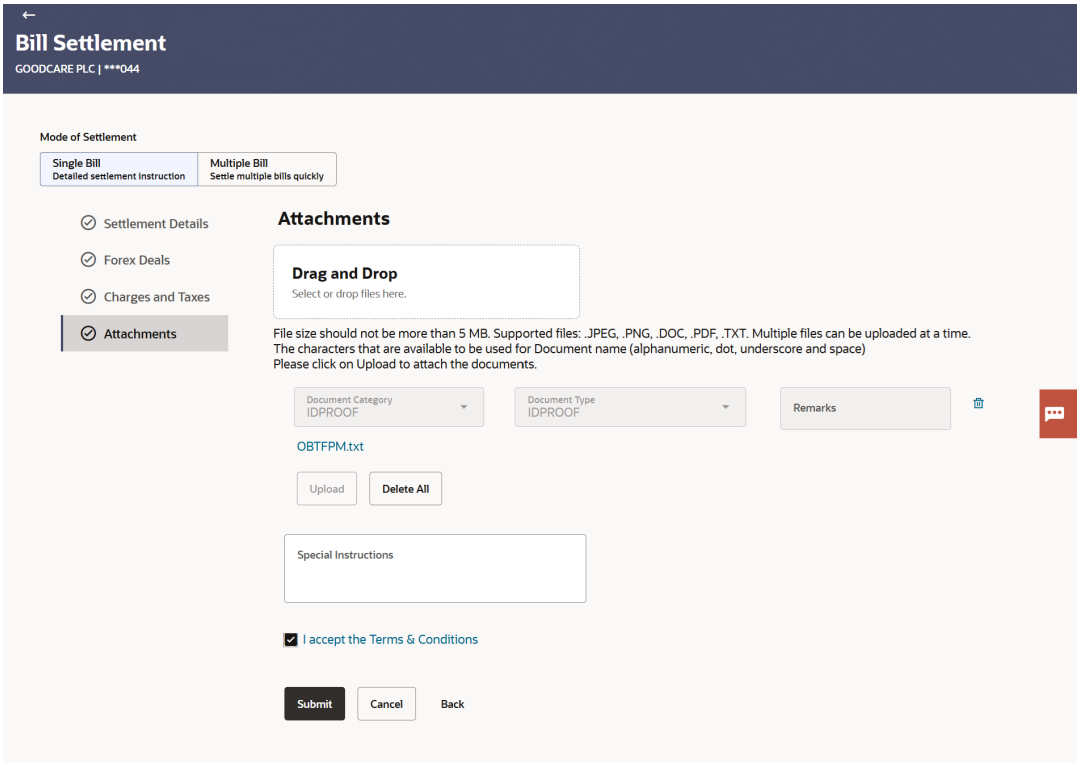
This topic provides the systematic instructions to capture the Attachments details in the application.

The user can attach documents to the application in this tab.

To Attach Documents:

1. Specify the LC Attachments details.

Figure 8-6 Bill Settlement - Single Bill - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 8-5 Bill Settlement - Single Bill - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.
Special Instructions	Specify the special instructions that is to be passed to the bank.
I accept the Terms and Conditions	The option to accept standard terms and conditions of the bank. View the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Specify the special instructions if any in the **Special Instructions** field,
8. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
9. Click **Submit**.

   The transaction is saved and the **Bill Settlement – Review** screen appears.
10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message bill settlement appears. Click **OK**,to complete the transaction.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

8.5 Bill Settlement – Multiple Bill – Detailed Settlement Instruction

This topic provides the systematic instructions to settle multiple Import Bills in the application.

This facility allows the corporate users, to settle multiple Bills so that transaction can be initiated directly from channel.

To settle multiple Bill:

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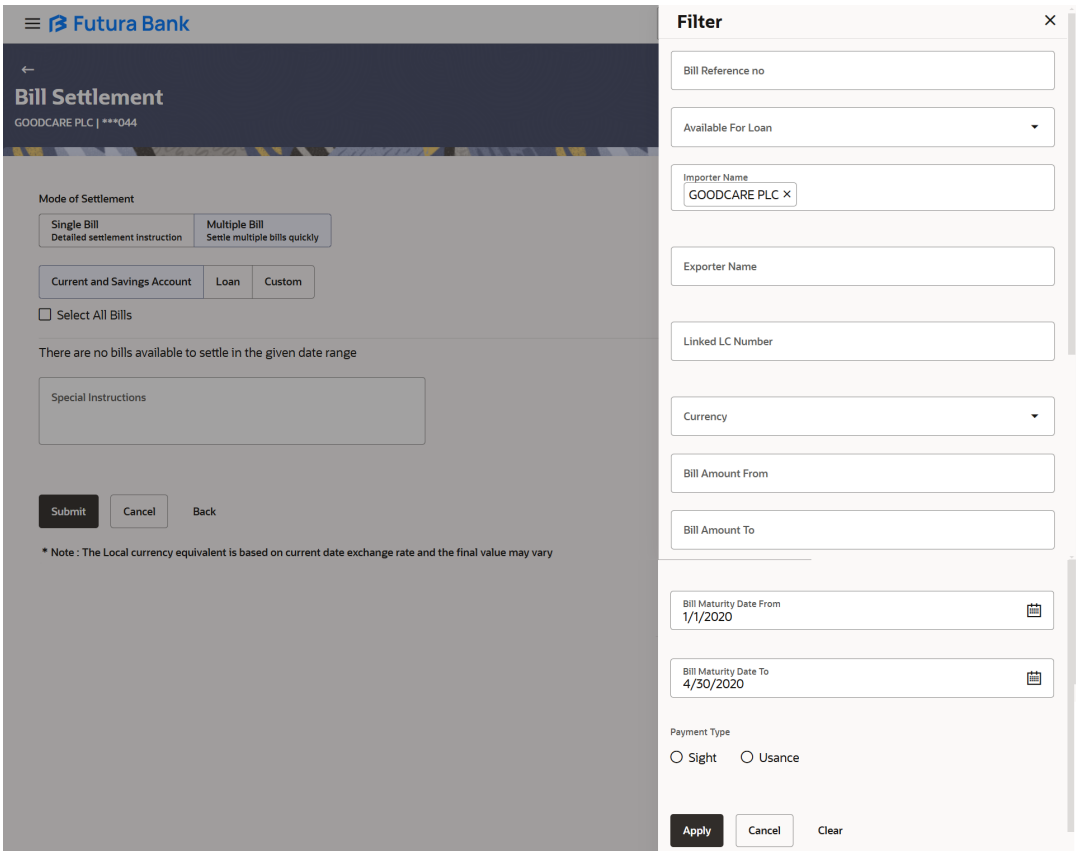
1. Navigate to **Multiple Bill** tab of **Bill Settlement** screen.

2. Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 8-7 Bill Settlement – Multiple Bill – Filter



For more information refer to the field description table below:

Table 8-6 Bill Settlement – Multiple Bill – Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Bill reference number.
Available for Loan	Select whether the bill is available for loan or not.
Importer Name	Specify the name of Importer.
Exporter Name	Specify the name of Exporter who has uploaded the Bill.
Linked LC Number	Specify the LC number which is linked to the Bill.
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.

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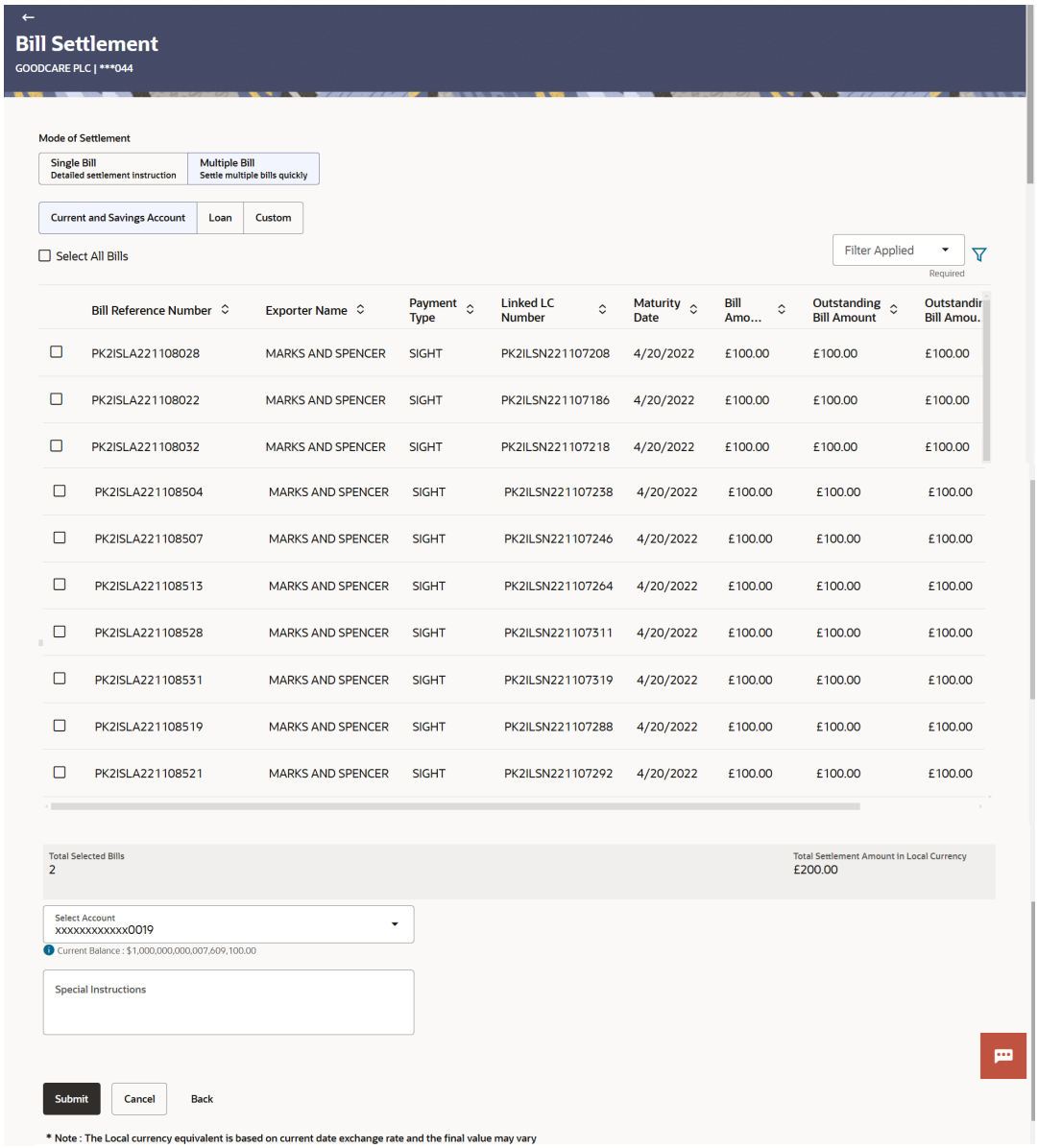
Table 8-6 (Cont.) Bill Settlement – Multiple Bill – Filter - Field Description

Field Name	Description
Payment Type	Select the type of payment associated with the Bill. The options are: • **Sight** • **Usance**

3. Click **Apply**. The searched results are displayed based on the parameters provided on the **Bill Settlement – Multiple Bill – Current and Saving Account** screen.

Figure 8-8 Bill Settlement – Multiple Bill – Current and Saving Account



For more information refer to the field description table below:

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Table 8-7 Bill Settlement – Multiple Bill – Current and Savings Account - Field Description

Field Name	Description
Current and Savings / Loan/ Custom	Option to select a Current and Savings Account or Loan account for settlement of Bill. • **Current and Savings**: The user can select the CASA account, if he wishes to use for settlement of bill. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated. • **Loan**: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan. • **Custom**: The user can select this option to apply for custom loan.
Select All Bills	The option to select multiple bills to apply for the settlement.
Check Box (Account Selection)	The option against each bill, to select a Current and Savings Account which he wishes to use.
Bill Reference Number	Displays import bill reference number, which is attached to the Bill.
Exporter Name	Displays the name of the Exporter party. The exporter uploads the Bills.
Payment Type	Displays the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Linked LC Number	Displays the LC number which is linked to the Bill.
Maturity Date	Displays the maturity date of the export Bill.
Bill Amount	Displays the amount of Import Bill.
Outstanding Bill Amount	Displays the outstanding amount for the settlement of Bill.
Outstanding Bill Amount in Local Currency	Displays the outstanding amount for the settlement of Bill in local currency.
Available for Loan	Displays whether the bill is available for loan or not.
Total Selected Bill	Displays the total selected bill.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Select Account	Select the source account from which the funds are to be transferred for settlement of Bill.
Balance	Displays the Net balance in the selected source account.
Special Instructions	Specify the special remarks.

4. Perform any one of the following actions:
   - Select the **Current and Savings Account** option, if he wishes to use it for settlement of bill.
   - Select this **Loan** option to apply for a loan directly from the page.
5. Select the account from which the transfer needs to be made for settlement of Bill from the **Select Account** list.

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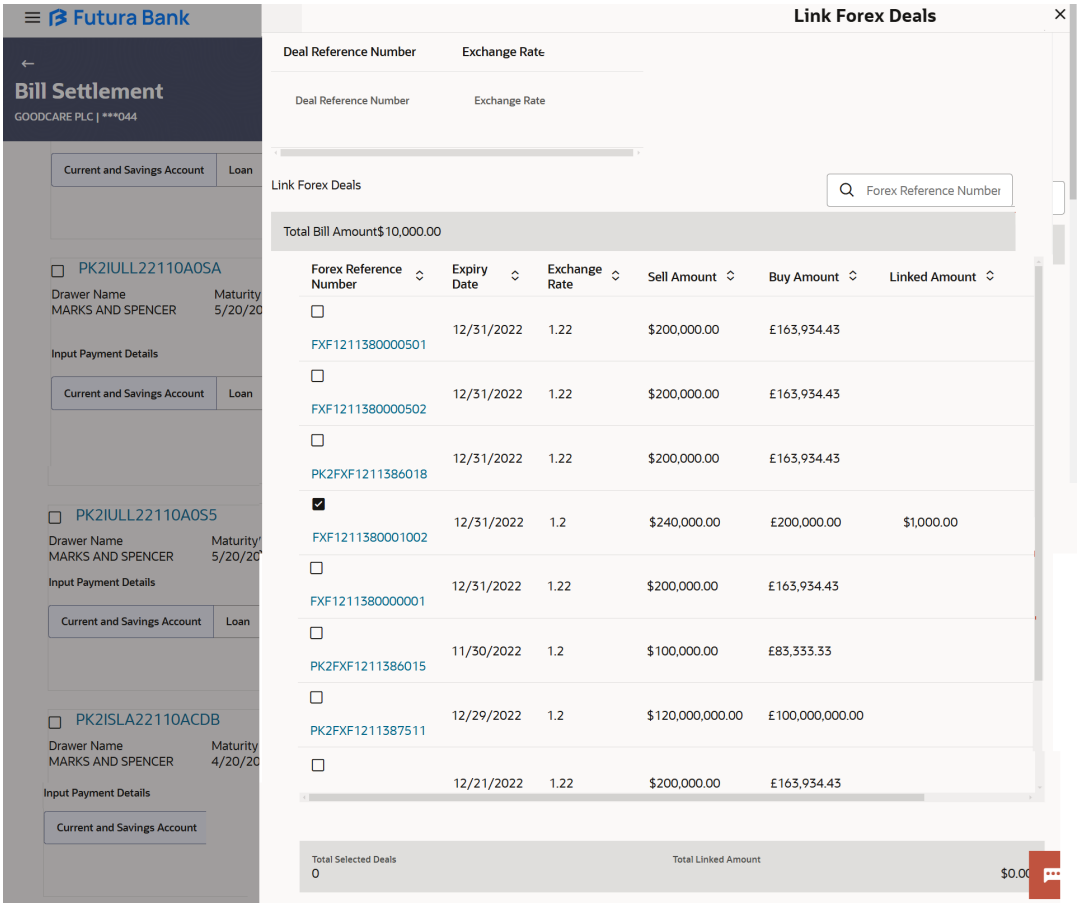
6. Select the **Custom** and click the **Link Forex Deal** link.The **Link Forex Deal** overlay screen appears.

Figure 8-9 Link Forex Deal



a. Specify the Deal Reference Number in the **Deal Reference Number** field.

b. Specify the exchange rate in the **Exchange Rate** field.

c. Specify the Forex Reference Number in the **Search** field.

   The searched Deal Reference Number record details appear.

d. Click the check box to select the required searched Deal Reference Number record.

e. Specify the linked amount, in the **Linked Amount** field.

7. Click **Submit** to initiate the selected Bills settlement.

   The **Settlement of Bills – Review** screen appears.

8. Perform any one of the following actions:

   - Verify the details, and click **Confirm**.

     The success message initiation of Bill settlement appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

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Note

Corporate user can select multiple Bills for settlement.

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9
Modify Bill

This topic provides the systematic instructions to modify the Bills.

Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the ‘Settlement of Bill’ transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the bank to pay the Bills he has received, from one of his accounts. The user can also use one of his booked forward deals while settling the Bill.

The user can settle either multiple bills from his account, with or without a forex deal, or apply for a loan to settle the bills. The user can link the FX deals

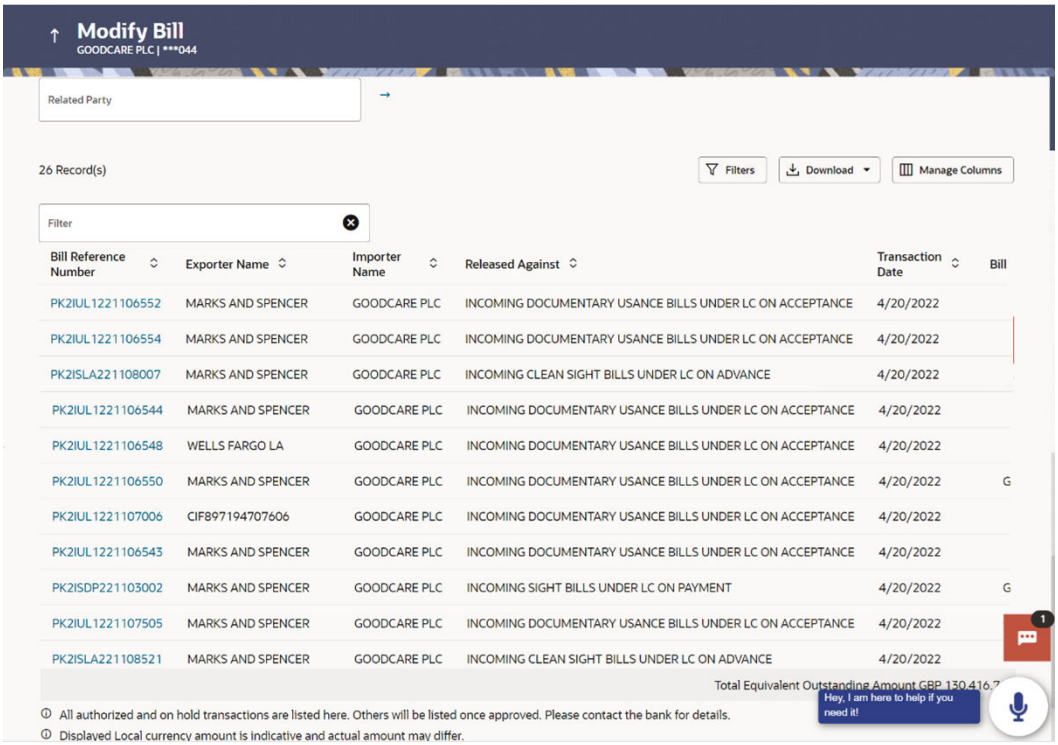
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Import Letter of Credit** and then click **Update Import LC Bill**.

  The **Modify Bill** screen appears.

Figure 9-1 Modify Bill



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This topic contains following sub-topics:

- Modify Bill - Search
  This topic provides the systematic instructions to search an view the existing Import Bills.
- Modify Bill – Settlement Details
  This topic provides the systematic instructions to modify the settlement details.
- Modify Bill – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Modify Bill in the application.
- Modify Bills - Charges, Commissions and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Modify Bills - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

9.1 Modify Bill - Search

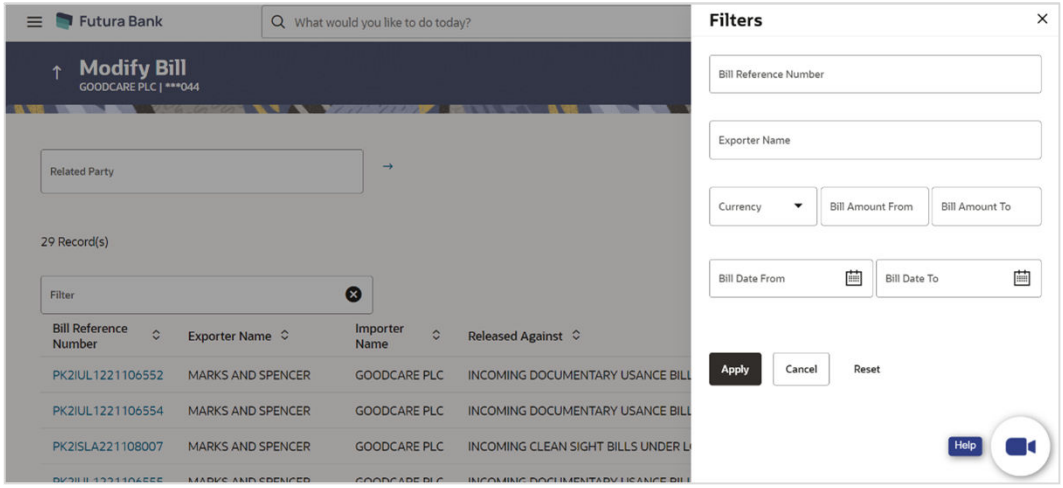
This topic provides the systematic instructions to search an view the existing Import Bills.

User can search the list existing import Bill using Bill Reference Number, Exporter Name, Currency, Bill Amount From- Bill Amount To and Bill Date From - Bill Date To.

To search the existing import Bill:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Bill Reference Number/Exporter Name/ Importer Name/Released Against/ Bill Amount/ Equivalent Amount in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 9-2 Modify Bill - Filter



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For more information refer to the field description table below:

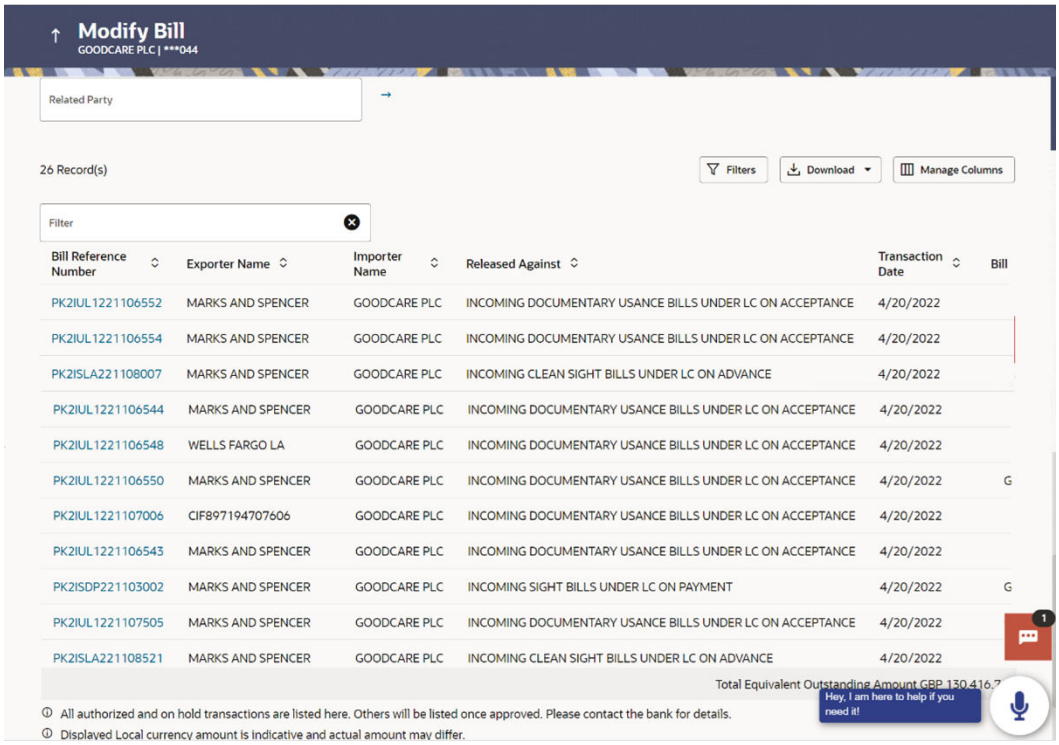
Table 9-1 Modify Bill - Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Import Bill reference number.
Exporter Name	Specify the name of Exporter who has uploaded the Bill
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 9-3 Modify Bill - Search Result



For more information refer to the field description table below:

Table 9-2 Modify Bill - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Bill by **Party Name**.
Filter	Specify the Bill Reference Number/Exporter Name/Importer Name/ Released Against/ Bill Amount/ Equivalent Amount to view the import Bill.

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Table 9-2 (Cont.) Modify Bill - Filter Result Field Description

Field Name	Description
Filter Results	This section displays the filter results.
Bill Reference Number	Displays the Import Bill reference number.
Exporter Name	Displays the name of the Exporter of the Import Bill.
Importer Name	Displays the name of the Importer of the Import Bill.
Released Against	Displays the product name of the Import Bill.
Transaction Date	Displays the transaction date of the Import Bill.
Bill Amount	Displays the Import Bill amount.
Equivalent Amount	Displays the equivalent Import Bill amount.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Bill Reference Number** link to view the Bill details. The **Modify Bill** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

9.2 Modify Bill – Settlement Details

This topic provides the systematic instructions to modify the settlement details.

User will be able to see the bill details along with the Base Date, Tenor and Maturity Date and will be allowed to change the tenor, which automatically would get reflected in Maturity Date of the transaction.
The user can change whether collaterals are to be used and Advance by Loan is required or not.

To modify a Bill:

1. Navigate to **Settlement Details** tab of **Modify Bill** screen.

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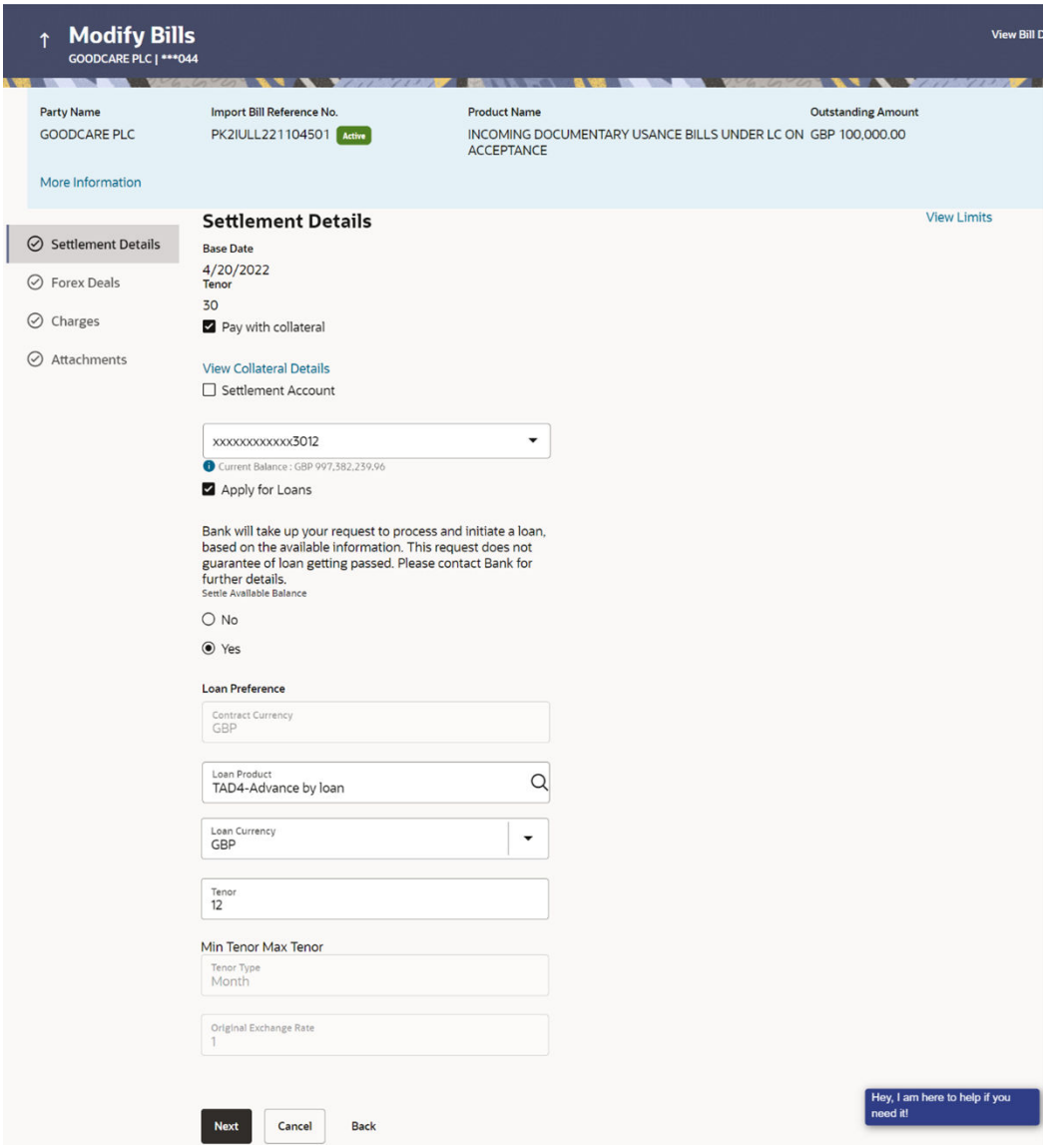
Figure 9-4 Modify Bill – Settlement Details



For more information refer to the field description table below:

Table 9-3 Modify Bill – Settlement Details - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Import Bill Reference Number	Displays import bill reference number, which is attached to the Bill.
Product Name	Displays the import bill product name under which the LC is created. This field appears if the user click on **More Information** link
Outstanding Amount	Displays the outstanding amount of the import bill. This field appears if the user click on **More Information** link
Maturity Date	Displays the maturity date of the export Bill. This field appears if the user click on **More Information** link

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Table 9-3 (Cont.) Modify Bill – Settlement Details - Field Description

Field Name	Description
Linked to LC	Displays the reference number of the LC. This field appears if the user click on **More Information** link
Settlement Details	This section displays the Settlement Details.
Base Date	Displays the date that is considered as base date for Bill application.
Tenor	Displays the tenor of the bill.
Pay with Collateral	Select this option if collaterals are to be used. Click the **View Collateral Details** link to view the collateral details.
Settlement Account	Option to select settlement account number. Select the settlement account number. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated.
Apply for Loan	Select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.
Settle Available Balance	Option to select whether the user wishes to settle all funds available in the settlement account. The options are: • **Yes** • **No** This field appears if Immediate Liquidation is applicable and will be populated with the Outstanding Bill Amount in read only mode.
Loan Preference	Displays the Loan Preference.
Contract Currency	Displays the contract currency.
Loan Product	Displays the Loan Product defaulted from back-office. The user can change the value.
Loan Currency	Displays either the Contract Currency or a Branch Local currency. The default should be Contract currency. The user can change the value.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can change the value.
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.

2. Select the **Pay with Collateral** option, if collaterals are to be used for bill settlement.
3. Click the **View Collateral Details** link to view the collateral details.

   The **Collateral Details** overlay screen appears.
4. Select the **Settlement Account** option, if settlement account are to be used for bill settlement.

   - From the **Settlement Account** list, select the appropriate option.

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5. Select the **Apply for Loans** option, if loans are to be used for bill settlement.
   a. Select the ppropriate option from the **Settle Available Balance** list.
   b. From the **Loan Product** list, change the product if required.
6. In the **Tenor** field, modify the value for tenor, if required.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **View Bill Details** link at top right corner of the screen to view the bill details.

     The **View Import Bills Under LC** screen appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

9.3 Modify Bill – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Modify Bill in the application.

This tab allows the corporate user to view and link the forex deals.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Modify Bill** screen.

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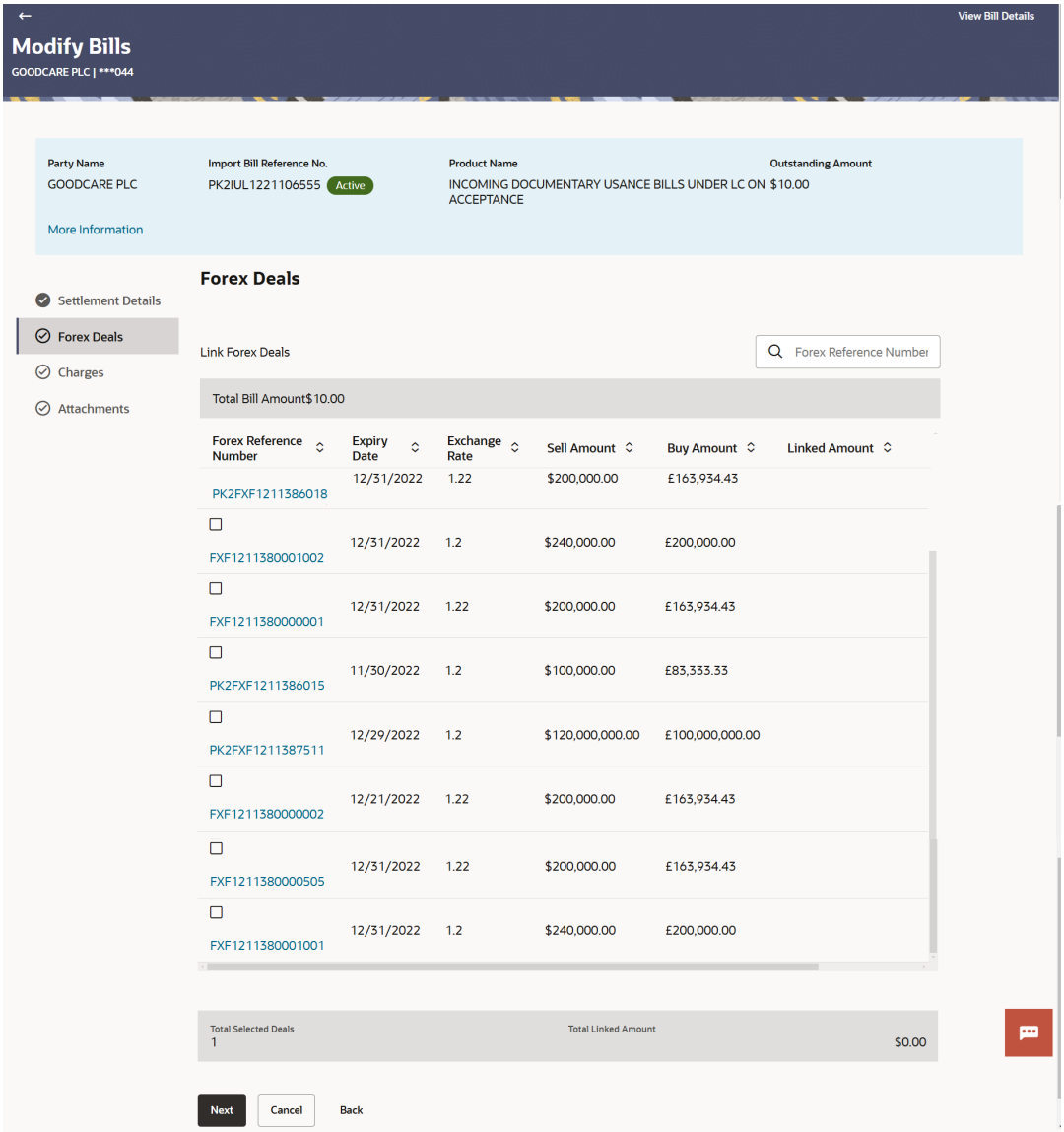
Figure 9-5 Modify Bill – Forex Deals



For more information refer to the field description table below:

Table 9-4 Modify Bill – Forex Deals - Field Description

Field Name	Description
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Bill Amount	Displays the total bill amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.

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Table 9-4 (Cont.) Modify Bill – Forex Deals - Field Description

Field Name	Description
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.
3. Click the check box to select the required searched Deal Reference Number record.
4. Specify the linked amount, in the **Linked Amount** field.
5. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **View Bill Details** link at top right corner of the screen to view the bill details.The **View Import Bills Under LC** screen appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

9.4 Modify Bills - Charges, Commissions and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against bills.

1. Navigate to the **Charges** tab.

Figure 9-6 Modify Bills - Charges, Commissions and Taxes

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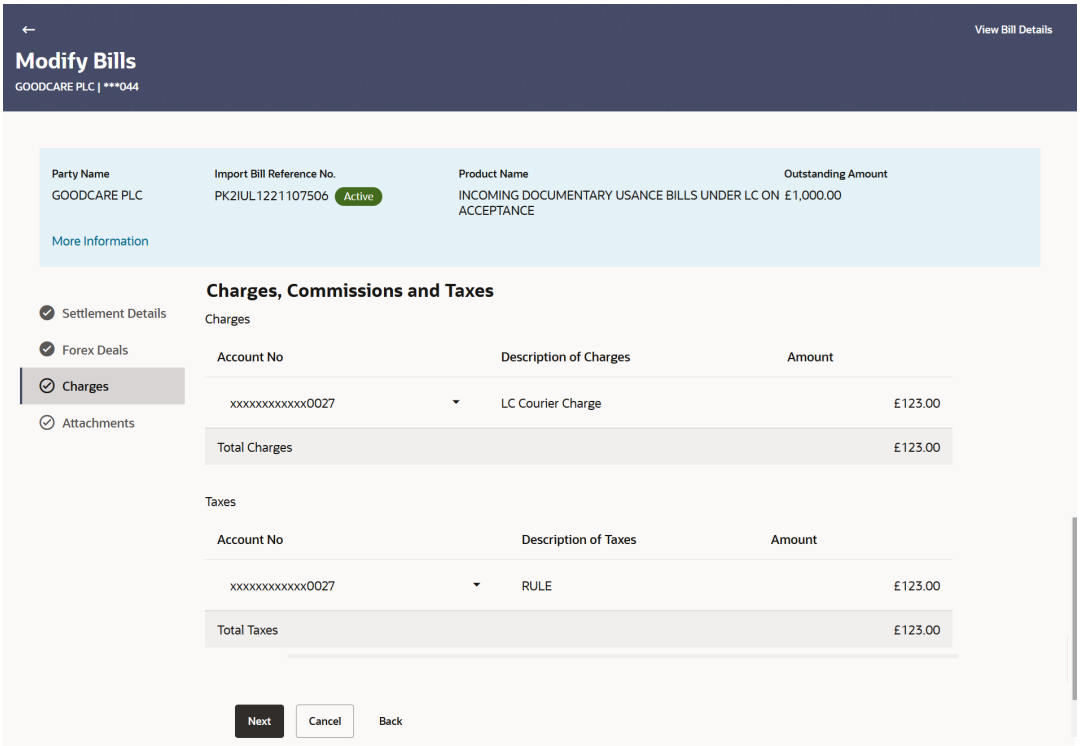

For more information refer to the field description table below:

Table 9-5 Modify Bills - Charges, Commission and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges, Commissions and Taxes** section, select the appropriate account, from the Account No. list
3. Perform any one of the following actions:

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- Click **Next** to save the entered details and proceed to the next level.
- Click **Cancel** to cancel the transaction, The **Dashboard** appears.
- Click **Back** to navigate back to previous screen.

9.5 Modify Bills - Attachments

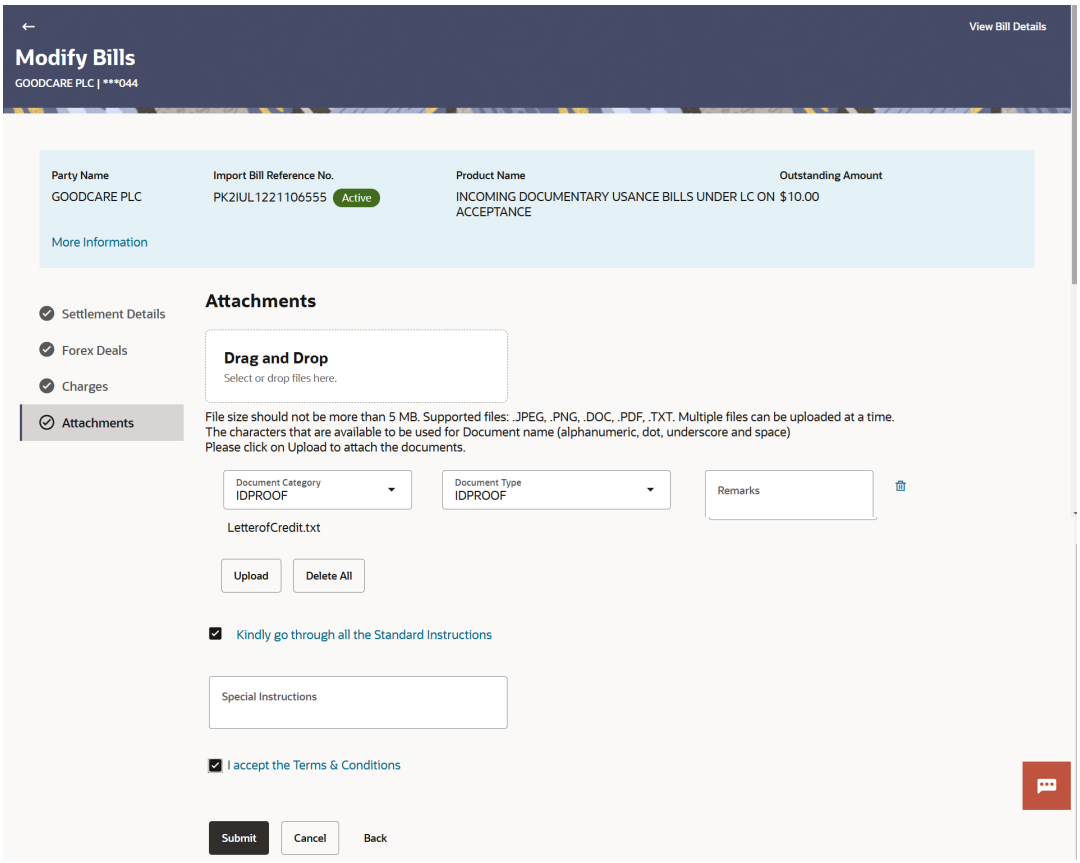
This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the bills application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the Attachments details.

Figure 9-7 Modify Bills - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 9-6 Modify Bills - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Kindly Go through all the Standard Instructions	The option to accept the customer instructions maintained by the bank. Click the link to view the customer instructions maintained by bank from back office.
Special Instructions	Specify any instructions provided to bank for bills.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the **Kindly Go through all the Standard Instructions** check box to accept the customer instructions maintained by the bank.
8. Specify special instructions, if any in the **Special Instructions** field.
9. Select the **I accept the Terms and Conditions** check box to accept the terms and conditions.
10. Click **Submit**.

    The transaction is saved and the **Modify Bill – Review** screen appears.
11. Click **View Bill Detail**s link at top right corner of the screen to view the bill details.

    The **View Import Bills Under LC** screen appears.
12. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Modify Bill appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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10
View Export Letter of Credit

This topic provides the systematic instructions view the details of existing Export Letter of Credit (LC) in the application.

Using this option, you can view the details of existing Export Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in pdf.

The LC details include LC amount, outstanding amount, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Amendment details and the Bills presented under the LC. You can also download the Export LC list in pdf formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid login credentials
- User must have certain Export LCs received by his bank under his party ID

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **View Export LC**.

  The **View Export Letter of Credit** screen appears.

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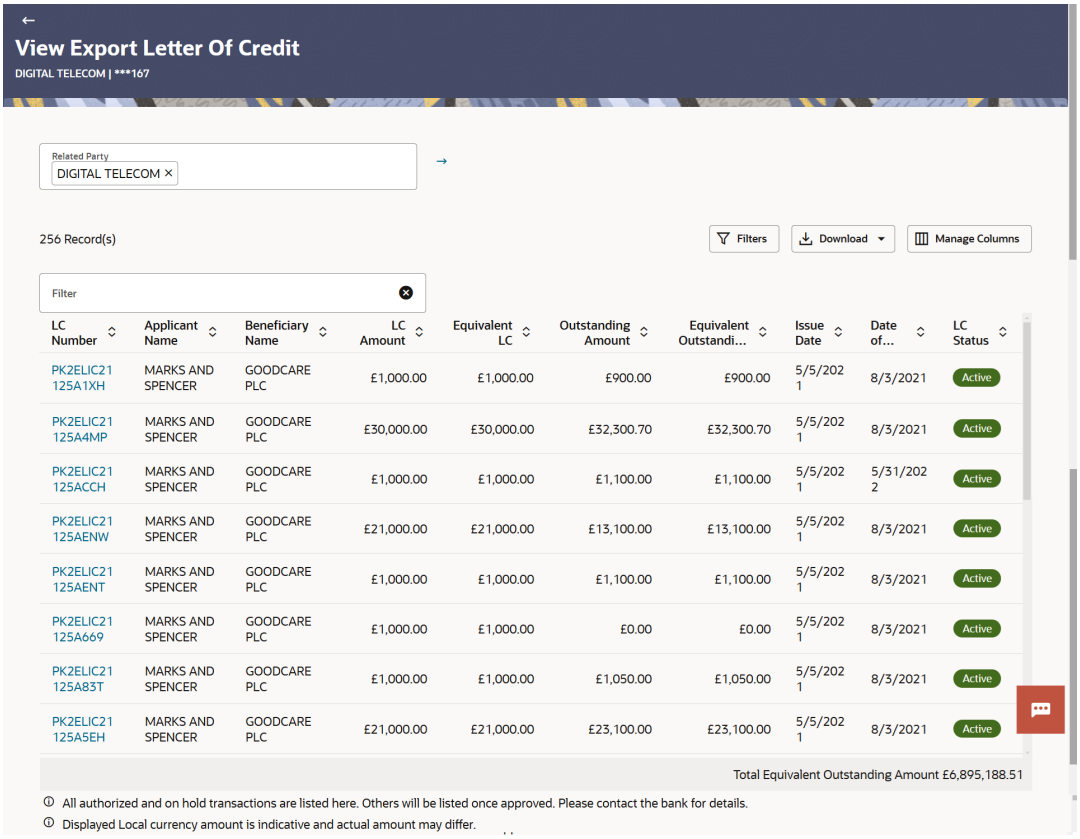
Figure 10-1 View Export Letter of Credit



This topic contains following sub-topics:

- View Export Letter of Credit - Search
  This topic provides the systematic instructions to search an view the details of existing Export Letters of Credit (LC)
- View Export Letter of Credit - LC Details
  This topic provides the systematic instructions to view an Export Letter of Credit - LC Details in the application.
- View Export Letter Of Credit - Attached Documents
  This topic provides the systematic instructions to view and download the LC Attachments in the application.
- View Export Letter Of Credit - Amendments
  This topic provides the systematic instructions to view the amendments done to the LC in the application.
- View Export Letter Of Credit - Bills
  This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.
- View Export Letter of Credit - Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.

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- Advice
  This topic provides the systematic instructions to view the Advice details in the application.
- Bank
  This topic provides the systematic instructions to view the Bank details in the application.
- View Export Letter of Credit - Assignment
  This topic provides the systematic instructions to view the Assignment details in the application.
- View Export Letter of Credit - Transferred LC
  This topic provides the systematic instructions to view the Transferred LC details in the application.
- FAQs

10.1 View Export Letter of Credit - Search

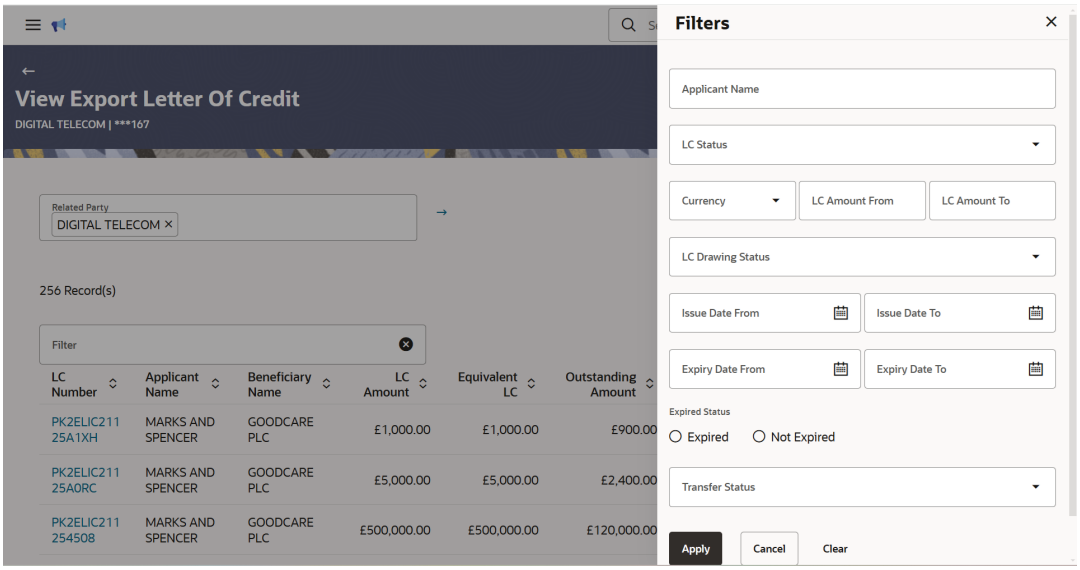
This topic provides the systematic instructions to search an view the details of existing Export Letters of Credit (LC)

User can search the list existing Export LC using Applicant Name, LC Status, Currency, LC Amount From- Amount To, LC Drawing Status, Issue Date From- To, Expiry Date From- To, Expired Status and Transfer Status.

To search the existing Export LC:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the LC Number/Applicant Name /Beneficiary Name/LC Amount/Equivalent LC/ Outstanding Amount/ Equivalent Outstanding Amount/LC Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 10-2 View Export Letter of Credit - Filter



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For more information refer to the field description table below:

Table 10-1 View Export Letter of Credit - Filter - Field Description

Field Name	Description
Applicant Name	Specify the name of applying party.
LC Status	Select the current status of the LC. The options are: • All • Active • Cancelled • Hold • Reversed • Closed
Currency	Select the currency of LC to filter the record based on currency.
LC Amount From- Amount To	Specify the amount range for searching the Letter of Credit.
LC Drawing Status	Select the LC amount drawing status. The options are: • All • Partial • Full • Undrawn • Expired
Issue Date From- To	Specify the date of the issue date range used for searching the LC.
Expiry Date From- To	Specify the expiry date range used for searching the LC.
Expired Status	Select the expired status for searching the LC. The options are: • Expired • Not Expired
Transfer Status	Select the transfer status. The options are: • Transferable • Transferred

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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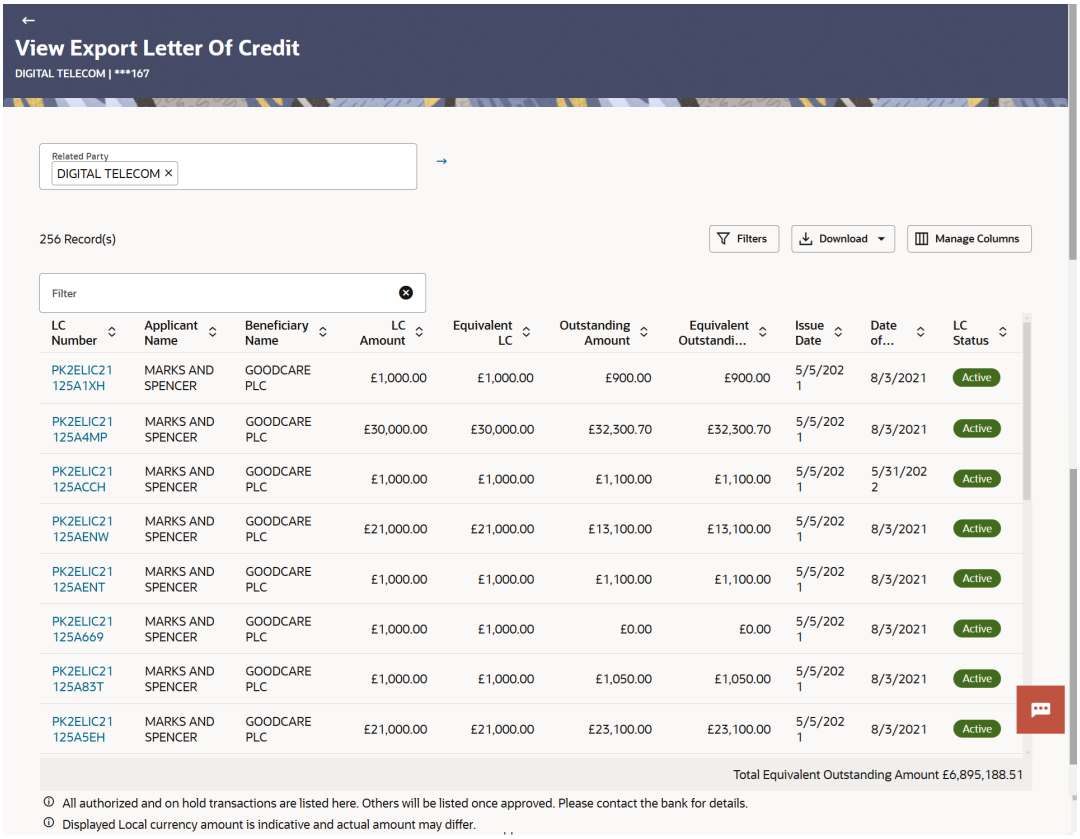
Figure 10-3 View Export Letter of Credit- Search Result



For more information refer to the field description table below:

Table 10-2 View Export Letter of Credit - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the Applicant Name, LC Status, Currency, LC Amount From-Amount To, LC Drawing Status, Issue Date From- To, Expiry Date From- To, Expired Status and Transfer Status to view the Export LC.
Filter Results	This section displays the filter results.
LC Number	Displays the LC reference number generated while creating LC. Displays the link to view the details of the Export LC.
Applicant Name	Displays the LC applicant name based on the selected party ID.
Beneficiary Name	Displays the name of the beneficiary of the LC.
LC Amount	Displays the amount for the Letter of Credit along with the currency under which the LC is issued.
Equivalent LC	Displays the equivalent amount for the Export Letter of Credit along with the currency.
Outstanding Amount	Displays the Export LC outstanding amount.
Equivalent Outstanding Amount	Displays the equivalent Export LC outstanding amount.
Issue Date	Displays the issue date of the Export LC.
Date of Expiry	Displays the date on which the LC expires.

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Table 10-2 (Cont.) View Export Letter of Credit - Filter Result Field Description

Field Name	Description
LC Status	Displays the status of the Export LC. The status can be: • All • Active • Closed
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **View Export Letter of Credit** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

10.2 View Export Letter of Credit - LC Details

This topic provides the systematic instructions to view an Export Letter of Credit - LC Details in the application.

View Export Letter of Credit Details tab captures the general details of the LC application process.

To view an Export Letter of Credit (LC):

1. Navigate to **View Export Letter of Credit** screen.

   On navigation to **View Export Letter of Credit** screen, user lands to **LC Details** tab screen.

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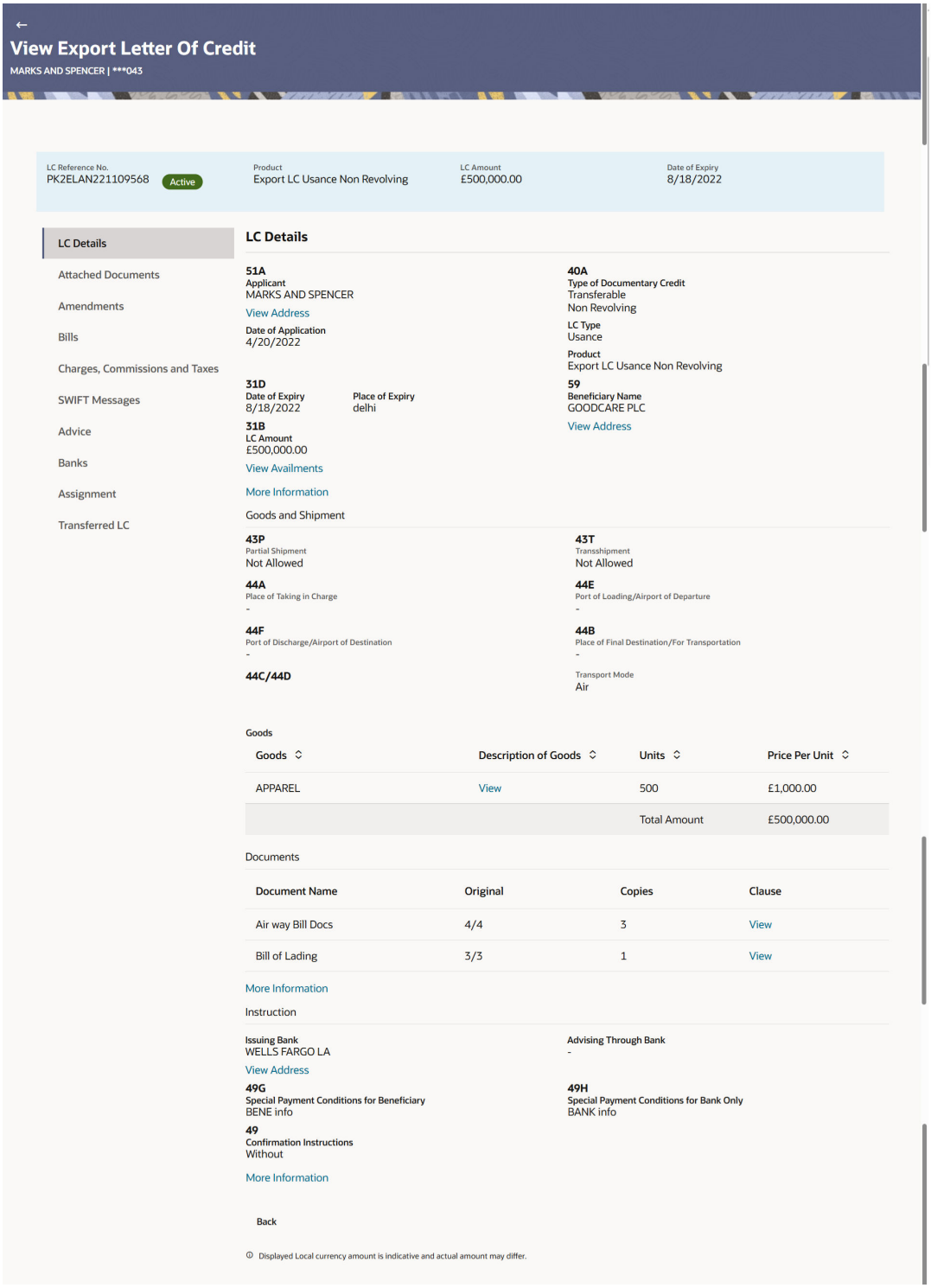
Figure 10-4 View Export Letter of Credit - LC Details



For more information refer to the field description table below:

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Table 10-3 View Export Letter of Credit - Field Description

Field Name	Description
LC Reference No.	Displays the reference number of the LC.
Product	Displays the Export LC product name under which the LC is created.
LC Amount	Displays the amount availed against the LC.
Date of Expiry	Displays the date on which the LC expires and holds no more valid.
LC Details	This section displays the View Export Letter of Credit - LC details.
Applicant	Displays the LC applicant name based on the selected party ID.
View Address	Click the link to view the address and country of the applicant of the LC in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the applicant coming from Host.
Date of Application	Displays the date of LC application.
Date of Expiry	Displays the date on which the LC expires.
Place of Expiry	Displays the place where LC would expire.
LC Amount	Displays the amount availed against the LC.
Type of Documentary Credit	Displays the type of documentary credit. The type of documentary credit are: • **Transferable** • **Non Transferable**
Revolving Type	Displays the revolving type. The options are: • **Revolving** • **Non Revolving**
Auto Reinstatement	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
Cumulative	Displays whether the frequency is cumulative for the LC. The unused amount would be used in the new LC in case of cumulative LC. The options are: • Yes • No
LC Type	Displays the type of LC. The options are: • **Sight** • **Usance**
Product	Displays the Export LC product under which the LC is created.
Beneficiary Name	Displays the name of the LC beneficiary.
View Address	Click the link to view the address and country of the applicant of the LC beneficiary in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary coming from Host.
LC Amount Tolerance Under (%), Above (%)	Displays the tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. This field appears if you click the **More Information** link.
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency. This field appears if you click the **More Information** link.

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Table 10-3 (Cont.) View Export Letter of Credit - Field Description

Field Name	Description
Additional Amounts Covered	Displays any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc. This field appears if you click the **More Information** link.
Credit Available By	Displays the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. This field appears if you click the **More Information** link.
Credit Available With	Displays the details of Bank where credit is currently available with. It is captured by Bank's SWIFT code. This field appears if you click the **More Information** link.
Credit Days From	Displays the date from which the Draft tenure shall be counted. This field appears if you click the **More Information** link.
Negotiation/ Deferred Payment Details	Displays the details of mixed payment. This field appears if **Mixed Payment** option is selected in the **Credit Available By** field. This field appears if you click the **More Information** link.
Drawee	Displays the name of drawee bank, which would represent draft for claiming money against LC. This field appears if you click the **More Information** link.
Drafts section	This section displays the number of drafts available.
Tenor (In Days)	Displays the number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Draft Amount	Displays the amount which is seeked by beneficiary on representation of draft.
Draft	Displays the draft.
Drafts At	Displays the number of drafts available.
Goods & Shipment	This section displays the Goods & Shipment details.
Partial Shipment	Displays whether partial shipments is allowed or not or is conditional.
Place of Taking in Charge	Displays the place of receipt from where shipment will be done.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Shipment	Displays the latest date for loading on board/ dispatch/ taken in charge.
Transshipment	Displays whether transshipment is allowed or not or is conditional under the documentary credit.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Place of Final Destination/For Transportation	Displays the place of delivery of goods or port of discharge.
Shipment Period	Displays the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
Transport Mode	Displays the transportation mode for the goods.
More Information	Following Goods related fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Goods	Displays the type of good being shipped.
Description of Goods	Displays the description of goods.

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Table 10-3 (Cont.) View Export Letter of Credit - Field Description

Field Name	Description
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original	Displays the number “n” out of “m” original documents will be provided to bank.
Copies	Displays the number of copies that will be submitted as a set of documents for LC.
Clause	Click the **View** link to view the clause maintained in the bank application.
Additional Conditions	Displays the additional condition details of the documentary credit. Following Additional conditions related fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Condition Code	Displays the condition code of further conditions of the documentary credit.
Description	Displays the description of further conditions of the documentary credit.
Documents to be presented within/beyond days after the date of shipment but within validity of this credit	Displays the number of days after the date of shipment when the documents will be presented to bank. On adding these days to the date of application, it should be within validity period.
Incoterms	Displays the INCO terms for the LC application.
Instruction	This section displays the Instruction details.
Issuing Bank	Displays the name of the issuing bank.
View Address	Click the link to view the address and country of the Issuing Bank in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the Issuing Bank coming from Host.
Special Payment Conditions for Beneficiary	Displays the special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Confirmation Instructions	Displays the confirmation instructions for the requested confirmation party.
Requested Confirmation Party	Displays the bank which is requested to add its confirmation or may add its confirmation.
Confirming Bank	Displays the confirming party is the Confirming bank.
Advising Through Bank	Displays the advising through bank SWIFT ID and address.
Special Payment Conditions for Bank Only	Displays the special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request / conditions.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Sender to Receiver Information	Displays the additional information for the receiver. This field appears if you click the **More Information** link.
Special Instructions	Displays the special instructions, if any. This field appears if you click the **More Information** link.

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Table 10-3 (Cont.) View Export Letter of Credit - Field Description

Field Name	Description
Charges	Displays the details specify charges to be borne by the beneficiary. This field appears if you click the **More Information** link.

2. Click the **View Availments** link to view the availments for LC.

   The Availments for LC overlay screen appears.

Figure 10-5 Availments for LC

For more information refer to the field description table below:

Table 10-4 Availments for LC - Field Description

Field Name	Description
No	Displays the serial no. of the availment record.
Date	Displays the date of availment.
Description	Displays the description of availment under an LC.
Amount	Displays the amount of availment against the LC.
Total Availments	Displays the total availment amount against the LC.

3. Perform any one of the following actions:
   - Click **Attached Documents** tab to view the attached documents.
   - Click **Back** to navigate back to previous screen.

10.3 View Export Letter Of Credit - Attached Documents

This topic provides the systematic instructions to view and download the LC Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Export LC.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

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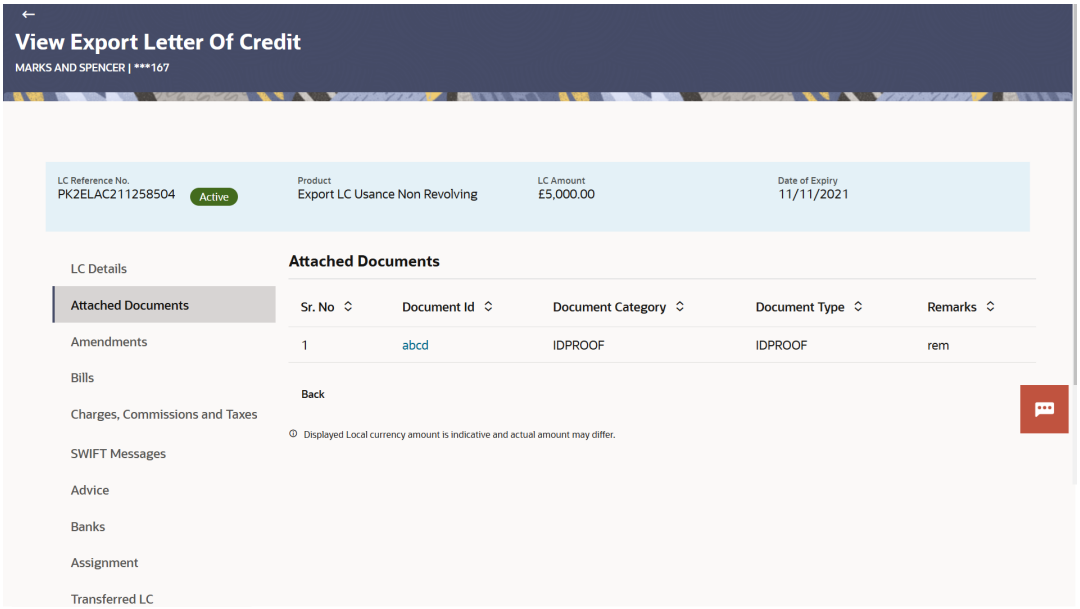
Figure 10-6 View Export Letter Of Credit - LC Attached Documents



For more information refer to the field description table below:

Table 10-5 View Export Letter Of Credit - LC Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Click **Amendments** tab to view the amendment details.
4. Click **Back** to go back to previous screen.

10.4 View Export Letter Of Credit - Amendments

This topic provides the systematic instructions to view the amendments done to the LC in the application.

This tab displays the amendments done to the LC such as shipment date, LC amount etc.

To View the amendments:

1. Navigate to the **Amendments** tab.

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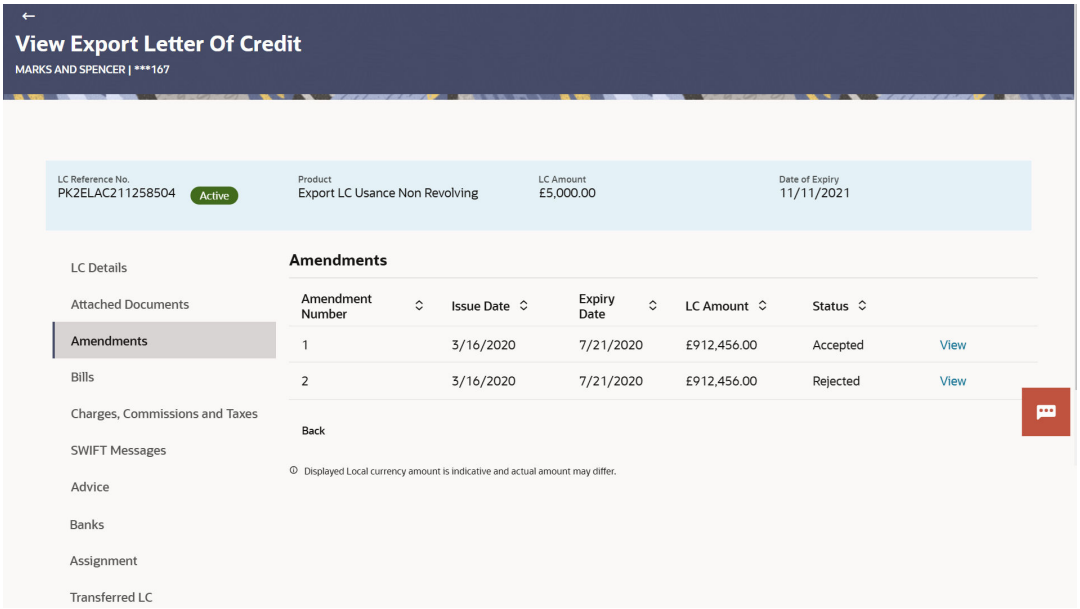
Figure 10-7 View Export Letter Of Credit - Amendments tab



For more information refer to the field description table below:

Table 10-6 View Export Letter Of Credit - Amendments - Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the export LC. Displays the link to view details of the Export LC amendment.
Issue Date	Displays the issue date of the Export LC.
Expiry Date	Displays the modified expiry date of the Export LC.
LC Amount	Displays the modified amount of the Export LC.
Status	Displays the status of raised amendment.

2. Click the required link in the **View** column.

   The **View Export LC Amendment** screen with detailed issued Amendments appears.

3. Click the **Bills** tab to go to the view the bills detail.
4. Click **Back** to go back to previous screen.

10.5 View Export Letter Of Credit - Bills

This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.

This tab displays the list of Bills raised by the beneficiary.

To view the bills:

1. Navigate to the **Bills** tab.

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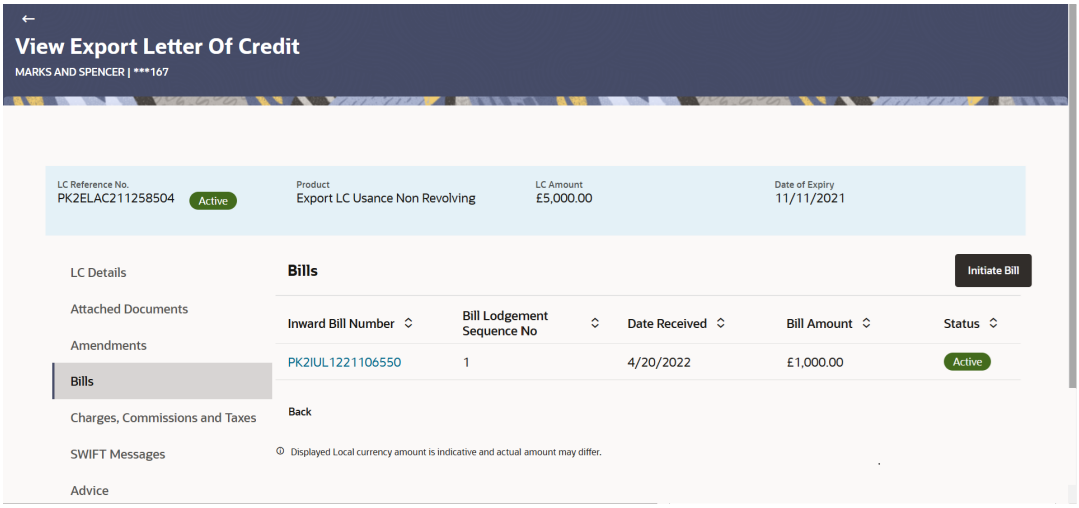
Figure 10-8 View Export Letter Of Credit - Bills tab



For more information refer to the field description table below:

Table 10-7 View Export Letter Of Credit - Bills - Field Description

Field Name	Description
Negotiation Reference Number	Displays the Negotiation Reference Number of the Export Bill. Displays the link to view the Export Bill details. Refer View Export Bill.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Date Received	Displays the date on which the Bill is received.
Bill Amount	Displays the bill amount with currency for the LC.
Status	Displays the status of the bill received.

2. Click the **Negotiation Reference Number** to view the Bill details.

   The **View Export Bill- General Bill** details linked to the LC number screen appears.

3. Click **Charges, Commisson and Taxes** tab to view the Charges, Commisson and Taxes details.

4. Click **Back** to go back to previous screen.

10.6 View Export Letter of Credit - Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

1. Navigate to the **Charges Commissions and Taxes details** tab.

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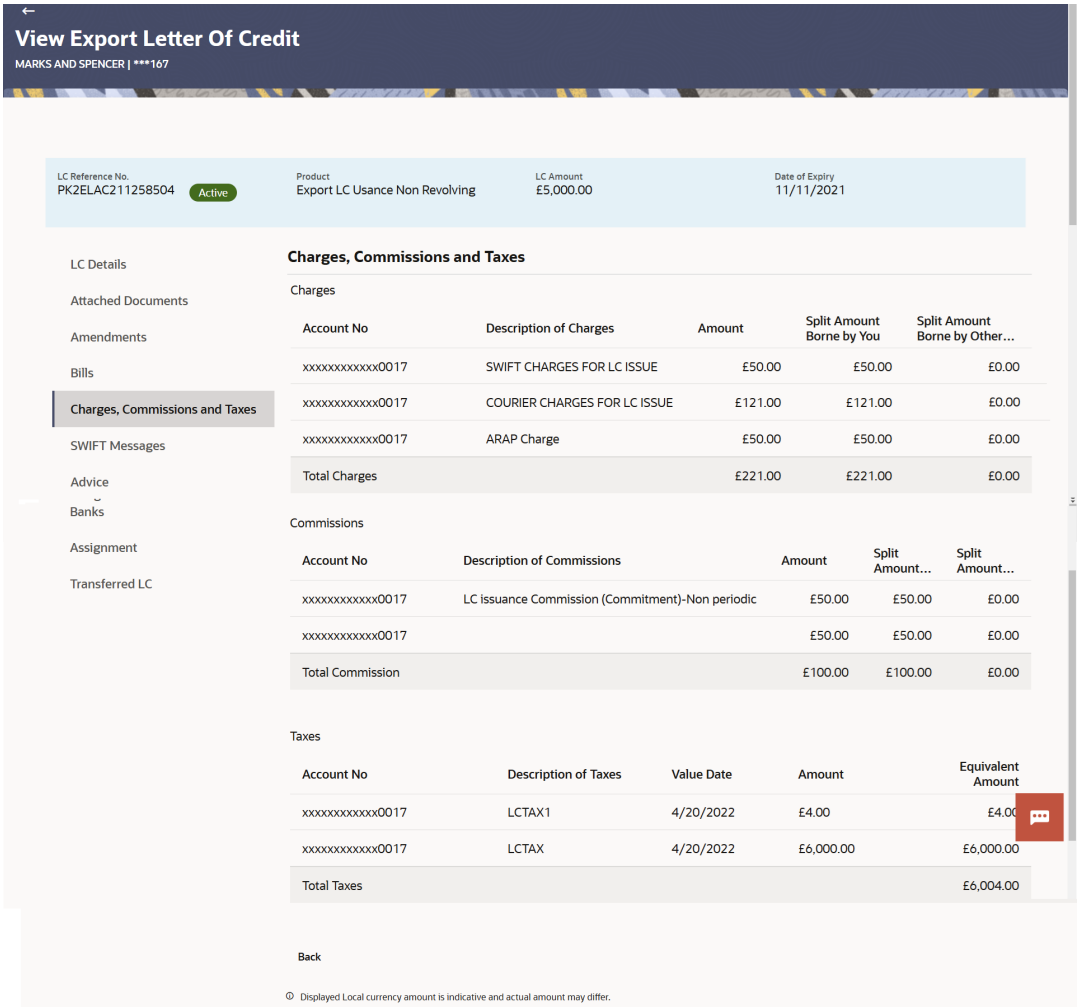
Figure 10-9 View Export Letter of Credit - Charges Commissions and Taxes



For more information refer to the field description table below:

Table 10-8 View Export Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number for levying Cancellation Charges / Export Advice Charges.
Description of Charges	Displays the reason/ narration of charges levied for various LC processes.
Amount	Displays the amount charged for the process.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.

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Table 10-8 (Cont.) View Export Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.
Split Amount Borne by You	Displays the split commission amount which is to be paid by you.
Split Amount Borne by Other	Displays the split commission amount which is to be paid by other party.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Back** to go back to previous screen.

10.7 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Export LC.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

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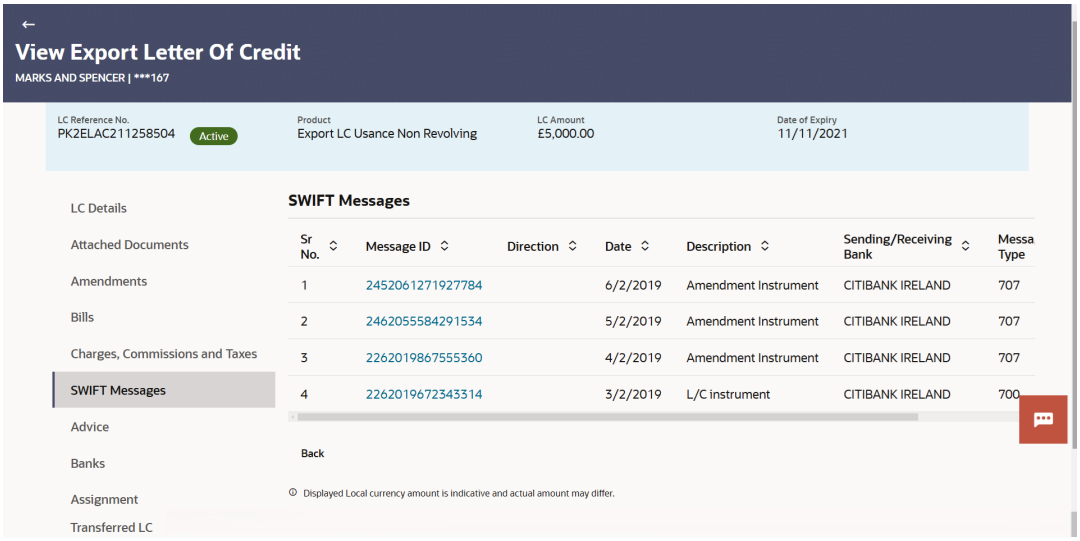
Figure 10-10 View Export Letter Of Credit - SWIFT Messages tab



For more information refer to the field description table below:

Table 10-9 SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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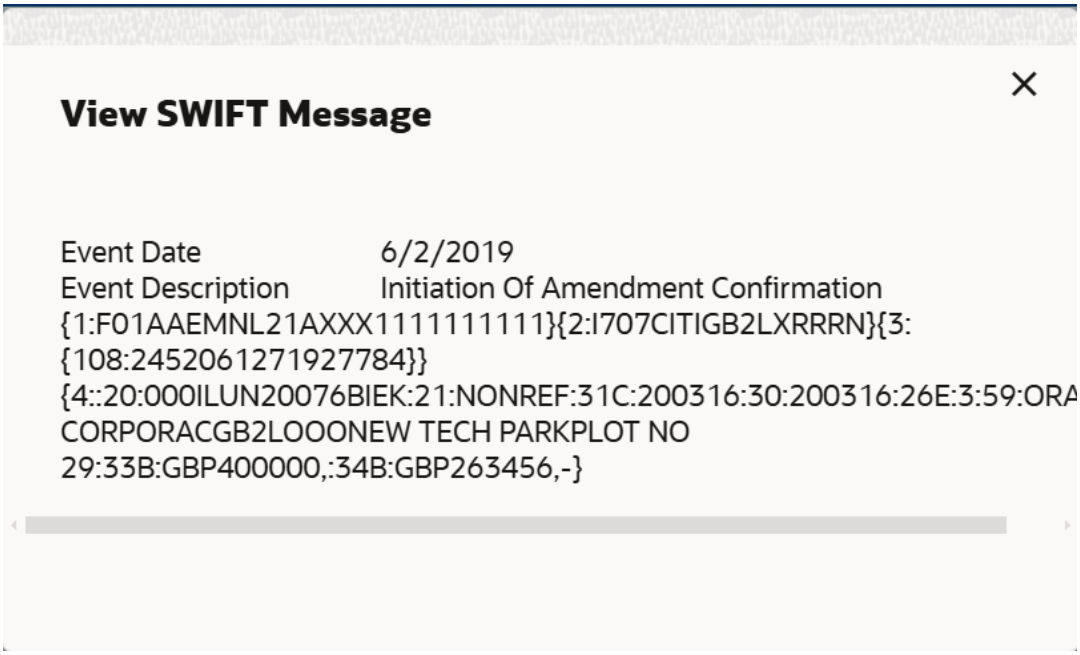
Figure 10-11 View SWIFT Message



For more information refer to the field description table below:

Table 10-10 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

10.8 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export LC.

To view the Advice details:

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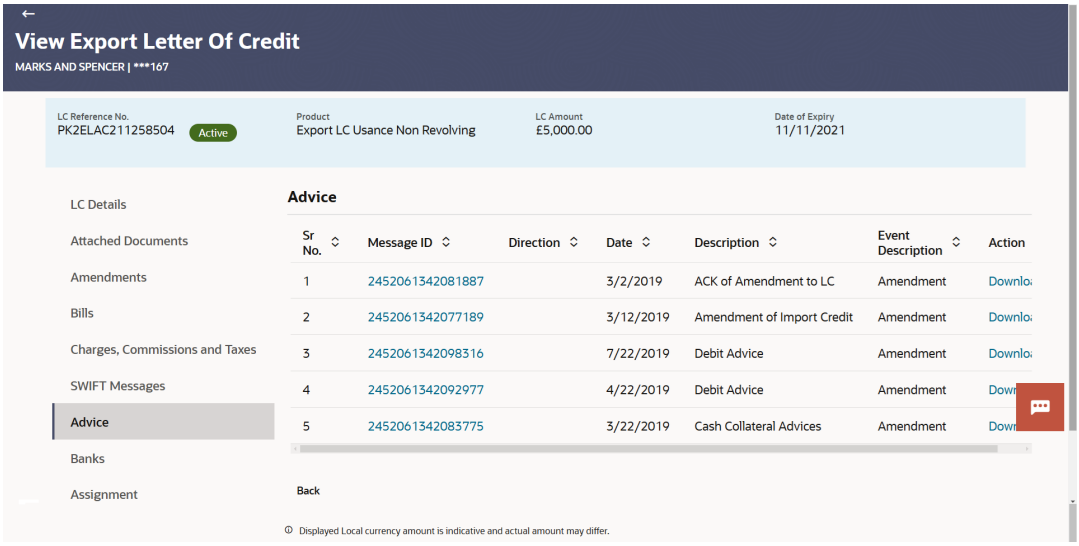
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 10-12 View Export Letter Of Credit - Advice tab



For more information refer to the field description table below:

Table 10-11 View Export Letter Of Credit - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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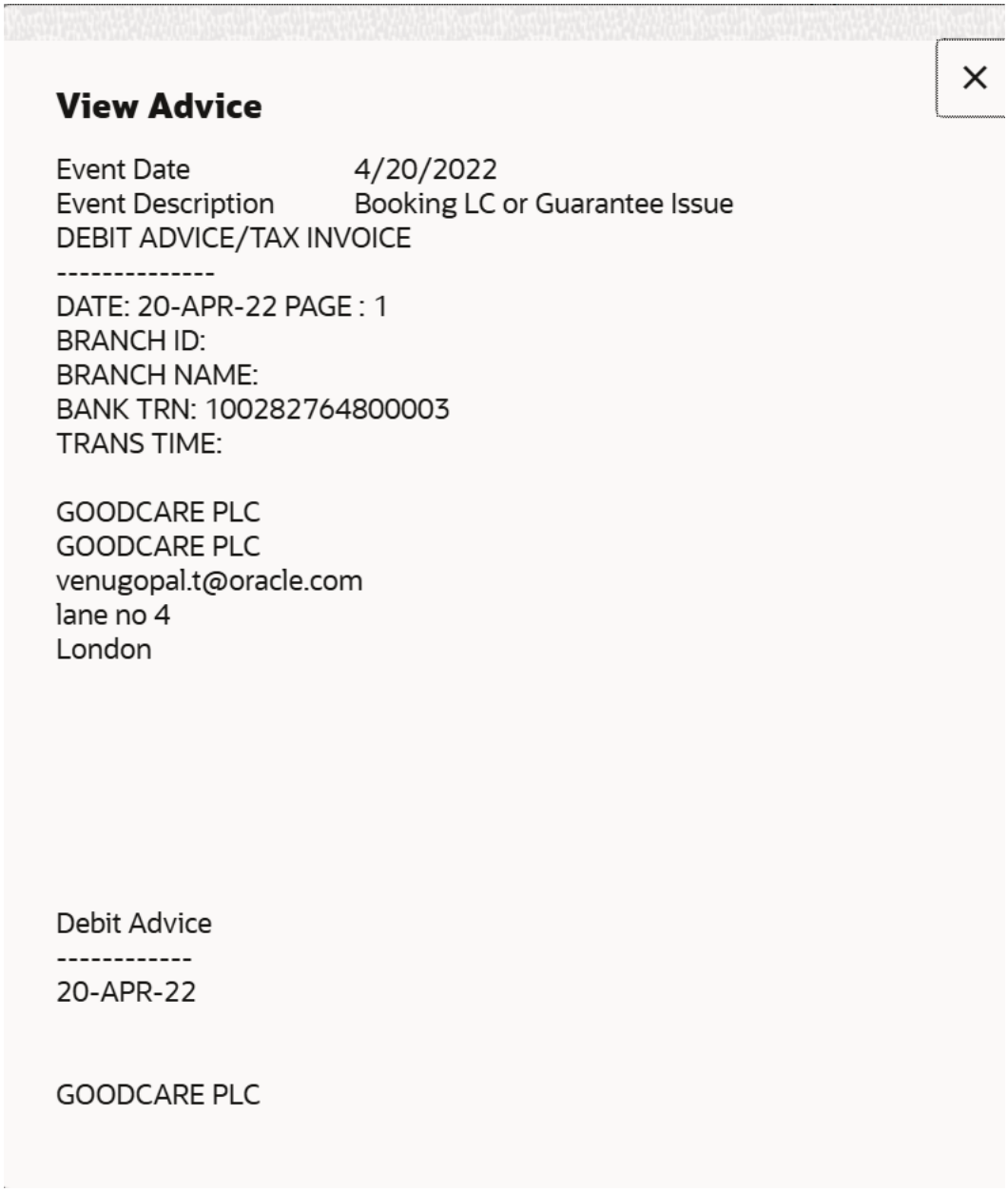
Figure 10-13 View Advice



For more information refer to the field description table below:

Table 10-12 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Bank** tab to view the bank details.
5. Click **Back** to go back to previous screen.

10.9 Bank

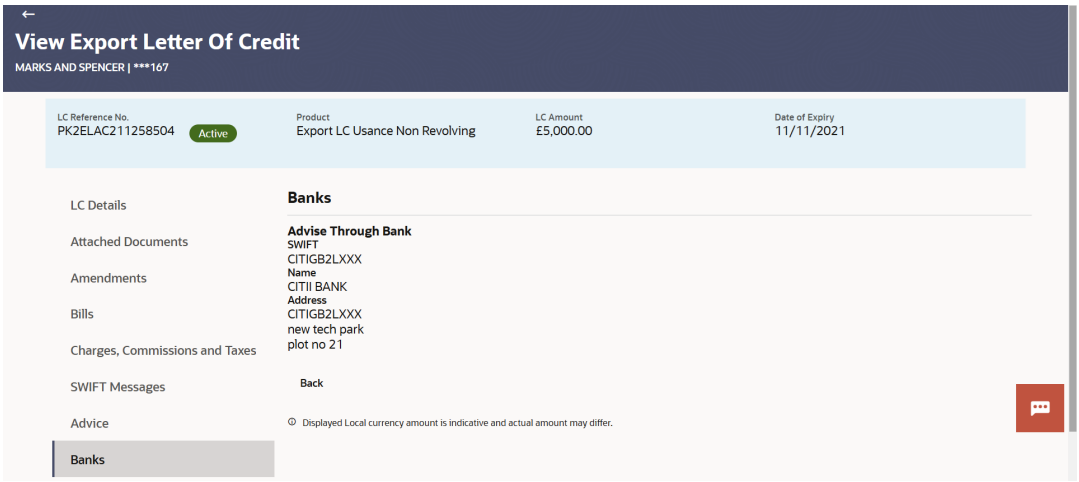
This topic provides the systematic instructions to view the Bank details in the application.

This tab denotes the banks which are involved for other than for issuing purpose like Negotiating Bank, Confirming Bank, Advising through Bank etc. Only the details of banks involved in transaction will appear here.

To view the Bank details:

1. Navigate to the **Bank** tab. The summary of all the Bank which are involved transactions other than issuing purpose.

Figure 10-14 View Export Letter Of Credit - Bank tab



For more information refer to the field description table below:

Table 10-13 View Export Letter Of Credit - Bank - Field Description

Field Name	Description
Reimbursing Bank	This section displays the Reimbursing bank details.
SWIFT	DDisplays the SWIFT Id of the Reimbursing Bank.
Name	Displays the name of the Reimbursing Bank.
Address	Displays the address of the Reimbursing Bank.
Country	Displays the country of the Reimbursing Bank.
Confirming Bank	This section displays the Confirming bank details.
SWIFT	DDisplays the SWIFT Id of the Confirming Bank.
Name	Displays the name of the Confirming Bank.
Address	Displays the address of the Confirming Bank.
Country	Displays the country of the Confirming Bank.
Advise Through Bank	This section displays the Advise Through bank details.

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Table 10-13 (Cont.) View Export Letter Of Credit - Bank - Field Description

Field Name	Description
SWIFT	DDisplays the SWIFT Id of the Advise Through Bank.
Name	Displays the name of the Advise Through Bank.
Address	Displays the address of the Advise Through Bank.
Country	Displays the country of the Advise Through Bank.

2. Click **Back** to go back to previous screen.

10.10 View Export Letter of Credit - Assignment

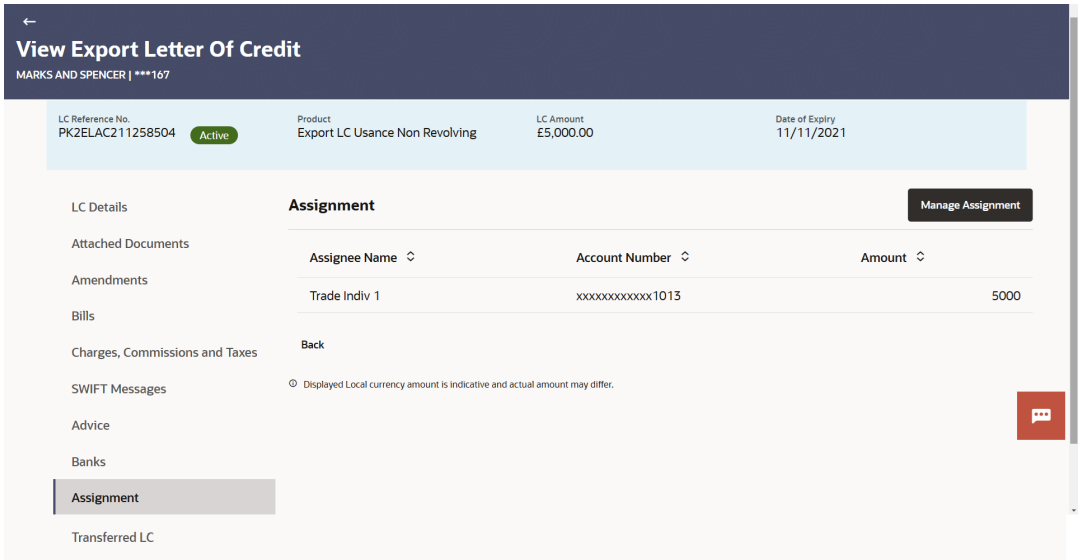
This topic provides the systematic instructions to view the Assignment details in the application.

This tab denotes the assignee which receives proceeds from the issuing or confirming bank.

To view the Assignment details:

1. Navigate to the **Assignment** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

Figure 10-15 View Export Letter of Credit - Assignment



For more information refer to the field description table below:

Table 10-14 View Export Letter of Credit - Assignment - Field Description

Field Name	Description
Assignee Name	Displays the name of the assignee to whom the proceeds is to be assigned
Account Number	Displays the account number of the assignee.
Amount	Displays the amount that was proceeds to the assignee.

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2. Click **Manage Assignments** to manage the assignees.
3. Click **Back** to navigate back to previous screen.

10.11 View Export Letter of Credit - Transferred LC

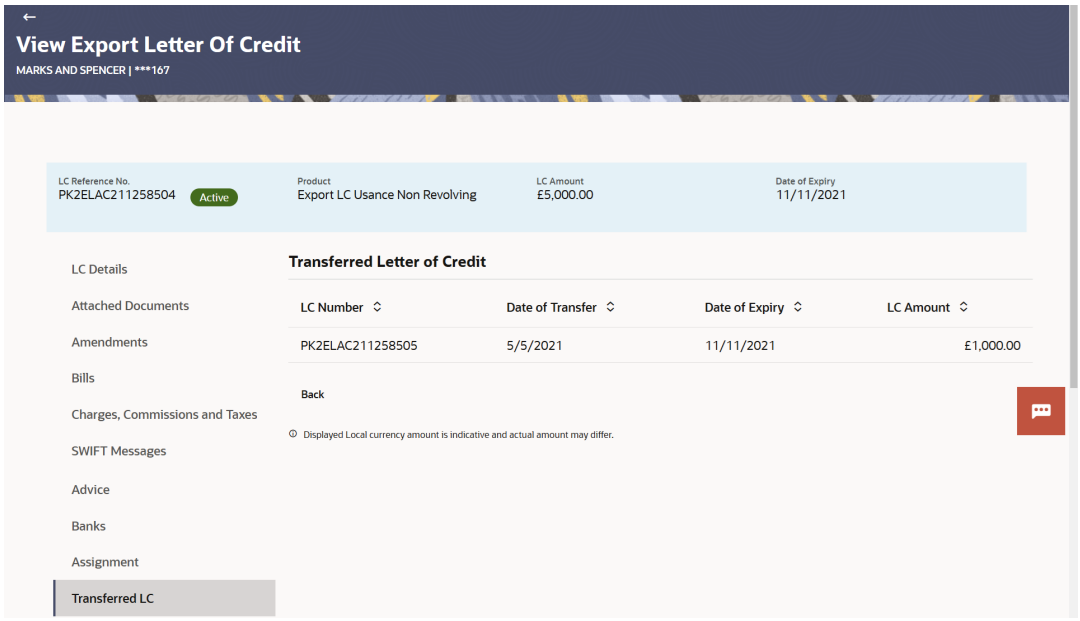
This topic provides the systematic instructions to view the Transferred LC details in the application.

This tab displays the list of Transferred LC.

To view the Transferred LC details:

1. Navigate to the **Transferred LC** tab. The summary of all the Transferred LC is displayed.

Figure 10-16 View Export Letter of Credit - Transferred LC



For more information refer to the field description table below:

Table 10-15 View Export Letter of Credit - Transferred LC - Field Description

Field Name	Description
LC Number	Displays the parent LC number.
Date of Transfer	Displays the date of transfer of the LC.
Expiry Date	Displays the expiry date of the LC.
LC Amount	Displays the currency under which the LC can be issued. Indicates the amount for the Letter of Credit.

2. Click **Back** to navigate back to previous screen.

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10.12 FAQs

1. **Can I see LCs which has expired?**
   Yes, you can look details of LCs which are expired, active, closed or on hold.
2. **Can I see Bills linked to my LC?**
   Yes, on clicking Bills section, you will have a summary and link to attach Bills under the LC.
3. **Why only certain Incoterms, documents or clauses coming, not the others?**
   It depends on the LC product chosen while creating; all these are dependent on the LC product.
4. **How many amendments are possible and how to keep track?**
   Application will show you all the fields with their values and the amendments done to it. The details of amendments are displayed in the amendment section.

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11

LC Amendment Acceptance

This topic provides the systematic instructions search and view the amendments under Export Letter of Credits in the application.

User can search amendments under Export Letter of Credits using various parameters like Beneficiary Name, LC Number, and Applicant Name etc. The user can accept / reject LC Amendments. The amended value comes on the screen and the previous value is shown beneath the same field in red.

If an amendment is initiated under the Parent LC to reduce the LC amount with the beneficiary's consent, but before the beneficiary's consent is received, and the Parent LC amount is utilized by transferring the LC, then during the Export LC Amendment Acceptance, if the user attempts to accept the amendment and sufficient balance is not available under the Parent LC, the system displays an error message and prevent the user from reducing the Parent LC amount.

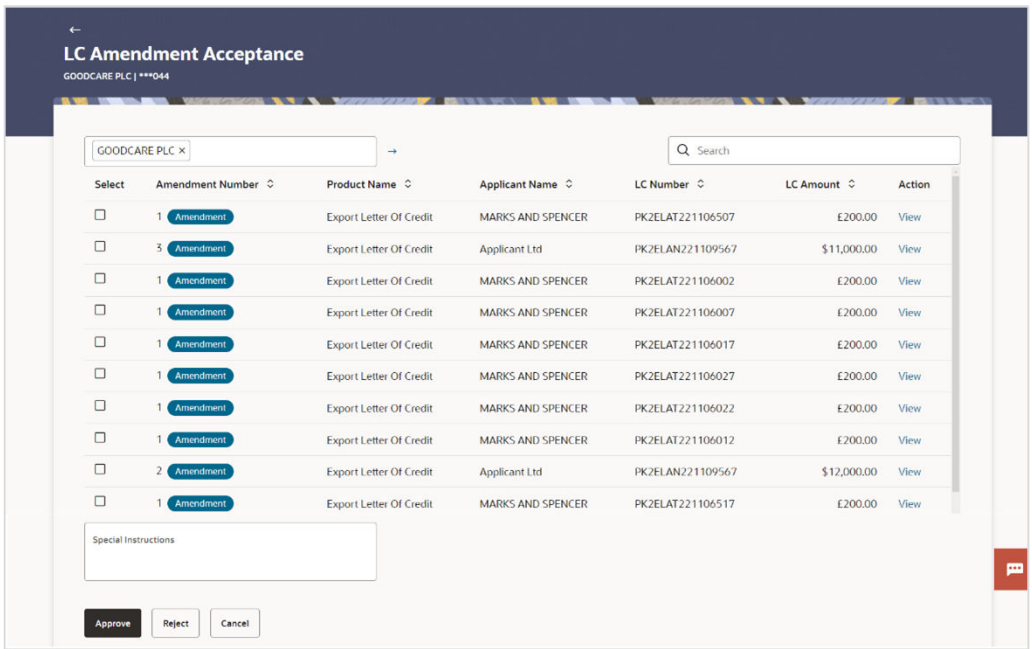
Pre-requisites

- User must have a valid corporate party Id and login credentials in place

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **Export LC Amendment Acceptance**.

   The **LC Amendment Acceptance** screen appears.

Figure 11-1 LC Amendment Acceptance



For more information refer to the field description table below:

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Table 11-1 LC Amendment Acceptance - Filter Result Field Description

Field Name	Description
All Beneficiaries	Specify the name of the beneficiary of the Export LC.
Filter	Specify the Product Name, Applicant Name, LC Number and LC amount to search and view the amendments under Export Letter of Credits.
Search Results	This section displays the search results.
Amendment Number	Displays the amendment number of the LC.
Product Name	Displays the product of the LC for which amendment acceptance is required.
Applicant Name	Displays the name of the LC applicant.
LC Number	Displays the naLC number against which amendment acceptance is required.
LC Amount	Displays the amount of Export LC.
View	Click the View link to view the export LC amendment screen.
Special Instructions	Specify the instructions provided to bank for LC is mentioned here.

2. Select the desired Amendment Number record.
3. Specify the remarks/special instructions in the **Special Instructions** field.
4. Perform one of the following actions:
   - Click on the desired **View** link in the **Action** column, to view the amendment details. The **Export LC amendment** screen appears.
   - Click **Approve** to accept the amendment.

     The success message initiation of LC Amendment Acceptance appears along with the reference number.
   - Click **Reject** to reject the amendment
   - Click **Cancel** to cancel the transaction. The **Dashboard** appears.

> **Note**
>
> If reduction in LC amount as part of LC Amendment is greater than the Available amount, system displays an error to user.

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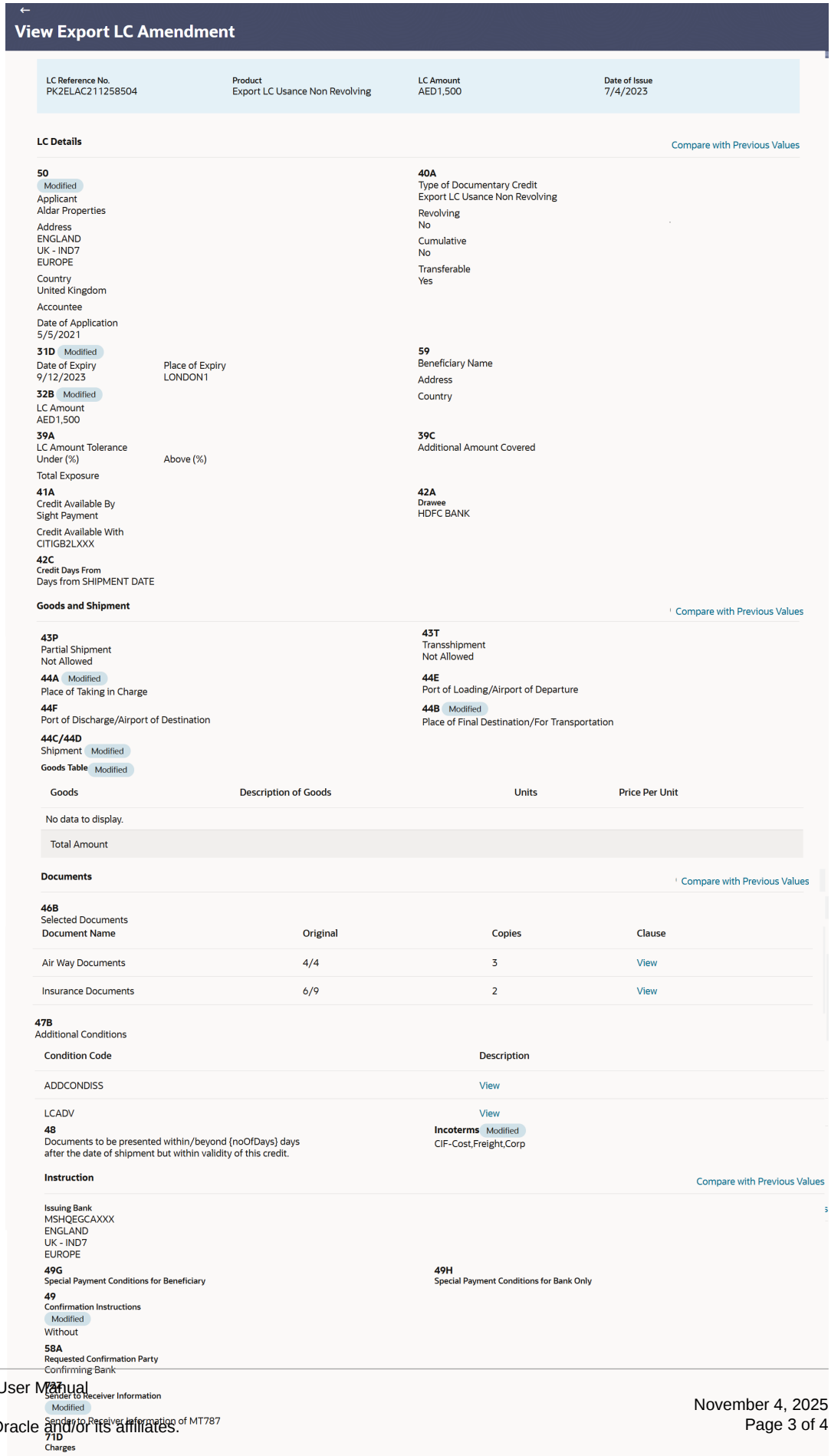
Figure 11-2 LC Amendment Acceptance - Amendment Details



View Export LC Amendment

LC Reference No.	Product	LC Amount	Date of Issue
PK2ELAC211258504	Export LC Usance Non Revolving	AED1,500	7/4/2023

LC Details Compare with Previous Values

50 Modified
Applicant
Aldar Properties
Address
ENGLAND
UK - IND7
EUROPE
Country
United Kingdom
Accountee
Date of Application
5/5/2021

40A
Type of Documentary Credit
Export LC Usance Non Revolving
Revolving
No
Cumulative
No
Transferable
Yes

31D Modified
Date of Expiry
9/12/2023
Place of Expiry
LONDON1

59
Beneficiary Name
Address
Country

32B Modified
LC Amount
AED1,500

39A
LC Amount Tolerance
Under (%)
Above (%)
Total Exposure

39C
Additional Amount Covered

41A
Credit Available By
Sight Payment
Credit Available With
CITIGB2LXXX

42A
Drawee
HDFC BANK

42C
Credit Days From
Days from SHIPMENT DATE

Goods and Shipment Compare with Previous Values

43P
Partial Shipment
Not Allowed

43T
Transshipment
Not Allowed

44A Modified
Place of Taking in Charge

44E
Port of Loading/Airport of Departure

44F
Port of Discharge/Airport of Destination

44B Modified
Place of Final Destination/For Transportation

44C/44D
Shipment Modified

Goods Table Modified

Goods	Description of Goods	Units	Price Per Unit
No data to display.			
Total Amount			

Documents Compare with Previous Values

46B
Selected Documents

Document Name	Original	Copies	Clause
Air Way Documents	4/4	3	View
Insurance Documents	6/9	2	View

47B
Additional Conditions

Condition Code	Description
ADDCONDISS	View
LCADV	View

48
Documents to be presented within/beyond {noOfDays} days after the date of shipment but within validity of this credit.

Incoterms Modified
CIF-Cost,Freight,Corp

Instruction Compare with Previous Values

Issuing Bank
MSHQEGCAXXX
ENGLAND
UK - IND7
EUROPE

49G
Special Payment Conditions for Beneficiary

49H
Special Payment Conditions for Bank Only

49
Confirmation Instructions
Modified
Without

58A
Requested Confirmation Party
Confirming Bank

72
Sender to Receiver Information
Modified
Sender to Receiver Information of MT787

71D
Charges

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> **Note**
>
> For field details, refer section **Initiate LC Details** tab.

5. Click **Back** to go back to previous screen.

   The **LC Amendment Acceptance** screen appears.

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12
Initiate Bills

This topic provides the systematic instructions to initiate an Export Bills in the application.

Using this option, user can initiate Bill in the application. It will be linked to a Letter of Credit. User has two options to initiate Bills.

- Using existing Drafts
- Initiating Bills(New Application)

These are explained in detail underneath.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place

This topic contains following sub-topics:

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **Initiate Export LC Bills**.

  The **Initiate Bills** screen appears.
  This topic contains following sub-topics:

- Search Bills Drafts
  This topic provides the systematic instructions to search the Bill draft in the application.
- Initiate a Bill - LC Details
  This topic provides the systematic instructions to initiate a Bill in the application.
- Initiate Bill - Bill Details
  This topic provides the systematic instructions to initiate the Export Bill - Bill Details in the application.
- Initiate Bills - Assignee Details
  This topic provides the systematic instructions to capture the Assignment details in the application.
- Initiate Bills – Forex Deals
  This topic provides the systematic instructions to link the forex deals in Initiate Bill in the application.
- Goods and Shipment Details
  This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.
- Initiate Bills - Discount
  This topic provides the systematic instructions to capture the Discount details in the application.
- Initiate Bills - Charges and Taxes
  This topic provides the systematic instructions to capture the Charges and Taxes details in the application.

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- Initiate Bills - Attachments
  This topic provides the systematic instructions to capture the LC Attachments details in the application.
- Save as Draft
  This topic provides the systematic instructions to save Bills application as a Draft.

12.1 Search Bills Drafts

This topic provides the systematic instructions to search the Bill draft in the application.

User can save Bills application as a Draft so that it can be used if required in future. User can search the saved Bill draft using Draft Name.

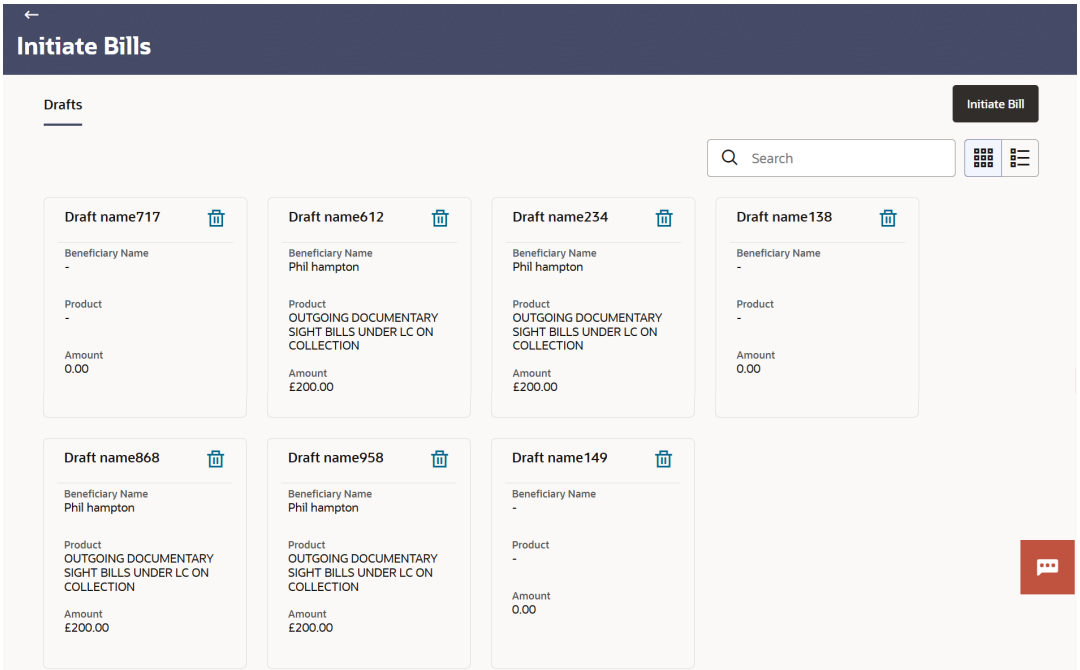
> **Note**
>
> Bill Application saved as **Draft** can be used only one time for Bill Application initiation.

To search the Bill draft:

1. Specify the Draft Name in the **Search** field.
2. Click the **Search** icon to search and select the

   The saved Bill draft appears based on search criteria.

Figure 12-1 Initiate Bill - Draft



For more information refer to the field description table below:

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Table 12-1 Initiate Bill - Draft - Field Description

Field Name	Description
Draft Name	Specify the draft name to search the Bill.
Search Results	This section displays the search results.
Draft Name	Displays the name of the Bill application saved as draft.
Beneficiary Name	Displays the beneficiary of the bill.
Product	Displays the product type as coming from Host.
Updated Date	Displays the latest updated date of the template.
Amount	Displays the bill amount.

3. Click the Draft card to view the LC details.

   The **Initiate Bills - LC Details** screen appears

4. Perform one of the following actions:
   - Click **Initiate Bills** to initiate the bill transaction.
   - Click or to view the initiate Bill draft as Summarized or Tabular view
   - Click to delete the initiated Bill draft card.

12.2 Initiate a Bill - LC Details

This topic provides the systematic instructions to initiate a Bill in the application.

Using this option, the user can initiate a Bill in the application. To initiate a Bill in the application, the user has to specify the details such as LC number, Parties details, and Bill details etc. The user can also give specific instructions to bank.

There also an option to allow substitution of documents while initiating Bill. The user, who is the first beneficiary of Transferable LC, and has received a drawing under the transferred LC wishes to initiate a drawing under parent LC with substitution of the received documents.

To initiate a Bill:

1. Navigate to **Initiate Bills** screen.
2. On **Initiate Bill** screen, then click **Initiate Bill**.

   The **Initiate Bill - LC Details** screen appears.

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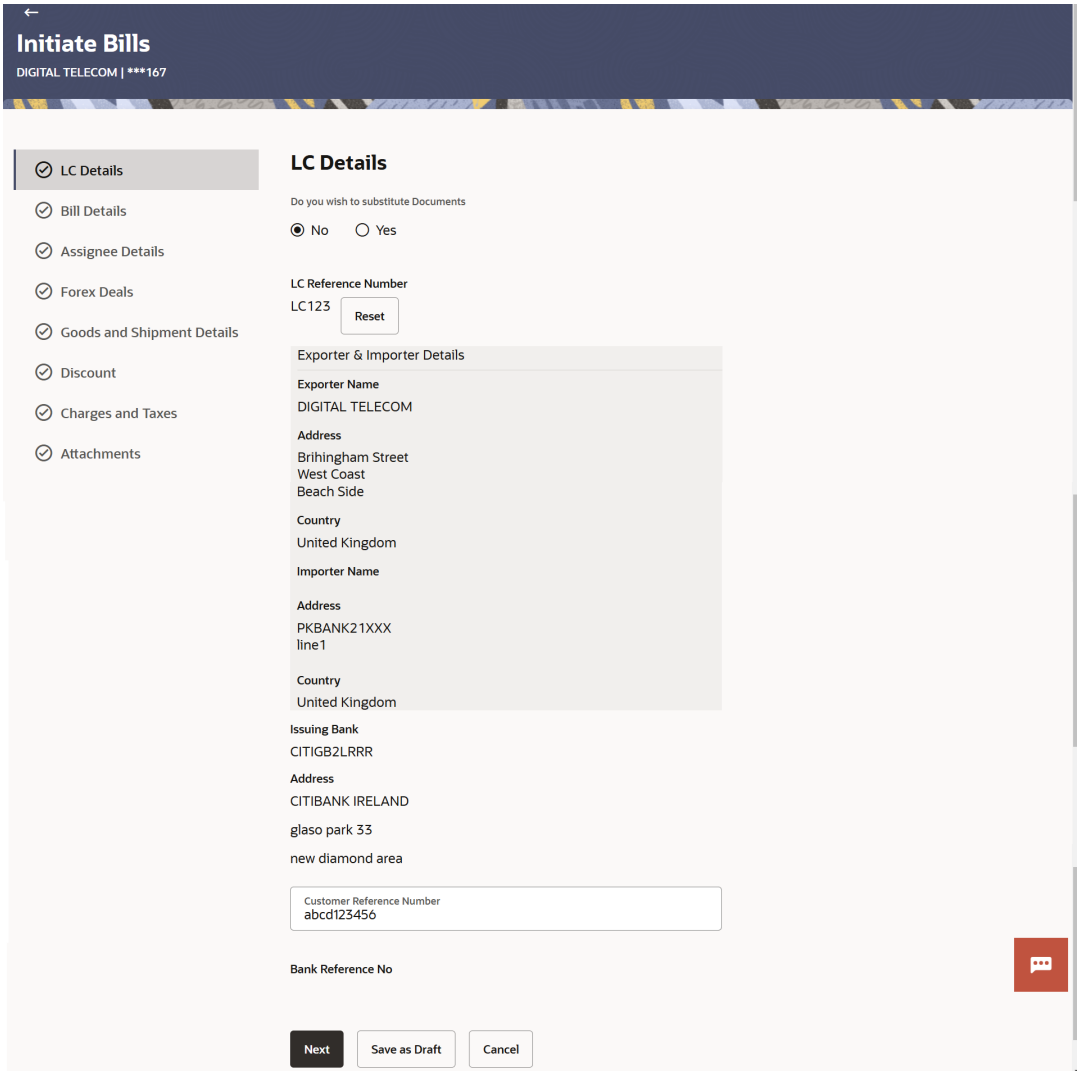
Figure 12-2 Initiate Bill - LC Details



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 12-2 Initiate a Bill - Field Description

Field Name	Description
Party ID	Displays the party ID of applying party.
Branch	Displays the bank branch where the Bills contract is to be created.
LC Details	This section displays the LC details.

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Table 12-2 (Cont.) Initiate a Bill - Field Description

Field Name	Description
Do you wish to substitute Documents	Select the option, whether to allow the substitution of documents under Transferred LC or not. The options are: • No • Yes
Lookup Transfer LC Bill Number	Select Transfer LC linked bill reference number, which is attached to the Bill. This field appears, if the user selects **Yes** option **in Do you wish to substitute Documents** field.
Parent Export LC No	Select the parent export LC number, from which the user wishes to initiate a drawing with substitution of the received documents. This field appears, if the user selects **Yes** option in **Do you wish to substitute Documents** field.
Outstanding LC Amount	Displays the outstanding LC amount. This field appears, if the user selects **Yes** option in **Do you wish to substitute Documents** field.
Lookup LC Reference No	Select LC reference number, which is attached to the Bill. This field appears, if the user selects **Yes** option in **Do you wish to substitute Documents** field.
Exporter & Importer Details	This section displays the **Exporter & Importer** details.
Exporter Name	Displays the name of Exporter party.
Address	Displays the address of Exporter party.
Country	Displays the country of Exporter party.
Importer Name	Displays the name of Importer party.
Address	Displays the address of Importer party.
Country	Displays the country of Importer party.
Swift Code	Displays the SWIFT code of the issuing Bank.
Issuing Bank Name	Displays the names of banks who acts on behalf of Drawee.
Address	Displays the complete address of the issuing Bank.
Country	Displays the country of the issuing Bank.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Bank Reference Number	Displays the user provided bank reference number for the transaction.

3. In the **Do you wish to substitute Documents** field, select the appropriate option.
4. If you select **Yes** option, perform any one of the following actions:
   - Select the appropriate import bill reference number from the **Lookup Import Bill Reference Number** list and click **Verify**.
   - Click the **Advanced Lookup** link.

     The **Advanced Lookup** overlay screen appears.

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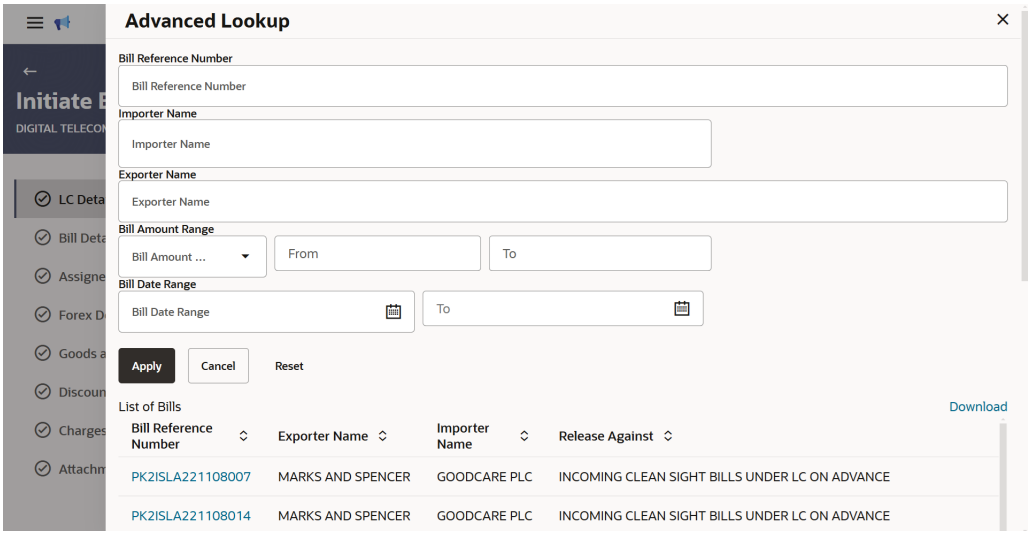
Figure 12-3 Initiate Bill - Advanced Lookup



For more information refer to the field description table below:

Table 12-3 Initiate Bill - Advanced Lookup - Field Description

Field Name	Description
Bill Reference Number	Specify the Bill reference number which is attached to the Bill.
Importer Name	Specify the name of Importer.
Exporter Name	Specify the name of Exporter.
Currency	Select the currency of the bill.
Bill Amount Range From - To	Specify the Bill amount range used for searching the Bill.
Bill Date Range From - To	Specify the start date and end date of the Bill date range used for searching the Bill.
List of Bills	This section displays the search results based on the searched criteria.
Bill Reference Number	Displays export bill reference number, which is attached to the Bill.
Exporter Name	Displays the name of the Exporter party.
Importer Name	Displays the name of Importer.
Release Against	Displays the LC against which the bill is released.
Transaction Date	Displays the date of the transaction.
Bill Amount	Displays the Bill amount.
Status	Displays the status of the bill.

5. Click the desired **Bill Reference Number**. The Parent Export LC details appear on the screen.
6. In the **Do you wish to substitute Documents** field, if you select **No** option, perform any one of the following actions:
   - Select the appropriate import bill reference number from the **Lookup Import Bill Reference Number** list and click **Verify**.
   - Click the **Advanced Lookup** link.

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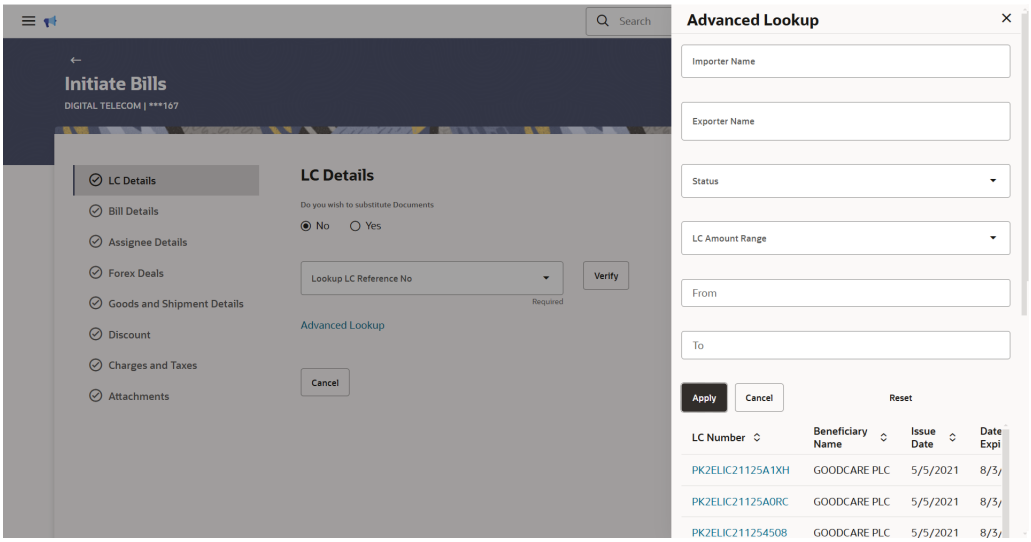
The **Advanced Lookup** overlay screen appears.

Figure 12-4 Initiate Bill - Advanced Lookup



For more information refer to the field description table below:

Table 12-4 Initiate Bill - Advanced Lookup - Field Description

Field Name	Description
Importer Name	Specify the name of Importer.
Exporter Name	Specify the name of Exporter.
Status	Select the status of the bill. The options are: – **Partial** – **Full** – **Undrawn**
Currency	Select the currency of the bill.
LC Amount Range From - To	Specify the LC amount range used for searching the Bill.
List of Bills	This section displays the search results based on the searched criteria.
LC Number	Displays LC reference number of the Bill.
Beneficiary Name	Displays the name of the LC beneficiary.
Issue Date	Displays the issue date of the LC.
Date of Expiry	Displays the date on which the LC expires.
LC Status	Displays the status of the LC.
LC Amount	Displays the LC amount.
Outstanding Amount	Displays the outstanding amount against LC.

7. Click the desired **LC Number**. The Exporter & Importer details appear on the screen.
   a. Select the appropriate import bill reference number from the **Lookup LC Reference No** list and click **Verify**.

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b. Click the **Advanced Lookup** link.

c. Specify the filter criteria to search the bill.

d. Click **Apply**.

The **Advanced Lookup** screen appears with the search results.

8. Specify the user provided customer reference number in the **Customer Reference Number** field .

9. Perform any one of the following actions:

- Click **Next** to proceed to the next tab.

  The **Bill Details** tab appears in the **Initiate Bill** screen.

- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)

- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.

12.3 Initiate Bill - Bill Details

This topic provides the systematic instructions to initiate the Export Bill - Bill Details in the application.

The **Initiate Bill - Bill Details** captures the bill details of the initiate Bills in the application.

To view an Export Bills:

1. Navigate to **Bill Details** tab of **Initiate Bill - Bill Details** screen.

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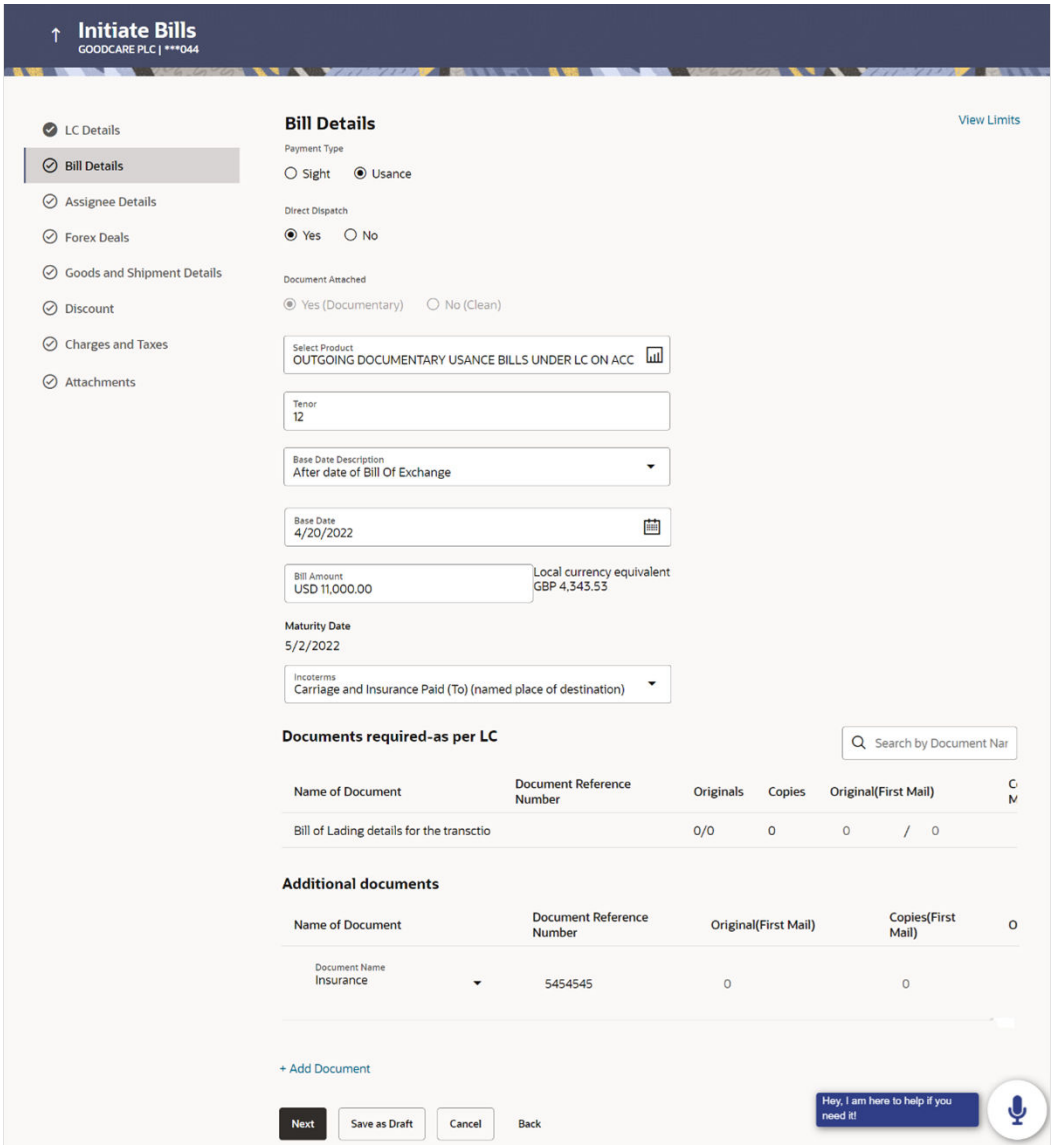
Figure 12-5 Initiate Bills - Bill Details



For more information refer to the field description table below:

Table 12-5 Initiate Bills - Islamic - Bill Details - Field Description

Field Name	Description
Bill Number	Displays the bill number of the LC.
Payment Type	Select the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Direct Dispatch	Select whether the bills to be dispatched directly or not. The options are: • **Yes** • **No**

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Table 12-5 (Cont.) Initiate Bills - Islamic - Bill Details - Field Description

Field Name	Description
Document Attached	Select the value, if any documents a part of Bill. The value can be: • **Yes (Documentary)** • **No (Clean)** This field is enabled if **No** option is selected in **Direct Dispatch** field.
Select Product	Select the product type as coming from Host based on the input parameters (Payment/ LC linkage /Customer ID).
Tenor	Specify the tenor of the Bill. This field is enabled if **Payment Type** is **Usance.**
Base Date Description	Select the base code and its description. It describes what the chosen base date for application is.
Base Date	Select the date to be considered as base date for Bill application.
Bill Amount	Specify the bill amount.
Maturity Date	Displays the tenor added to the base date, when the Bill ceases to exist.
Incoterms	Select the INCO terms for the LC application.
Linked to LC	Displays the reference number of the LC.
Outstanding Amount	Displays the amount availed against the LC.
Local Currency Equivalent	Displays the Bill amount in local currency.
Maturity Date	Displays the maturity date of the Export Bill. It is the tenor added to the base date, when the Bill ceases to exist.
Documents required – as per LC	This section displays the document related fields if the user selects **Yes (Documentary)** option in **Document Attached** field.
Document Description	Displays the name of the document to be sent along with the LC.
Document Reference Number	Displays the reference number of the document.
Original	The required number of original documents required for the selected document from mail. It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies	Displays the required number of copies required for the selected document from mail.
Original (First Mail)	The required number of original documents required for the selected document from first mail. It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (First Mail)	Displays the required number of copies required for the selected document from first mail.
Original (Second Mail)	The required number of original documents required for the selected document from second mail. It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (Second Mail)	Displays the required number of copies required for the selected document from second mail.
Clause	Click the link to view the clause maintained in the bank application for each of the document. A document can have multiple clauses. The link to view the clause maintained in the bank application for each of the document or to modify as per needs.

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Table 12-5 (Cont.) Initiate Bills - Islamic - Bill Details - Field Description

Field Name	Description
View Clause	This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause. In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.
Clause	Displays the name of the clause.
Clause Description	Displays the description and number of the selected clause.
Additional Documents	Click **Add Document** to add multiple additional documents.
Document Description	Displays the lists of all the documents required to be represented.
Document Reference Number	Displays the reference number of the document.
Original (First Mail)	Displays the number “n” out of “m” original documents of the first mail will be provided to bank.
Copies (First Mail)	Displays the number of copies of the first mail that will be submitted as a set of documents for Bill.
Original (Second Mail)	Displays the number “n” out of “m” original documents of the second mail will be provided to bank.
Copies (First Mail)	Displays the number of copies of the second mail that will be submitted as a set of documents for Bill.
Clause	Displays the default description of clauses, however user can modify the same.
View Limit	Click the link to open the Facility Summary screen.

2. Select the appropriate option from **Payment Type** field.
3. Click the **View Limit Details** link.

   The **View Limits** overlay screen appears.

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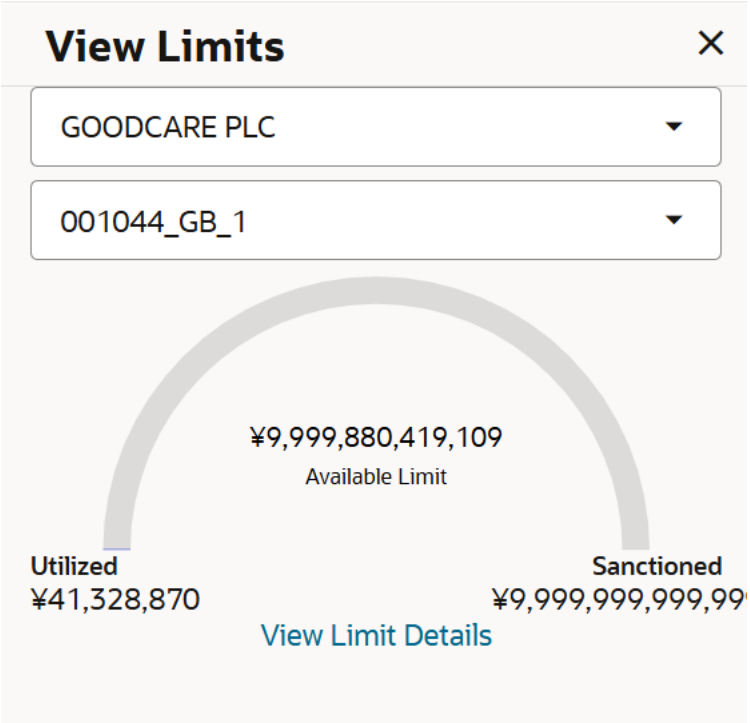
Figure 12-6 View Limits



4. On the **View Limits** screen, perform the following actions:

   For more information on fields, refer to the field description table.

Table 12-6 View Limits

Field Name	Description
Party ID	Select the The party Id of the LC product.
Limit	Select the limit.
Line Limit	Display the available limits, utilized and sanctioned limits for Accountee under the selected Line in a graphical format.

   a. From the **Party ID** list, select the appropriate party Id.
   b. From the **Limits** list, select the appropriate limit.
   c. Click **View Limit Details** link to open the **Facility Summary** screen. The bottom graph appears.
   d. Click **Reset** to reset the limit details. The Reset popup appears.
5. In the **LC Type** field, select the appropriate option.
6. Select the appropriate option from **Direct Dispatch** field.
7. Select the appropriate option from **Document Attached** field to confirm any documents a part of a Bill.
8. From the **Select Product** list, select the appropriate option.
9. From the **Base Date Description** list, select the appropriate option.
10. From the **Base Date** field, select the appropriate date.
11. In the **Bill Amount** field, enter the bill amount.

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12. From the **Incoterm** list, select the appropriate option.
13. Click the **Add Document** link, to add the required document to be a part of the Initiated Bill.
14. In the **Document Reference Number** field, specify the reference number of the document.
15. Specify the number of originals required for the selected document in the **Original (First Mail)/ (Second Mail)** fields.
16. Specify the umber of copies required for the selected document in the **Copies (First Mail)/ (Second Mail)** fields.
17. In the **Clauses** section, list of clauses for each document will be listed and a check box is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document. In the Clause Description field, enter/ modify the description of the clause, if required.
18. Perform any one of the following actions:
    - Click **Next** to proceed to the next tab.

      The **Assignee Details** tab appears in the **sInitiate Bill** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.

12.4 Initiate Bills - Assignee Details

This topic provides the systematic instructions to capture the Assignment details in the application.

This tab captures the Assignee Details information. This will come as maintained in the parent LC.

To capture the Assignment details:

1. Navigate to the **Assignee Details** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

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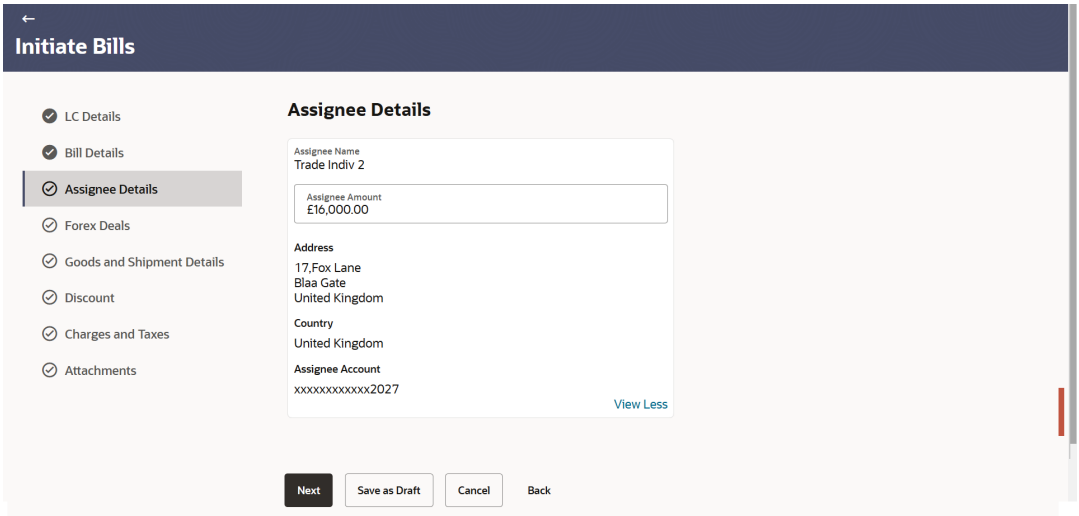
Figure 12-7 Initiate Bills - Assignee Details



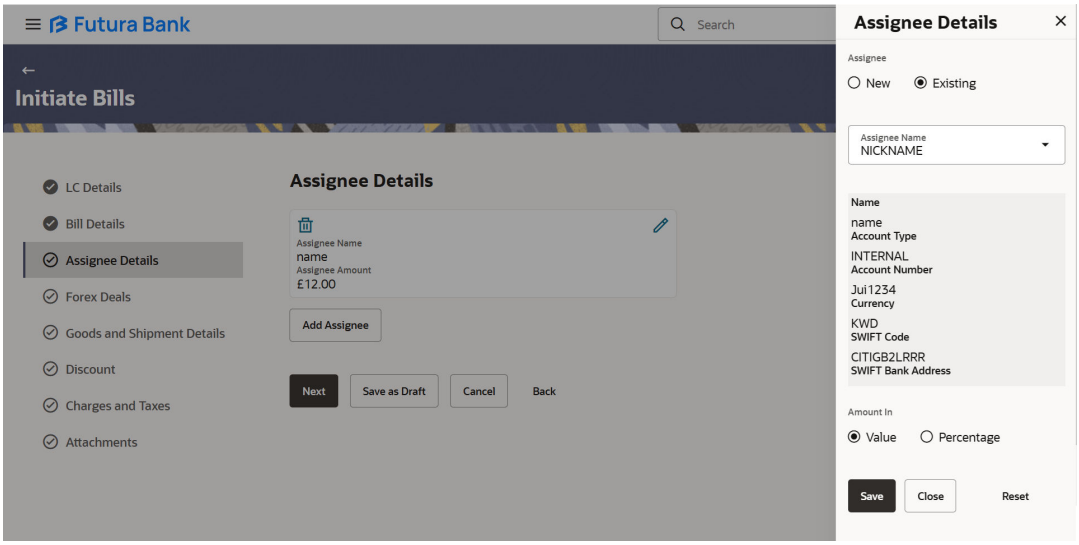
For more information refer to the field description table below:

Table 12-7 Initiate Bill - Assignee Details - Field Description

Field Name	Description
Assignee Name	Displays the name of the assignee to whom the proceeds is to be assigned
Account Number	Displays the account number of the assignee.
Amount	Displays the amount that was proceeds to the assignee.

2. Click **Add Assignee** to add the assignee details. The Add Assignee overlay screen appears.

Figure 12-8 Add Assignee



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For more information refer to the field description table below:

Table 12-8 Initiate Bill - Add Assignee - Field Description

Field Name	Description
Assignee	Select the assignee type. The options are: • **Existing** • **New**
Existing	Following fields appear if you select **Existing** option from **Assignee** field.
Assignee Name	Select the name of the assignee.
Name	Displays the name according to the selected assignee.
Account Type	Displays the assignee account type as Internal or External
Account Number	Displays the account number of the assignee.
Currency	Displays the currency of the assignee account.
Address	Displays the address of assignee.
SWIFT Code	Displays the SWIFT code of assignee Bank.
Bank Name	Displays the name of the bank of the assignee Bank.
Bank Address	Displays the bank address of the assignee Bank.
New	Following fields appear if you select **New** option from **Assignee** field.
Name	Specify the name of the assignee.
Account Type	Select the assignee account type. The options are: • **Internal** • **External**
Address	Specify the address of assignee. This field appears if you select **External** option from Account **Type** field.
Country	Specify the country of assignee.
Account Number	Specify the account number of the assignee.
Confirm Account Number	Re-enter the account number of the assignee to confirm the account number.
Amount In	Select the value for amount in assignee account. The options are: • Value • Percentage
Assignee Amount	Specify the assignee amount. This field is appears if **Value** option is selected in the **Amount In** field.
Percentage	Specify the percentage of assignee amount. This field appears if **Percentage** option is selected in the **Amount** field.
Bank Details	Select the bank details. The options are: • **SWIFT Code** • **Name and Address** This field appears if you select **External** option from **AccountType** field.
Name & Address	Specify the bank name and address of the assignee Bank.

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Table 12-8 (Cont.) Initiate Bill - Add Assignee - Field Description

Field Name	Description
SWIFT Code	Specify the SWIFT code of assignee Bank
Lookup SWIFT Code	Search and select the SWIFT code of the assignee bank, available in the application. This field is enabled if the **SWIFT Code** option is selected in the Bank Details field.

3. Select the appropriate option, in the **Assignee** field.
4. If you select **Existing** option, select the appropriate option from the **Assignee Name** list.
5. If you select **New** option, specify the name of the assignee.
6. From the **Account Type** list, select the appropriate option, if you select **External** option specify the **Address** and **Country** and **Bank Details/ SWIFT Code** of the assignee.
7. Specify the account number in the **Account Number** field.
8. Re-enter the account number to confirm the account.
9. In the **Amount** In field, select the appropriate option.
10. If you have selected **Values** option, specify the value in **Assignee Amount** field.
11. If you have selected **Percentage** option, specify the value in Percentage field.
12. Perform any one of the following actions:
    - Click **Next** to save the detailsto proceed to the next tab.

      The **Forex Details** tab appears in the **Initiate Bill** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.

12.5 Initiate Bills – Forex Deals

This topic provides the systematic instructions to link the forex deals in Initiate Bill in the application.

This tab allows the corporate user to view and link the forex deals.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Initiate Bills** screen.

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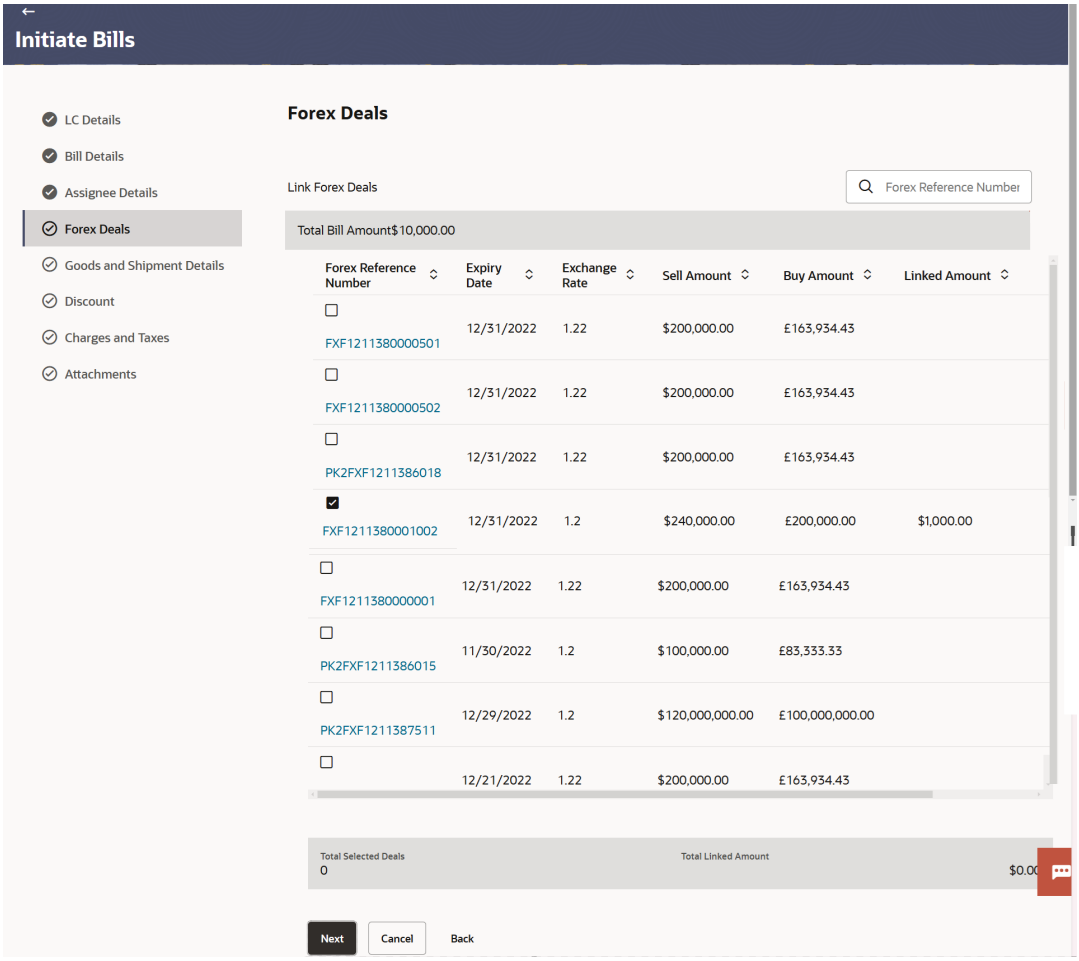
Figure 12-9 Initiate Bills – Forex Deals



For more information refer to the field description table below:

Table 12-9 Initiate Bills – Forex Deals - Field Description

Field Name	Description
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Bill Amount	Displays the total bill amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Forex Reference Number in the **Search** field.

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The searched **Deal Reference Number** record details appear.

3. Click the check box to select the required searched Deal Reference Number record.
4. Specify the linked amount, in the **Linked Amount** field.
5. Perform any one of the following actions:
   - Click **Next** to proceed to the next tab.

     The **Goods and Shipment** tab appears in the **Initiate Bill** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

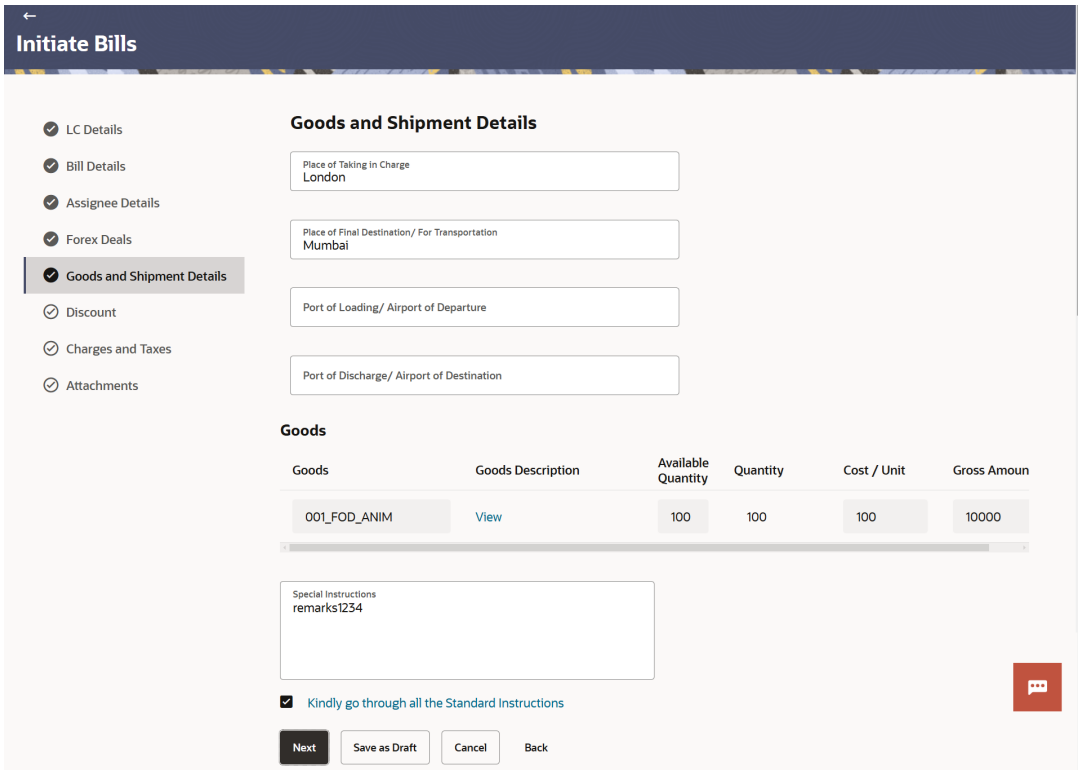
12.6 Goods and Shipment Details

This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.

This tab captures the **Goods &Shipment** details in the initiate Bills application process.

1. Specify the Goods and Shipment details.

Figure 12-10 Initiate Bills - Goods and Shipment Details



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 12-10 Initiate Bills - Goods and Shipment Details - Field Description

Field Name	Description
Place of Taking in Charge	Specify the place of receipt from where shipment will be done.
Place of Final Destination/For Transportation	Specify the place of delivery of goods or port of discharge.
Port of Loading/Airport of Departure	Specify the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Specify the port of discharge or airport of destination to be indicated on the transport document.
Goods	Select the type of good being shipped has to be chosen.
Description	The description about the goods based on the selected goods is displayed. The user can view and edit the description by clicking the **View/Edit** link.
Available Quantity	Displays the available quantity of goods.
Quantity	Specify the quantity of goods.
Cost / Unit	Specify the number of units of the good covered under the LC.
Gross Amount	System calculates and displays the gross amount under the LC based on the specified **Quantity** and **Cost/Unit**.
Special Instructions	Specify the special instructions that is to be provided against the shipment.

2. Specify the name of the place where the goods are to be received in the **Place of Taking in Charge** field.
3. Specify the name of the place for delivery of goods in the **Port of Final Destination/ For Transportation** field.
4. Specify the port of goods loading on board in the **Port of Loading/ Airport of Departure** field.
5. Specify the port of discharge of the goods in the **Port of Discharge/ Airport of Destination** field.
6. In the Goods section:
   a. From the **Goods** list, select the goods being shipped.
   b. Click the **View/Edit** link in the **Description of Goods** field to view and edit the description, if required.
   c. Specify the number of units of the goods traded under the LC in the **Quantity** field.
   d. Specify the price per unit of the goods traded under the LC, in the **Cost/Unit** field.
   e. Click the **Add Goods** link to add new good if required.
   f. Click to remove the goods details that are already added.

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7. In the **Special Instructions** field, enter special instructions if any.
8. Select the **Kindly Go through all the Standard Instructions**, check box.

   Click the **Kindly go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
9. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Discount** tab appears in the **Initiate Bills** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

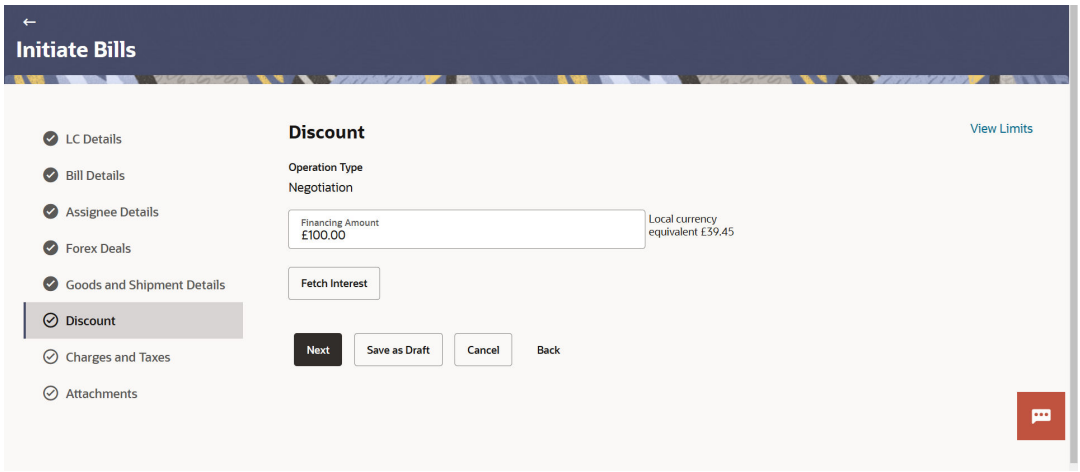
12.7 Initiate Bills - Discount

This topic provides the systematic instructions to capture the Discount details in the application.

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

1. Specify the Discount details.

Figure 12-11 Initiate Bills - Discount



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 12-11 Initiate Bills - Discount - Field Description

Field Name	Description
Operation Type	Displays the operation type required in the contract.
Discounting Reference Number	Specify the discount reference number. This field appears, if the operation type is **Discount**.
Financing Amount	Specify the financing amount.
Interest Rate	The slider to increase or decrease interest rate. This field appears, if the operation type is **Discount**.
Interest Rate	Displays the interest rate.
Interest Amount	Displays the description charges applicable.

2. Specify the discounting reference number in the **Discounting Reference Number** field.
3. Specify the financing amount in the **Financing Amount** field.
4. Click **Fetch Interest**.

   The **Interest Rate** and **Interest Amount** field appears.
5. Move the **Interest Rate** slider to increase or decrease the interest rate.
6. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Charges and Taxes** tab appears in the **Initiate Bills** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

12.8 Initiate Bills - Charges and Taxes

This topic provides the systematic instructions to capture the Charges and Taxes details in the application.

This tab includes the miscellaneous information such as Charges Borne By and Remarks.

1. Specify the Charges Commissions and Taxes details.

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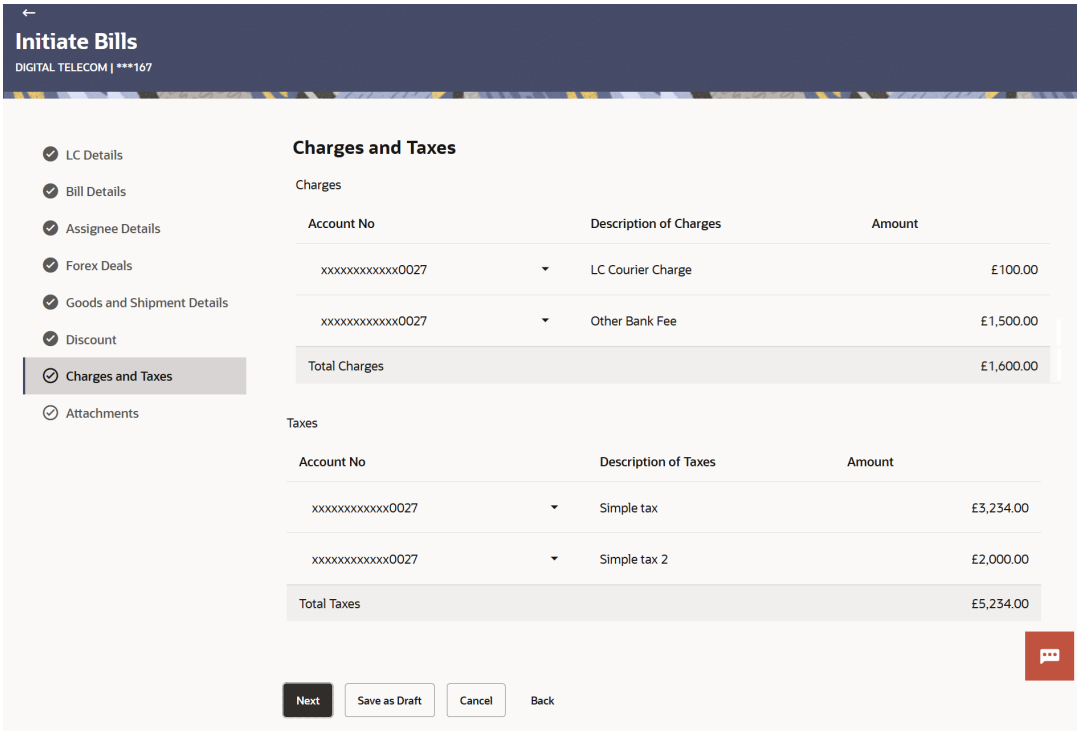
Figure 12-12 Initiate Bills - Charges and Taxes



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 12-12 Initiate Bills - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account which will be charged for the specific charge.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charge.
Total Charges	Displays the total charge that will be levied in the transaction.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.

2. From the **Account No.** list, select the applicant account.
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

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The **Attachments** tab appears in the **Initiate Bills** screen.

- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.
- Click **Back** to go back to previous screen.

12.9 Initiate Bills - Attachments

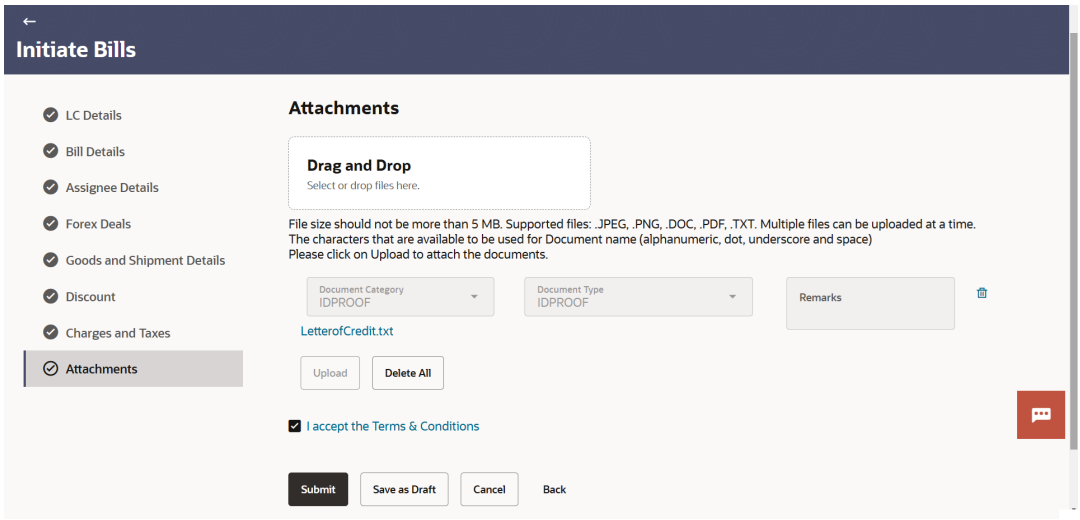
This topic provides the systematic instructions to capture the LC Attachments details in the application.

Displays the list of documents presented to initiate the Bills. The document list on this tab are populated based on the default LC product mapped.

To Attach Documents:

1. Specify the LC Attachments details.

Figure 12-13 Initiate Bills - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 12-13 Initiate Bills - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.

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Table 12-13 (Cont.) Initiate Bills - Attachments - Field Description

Field Name	Description
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
8. Click **Submit**.

   The transaction is saved and the **Initiate Bills – Review** screen appears.
   It displays all the sections with their respective fields with an option to edit them individually.

9. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message initiation of Billsappears along with the reference number. Click **OK**,to complete the transaction.

     Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

12.10 Save as Draft

This topic provides the systematic instructions to save Bills application as a Draft.

User can save Bills application as a Draft so that it can be completed in future. It can be re used only one time for BillsApplication initiation. User can search the saved Bills draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Bills applications, which were saved as draft can also be saved as template after adding all other necessary fields.

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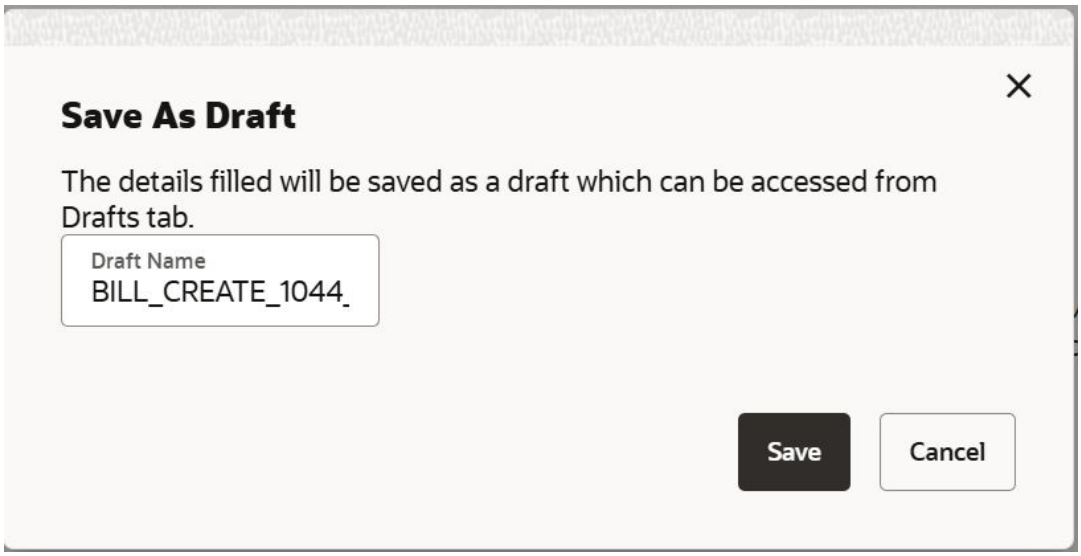
> **Note**
>
> User cannot save application with attached document as Draft.

To save Bill application as draft:

1. Specify the required details in Bill application.
2. Click **Save As Draft**.

   The **Save** screen appears.

Figure 12-14 Save As Draft - Save



For more information refer to the field description table below:

Table 12-14 Field Description

Field Name	Description
Draft Name	Specify the name of the draft template.

3. In the **Draft Name** field, specify the desired name for the draft.
4. Click **Save** to save the draft.

   The transaction details are saved as a draft which can be accessed from the Draft tab.
5. Click **Cancel** to cancel the transaction.

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13
Modify Bill

This topic provides the systematic instructions to modify the export Bills.

Using this option, you can modify the details of existing bills. You can search the required bill using different search criteria and download the bill list in different file formats.

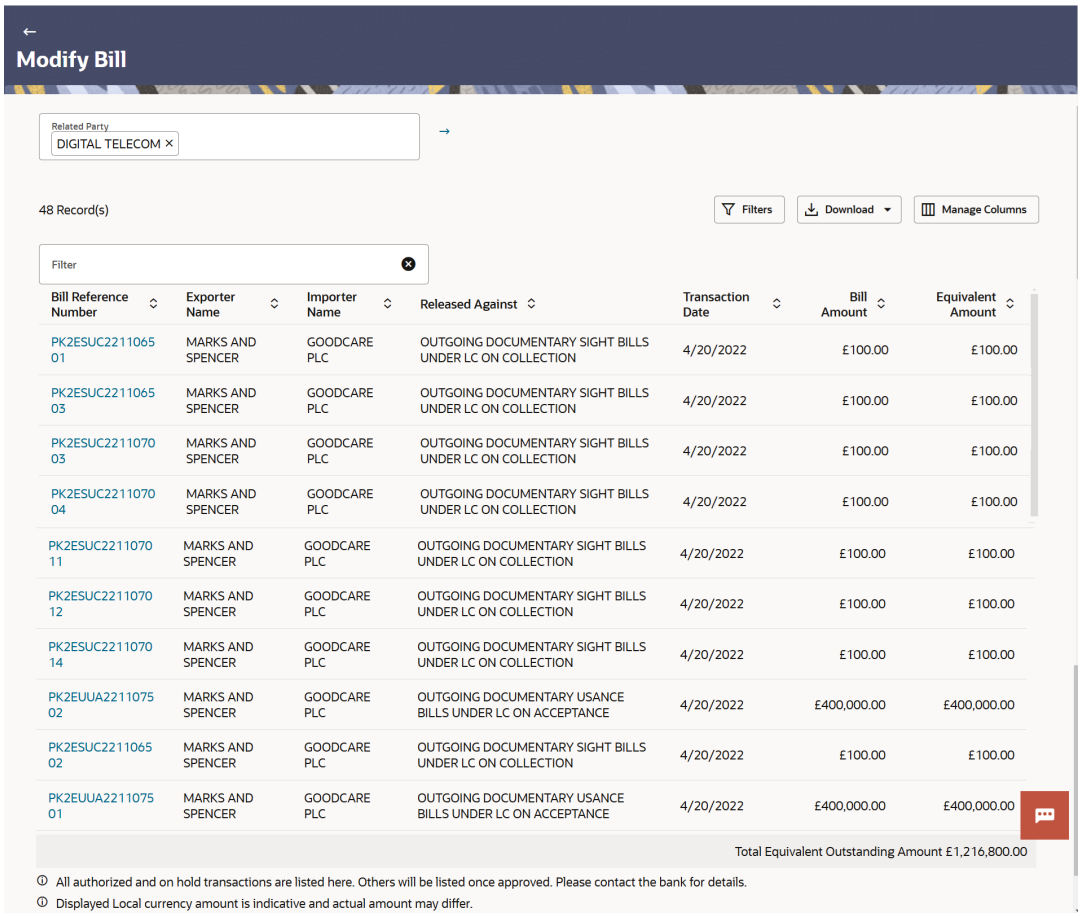
Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **Update Export LC Bill**.

  The **Modify Bill** screen appears.

Figure 13-1 Modify Bill



This topic contains following sub-topics:

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- Modify Bill - Search
  This topic provides the systematic instructions to search an view the existing Export Bills.
- Modify Bills - Discount
  This topic provides the systematic instructions to modify the Discount details in the application.
- Modify Bills – Forex Deals
  This topic provides the systematic instructions to link the forex deals in Modify Bill in the application.
- Modify Bills - Charges and Taxes
  This topic provides the systematic instructions to capture the Charges and Taxes details against bills.
- Modify Bills - Attachments
  This topic provides the systematic instructions to capture the LC Attachments details in the application.

13.1 Modify Bill - Search

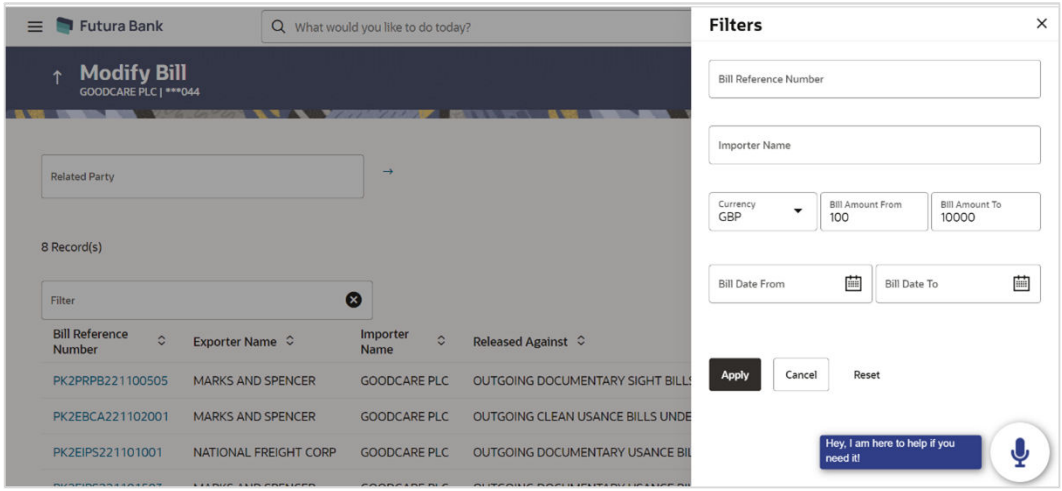
This topic provides the systematic instructions to search an view the existing Export Bills.

User can search the list existing Export Bill using Bill Reference Number, Importer Name, Currency, Bill Amount From- Bill Amount To and Bill Date From - Bill Date To.

To search the existing Export Bill:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Bill Reference Number/Exporter Name/ Importer Name/Released Against/ Bill Amount/ Equivalent Amount in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 13-2 Modify Bill - Filter



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For more information refer to the field description table below:

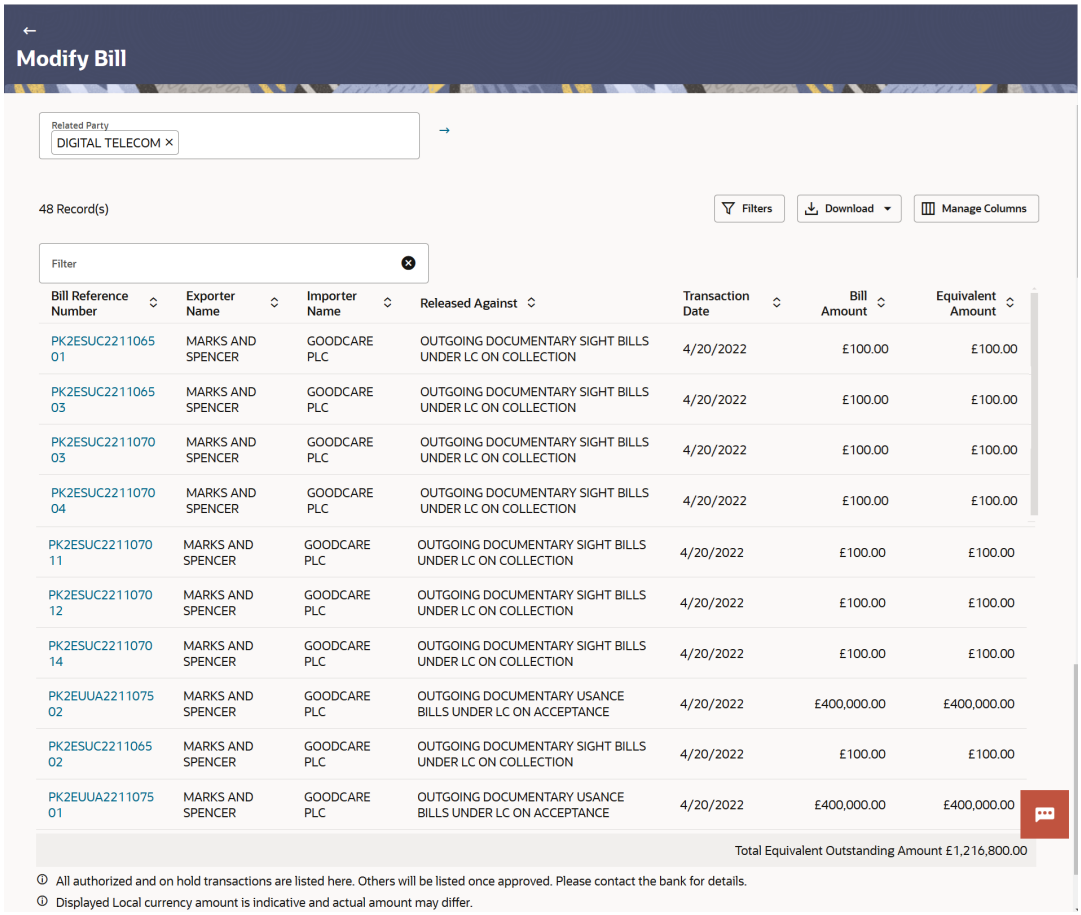
Table 13-1 Modify Bill - Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Export Bill reference number.
Importer Name	Specify the name of Importer.
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.

2. Click **Apply**.

The searched results are displayed based on the parameters provided.

Figure 13-3 Modify Bill - Search Result



For more information refer to the field description table below:

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Table 13-2 Modify Bill - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Bill by **Party Name**.
Filter	Specify the Bill Reference Number/Exporter Name/Importer Name/ Released Against/ Bill Amount/ Equivalent Amount to view the Export Bill.
Filter Results	This section displays the filter results.
Bill Reference Number	Displays the Export Bill reference number.
Exporter Name	Displays the name of the Exporter of the Export Bill.
Importer Name	Displays the name of the Importer of the Export Bill.
Released Against	Displays the product name of the Export Bill.
Transaction Date	Displays the transaction date of the Export Bill.
Bill Amount	Displays the Bill amount.
Equivalent Amount	Displays the equivalent Bill amount.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Bill Reference Number** link to view the Bill details. The **Modify Bill** screen appears with the details of the selected Export Bill.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

13.2 Modify Bills - Discount

This topic provides the systematic instructions to modify the Discount details in the application.

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

1. Specify the Discount details.

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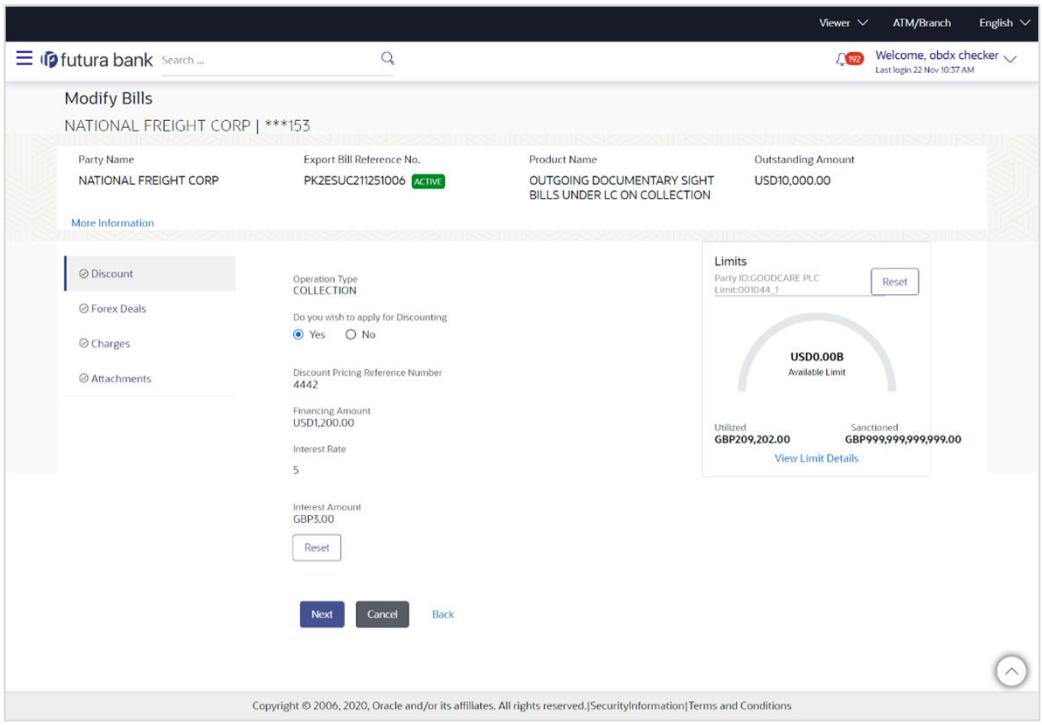
Figure 13-4 Modify Bills - Discount



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 13-3 Modify Bills - Discount - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Export Bill Reference No	Displays the export bill reference number.
Product Name	Displays the export bill product name under which the LC is created.
Outstanding Amount	Displays the outstanding amount of the export bill.
Operation Type	Displays the operation type required in the contract.
Do you wish to apply for Discounting	Select the option, whether to apply for discounting or not
Discounting Reference Number	Displays the discount reference number. This field appears, if the operation type is **Discount**.
Financing Amount	Displays the financing amount. Below fields appear, if you click the **Fetch Interest** button.
Interest Rate	The slider to increase or decrease interest rate. This field appears, if the operation type is **Discount**.
Interest Rate	Displays the interest rate.
Interest Amount	Displays the description charges applicable.

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2. Select the appropriate option in the **Do you wish to apply for Discounting** field.
3. If you select **Yes** option, specify the discounting reference number in the **Discounting Reference Number** field.
4. Specify the financing amount in the **Financing Amount** field.
5. Click **Fetch Interest**.

   The **Interest Rate** and **Interest Amount** field appears.
6. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

13.3 Modify Bills – Forex Deals

This topic provides the systematic instructions to link the forex deals in Modify Bill in the application.

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Modify Bills** screen.

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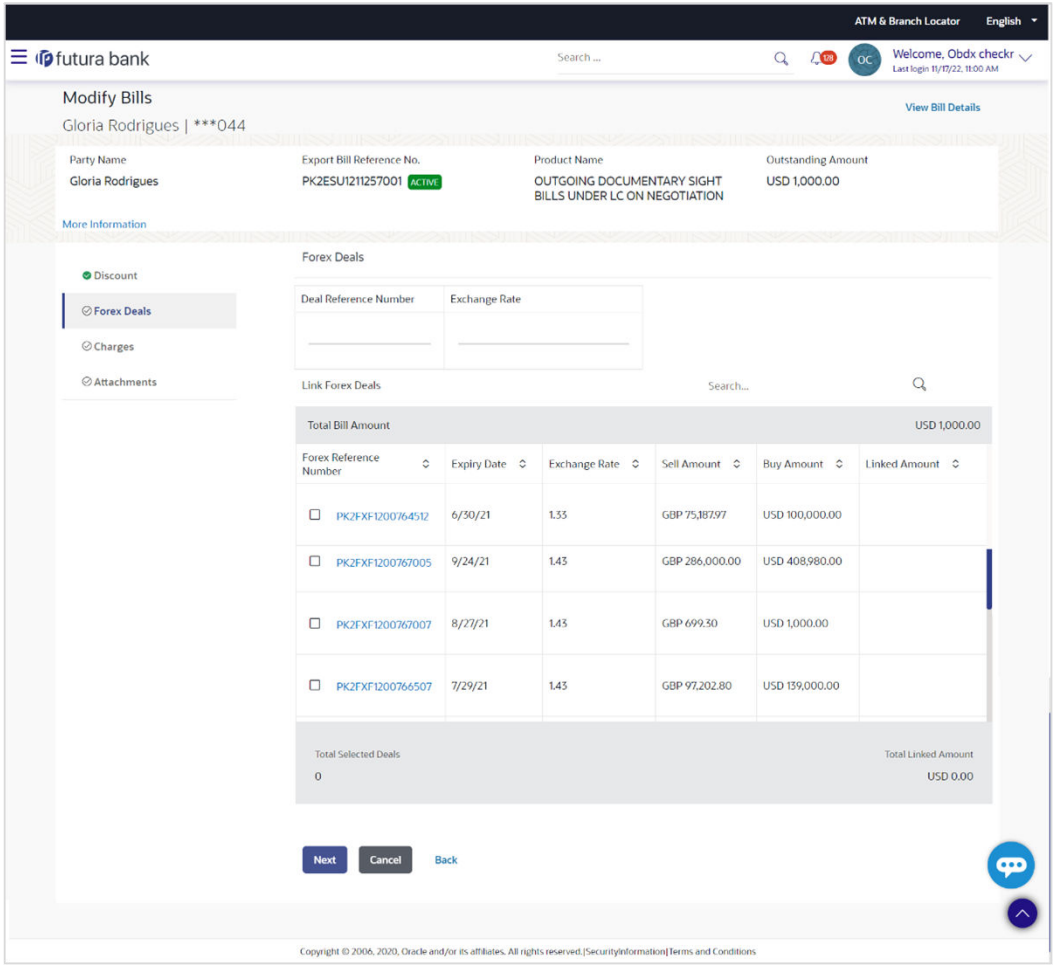
Figure 13-5 Modify Bills – Forex Deals



For more information refer to the field description table below:

Table 13-4 Modify Bills – Forex Deals - Field Description

Field Name	Description
Deal reference Number	Specify the deal reference number of the forex deal, when pre-booked deal is not available or the user do not want to use an existing deal.
Exchange Rate	Specify the exchange rate of the forex deal.
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Bill Amount	Displays the total bill amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.

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Table 13-4 (Cont.) Modify Bills – Forex Deals - Field Description

Field Name	Description
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the deal reference number in the **Deal Reference Number** field.
3. Specify the exchange rate in the **Exchange Rate** field.
4. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.
5. Click the check box to select the required searched Deal Reference Number record.
6. Specify the linked amount, in the **Linked Amount** field.
7. Perform any one of the following actions:
   - Click **Next** to proceed to the next tab.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

13.4 Modify Bills - Charges and Taxes

This topic provides the systematic instructions to capture the Charges and Taxes details against bills.

This tab lists and modifies charges and Taxes against bills.

1. Navigate to the **Charges Commissions and Taxes** details tab, modify the account numbers, if required.

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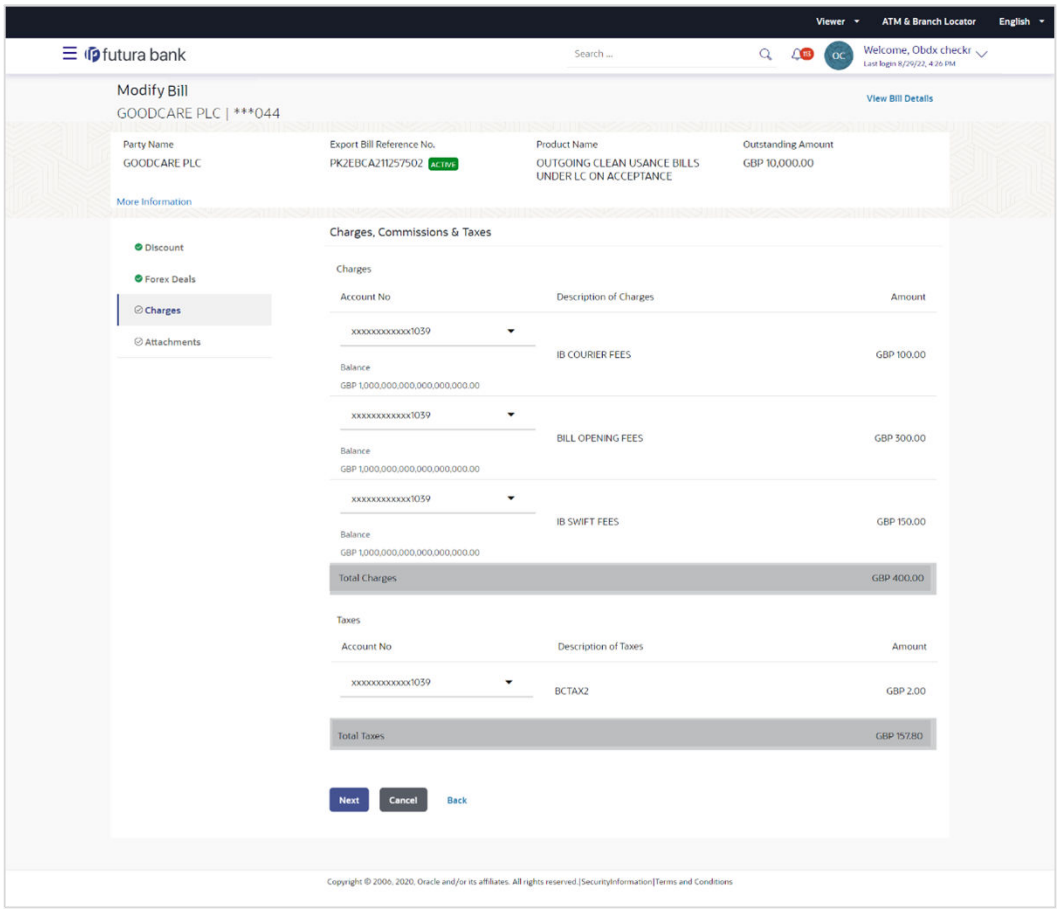
Figure 13-6 Modify Bills - Charges and Taxes



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 13-5 Modify Bills - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account which will be charged for the specific charge.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charge.
Total Charges	Displays the total charge that will be levied in the transaction.
Commissions	This section displays the Commissions details.
Account No	Select the account number of the applicant.
Description of Commissions	Displays the description commissions applicable.
Amount	Displays the amount of commissions.

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Table 13-5 (Cont.) Modify Bills - Charges and Taxes - Field Description

Field Name	Description
Total Commissions	Displays the total commissions amount.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.

2. From the **Account No.** list, select the applicant account.
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

13.5 Modify Bills - Attachments

This topic provides the systematic instructions to capture the LC Attachments details in the application.

Displays the list of documents attached under the Export bills application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Navigate the **Attachments** tab.

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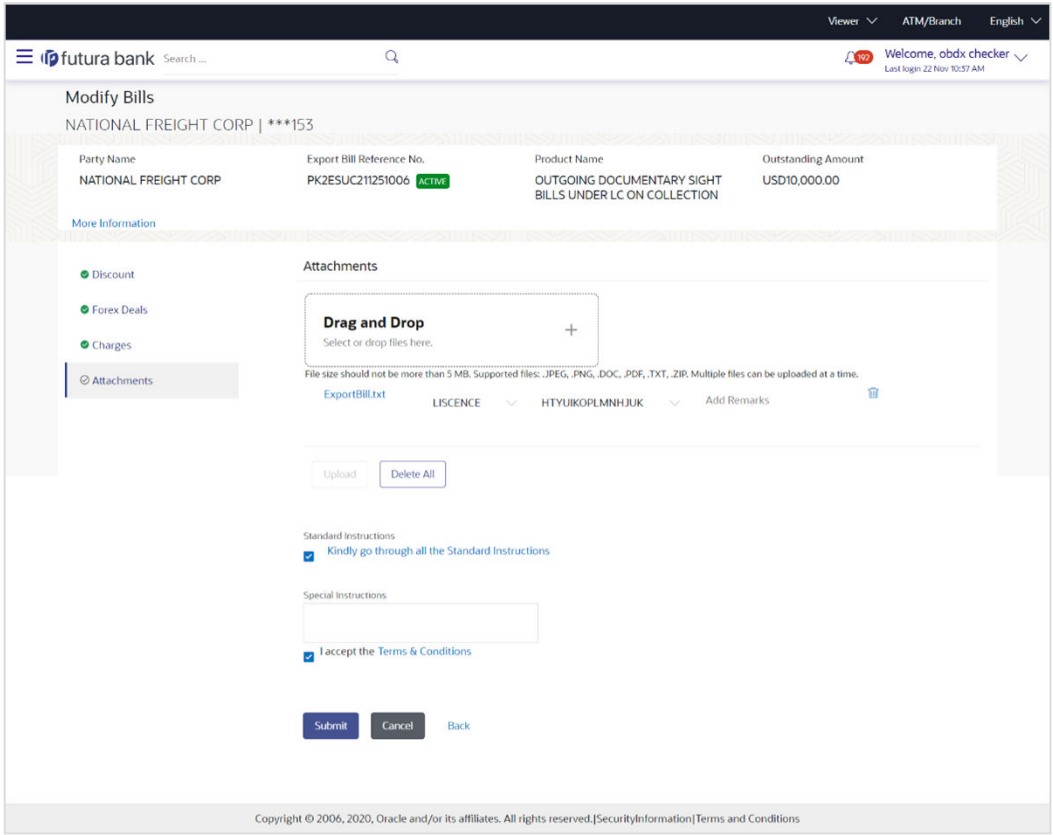
Figure 13-7 Modify Bills - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 13-6 Modify Bills - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.
Special Instructions	Specify any instructions provided to bank for bills is mentioned here.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

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The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the ,**Kindly Go through all the Standard Instructions** check box.
8. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
9. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
10. Click **Submit**.

    The transaction is saved and the **Modify – Review** screen appears.
    It displays all the sections with their respective fields with an option to edit them individually.
11. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Bills appears along with the reference number. Click **OK**,to complete the transaction.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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14
View Export Bill

This topic provides the systematic instructions to search, view and download the details of existing Export Bills presented under LC (Advised / Non - Advised by Bank) in the application.

Using this option, the user can perform search on the Bill reference number, Exporter name, Importer name, Bill amount, etc. and view the details of an individual Export Bill. The individual Export Bill details are shown under various tabs. The system provides Export Bill details such as Bill amount, Bill documents, status, discrepancies, parties to the Bill, bank details, bank instructions, etc. User can also download the Export Bill list in pdf format.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid login credentials
- User must have certain Export Bills presented under LC

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **View Export LC Bill**.

  The **View Export Bill** screen appears.

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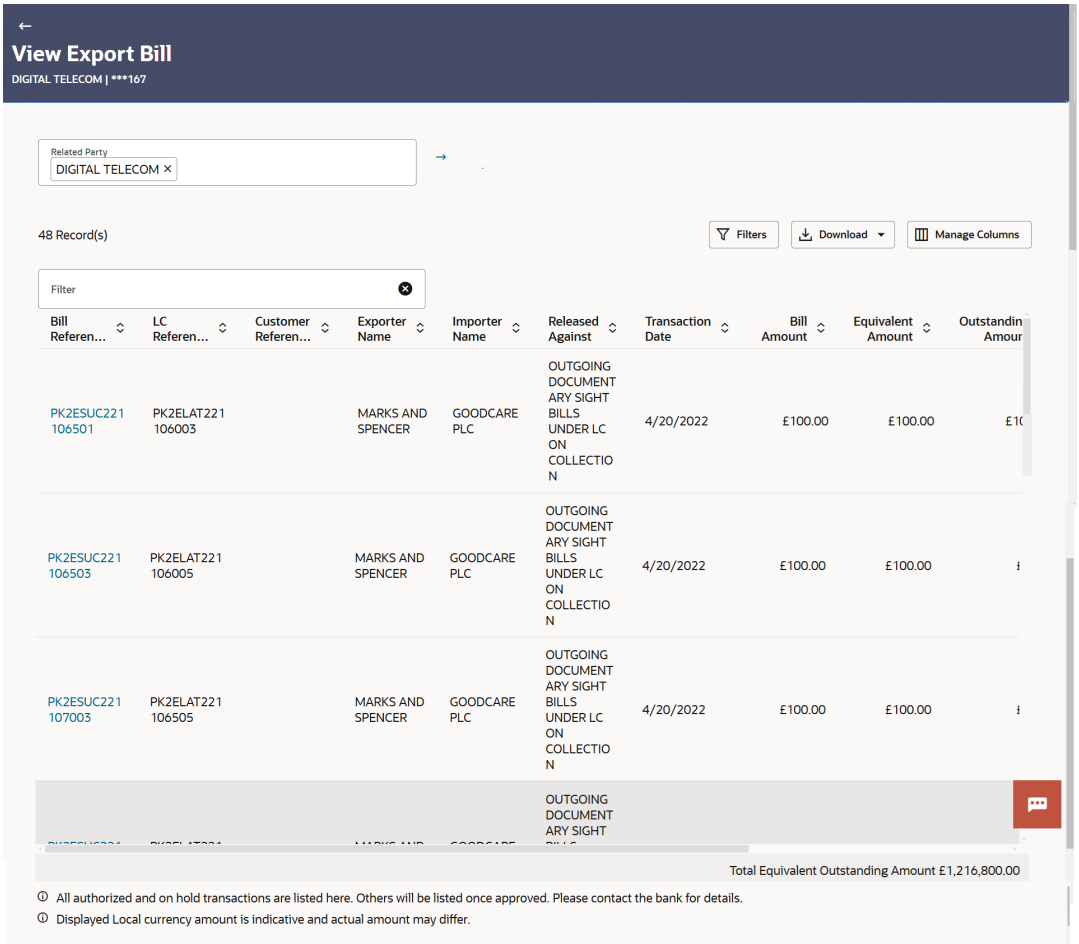
Figure 14-1 View Export Bill



This topic contains following sub-topics:

- View Export Bill - Search
  This topic provides the systematic instructions to search an view the details of existing export Bills.
- View Export Bill Under LC - View Bill Details
  This topic provides the systematic instructions to view the Export Bill Under LC - View Bill Details in the application.
- View Export Bill Under LC - Discrepancies
  This topic provides the systematic instructions to view the discrepancies in the Bill.
- View Export Bill Under LC - Attached Documents
  This topic provides the systematic instructions to view and download the LC Attachments in the application.
- View Export Bill Under LC - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- View Export Bill Under LC - SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.

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- View Export Bill Under LC - Advice
  This topic provides the systematic instructions to view the Advice details in the application.
- View Export Bill Under LC - Assignment
  This topic provides the systematic instructions to view the Assignment details in the application.
- View Export Bill Under LC - Loans
  This topic provides the systematic instructions to view the Loan details in the application.
- FAQs

14.1 View Export Bill - Search

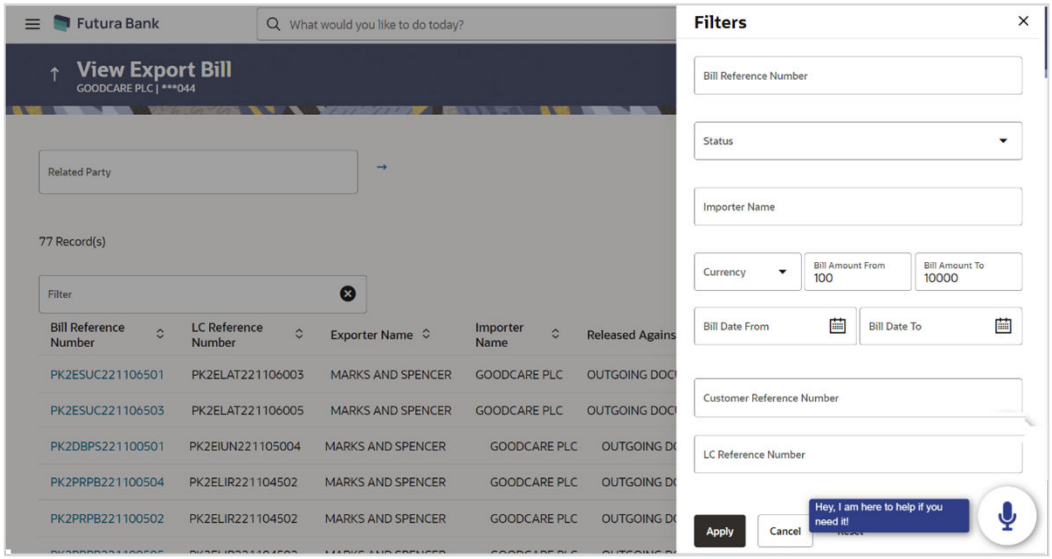
This topic provides the systematic instructions to search an view the details of existing export Bills.

User can search the list existing export LC using Bill Reference Number, Status, Importer Name, Currency, Bill Amount From- Bill Amount To, Bill Date From - Bill Date To, Customer Reference Number and LC Reference Number.

To search the existing Export Bill:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Bill Reference Number/LC Reference Number/ Customer Reference Number/Exporter Name/Importer Name/Released Against/ Bill Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Discrepancy Status/ Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 14-2 View Export Bill - Filter



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For more information refer to the field description table below:

Table 14-1 View Export Bill - Filter - Field Description

Field Name	Description
Bill Reference Number	Specify the Export Bill reference number.
LC Status	Select the current status of the Bill. The options are: • **Active** • **Hold** • **Cancelled** • **Reversed** • **Closed** • **Liquidated**
Importer Name	Specify the name of party who is Importer.
Currency	Select the currency of the bill.
Bill Amount From- Bill Amount To	Specify the Bill amount range used for searching the Bill.
Bill Date From - Bill Date To	Specify the start date and end date of the Bill date range used for searching the Bill.
Customer Reference Number	Specify the customer reference number to search export Bill.
LC Reference Number	Specify the LC which is linked to the Bill.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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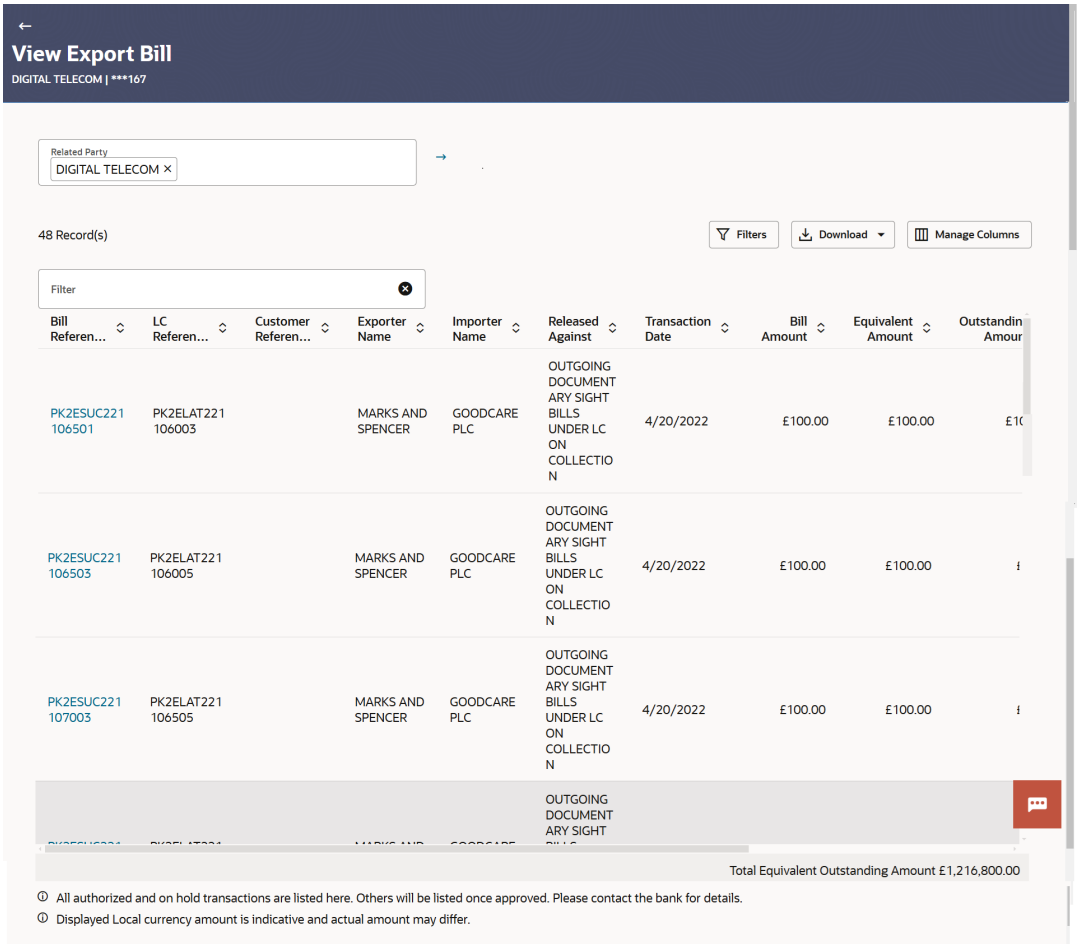
Figure 14-3 View Export Bill - Search Result



For more information refer to the field description table below:

Table 14-2 View Export Bill - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Bill by **Party Name**.
Filter	Specify the Bill Reference Number/LC Reference Number/ Customer Reference Number/Exporter Name/Importer Name/Released Against/ Bill Amount/ Equivalent Amount/ Outstanding Amount/ Equivalent Outstanding Amount/Status to view the export Bill.
Filter Results	This section displays the filter results.
Bill Reference Number	Displays the export Bill reference number. Displays the link to view the Export Bill details.
LC Reference Number	Displays the LC which is linked to the Bill.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Exporter Name	Displays the name of the Exporter of the Export Bill.
Importer Name	Displays the name of the Importer of the Export Bill.
Released Against	Displays the product name of the Export Bill.
Transaction Date	Displays the transaction date of the Export Bill.

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Table 14-2 (Cont.) View Export Bill - Filter Result Field Description

Field Name	Description
Bill Amount	Displays the Export Bill amount.
Equivalent Amount	Displays the equivalent Export Bill amount.
Outstanding Amount	Displays the outstanding amount of the Export Bill.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount of the Export Bill.
Discrepancy Status	Displays the discrepancy status as **Y** and **N**.
Status	Displays the status of the Export Bill.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Bill Reference Number** link to view the Bill details. The **View Export Bill Under LC** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

14.2 View Export Bill Under LC - View Bill Details

This topic provides the systematic instructions to view the Export Bill Under LC - View Bill Details in the application.

The **View Export Bill Under LC - View Bill Details** captures the general details of the Bills in the application. This tab shows Bills linked to LC with the LC number. It also suggests the status of Bill (viz. Active).

To view an Export Bills:

1. Navigate to **View Export Bill Under LC** screen.

   On navigation to **View Export Bill Under LC** screen, user lands to **View Bill Details** tab screen.

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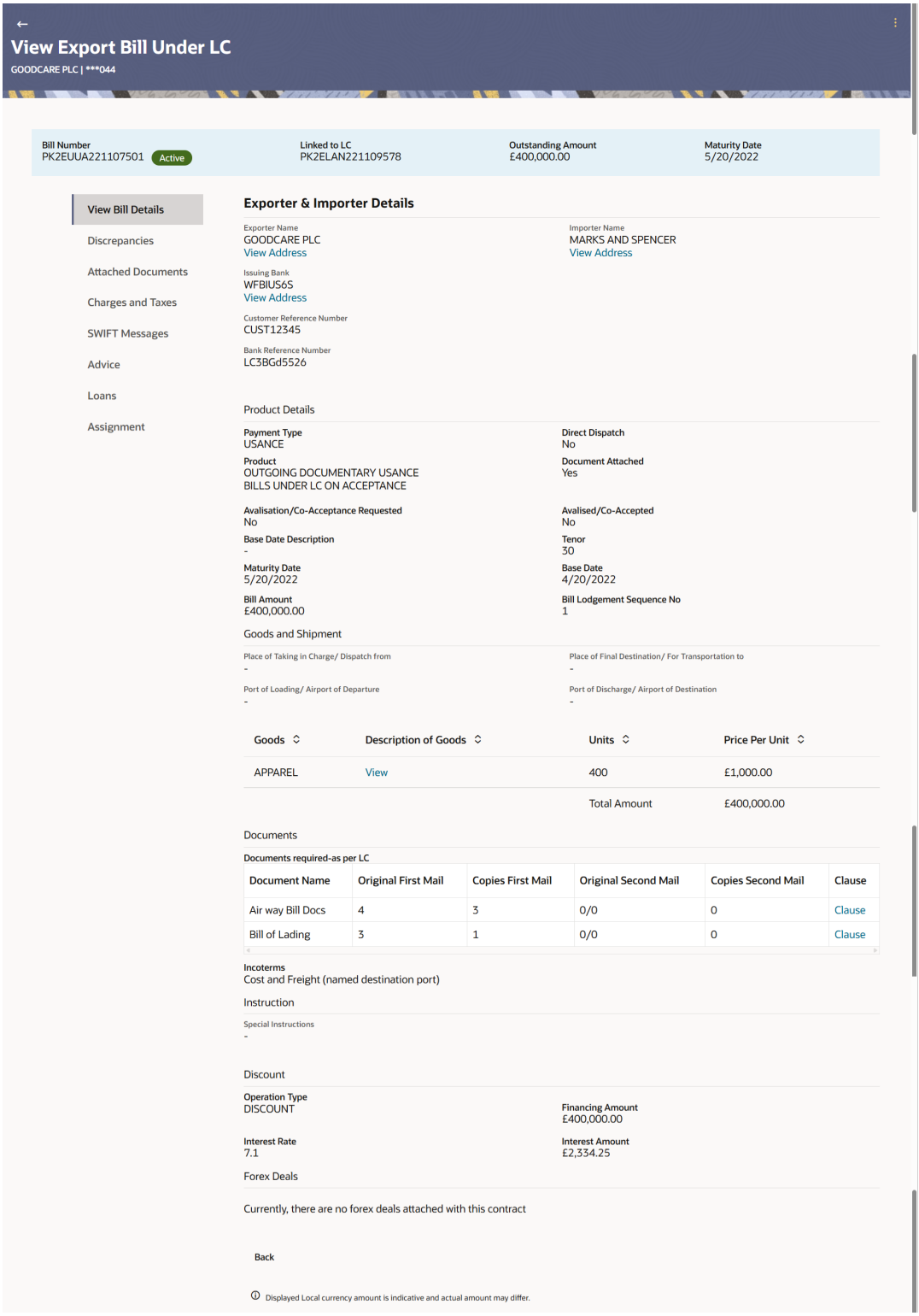
Figure 14-4 View Export Bill Under LC - View Bill Details



For more information refer to the field description table below:

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Table 14-3 View Export Bill Under LC - View Bill Details - Field Description

Field Name	Description
Bill Number	Displays the bill number of the LC.
Linked to LC	Displays the reference number of the LC.
Outstanding Amount	Displays the amount availed against the LC.
Maturity Date	Displays the maturity date of the Export Bill.
Exporter & Importer Details	This section displays the Exporter & Importer details.
Exporter Name	Displays the name of the Exporter of the Export Bill. The exporter is the creator of the Bills.
View Address	Click the link to view the address and country of the Exporter of the Export Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the exporter coming from Host.
Application Date	The date of application of the Export Bill.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Bank Reference Number	Displays the user provided bank reference number for the transaction.
Importer Name	Displays the name of the Importer of Bill.
View Address	Click the link to view the address and country of the Importer of the Export Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the importer coming from Host.
Product Details	This section displays the Product details.
Payment Type	Displays the type of payment associated with the Bill. The options are: • **Sight** • **Usance**
Direct Dispatch	Displays the value, whether the bills to be dispatched directly or not.
Product	Displays the product of the Export Bill.
Document Attached	Displays the value, if any documents a part of Bill. The value can be: • **Yes (Documentary)** • **No (Clean)**
Base Date Description	Displays the description of the chosen base date.
Tenor	Displays the tenor of the Bill.
Maturity Date	Displays the tenor added to the base date, when the Bill ceases to exist.
Base Date	Displays the date to be considered as base date for Bill application.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Bill Amount Details	This section displays the bill amount details.
Issuing Bank	Displays the Issuing Bank details.
SWIFT Code	Displays the SWIFT code of issuing Bank.
Issuing Bank Name	Displays the name of Bank who acts on behalf of Drawee.
View Address	Click the link to view the address and country of the issuing bank of the Export Bill in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the Issuing bank coming from Host.

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Table 14-3 (Cont.) View Export Bill Under LC - View Bill Details - Field Description

Field Name	Description
Bill Amount	Displays the bill amount with base currency in which Bill is originated.
Goods & Shipment	This section displays the Goods & Shipment details.
Place of Taking in Charge/ Dispatch From	Displays the place of receipt from where shipment will be done or place of dispatch of the goods or loading on board.
Place of Final Destination/For Transportation to	Displays the place of delivery of goods or port of discharge.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Goods	Displays the type of good being shipped. Click the **View** link to view the description of goods.
Description of Goods	Displays the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original First Mail	Displays the number “n” out of “m” original documents of the first mail will be provided to bank.
Copies First Mail	Displays the number of copies of the first mail that will be submitted as a set of documents for LC.
Original Second Mail	Displays the number “n” out of “m” original documents of the second mail will be provided to bank.
Copies Second Mail	Displays the number of copies of the second mail that will be submitted as a set of documents for LC.
Clause	Click the link to view the clause maintained in the bank application.
Incoterms	Displays the INCO terms for the LC application.
Instruction	This section displays the Instruction details.
Special Instructions	Displays the special instructions provided to bank for creation of LC is mentioned.
Discount	This section displays the Discount details.
Operation Type	Displays the operation type required in the contract..
Forex Deal	This section displays the Forex Deal details.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate for the forex deal.
Sell Amount	Displays the selling amount of the deal.
Buy Amount	Displays the buying amount of the deal.
Linked Amount	Displays the amount to be linked in the forex deal
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked amount.

2. Click icon and then click:
   - **Modify Bills** to modify the bills.

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The **Modify Bills**screen appears.

- **Initiate Tracers** to initate the tracer.

  The **Tracers** screen appears.

3. Perform any one of the following actions:
   - Click **Discrepancies** tab to view the discrepancies.
   - Click **Back** to navigate back to previous screen.

14.3 View Export Bill Under LC - Discrepancies

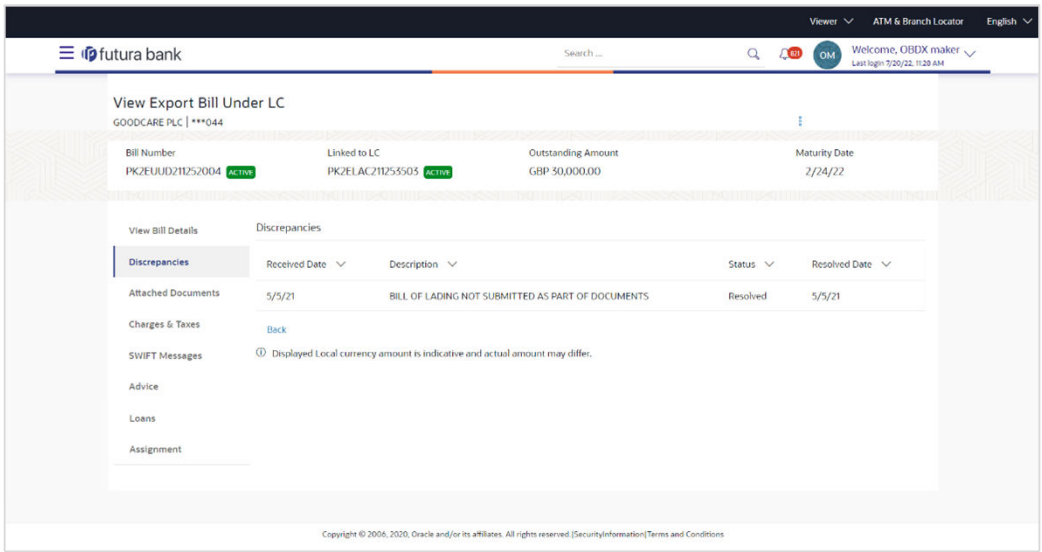
This topic provides the systematic instructions to view the discrepancies in the Bill.

This tab displays the list of discrepancies identified by the bank in the Bill. It is applicable only if the bill is linked to a LC.

To view the discrepancies in the Bill:

1. Navigate to the **Discrepancies** tab screen.

Figure 14-5 View Export Bill Under LC - Discrepancies



For more information refer to the field description table below:

Table 14-4 View Export Bill Under LC - Discrepancies - Field Description

Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy like name.
Status	Displays the resolved date if the discrepancy is resolved.
Resolved Date	Displays the resolved date if the discrepancy is resolved.
Approved Date	Displays the approved date of the discrepancy.

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2. Perform any one of the following actions:
   - Click **Attached Documents** tab to view the attached documents.
   - Click **Back** to navigate back to previous screen.

14.4 View Export Bill Under LC - Attached Documents

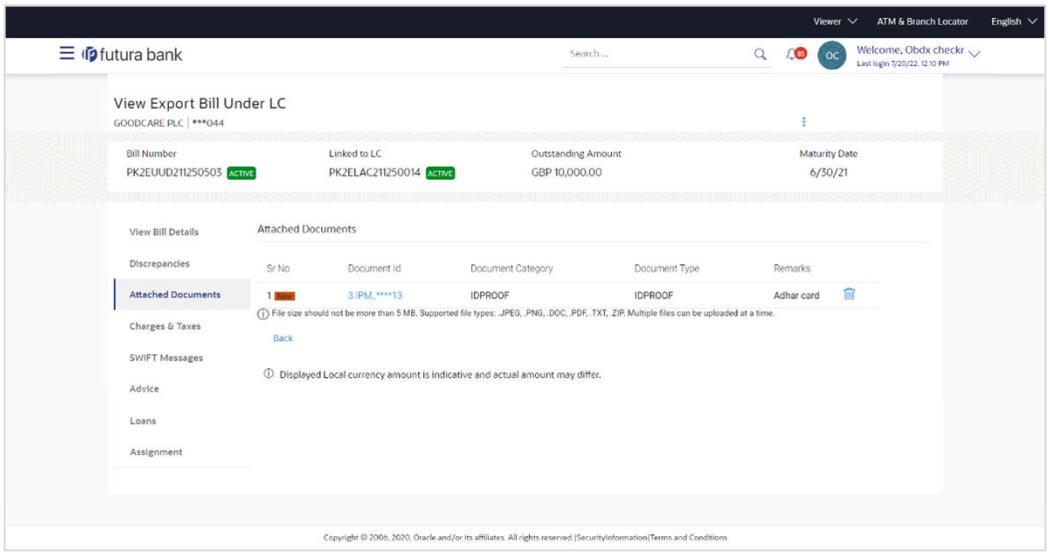
This topic provides the systematic instructions to view and download the LC Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Export bill.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 14-6 View Export Bill Under LC - LC Attachments



For more information refer to the field description table below:

Table 14-5 View Export Bill Under LC - LC Attachments - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Perform any one of the following actions:

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- Click **Charges and Taxes** tab to view the charges and taxes details.
- Click **Back** to navigate back to previous screen.

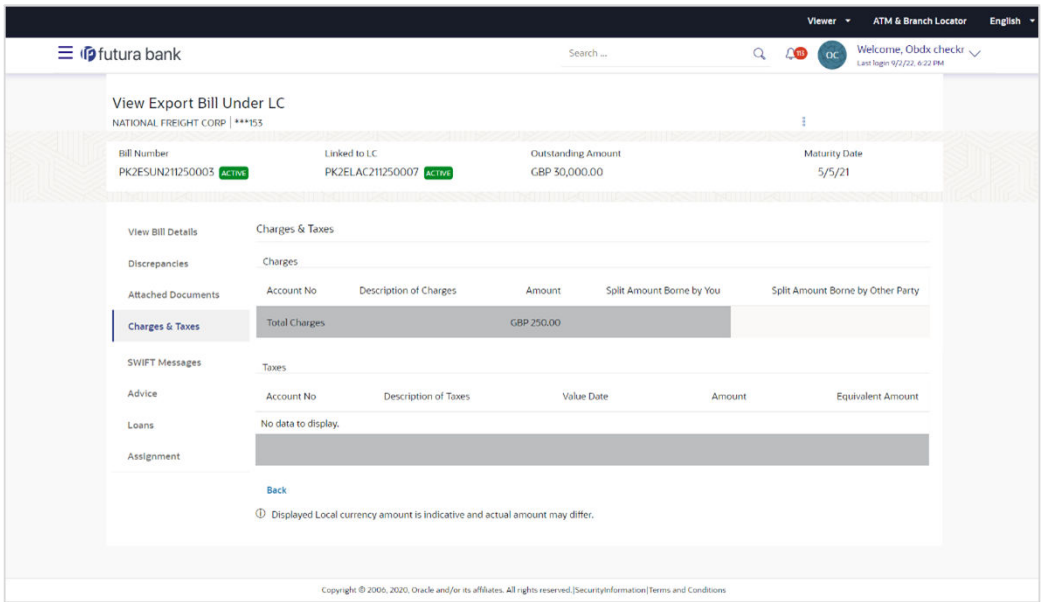
14.5 View Export Bill Under LC - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against a Bill.

1. Navigate to the **Charges and Taxes** tab.

Figure 14-7 View Export Bill Under LC - Charges and Taxes



For more information refer to the field description table below:

Table 14-6 View Export Bill Under LC - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.

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Table 14-6 (Cont.) View Export Bill Under LC - Charges and Taxes - Field Description

Field Name	Description
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Perform any one of the following actions:
   - Click **SWIFT Messages** tab to view the SWIFT Messages details.
   - Click **Back** to navigate back to previous screen.

14.6 View Export Bill Under LC - SWIFT Messages

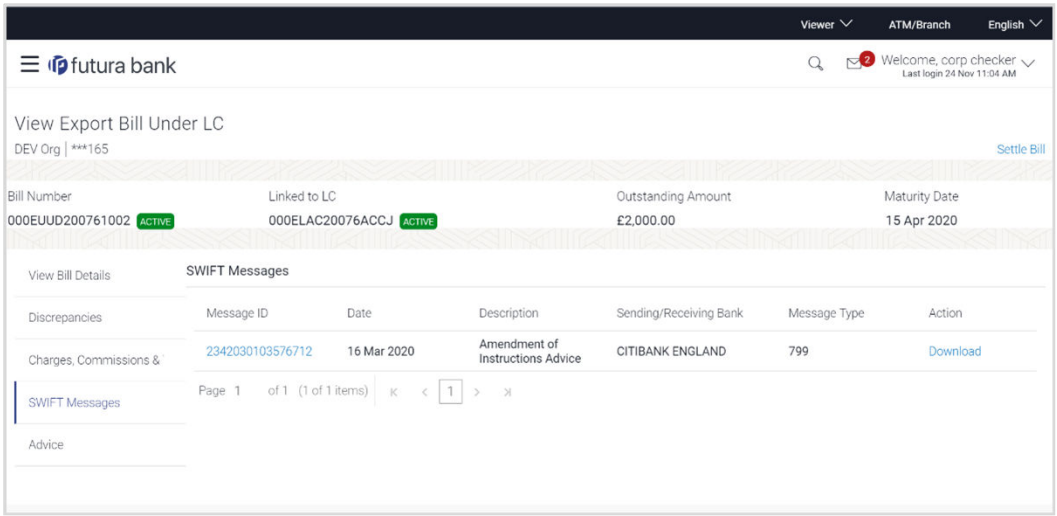
This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This screen lists and displays all the SWIFT messages between both the parties.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the SWIFT messages between both the parties appears.

Figure 14-8 View Export Bill Under LC - SWIFT Messages tab



For more information refer to the field description table below:

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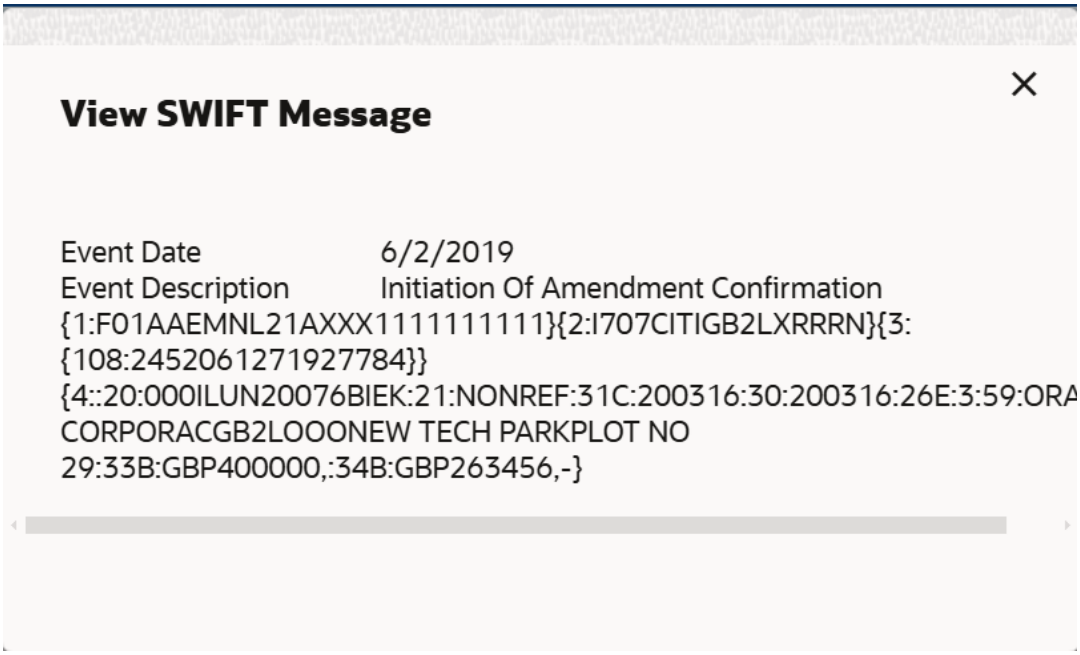
Table 14-7 View Export Bill Under LC - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the SWIFT record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 740 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

Figure 14-9 View SWIFT Message



For more information refer to the field description table below:

Table 14-8 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

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> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Perform any one of the following actions:
   - Click **Advice** tab to view the advice details.
   - Click **Back** to navigate back to previous screen.

14.7 View Export Bill Under LC - Advice

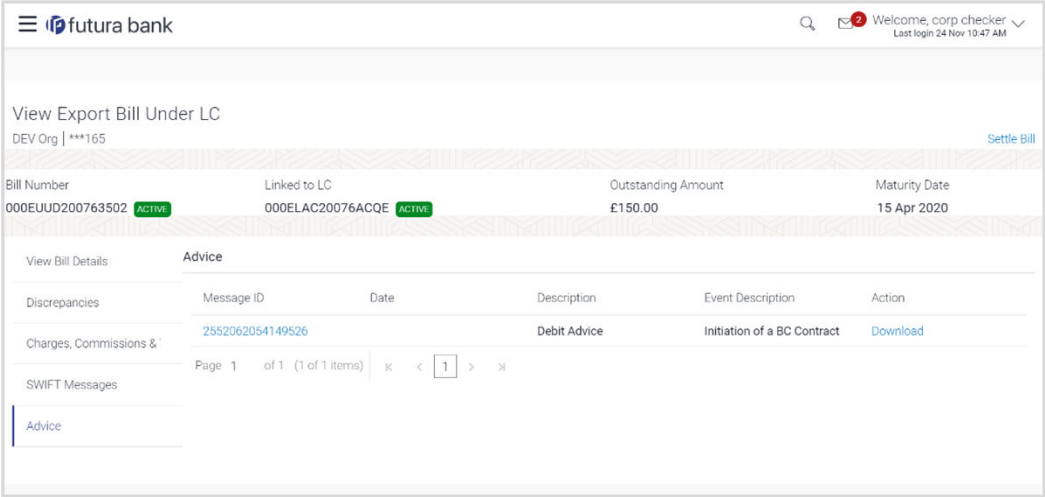
This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export Bill.

To view the Advice details:

1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 14-10 View Export Bill Under LC - Advice tab



For more information refer to the field description table below:

Table 14-9 View Export Bill Under LC - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.

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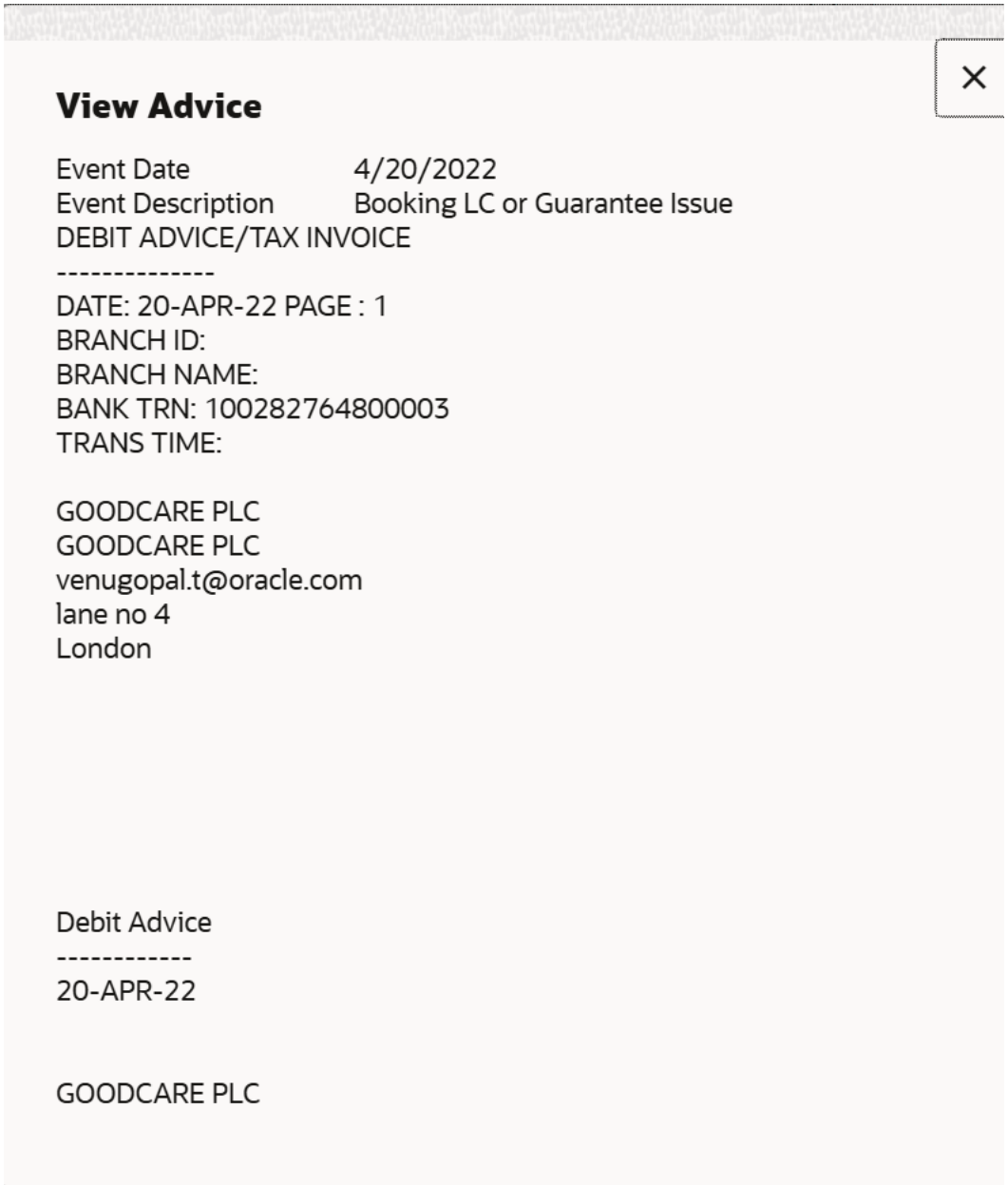
Table 14-9 (Cont.) View Export Bill Under LC - Advices - Field Description

Field Name	Description
Description	Displays the detail description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

Figure 14-11 View Advice



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For more information refer to the field description table below:

Table 14-10 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.
4. Perform any one of the following actions:
   - Click **Loan** tab to view the summary of all the linked loans account along with the amount.
   - Click **Back** to navigate back to previous screen.

14.8 View Export Bill Under LC - Assignment

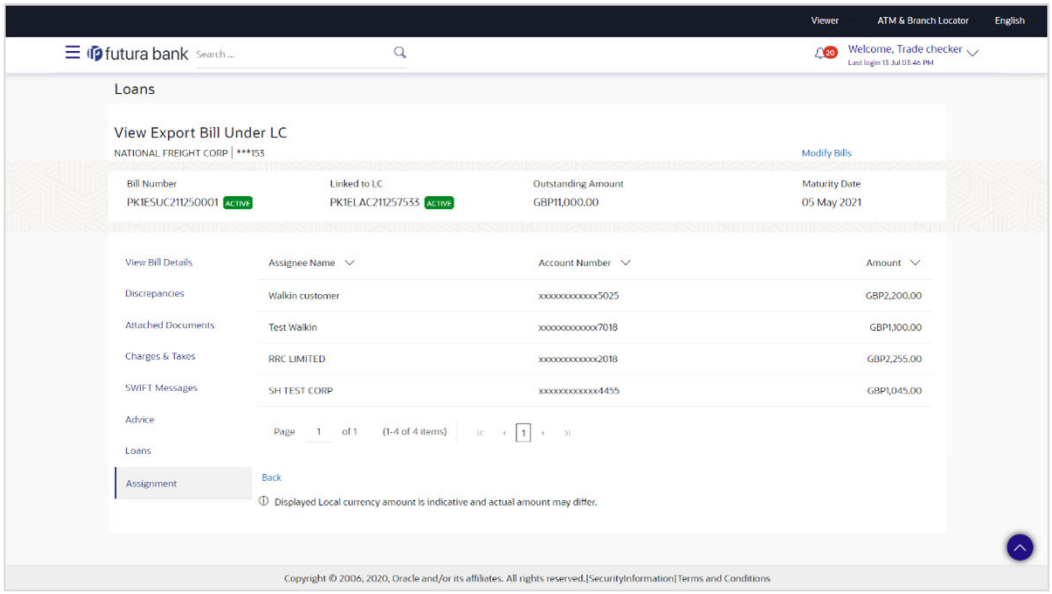
This topic provides the systematic instructions to view the Assignment details in the application.

This tab denotes the assignee which receives proceeds from the issuing or confirming bank.

To view the Assignment details:

1. Navigate to the **Assignment** tab. The summary of all the linked loan account appears.

Figure 14-12 View Export Bill Under LC - Assignment



For more information refer to the field description table below:

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Table 14-11 View Export Bill Under LC - Assignment - Field Description

Field Name	Description
Assignee Name	Displays the name of the assignee to whom the proceeds is to be assigned
Account Number	Displays the account number of the assignee.
Amount	Displays the amount that was proceeds to the assignee.

2. Click **Back** to navigate back to previous screen.

14.9 View Export Bill Under LC - Loans

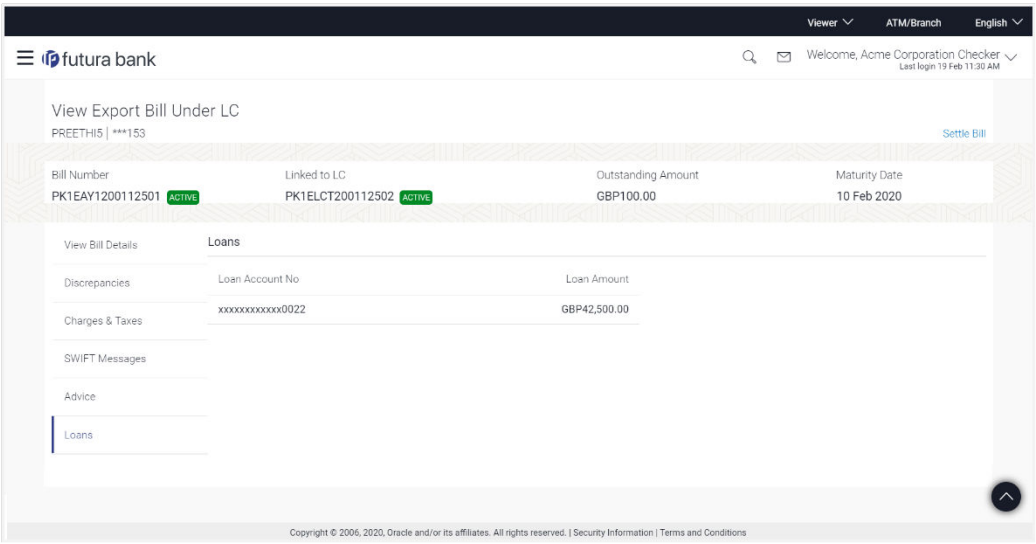
This topic provides the systematic instructions to view the Loan details in the application.

This tab lists all the linked loan account with the corresponding loan amount.

To view the Loans details:

1. Navigate to the **Loans** tab. The summary of all the linked loan account appears.

Figure 14-13 View Export Bill Under LC - Loans



For more information refer to the field description table below:

Table 14-12 View Export Bill Under LC - Loans - Field Description

Field Name	Description
Loan Account No	Displays the linked loans account number.
Loan Amount	Displays the loan amount of the linked loan account.

2. Perform any one of the following actions:
   - Click **Assignment** tab. The summary of all the banks which are involved in transactions other than issuing purpose.

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- Click **Back** to navigate back to previous screen.

14.10 FAQs

1. **Where can I see if my Bill is linked to any LC?**
   On the top of the view screen, the linked LC number is provided. In case user wants to view more about LC, view LC module can be used.
2. **Why is approved date blank in discrepancies?**
   In cases where approvals for discrepancies are yet to be received, they remain blank.

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15
View Import Collection

This topic provides the systematic instructions to view the details of existing Import Collection in the application.

Using this option, you can view the details of existing Import Collection in the application. You can search the required Import Collection using different search criteria and download the Import Collection list in different file formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Import Collection** and then click **View Import Collection**.

  The **View Import Collection** screen appears.

Figure 15-1 View Import Collection

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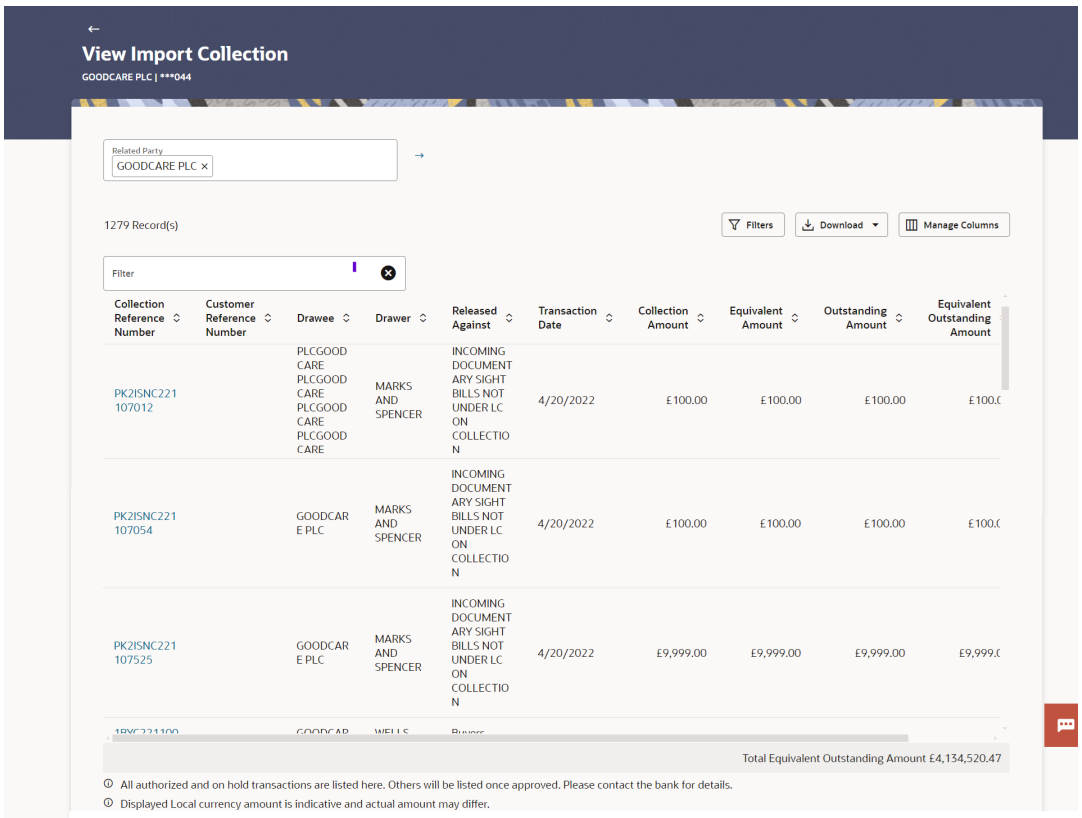

This topic contains following sub-topics:

- View Import Collection - Search
  This topic provides the systematic instructions to search an view the details of existing Import Collection.
- View Import Collection - View Collection Details
  This topic provides the systematic instructions to view the View Import Collection - View Collection Details in the application.
- View Import Collection - Attached Documents
  This topic provides the systematic instructions to view and download the LC Attachments in the application.
- Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.
- View Import Collection - Loans
  This topic provides the systematic instructions to view the Loan details in the application.

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15.1 View Import Collection - Search

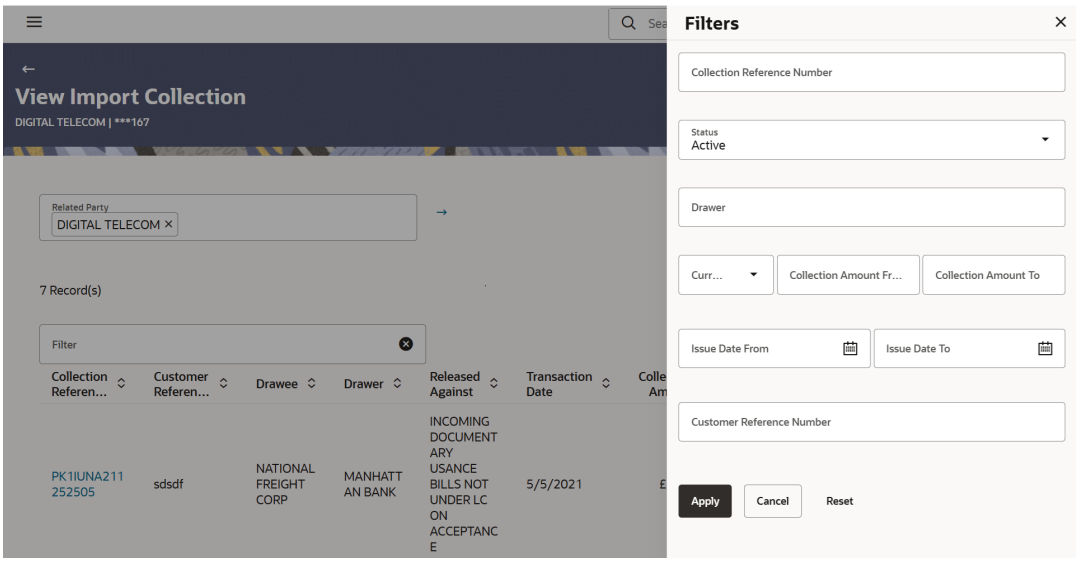
This topic provides the systematic instructions to search an view the details of existing Import Collection.

User can search the list existing import Collection using Collection Reference Number, Status, Drawer, Currency, Collection Amount From- Collection Amount To, Issue Date From - Issue Date To and Customer Reference Number.

To search the existing import Collection:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Collection Reference Number/Customer Reference Number/Drawee/ Drawer/Released Against/Collection Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 15-2 View Import Collection - Filter



For more information refer to the field description table below:

Table 15-1 View Import Collection - Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Import Collection reference number.

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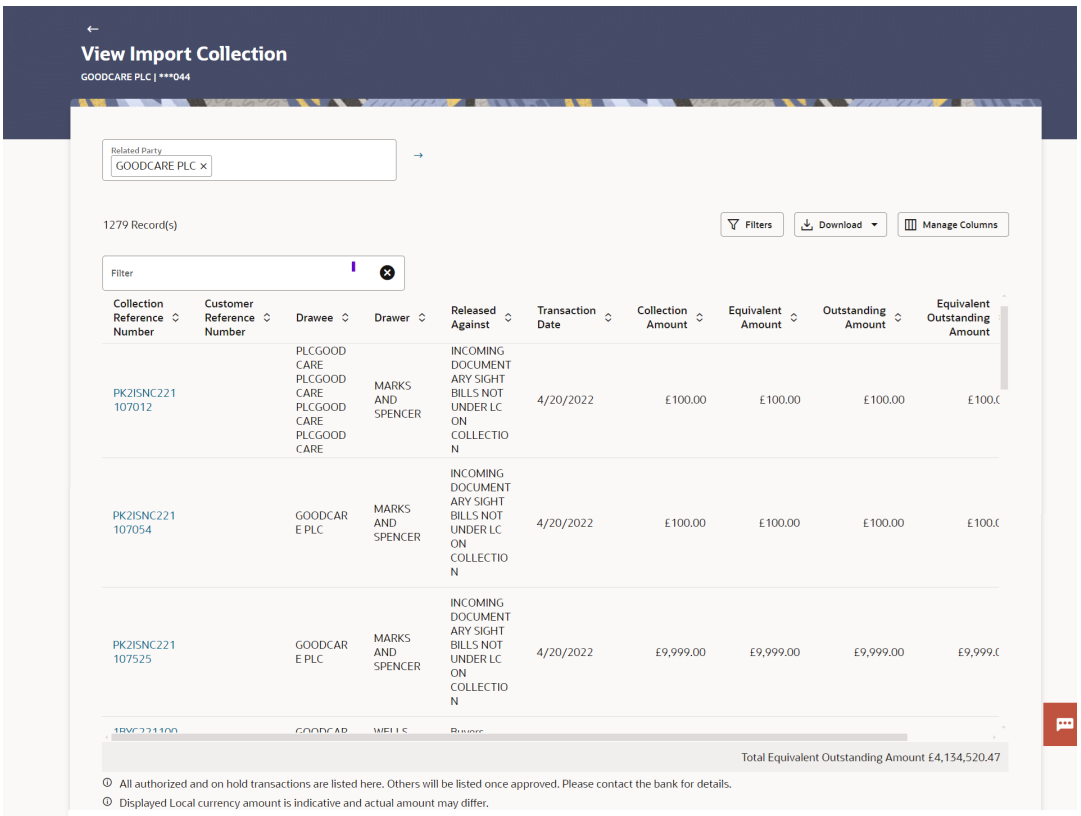
Table 15-1 (Cont.) View Import Collection - Filter - Field Description

Field Name	Description
Status	Select the current status of the Collection. The options are: • Active • Hold • Cancelled • Reversed • Closed • Liquidated
Drawer	Specify the name of drawer under the Collection.
Currency	Select the currency of the Collection.
Collection Amount From - Collection Amount To	Specify the Collection amount range used for searching the Collection.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Collection.
Customer Reference Number	Specify the customer reference number to search import Collection.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 15-3 View Import Collection - Search Result



For more information refer to the field description table below:

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Table 15-2 View Import Collection - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Collection by **Party Name**.
Filter	Specify the Collection Reference Number/Customer Reference Number/Drawee/Drawer/Released Against/Collection Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Status to view the import Collection.
Filter Results	This section displays the filter results.
Collection Reference Number	Displays the Import Collection reference number. Displays the link to view the Import Collection details.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Drawee	Displays the name of the drawee of the Import Collection.
Drawer	Displays the name of the drawer of the Import Collection.
Released Against	Displays the product name of the Import Collection.
Transaction Date	Displays the transaction date of the Import Collection.
Collection Amount	Displays the Import Collection amount.
Equivalent Amount	Displays the equivalent Import Collection amount.
Outstanding Amount	Displays the outstanding amount of the Import Collection.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount of the Import Collection.
Status	Displays the status of the Import Collection. The status can be: • All • Active • Closed
Total Equivalent Outstanding Amount	Displays the total equivalent outstanding collection amount.

3. Perform one of the following actions:
   - Click on the desired **Collection Reference Number** link to view the Import Collection details. The **View Import Collection** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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15.2 View Import Collection - View Collection Details

This topic provides the systematic instructions to view the View Import Collection - View Collection Details in the application.

View Import Collection - View Collection Details captures the general details of the Collection in the application.

To view an Import Bills:

1. Navigate to **View Import Collection** screen.

   On navigation to **View Import Collection** screen, user lands to **View Collection Details** tab screen.

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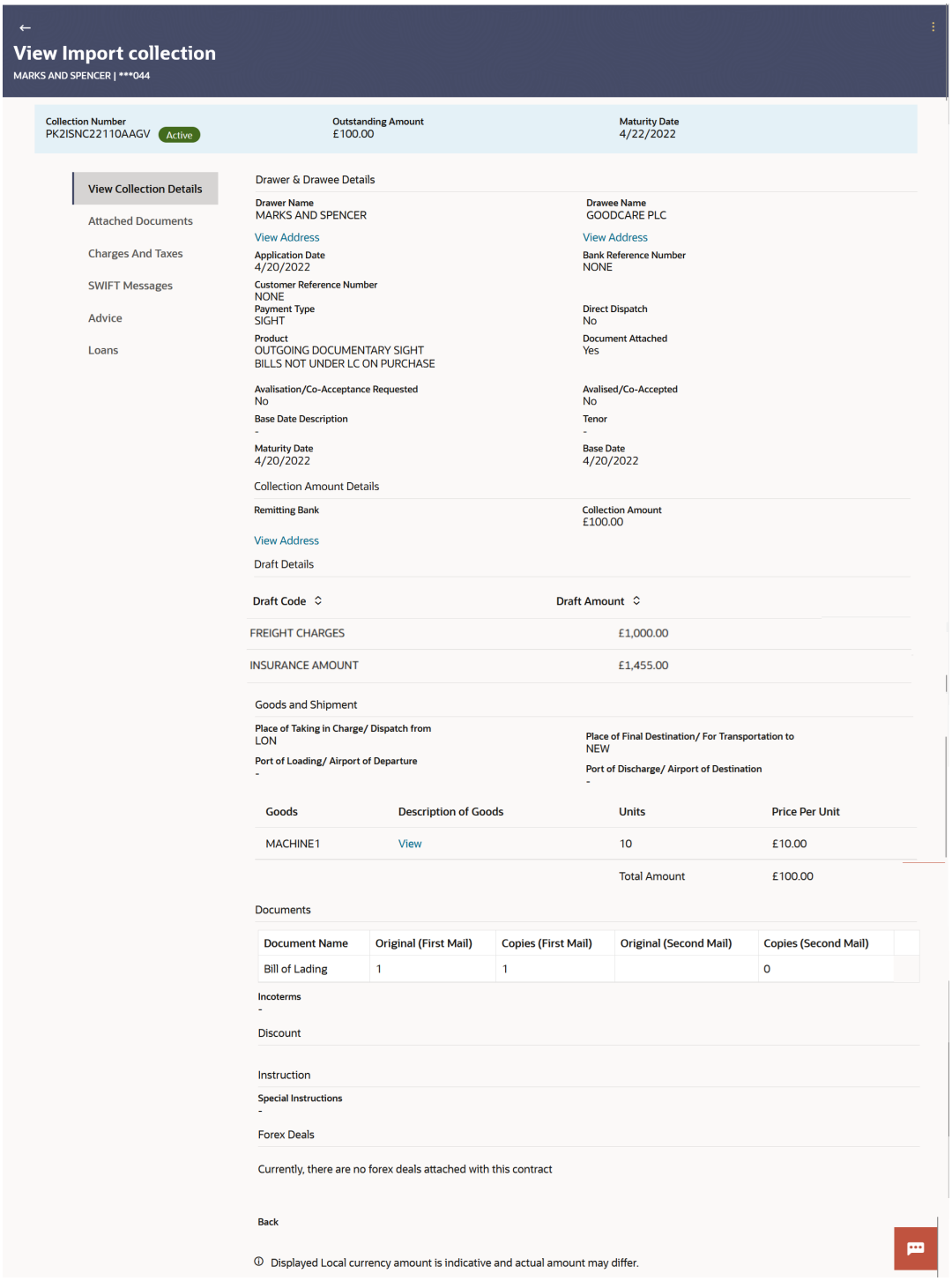
Figure 15-4 View Import Collection - View Collection Details



For more information refer to the field description table below:

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Table 15-3 View Import Collection - View Bill Collection - Field Description

Field Name	Description
Collection Number	Displays the import Collection number.
Outstanding Amount	Displays the outstanding amount of the import Collection.
Maturity Date	Displays the maturity date of the Import Collection.
Drawer and Drawee Details	This section displays the Drawer and Drawee details.
Drawer Name	Displays the name of the drawer of the Import Collection. The drawer uploads the Bills.
View Address	Click the link to view the address and country of the drawer of the Import Collection in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the drawer coming from Host.
Application Date	The date of application of the Import Collection.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Drawee Name	Displays the name of person who is receiving Collection to be settled.
View Address	Click the link to view the address and country of the drawee of the Import Collection in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the drawee coming from Host.
Bank Reference Number	Displays the user provided bank reference number for the transaction.
Product Details	This section displays the Product details.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Direct Dispatch	Displays the value, whether the Collection to be dispatched directly or not. The options are: • **Yes** • **No**
Product	Displays the product of the Import Collection.
Document Attached	Displays the value, if any documents a part of Collection. The value can be: • **Yes (Documentary)** • **No (Clean)**
Avalisation/Co-Acceptance Requested	Displays if the Collection to be Avalised or not.
Avalised/Co-Accepted	Displays if Collection is Availised/Co Accepted by Collecting Bank.
Base Date Description	Displays the description of the chosen base date. This depicts the base code and its description as fetched from host.
Tenor	Displays the tenor of the Collection.
Maturity Date	Displays the date on which the Collection will gets matured. It is number of days for the tenor from the base date.
Base Date	Displays the date to be considered as base date for Collection application.
Collection Amount Details	This section displays the Collection Amount details.

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Table 15-3 (Cont.) View Import Collection - View Bill Collection - Field Description

Field Name	Description
Remitting Bank	Displays the code of the remitting bank.
View Address	Click the link to view the address of the remitting bank in Structured/ Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the remitting bank coming from Host.
Collection Amount	Displays the amount of the Import Collection.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Outstanding Amount	Displays the outstanding amount of the Import Collection.
Settlement Amount	Displays the settlement date of the Import Collection.
Acceptance Date	Displays the acceptance date of the Import Collection.
Draft Details	This section displays the draft details.
Draft Code	Displays the draft code of Import Collection.
Draft Amount	Displays the draft amount of Import Collection.
Goods & Shipment	This section displays the Goods & Shipment details.
Place of Taking in Charge/ Dispatch From	Displays the place of receipt from where shipment will be done or place of dispatch of the goods or loading on board.
Place of Final Destination/For Transportation to	Displays the place of delivery of goods or port of discharge or the place where goods will be offloaded from ship..
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Goods	Displays the type of good which is sent and whose Collection is getting linked.
Description of Goods	Displays the description of goods. Click the **View** link to view the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original First Mail	Displays the number “n” out of “m” original documents of the first mail will be provided to bank.
Copies First Mail	Displays the number of copies of the first mail that will be submitted as a set of documents for Collection.
Original Second Mail	Displays the number “n” out of “m” original documents of the second mail will be provided to bank.
Copies Second Mail	Displays the number of copies of the second mail that will be submitted as a set of documents for Collection.
Clause	Click the link to view the clause maintained in the bank application.
Incoterms	Displays the INCO terms for the Collection application.
Instruction	This section displays the Instruction details.
Special Instructions	Displays the special instructions provided to bank for creation of Collection is mentioned here.
Discount	This section displays the Discount details.

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Table 15-3 (Cont.) View Import Collection - View Bill Collection - Field Description

Field Name	Description
Operation Type	Displays the operation type required in the contract.
Financing Amount	Displays the financing amount.
Interest Rate	Displays the slider to increase or decrease interest rate. This field appears, if the operation type is “Discount”.
Interest Amount	Displays the interest amount.
Forex Deal	This section displays the Forex Deal details.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate for the forex deal.
Sell Amount	Displays the selling amount of the deal.
Buy Amount	Displays the buying amount of the deal.
Linked Amount	Displays the amount to be linked in the forex deal
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked amount.

2. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
3. Click the **Attached Documents** tab to view the attached documents
4. Click **Back** to navigate back to previous screen.

15.3 View Import Collection - Attached Documents

This topic provides the systematic instructions to view and download the LC Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Import Collection.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 15-5 View Import Collection- Attached Documents tab

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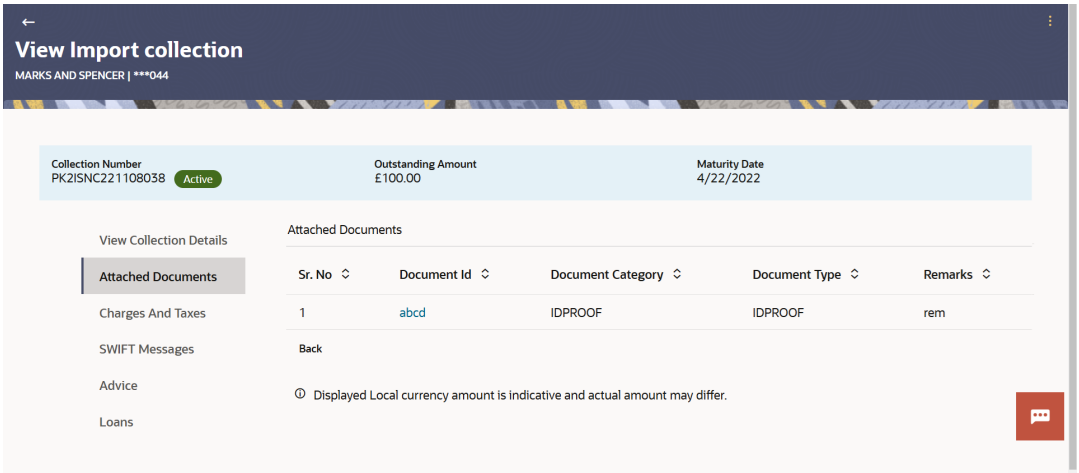

For more information refer to the field description table below:

Table 15-4 View Import Collection- Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document Id** column to download the attached document.
3. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
4. Click **Charges and Taxes** tab to view the charges and taxes details.
5. Click **Back** to go back to previous screen.

15.4 Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against a Collection.

1. Navigate to the **Charges and Taxes** tab.

Figure 15-6 View Import Collection - Charges and Taxes tab

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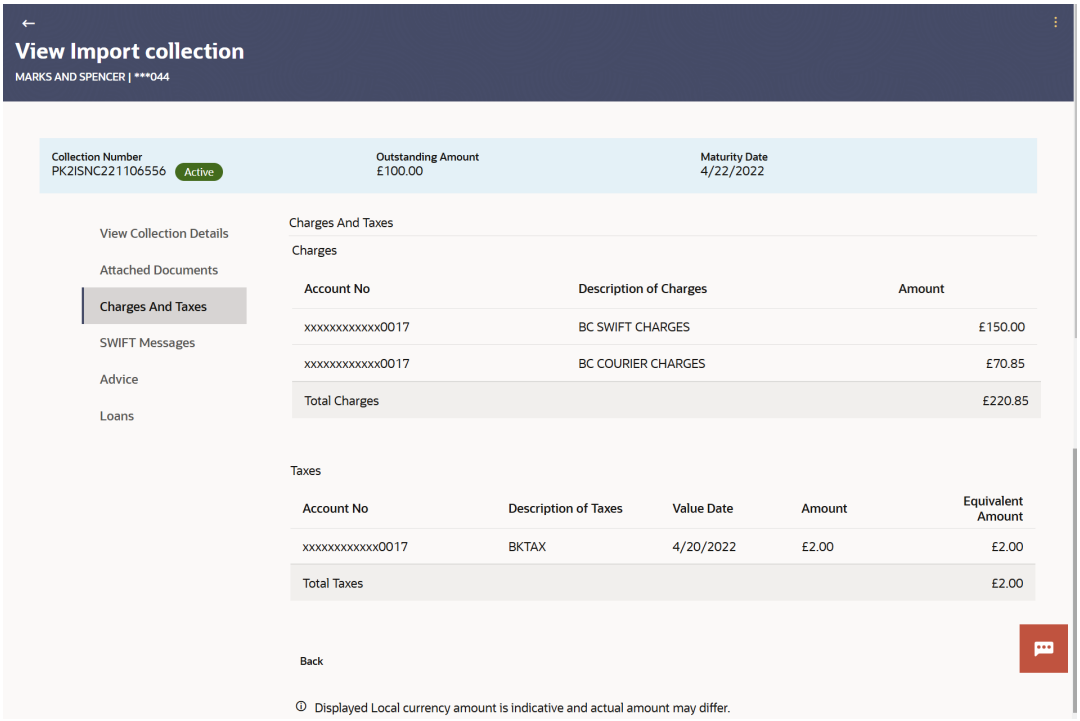

For more information refer to the field description table below:

Table 15-5 Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.

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3. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
4. Click **Back** to go back to previous screen.

15.5 SWIFT Messages

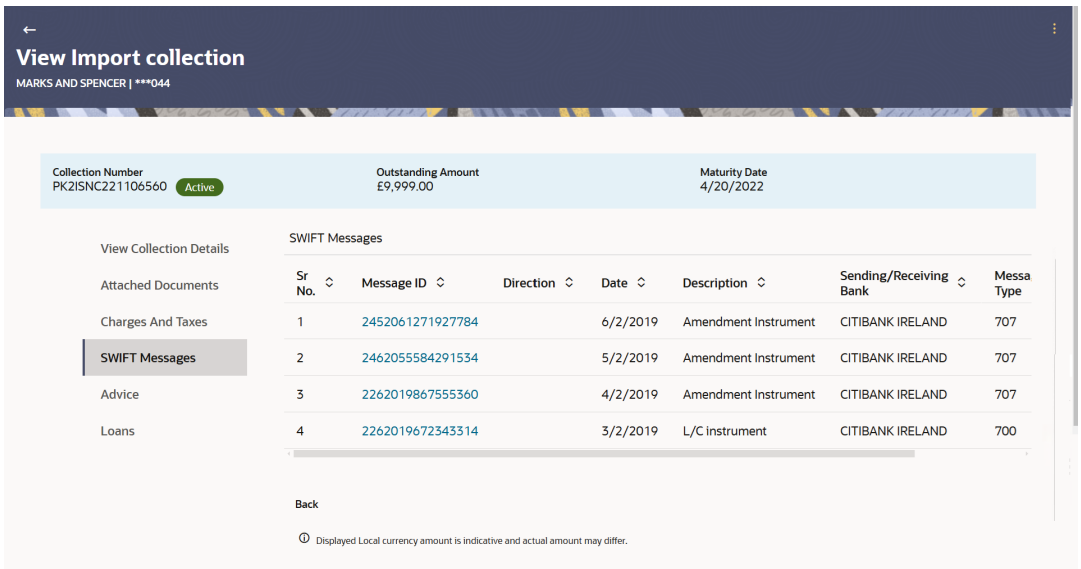
This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This lists and displays list of all SWIFT messages between both the parties.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

Figure 15-7 View Import Collection - SWIFT Messages



For more information refer to the field description table below:

Table 15-6 View Import Collection - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the SWIFT record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.

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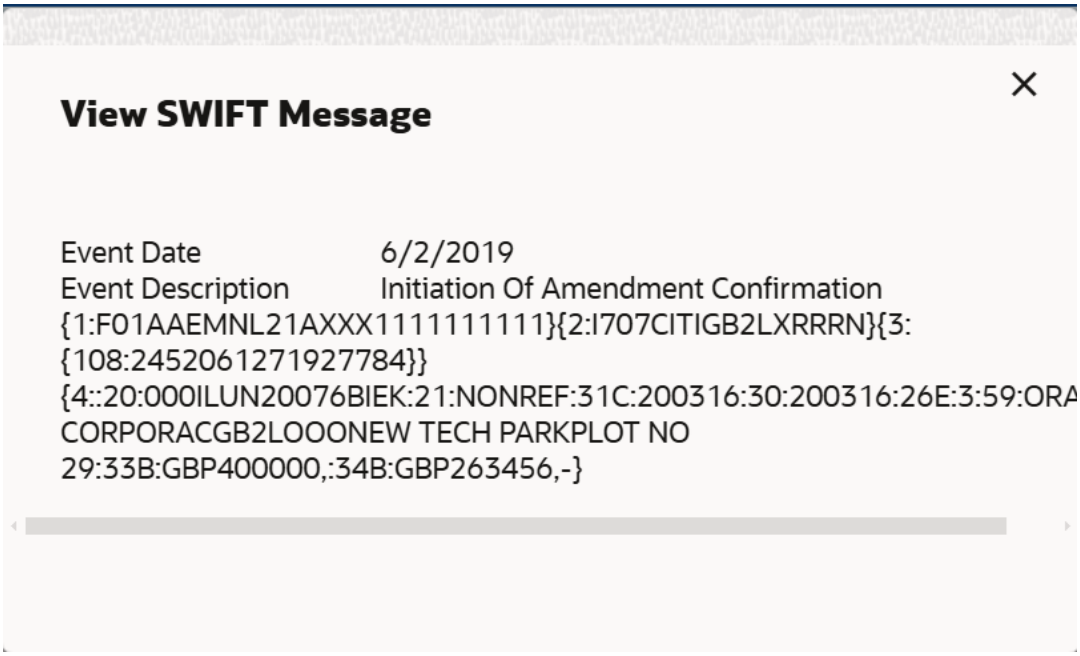
Table 15-6 (Cont.) View Import Collection - SWIFT Messages - Field Description

Field Name	Description
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 740 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

Figure 15-8 View SWIFT Message



For more information refer to the field description table below:

Table 15-7 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

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3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
6. Click **Back** to go back to previous screen.

15.6 Advice

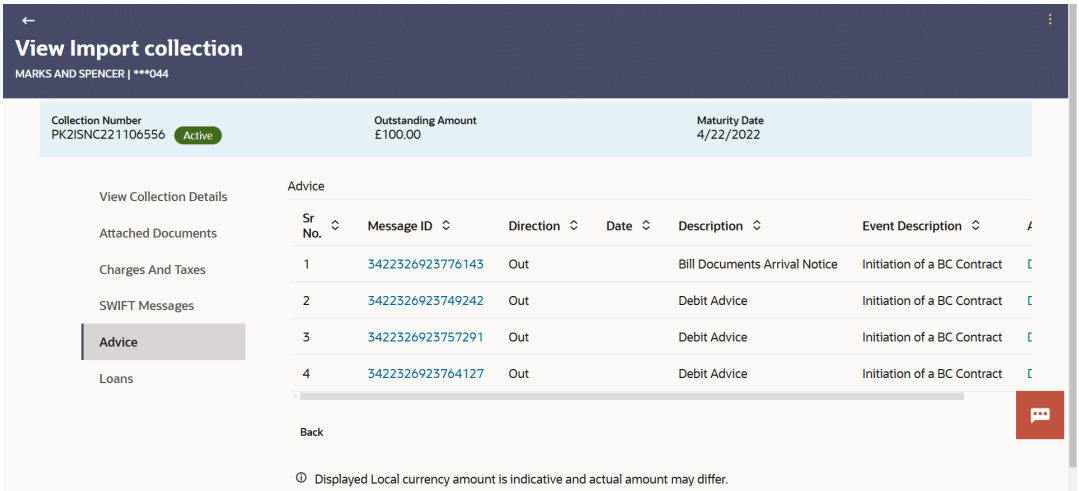
This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import Collection.

To view the Advice details:

1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 15-9 View Import Collection - Advice



For more information refer to the field description table below:

Table 15-8 View Import Collection - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.

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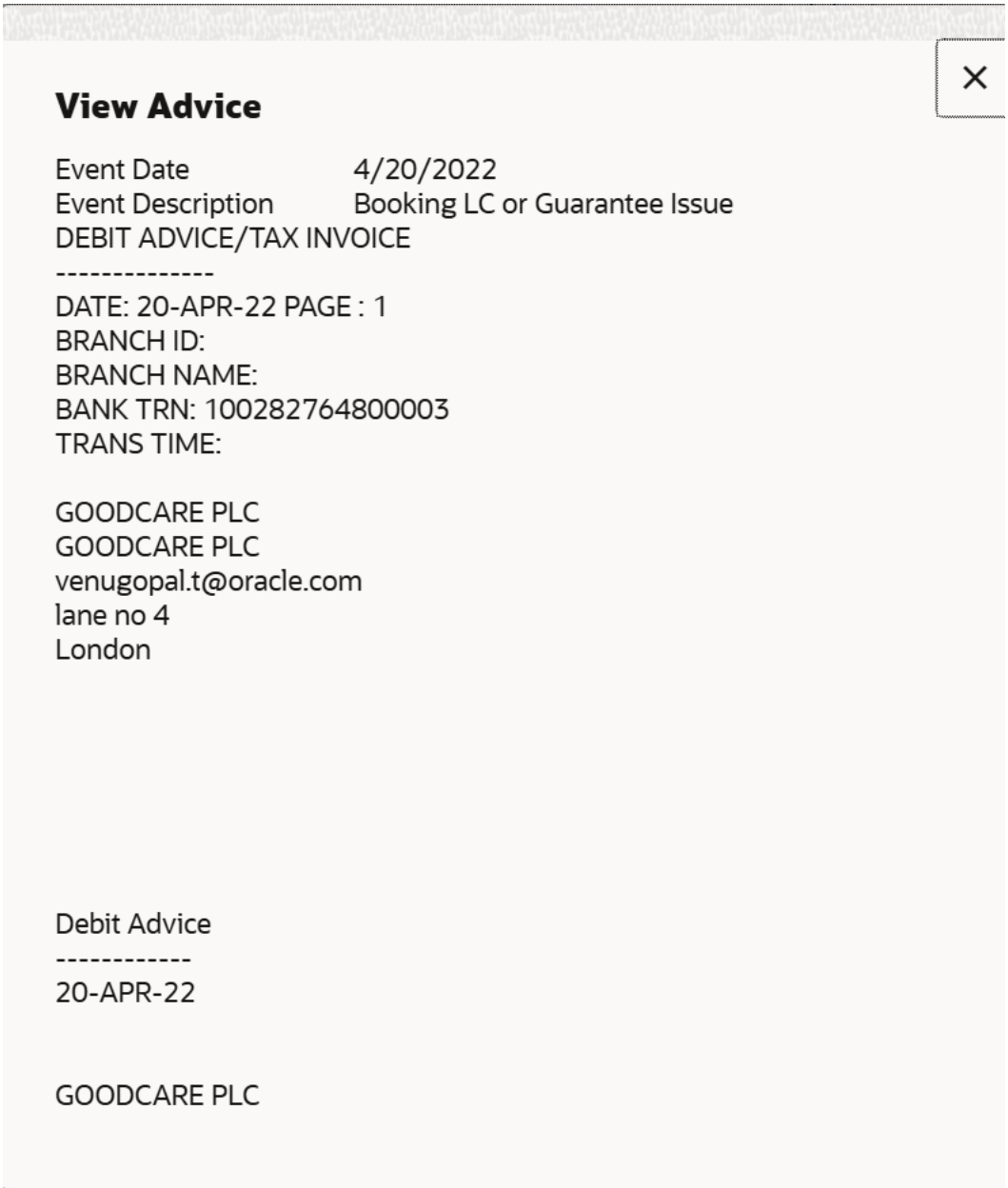
Table 15-8 (Cont.) View Import Collection - Advices - Field Description

Field Name	Description
Date	Displays the date of sending Advice.
Description	Displays the detail description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

Figure 15-10 View Advice



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For more information refer to the field description table below:

Table 15-9 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.
4. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
5. Click **Loan** tab to view the summary of all the linked loans account along with the amount.
6. Click **Back** to go back to previous screen.

15.7 View Import Collection - Loans

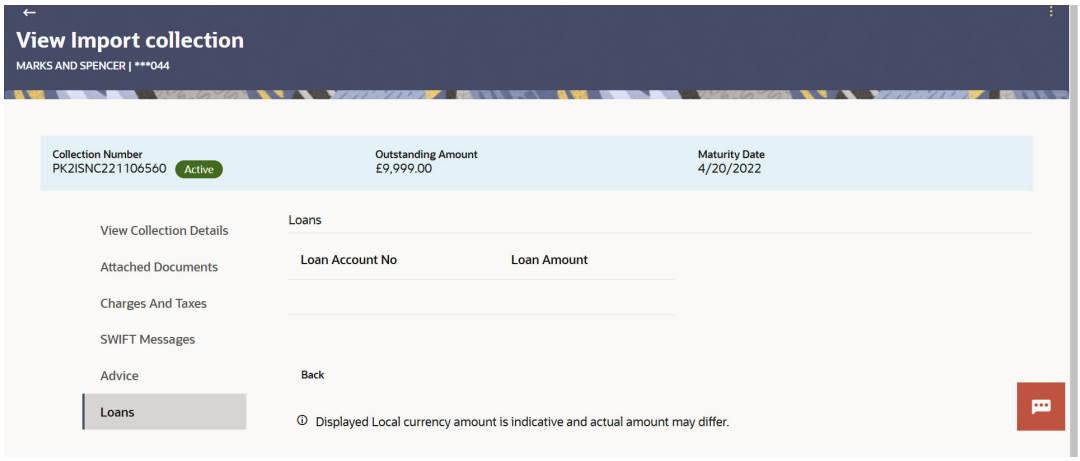
This topic provides the systematic instructions to view the Loan details in the application.

This tab lists all the linked loan account with the corresponding loan amount.

To view the Loans details:

1. Navigate to the **Loans** tab. The summary of all the linked loan account appears.

Figure 15-11 View Import Collection - Loans



For more information refer to the field description table below:

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Table 15-10 ViewImport Collection - Loans - Field Description

Field Name	Description
Loan Account No	Displays the linked loans account number.
Loan Amount	Displays the loan amount of the linked loan account.

2. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
3. Click **Back** to go back to previous screen.

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16
Settlement of Collection

This topic provides the systematic instructions to settle the Collections.

Once the goods are shipped and the Importer receives the trade documents, the Exporter draws out the Bills to be paid by the Importer. With the introduction of the 'Settlement of Bill' transaction, the Importer can now liquidate the Bills he has received under his Import LC, i.e. he can instruct the bank to pay the Bills he has received, from one of his accounts. The user can also use one of his booked forward deals while settling the Bill.

The user can settle either multiple bills from his account, with or without a forex deal, or apply for a loan to settle the bills. The user can link the FX deals

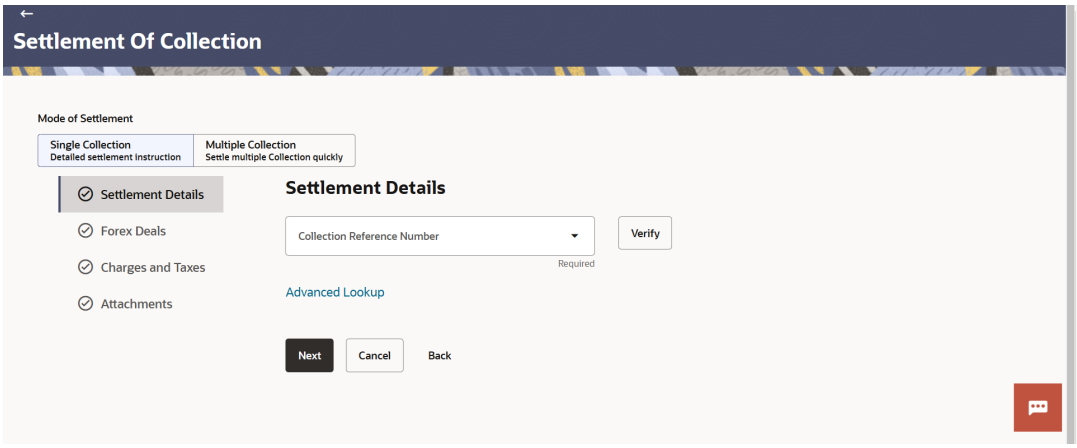
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Import LC should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Settlement of Import Collection**.

  The **Settlement of Collection** screen appears.

Figure 16-1 Settlement of Collection



This topic contains following sub-topics:

- Settlement of Collection – Single Collection – Settlement Details
  This topic provides the systematic instructions to settle single Import Collection in the application.
- Settlement of Collection – Multiple Collection - Detailed Settlement Instruction
  This topic provides the systematic instructions to settle multiple Collection in the application.

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- Settlement of Collection – Multiple Collection – Loan
  This topic provides the systematic instructions to initiate the multiple collection settlement using loan account in the application.
- Settlement of Collection – Multiple Collection – Custom
  This topic provides the systematic instructions to initiate the multiple collection settlement using Custom account in the application.

16.1 Settlement of Collection – Single Collection – Settlement Details

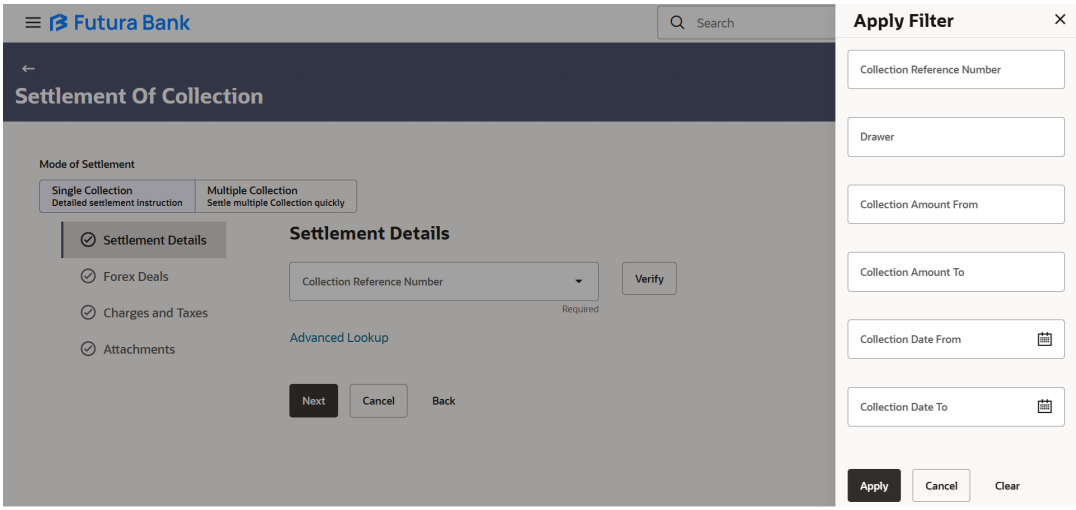
This topic provides the systematic instructions to settle single Import Collection in the application.

This facility allows the corporate users, to settle single Import Collection in detailed form, from the channel.

To settle a single Collection:

1. Navigate to **Settlement Details** tab of **Settlement of Collection** screen.
2. Perform any one of the following actions:
   - From the **Collection Reference Number** list, select the appropriate collection refernce number and click **Verify**.
   - Click the **Advanced Lookup link**. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 16-2 Settlement of Collection – Single Collection – Filter



For more information refer to the field description table below:

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Table 16-1 Settlement of Collection – Single Collection - Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Collection reference number of the guarantee against which the settlement has to be made.
Drawee	Specify the name of the Drawee party.
Drawer	Specify the name of Drawer party.
Collection Amount Currency	Select the currency of the collection.
Collection Amount From-Collection Amount To	Specify the Collection amount range used for searching the Collection.
Collection Date From - Bill Date To	Specify the start date and end date of the Collection date range used for searching the Collection.

3. Click **Apply**. The searched results are displayed based on the parameters provided on the **Settlement of Collection – Single Collection – Settlement Details** screen.

Figure 16-3 Settlement of Collection – Single Collection – Settlement Details

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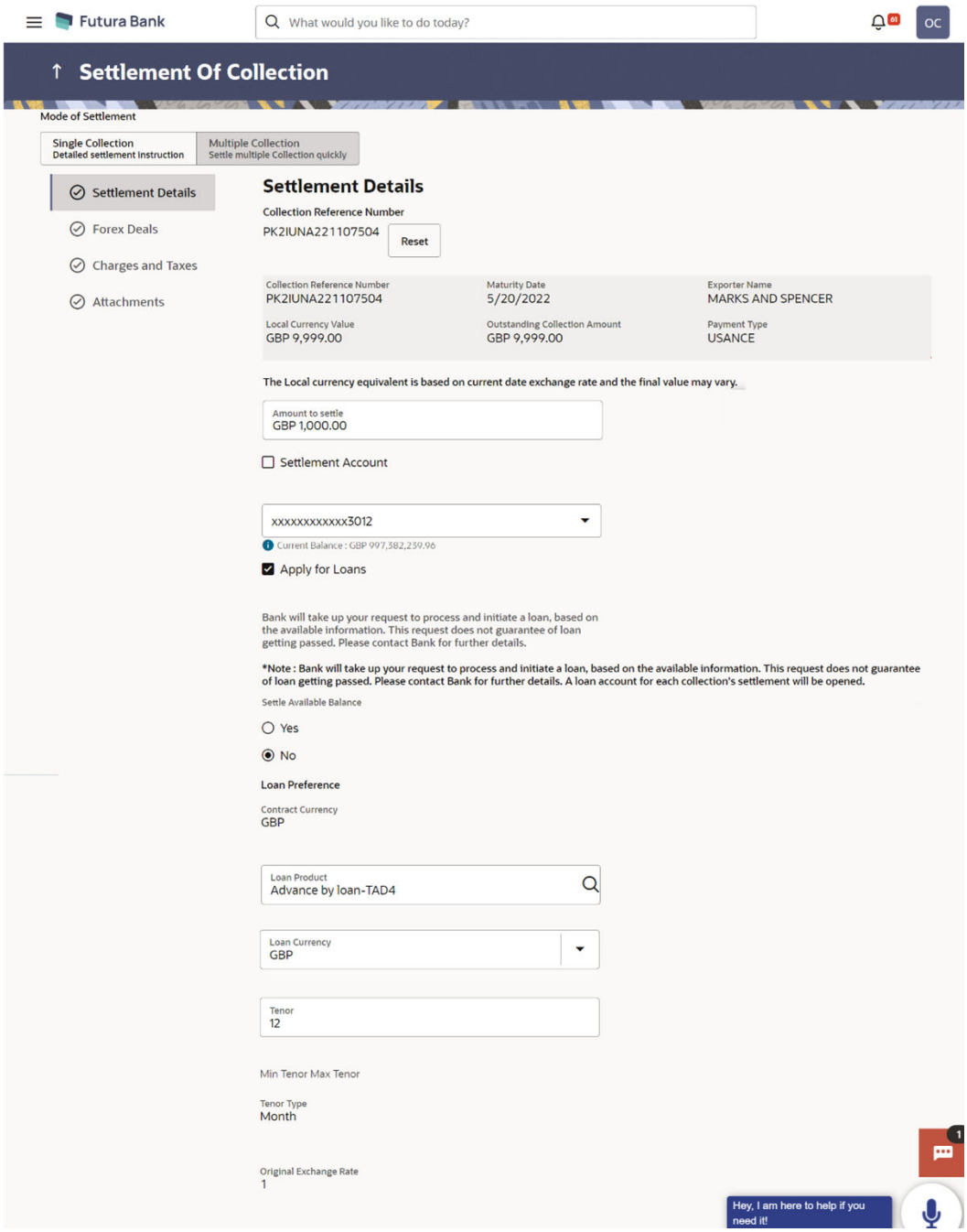

For more information refer to the field description table below:

Table 16-2 Settlement of Collection – Single Collection – Settlement Details - Field Description

Field Name	Description
Collection Reference Number	Select Collection reference number which user wants to settle, user can select from the list of Collections available for settlements. Below fields appear after selecting the collection Reference Number from the **Advance Lookup** filter.

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Table 16-2 (Cont.) Settlement of Collection – Single Collection – Settlement Details - Field Description

Field Name	Description
Collection Reference Number	Displays export collection reference number.
Maturity Date	Displays the maturity date of the export collection.
Exporter Name	Displays the name of the Exporter party.
Local Currency Value	Displays the Collection Transaction's value in local currency.
Outstanding Collection Amount	Displays the outstanding amount for the settlement of Collection.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Amount to Settle	Displays the Collection settlement amount.
Collateral	The user can select this option to settle the collection using Collaterals. Click the **View Collateral Details** link to view the collateral details
Settlement Account	Option to select a Current and Savings Account or Loan account for settlement of Collection. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated.
Apply for Loan	Select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan
Settle Available Balance	Option to select whether the user wishes to settle all funds available in the settlement account. The options are: • **Yes** • **No** This field appears if Immediate Liquidation is applicable and will be populated with the Outstanding Bill Amount in read only mode.
Loan Preference	Displays the Loan Preference.
Loan Product	Displays the Loan Product defaulted from back-office. The user can change the value.
Loan Currency	Displays either the Contract Currency or a Branch Local currency. The default should be Contract currency.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can change the value.
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.

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Table 16-2 (Cont.) Settlement of Collection – Single Collection – Settlement Details - Field Description

Field Name	Description
Action	The action to view the collateral details (in case the user selects 'Collateral' option), select the CASA account which user wishes to use for settlement (in case user selects 'Current and Savings' option), view the linked loan details settlement (in case user selects Loan' option . The available balance in the casa account is also displayed so that he can take an informed decision.
Special Instructions	The special instructions that is to be passed to the bank.

4. In the **Amount to Settle** field, enter the bill settlement amount.
5. Select the option for mode of settlement.
6. Select the **Settlement Account** option and select the account, if he wishes to use it for settlement of bill.
7. Select **Apply for Loans** option to apply for a loan directly from the page.
8. In the **Settle Available Balance**, select the appropriate option.
9. From the **Loan Product** field, change the product if required.
10. In the **Tenor** field, modify the value for tenor, if required.
11. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.
    - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
    - Click **Back** to navigate back to previous screen.

16.2 Settlement of Collection – Multiple Collection - Detailed Settlement Instruction

This topic provides the systematic instructions to settle multiple Collection in the application.

This facility allows the corporate users, to settle multiple Collections so that transaction can be initiated directly from channel as per the laws.

To settle multiple Collection:

1. Navigate to **Multiple Collection** tab of **Settlement of Collection** screen.
2. Click

to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

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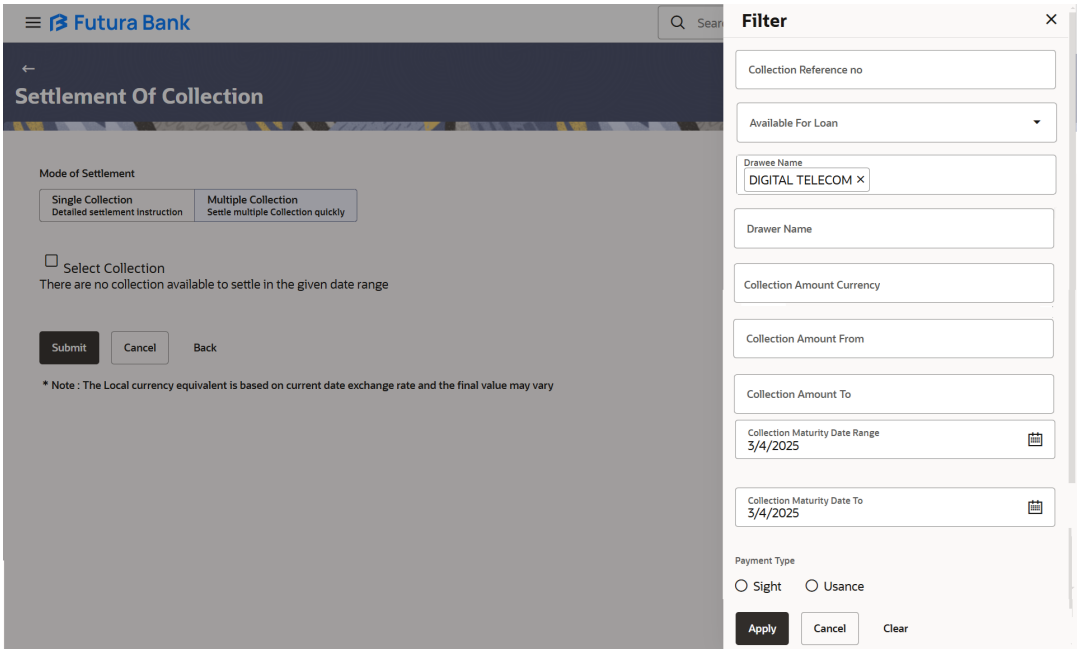
Figure 16-4 Settlement of Collection – Multiple Collection – Filter



For more information refer to the field description table below:

Table 16-3 Settlement of Collection – Multiple Collection – Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Collection reference number.
Available for Loan	Select whether the Collection is available for loan or not. The options are: • **Yes** • **No**
Drawee Name	Specify the name of Drawee against whom collection is to be created.
Drawer Name	Specify the name of Drawer.
Collection Amount Currency	Select the currency in which collection is to be settled.
Collection Amount From-Collection Amount To	Specify the Collection amount range used for searching the Collection.
Collection Maturity Date From - Collection Maturity Date To	Specify the start date and end date of the Collection date range on which the collection will gets matured for searching the Collection.
Payment Type	Select the type of payment associated with the Collection. The options are: • **Sight** • **Usance**

3. Click **Apply**. The searched results are displayed based on the parameters provided on the **Settlement of Collection – Multiple Collection – Current and Savings Account** screen.

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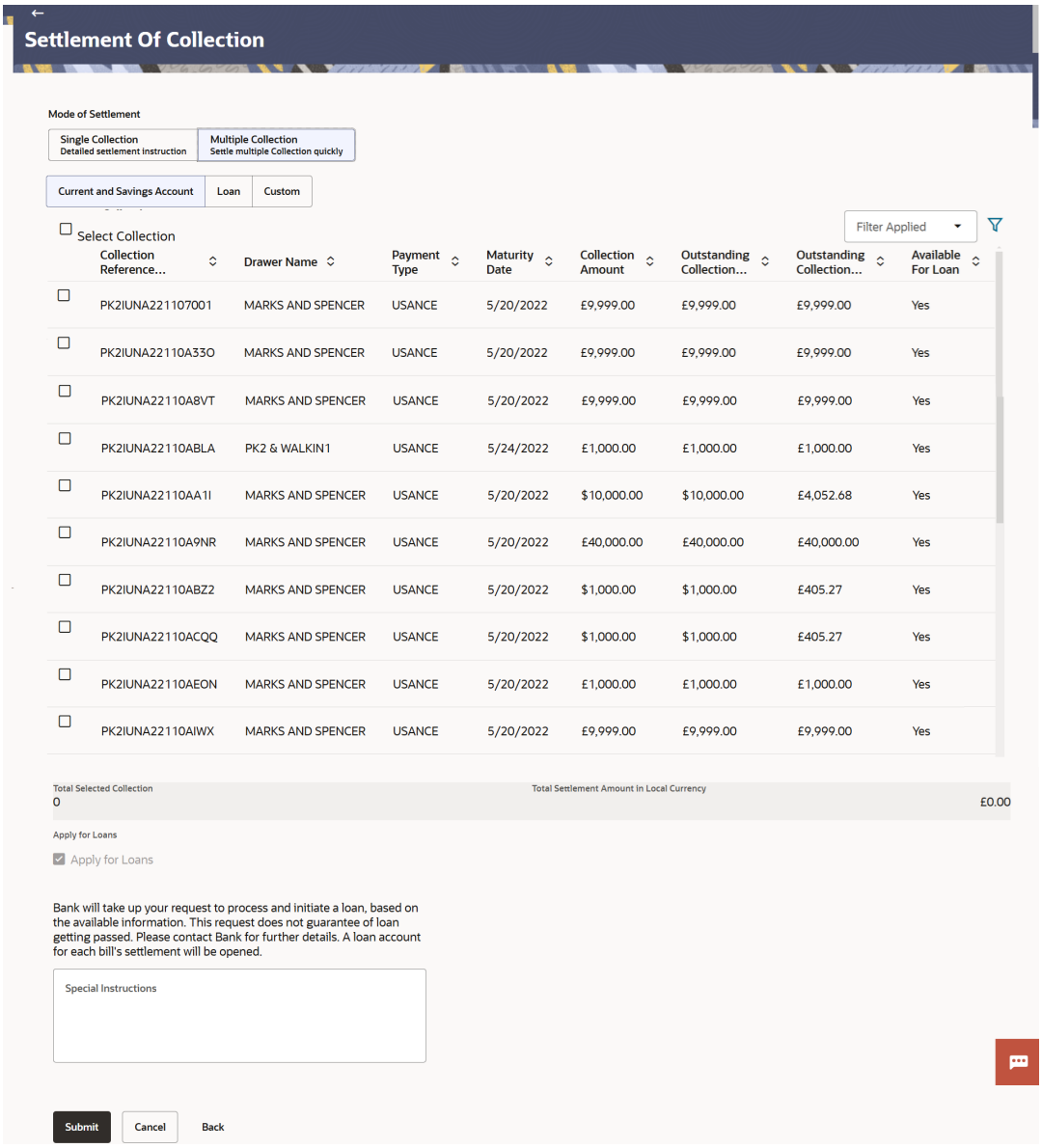
Figure 16-5 Settlement of Collection – Multiple Collection – Current and Savings Account



For more information refer to the field description table below:

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Table 16-4 Settlement of Collection – Multiple Collection – Current and Savings Account - Field Description

Field Name	Description
Current and Savings Account / Loan/ Custom	Option to select a Current and Savings Account or Loan account for settlement of Bill. • **Current and Savings Account**: The user can select the Current and Savings Account, if he wishes to use for settlement of collection. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated. • **Loan**: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan. • **Custom**: The user can select this option to apply for custom account.
Select Collection	The option to select multiple Collection to apply for the settlement.
Check Box (Account Selection)	The option against each Collection, to select a Current and Savings Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
Collection Reference Number	Displays import Collection reference number.
Drawer Name	Displays the name of the Drawer.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Maturity Date	Displays the date on which the collection will gets matured.
Collection Amount	Displays the collection amount.
Outstanding Collection Amount	Displays the outstanding amount for the settlement of Collection.
Outstanding Collection Amount in Local Currency	Displays the outstanding amount for the settlement of Collection in local currency.
Available for Loan	Displays whether the collection is available for loan or not. The options are: • **Yes** • **No**
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Special Instructions	Specify the special remarks.

4. Perform any one of the following actions:
   - Select the **Current and Savings Account** option, if he wishes to use it for settlement of bill.
   - Select this **Loan** option to apply for a loan directly from the page.
   - Select the **Custom** option for custom account.

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5. Select the accounts from which the transfer needs to be made for settlement of Collection .
6. Specify the remarks/special instructionsn in the **Special Instructions** field.
7. Click **Submit** to initiate the selected Collection settlement.

   The **Settlement of Collection – Review** screen appears.
8. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message initiation of Collection settlement appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

> **Note**
>
> Corporate user can select multiple Collection for settlement.

16.3 Settlement of Collection – Multiple Collection – Loan

This topic provides the systematic instructions to initiate the multiple collection settlement using loan account in the application.

This tab allows the corporate user to settle the collection using loan account.

To settle the Collection using loan account:

1. Navigate to **Settlement of Collection – Multiple Collection** screen, click the **Loan** tab.

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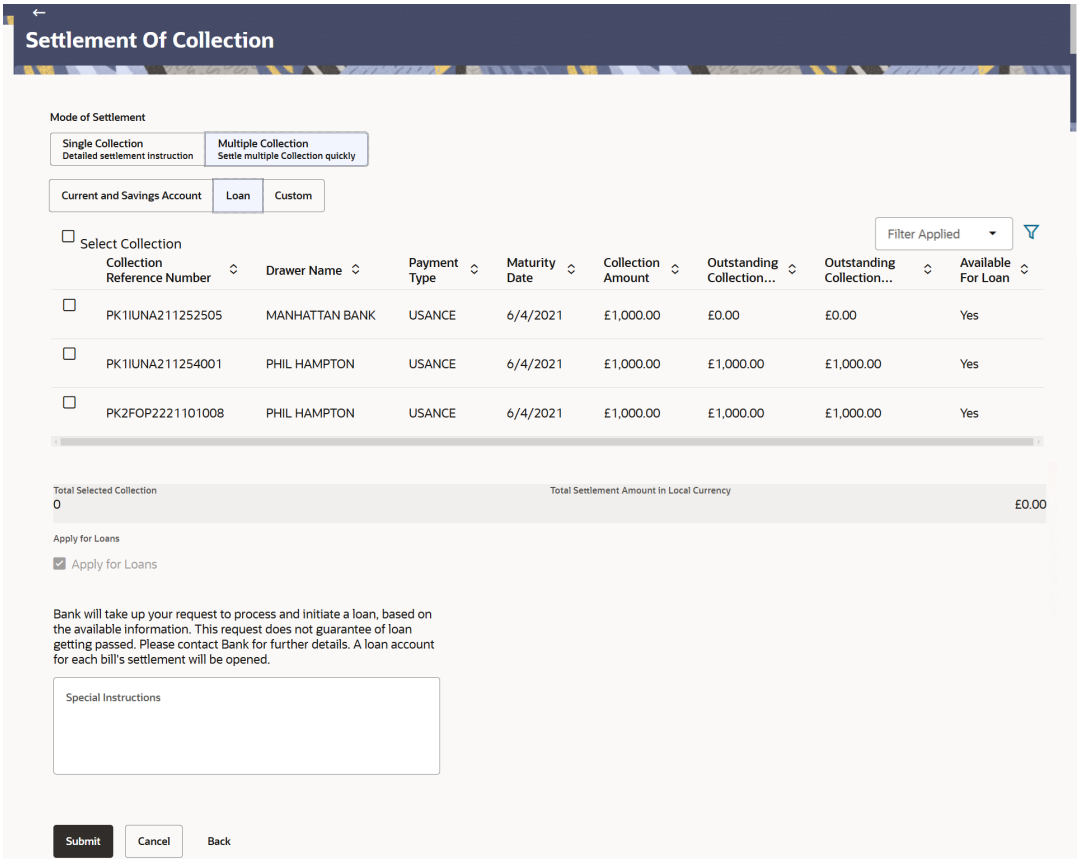
Figure 16-6 Settlement of Collection – Multiple Collection – Loan



For more information refer to the field description table below:

Table 16-5 Settlement of Collection – Multiple Collection – Loan - Field Description

Field Name	Description
Select Collection	The option to select multiple Collection to apply for the settlement.
Check Box (Account Selection)	The option against each Collection, to select a Loan Account which he wishes to use.
Collection Reference Number	Displays import Collection reference number.
Drawer Name	Displays the name of the Drawer.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Maturity Date	Displays the date on which the collection will gets matured.
Collection Amount	Displays the collection amount.
Outstanding Collection Amount	Displays the outstanding amount for the settlement of Collection.
Outstanding Collection Amount in Local Currency	Displays the outstanding amount for the settlement of Collection in local currency.

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Table 16-5 (Cont.) Settlement of Collection – Multiple Collection – Loan - Field Description

Field Name	Description
Available for Loan	Displays whether the collection is available for loan or not. The options are: • **Yes** • **No**
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Special Instructions	Specify the special remarks.

2. Select the accounts from which the transfer needs to be made for settlement of Collection .
3. Specify the remarks/special instructionsn in the **Special Instructions** field.
4. Click **Submit** to initiate the selected Collection settlement.

   The **Settlement of Collection – Review** screen appears.
5. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message initiation of Collection settlement appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

16.4 Settlement of Collection – Multiple Collection – Custom

This topic provides the systematic instructions to initiate the multiple collection settlement using Custom account in the application.

This tab allows the corporate user to settle the collection using Custom account.

To settle the Collection using Custom account:

1. Navigate to **Settlement of Collection – Multiple Collection** screen, click the **Custom** tab.

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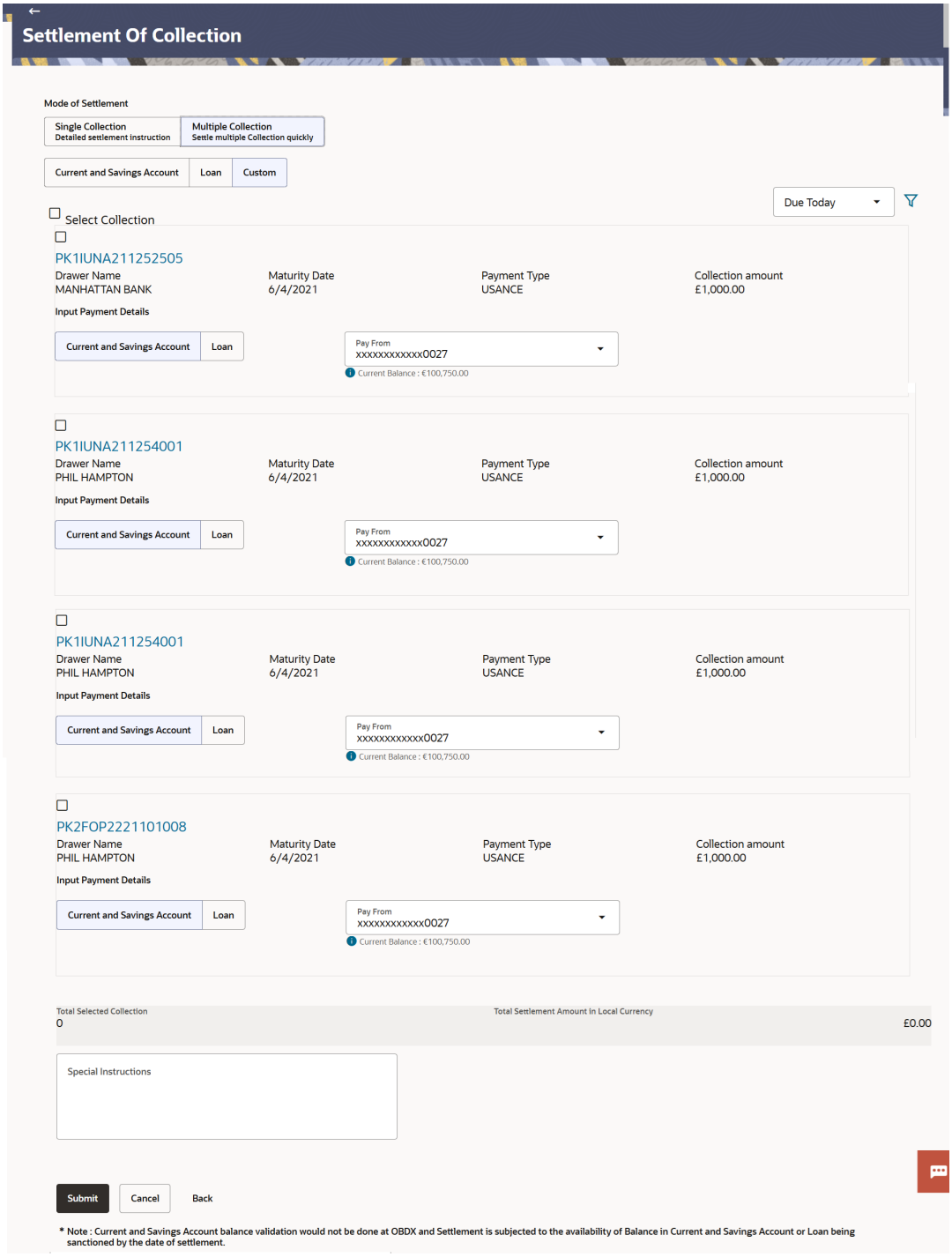
Figure 16-7 Settlement of Collection – Multiple Collection – Custom



For more information refer to the field description table below:

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Table 16-6 Settlement of Collection – Multiple Collection – Custom - Field Description

Field Name	Description
Select Collection	The option to select multiple Collection to apply for the settlement.
Check Box (Account Selection)	The option against each Collection, to select a Custom Account which he wishes to use. The available balance in the casa account is also displayed so that he can take an informed decision.
Collection Reference Number	Displays import Collection reference number.
Drawer Name	Displays the name of the Drawer.
Maturity Date	Displays the date on which the collection will gets matured.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Collection Amount	Displays the collection amount.
Input Payment Details	Select the option for Payment Details. The options are: • **Current and Savings Account**: The user can select the Current and Savings Account that he wishes to use for settlement of collection. **Note** The balance in CASA account should be equal or more than the equivalent amount of collection in collection's currency, which is being settled, in case of single collection being liquidated. • **Loan Account**: The user can select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.
Pay From	Select the source account from which the funds are to be transferred for settlement of collection.
Balance	Net balance in the selected source account.
Forward Deal Reference Number	Displays the forward deal reference number for settlement of collection.
Total Selected Collection	Displays the total number of collection selected for settlement.
Total Settlement Amount in Local Currency	Displays the total settlement amount in local currency.
Special Instructions	Specify the special remarks.

2. Perform any one of the following actions:
   - Select the **Current and Savings Account** option, if he wishes to use it for settlement of bill.
   - Select this **Loan** option to apply for a loan directly from the page.
3. Select the accounts from which the transfer needs to be made for settlement of Collection .
4. Specify the remarks/special instructionsn in the **Special Instructions** field.
5. Click **Submit** to initiate the selected Collection settlement.

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The **Settlement of Collection – Review** screen appears.

6. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message initiation of Collection settlement appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

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17

Acceptance of Import Collection

This topic provides the systematic instructions to to accept or reject the Import collection for payment.

Using this transaction the corporate user can accept or reject the Import collection for payment. A corporate user should be able to accept or reject import collections lodged against the importer. While listing the collections for acceptance only unaccepted collections are to be listed where logged party or the selected party is the Drawee.

This transaction is available as per the role defined in the Role Transaction Mapping in the System. The transaction is applicable to approval flow and the approval alerts are applicable to the maker and checker of the transactions. The transactions logs are available in audit trail along with time stamp and user id, the transaction is also applicable for black out period if set by the bank.
The corporate approver user can send the transaction for modification to the maker or initiator of the transaction if required to modify the same and resend for approval. When the transaction is sent for modification, the user can view and claim the transaction as per the placeholder given by framework.

The transaction is available in **Pending Approval** list whenever ever maker initiates a transaction and **My Approved** list post authorizing the transaction. The transaction appears in the activity log in **Financial** section.
The transaction submitted to the host appears in application tracker in **In-Progress** tab, user can track the progress of the transaction through application tracker.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Import Collection** and then click **Acceptance of Import Collection**.

  The **Acceptance of Import Collection** screen appears.

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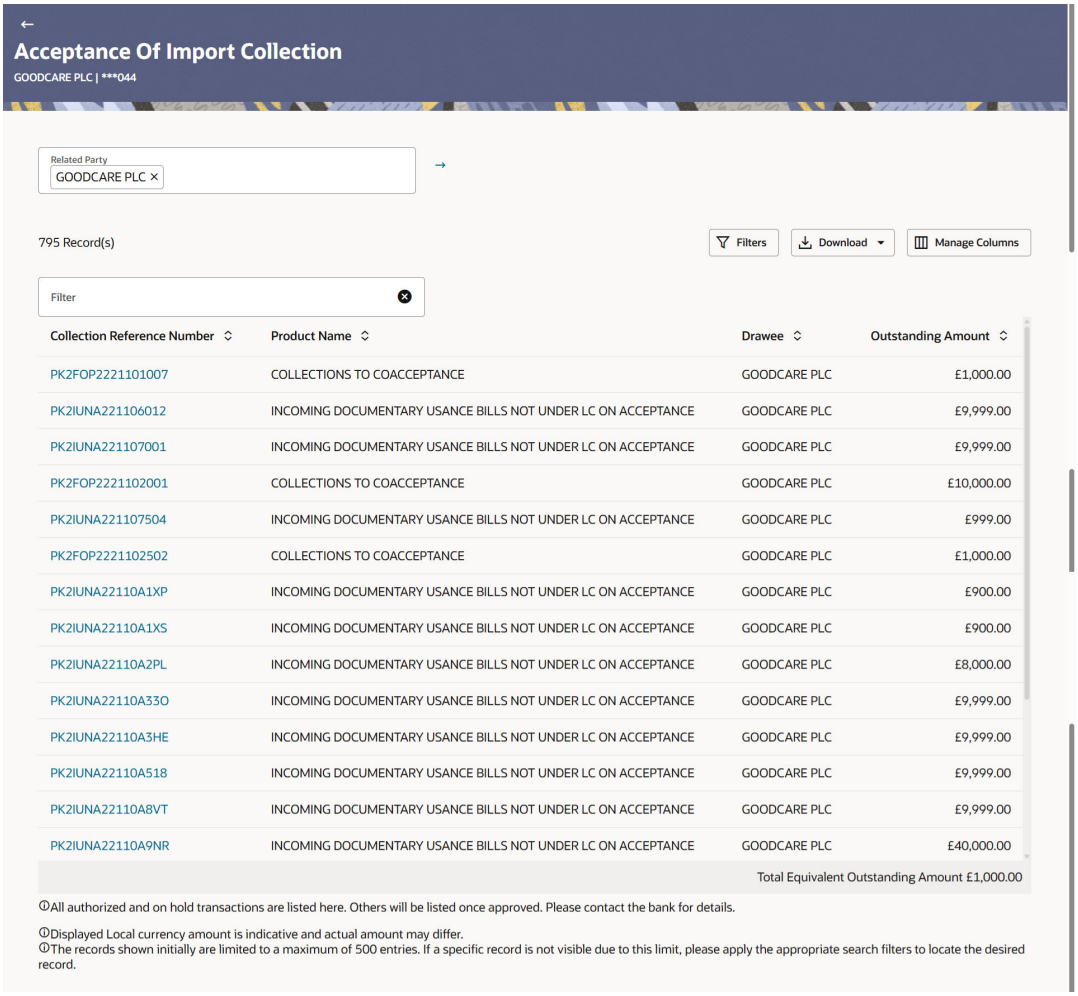
Figure 17-1 Acceptance of Import Collection



This topic contains following sub-topics:

- Acceptance of Import Collection - Collection Details
  This topic provides the systematic instructions to accept a Collection in the application.
- Acceptance of Import Collection – Settlement Details
  This topic provides the systematic instructions to accept the Import Collection in the application.
- Acceptance of Import Collection – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Collection Settlement in the application.
- Acceptance of Import Collection - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Acceptance of Import Collection - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

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17.1 Acceptance of Import Collection - Collection Details

This topic provides the systematic instructions to accept a Collection in the application.

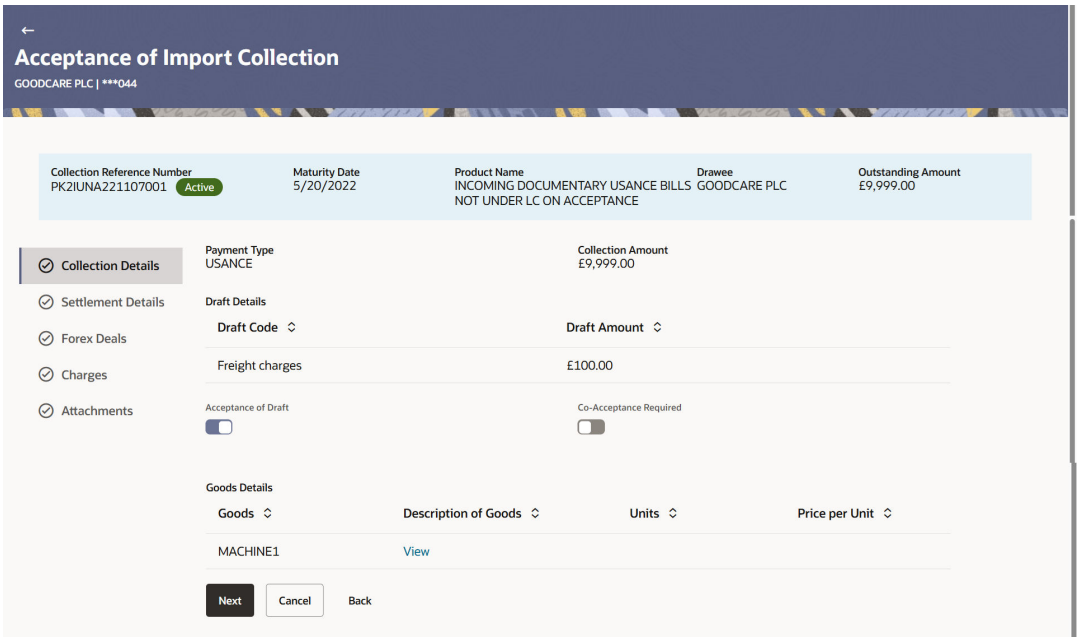
Using this option, you can accept a Collection in the application.

To accept a Collection:

1. Navigate to **Acceptance of Import Collection** screen.
2. On **Acceptance of Import Collection** screen, then click **Collection** tab.

   The **Acceptance of Import Collection - Collection Details** screen appears.

Figure 17-2 Acceptance of Import Collection - Collection Details



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 17-1 Acceptance of Import Collection - Collection Details - Field Description

Field Name	Description
Collection Reference Number	Displays import collection reference number.
Maturity Date	Displays the maturity date of the export collection.
Product Name	Displays the name of the Collection product.
Drawee	Displays the drawee party of the Collection.

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Table 17-1 (Cont.) Acceptance of Import Collection - Collection Details - Field Description

Field Name	Description
Outstanding Amount	Displays the outstanding amount for the acceptance of Collection.
Payment Type	Displays the type of payment associated with the Collection. The payment types can be: • **Sight** • **Usance** • **Multi Tenor**
Collection Amount	Displays the collection amount.
Draft Details	This section displays the draft details.
Draft Code	Displays the code for the draft.
Draft Amount	Displays the draft amount on representation of draft.
Acceptance of Draft	Switch on the toggle for acceptance of draft.
Co-Acceptance Required	Switch on the toggle to avail co-acceptance.
Goods Details	This section displays the goods details.
Goods	Displays the type of good.
Description of Goods	Click the **View** link to view the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.

3. Switch on the **Acceptance of Draft** toggle for acceptance of draft.
4. Switch on the **Co-Acceptance Required** toggle to avail co-acceptance.
5. Perform any one of the following actions:
   - Click **Next** to proceed to the next tab.

     The **Settlement Details** tab appears in the **Acceptance of Import Collection** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

17.2 Acceptance of Import Collection – Settlement Details

This topic provides the systematic instructions to accept the Import Collection in the application.

Settlement Details tab allows the user to set the settlement details, provide the debit account for settlement and charges and also provide the forward contract or special rate if any.

To set the settlement details:

1. Navigate to **Settlement Details** tab of **Acceptance of Import Collection** screen.

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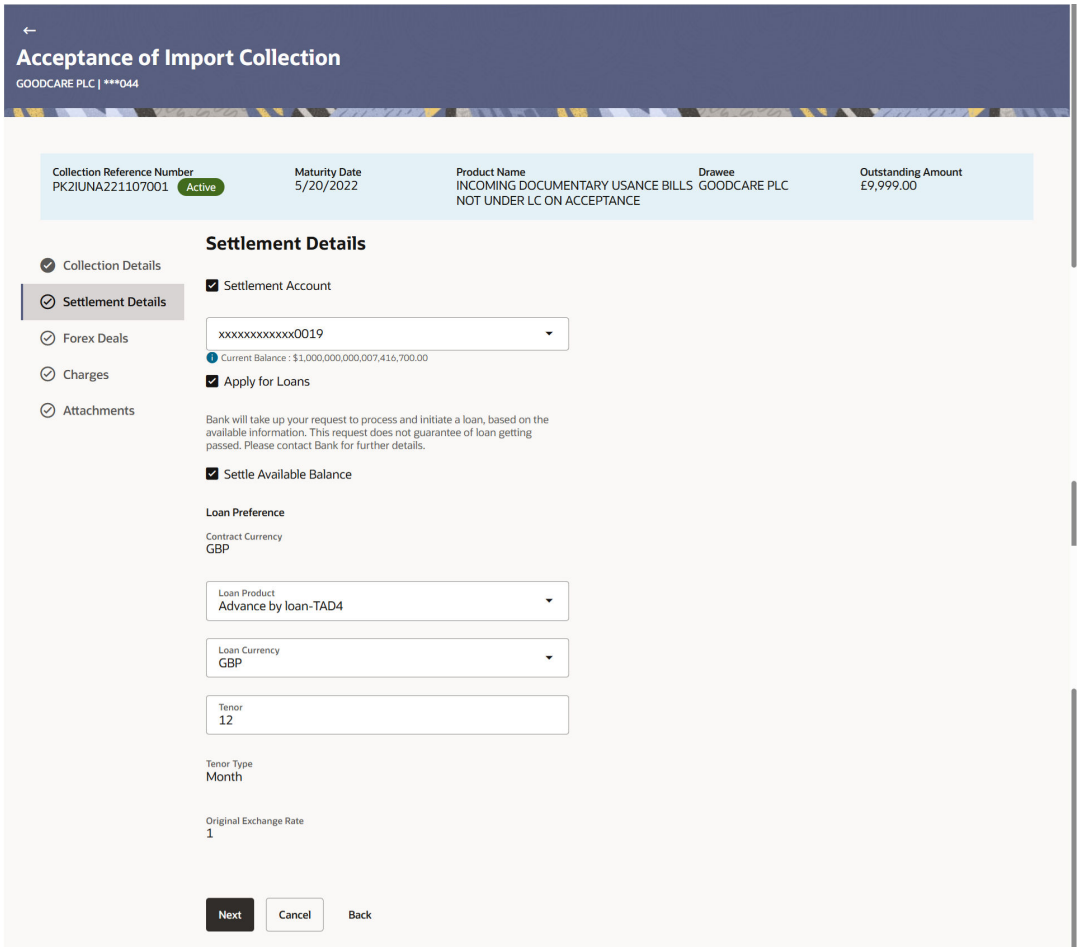
Figure 17-3 Acceptance of Import Collection – Settlement Details



For more information refer to the field description table below:

Table 17-2 Acceptance of Import Collection – Settlement Details - Field Description

Field Name	Description
Settlement Account	Option to select the account for settlement of Collection. Drop-down lists all the accounts belonging to the logged party or the selected party.
Apply for Loans	Select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan. This field appears only if the product of the collection has the loan availment feature enabled. Following fields appear if the user selects the **Apply for Loans** option.
Settle Available Balance	Option to select whether the user wishes to settle the collection against available balance. By default the option is de-selected.
Loan Preference	Displays the Loan Preference.
Contract Currency	Displays either the Contract Currency.

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Table 17-2 (Cont.) Acceptance of Import Collection – Settlement Details - Field Description

Field Name	Description
Loan Product	Displays the Loan Product defaulted from back-office. On selection of the loan, certain features of the loan should be displayed like the Minimum Tenor and Maximum Tenor of the loan, Tenor Type, Exchange Rate The user can change the value.
Loan Currency	Select the loan currency in which the loan needs to be disbursed.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can specify the tenor for the loan in months.
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.

2. Select the option for mode of settlement.
3. Select the **Settlement Account** option and select the account, if he wishes to use it for settlement of bill.
4. Select **Apply for Loans** option to apply for a loan directly from the page.
5. In the **Settle Available Balance**, select the appropriate option.
6. From the **Loan Product** field, change the product if required.
7. In the **Tenor** field, modify the value for tenor, if required.
8. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

17.3 Acceptance of Import Collection – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Collection Settlement in the application.

This tab allows the corporate user to select the forex deal contract or a special exchange rate, if any to be utilized during settlement of the collection.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Acceptance of Import Collection** screen.

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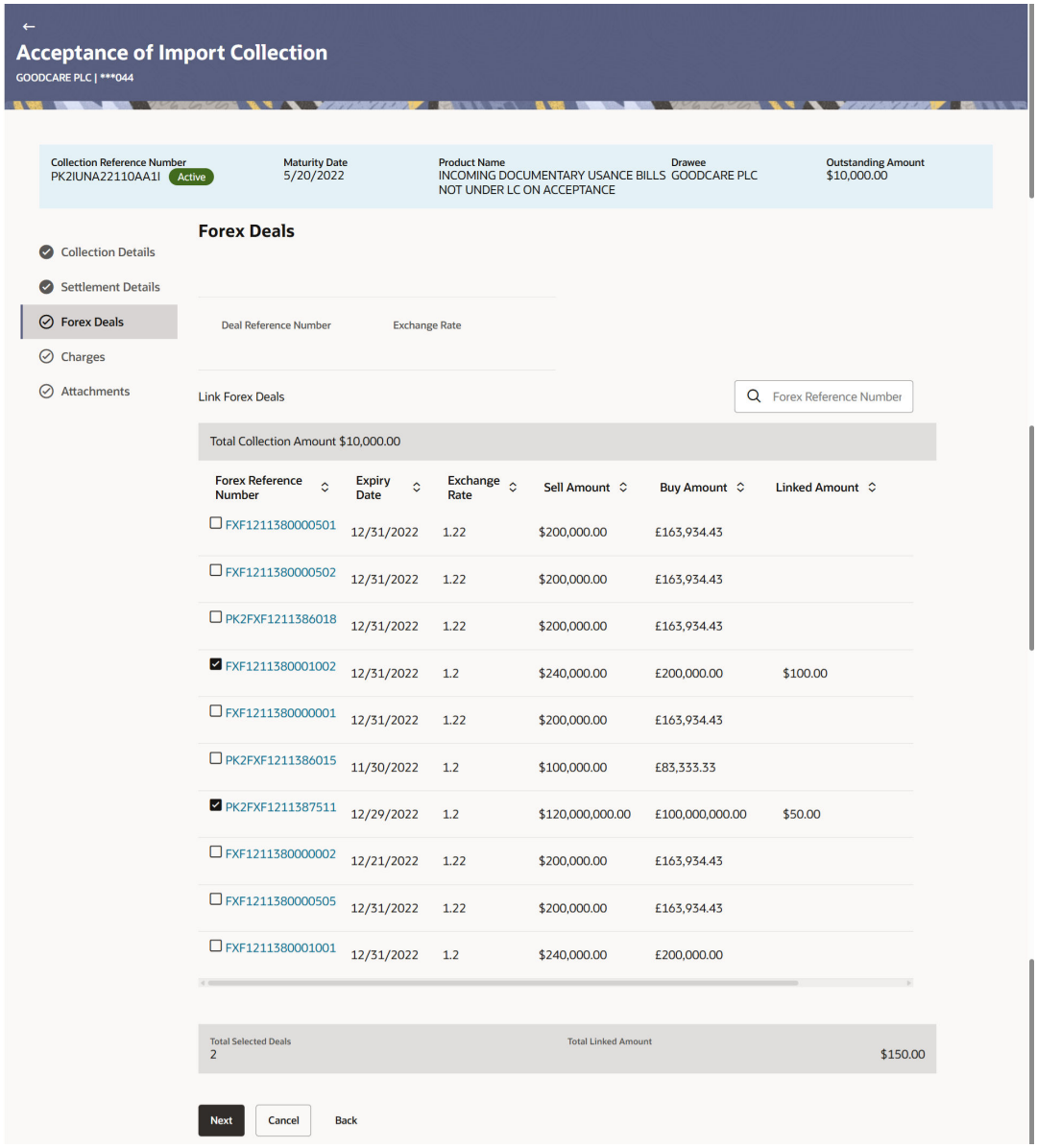
Figure 17-4 Acceptance of Import Collection – Forex Deals



For more information refer to the field description table below:

Table 17-3 Acceptance of Import Collection – Forex Deals - Field Description

Field Name	Description
Deal Reference Number	Specify the deal reference number of the forex deal, when pre-booked deal is not available or the user do not want to use an existing deal.
Exchange Rate	Specify the exchange rate of the forex deal.
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Collection Amount	Displays the total Collection amount.

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Table 17-3 (Cont.) Acceptance of Import Collection – Forex Deals - Field Description

Field Name	Description
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Deal Reference Number in the **Deal Reference Number** field.
3. Specify the exchange rate in the **Exchange Rate** field.
4. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.
5. Click the check box to select the required searched Deal Reference Number record.
6. Specify the linked amount, in the **Linked Amount** field.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

17.4 Acceptance of Import Collection - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab allows the user to view the charges and taxes if any applicable on the collection. User should also be able to select an account to be used for debit of the charges.

1. Navigate to the **Charges and Taxes** tab.

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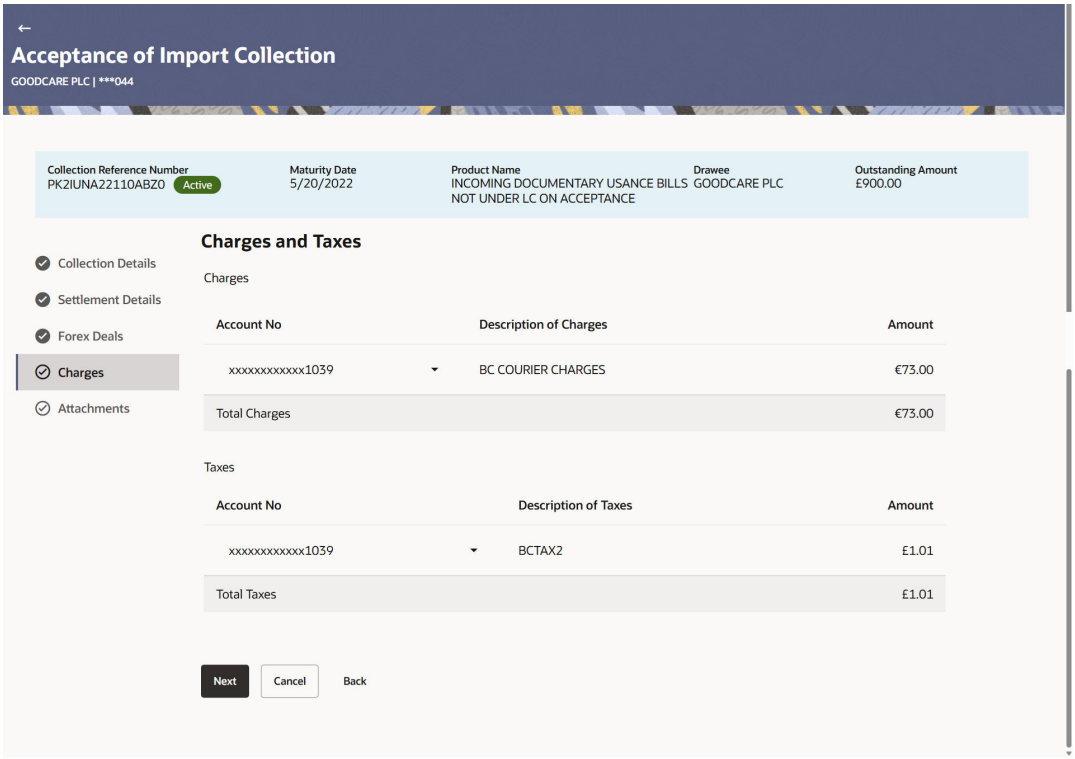
Figure 17-5 Acceptance of Import Collection - Charges and Taxes tab



For more information refer to the field description table below:

Table 17-4 Acceptance of Import Collection - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.

2. In the **Charges and Taxes** section, select the appropriate account, from the Account No. list
3. Click **Attachments** tab to view the attachment details.
4. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.

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- Click **Back** to navigate back to previous screen.

17.5 Acceptance of Import Collection - Attachments

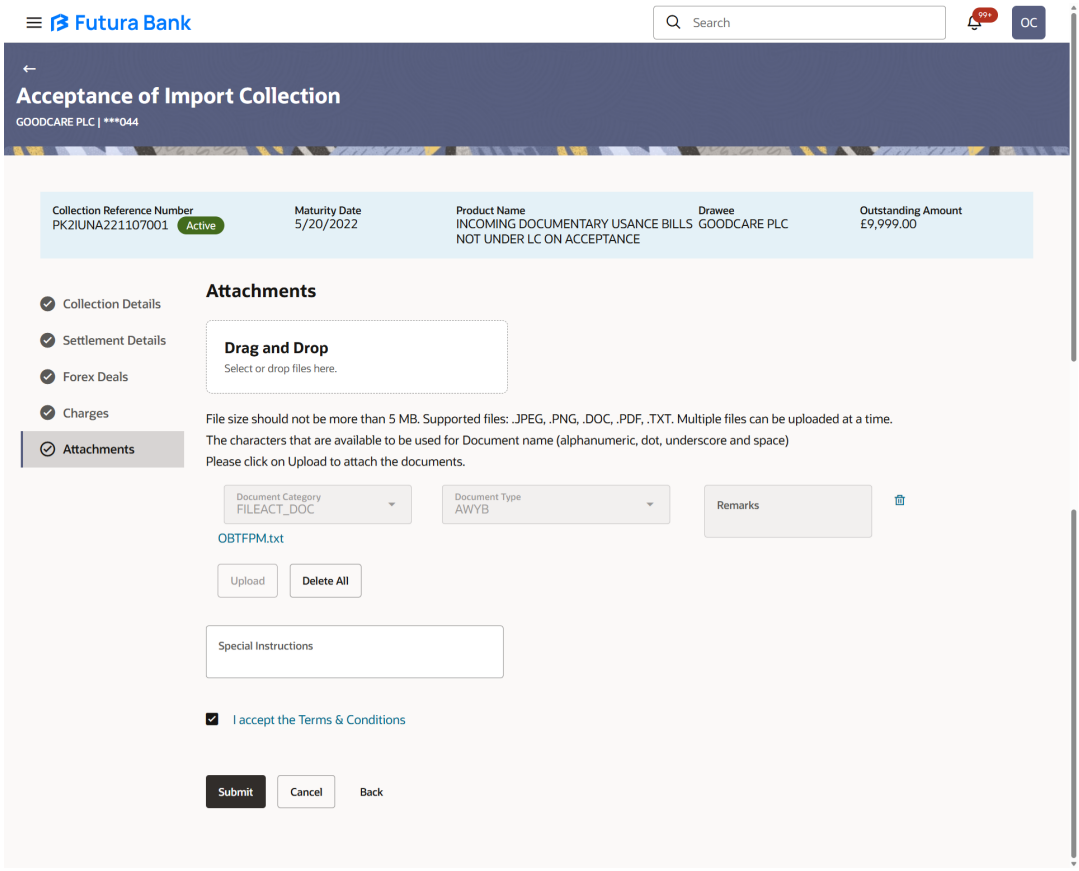
This topic provides the systematic instructions to capture the Attachments details in the application.

The user can attach documents to the Collections in this tab.

To Attach Documents:

1. Specify the Collection Attachments details.

Figure 17-6 Acceptance of Import Collection - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 17-5 Acceptance of Import Collection - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.
Special Instructions	Specify the special instructions that is to be passed to the bank.
I accept the Terms and Conditions	The option to accept standard terms and conditions of the bank. View the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Specify the special instructions if any in the **Special Instructions** field,
8. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
9. Click **Submit**.

   The transaction is saved and the **Acceptance of Import Collection – Review** screen appears.
10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message bill settlement appears. Click **OK**,to complete the transaction.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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18

Modify Collection

This topic provides the systematic instructions to modify the import Collection.

Using this option, you can modify the details of existing Import Collection. You can search the required Import Collection using different search criteria and download the Import Collection list in different file formats.

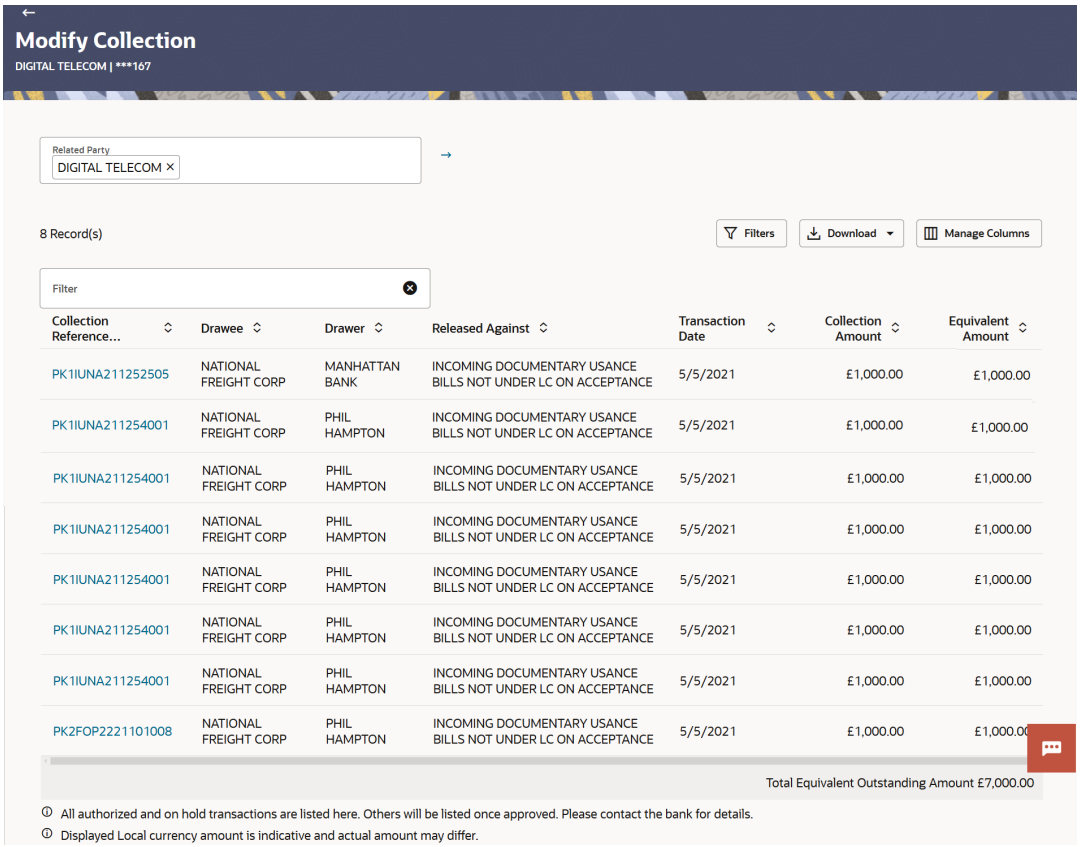
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single import Collection should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Import Collection** and then click **Update Import Collection**.

  The **Modify Collection** screen appears.

Figure 18-1 Modify Collection



This topic contains following sub-topics:

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- Modify Collection - Search
  This topic provides the systematic instructions to search an view the existing Import Collection.
- Modify Collection – Settlement Details
  This topic provides the systematic instructions to modify the settlement details.
- Modify Collection – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Modify Collection in the application.
- Modify Collection - Charges, Commissions and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Modify Collection - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

18.1 Modify Collection - Search

This topic provides the systematic instructions to search an view the existing Import Collection.

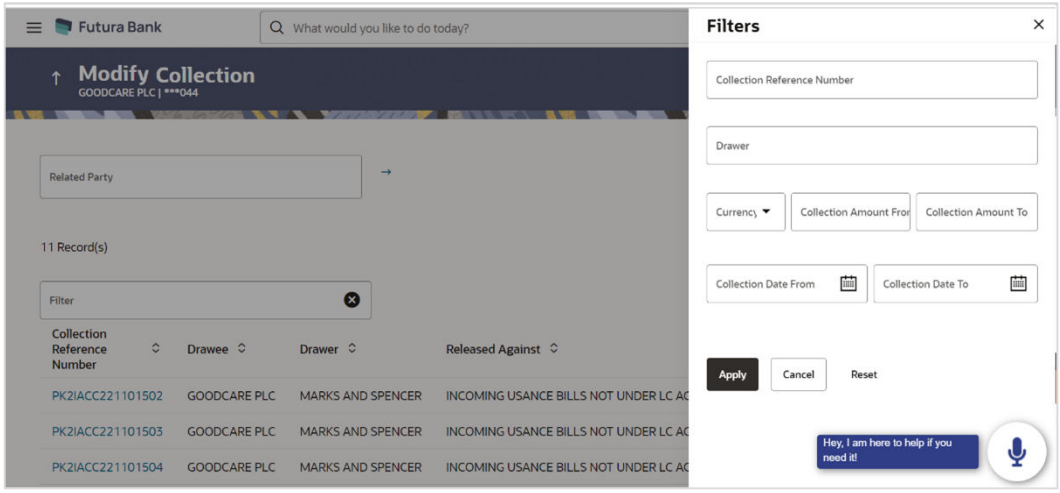
User can search the list existing import Collection using Collection Reference Number, Drawer, Collection Amount From- Collection Amount To and Collection Date From - Collection Date To.

To search the existing import Collection:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Collection Reference Number/Drawee/ Drawer/Released Against/ Collection Amount/ Equivalent Amount in the **Filter** field.
   - Click

     to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 18-2 Modify Collection - Filter



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For more information refer to the field description table below:

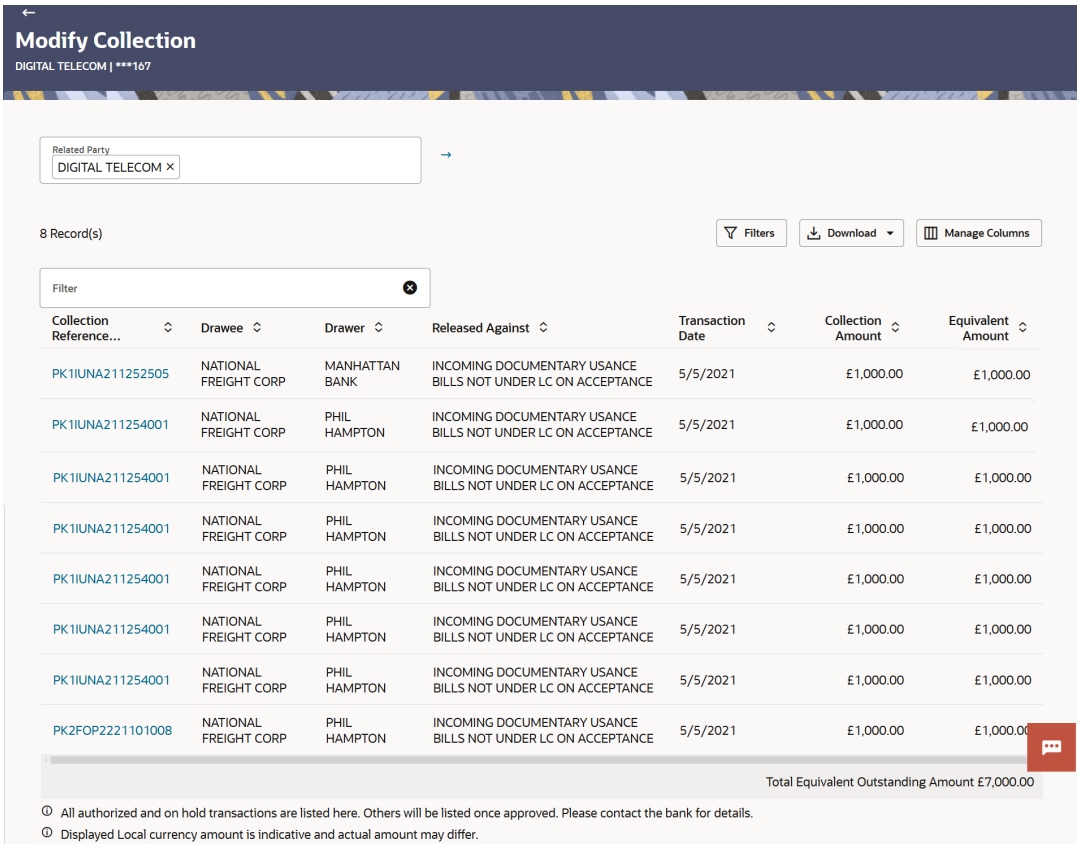
Table 18-1 Modify Collection - Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Import Collection reference number.
Drawer	Specify the name of the drawer under the Collection.
Currency	Select the currency under the Collection.
Collection Amount From-Collection Amount To	Specify the Collection amount range used for searching the Collection.
Collection Date From - Collection Date To	Specify the start date and end date of the Collection date range used for searching the Collection.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 18-3 Modify Collection - Search Result



For more information refer to the field description table below:

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Table 18-2 Modify Collection - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Collection by **Party Name**.
Filter	Specify the Collection Reference Number/Drawee/ Drawer/Released Against/ Collection Amount/ Equivalent Amount to view the Import Collection.
Filter Results	This section displays the filter results.
Collection Reference Number	Displays the Import Collection reference number. Displays the link to view the Import collection details.
Drawee	Displays the name of the drawee of the Import Collection.
Drawer	Displays the name of the drawer of the Import Collection.
Released Against	Displays the product name of the Import Collection.
Transaction Date	Displays the transaction date of the Import Collection.
Collection Amount	Displays the Import Collection amount.
Equivalent Amount	Displays the equivalent Import Collection amount.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Collection Reference Number** link to view the Collection details. The **Modify Collection** screen appears with the details of the selected Import Collection. By default, **Settlement Details** tab appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

18.2 Modify Collection – Settlement Details

This topic provides the systematic instructions to modify the settlement details.

User will be able to see the collection details along with the Base Date and Tenor and will be allowed to change the tenor, which automatically would get reflected in Maturity Date of the transaction.

The user can change whether collaterals are to be used and Advance by Loan is required or not.

To modify a Collection:

1. Navigate to **Settlement Details** tab of **Modify Bill** screen.

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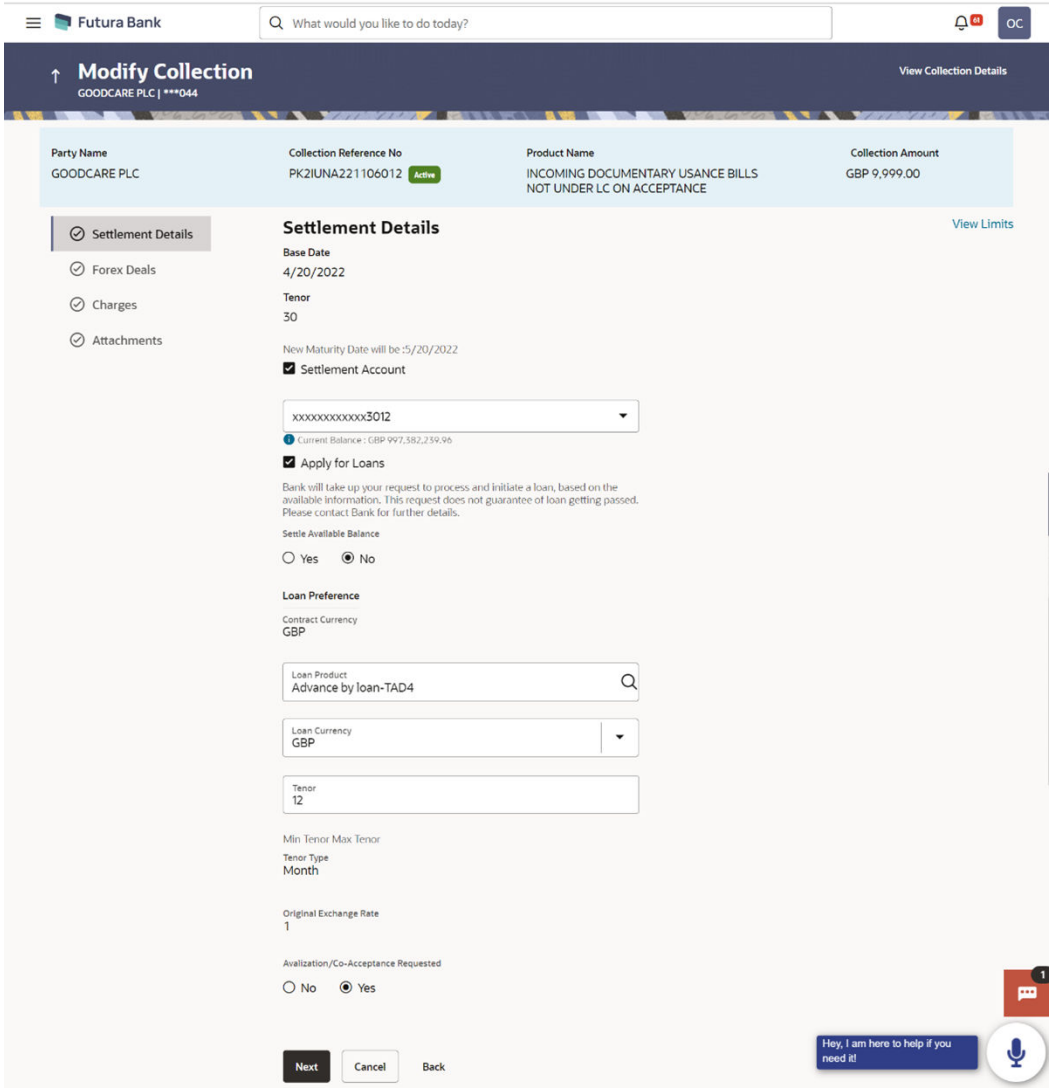
Figure 18-4 Modify Collection – Settlement Details



For more information refer to the field description table below:

Table 18-3 Modify Collection – Settlement Details - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Import Collection Reference Number	Displays the Import Collection reference number.
Product Name	Displays the import Collection product name under which the Collection is created.
Collection Amount	Displays the amount of the import Collection.
Settlement Details	This section displays the Settlement Details.
Base Date	Displays the date that is considered as base date for Collection application.
Tenor	Displays the tenor of the Collection.

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Table 18-3 (Cont.) Modify Collection – Settlement Details - Field Description

Field Name	Description
Pay with Collateral	Select this option whether collaterals are to be used. Click the **View Collateral Details** link to view the collateral details.
Settlement Account	Option to select settlement account number. Select the settlement account number. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated.
Apply for Loan	Select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.
Settle Available Balance	Option to select whether the user wishes to settle all funds available in the settlement account. The options are: • **Yes** • **No** This field appears if Immediate Liquidation is applicable and will be populated with the Outstanding Bill Amount in read only mode.
Loan Preference	Displays the Loan Preference.
Contract Currency	Displays the contract currency.
Loan Product	Displays the Loan Product defaulted from back-office. The user can change the value.
Loan Currency	Displays either the Contract Currency or a Branch Local currency. The default should be Contract currency. The user can change the value.
Tenor	The system fetches the default Loan Tenor from the back-office system. The user can change the value.
Tenor Type	Displays the tenor type fetches from the back-office system.
Original Exchange Rate	Displays the Original Exchange Rate fetches from the back-office system.
Avalisation/Co acceptance Requested	The option allows the user to select if the Collection is to be avalised. The options are: • **Yes** • **No**

2. Select the **Pay with Collateral** option to settle the Collection using collaterals.
3. Click the **View Collateral Details** link to view the collateral details.

   The **Collateral Details** overlay screen appears.
4. Select the **Settlement Account** option, if he wishes to use it for Collection settlement.
   - From the **Settlement Account** list, select the appropriate option.
5. Select the **Apply for Loans** option, if loans are to be used for bill settlement.
   a. Select the ppropriate option from the **Settle Available Balance** list.

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b. From the **Loan Product** list, change the product if required.

6. In the **Tenor** field, modify the value for tenor, if required.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **View Collection Details** link at top right corner of the screen to view the Collection details.

     The **View Import Collection Under LC** screen appears.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

18.3 Modify Collection – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Modify Collection in the application.

This tab allows the corporate user to view and link the forex deals.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Modify Collection** screen.

Figure 18-5 Modify Collection – Forex Deals

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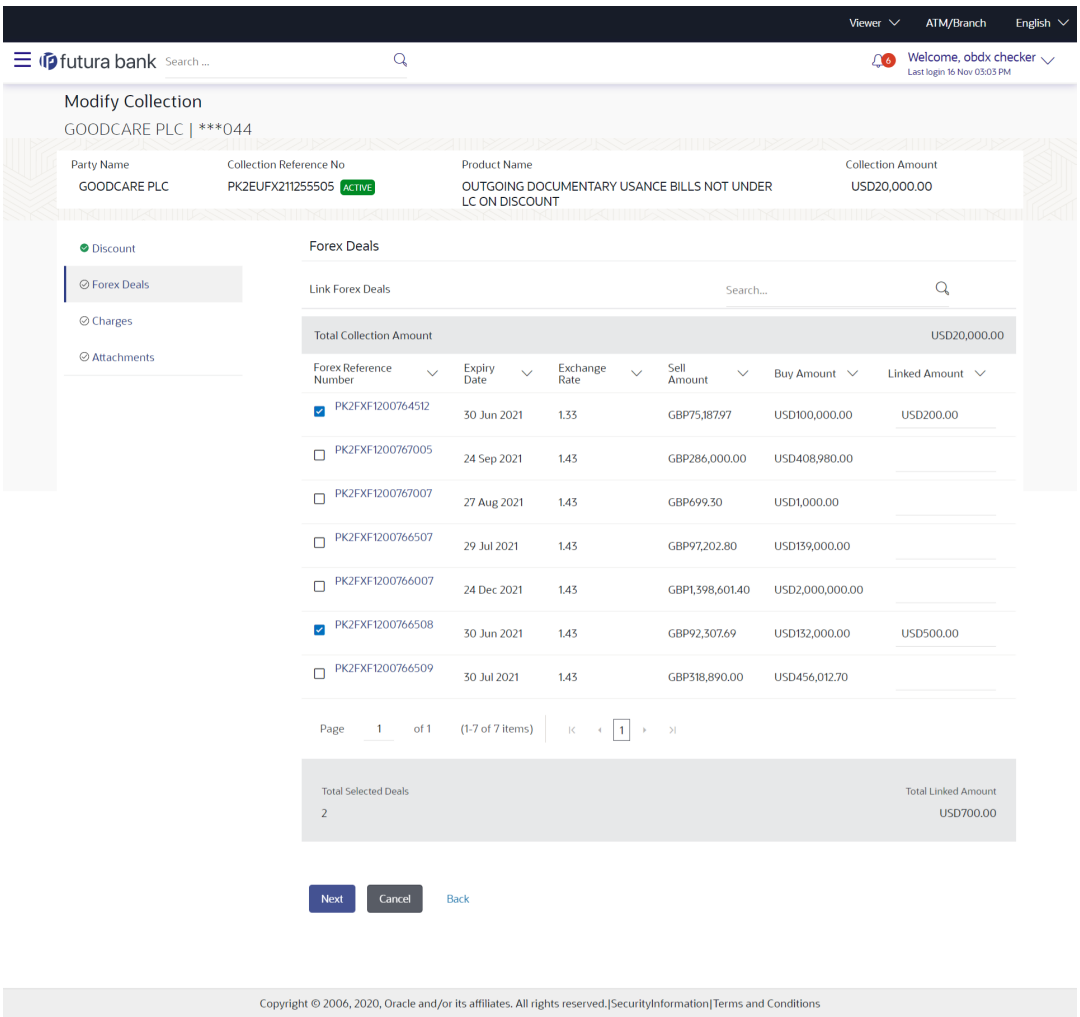

For more information refer to the field description table below:

Table 18-4 Modify Collection – Forex Deals - Field Description

Field Name	Description
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Collection Amount	Displays the total Collection amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal for Collection.
Exchange Rate	Displays the exchange rate of the forex deal for Collection.
Sell Amount	Displays the selling amount of the forex deal for Collection.
Buy Amount	Displays the buying amount of the forex deal for Collection.
Linked Amount	Displays the amount to be linked in the forex deal for Collection.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.

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Table 18-4 (Cont.) Modify Collection – Forex Deals - Field Description

Field Name	Description
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.

3. Click the check box to select the required searched Deal Reference Number record.
4. Specify the linked amount, in the **Linked Amount** field.
5. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

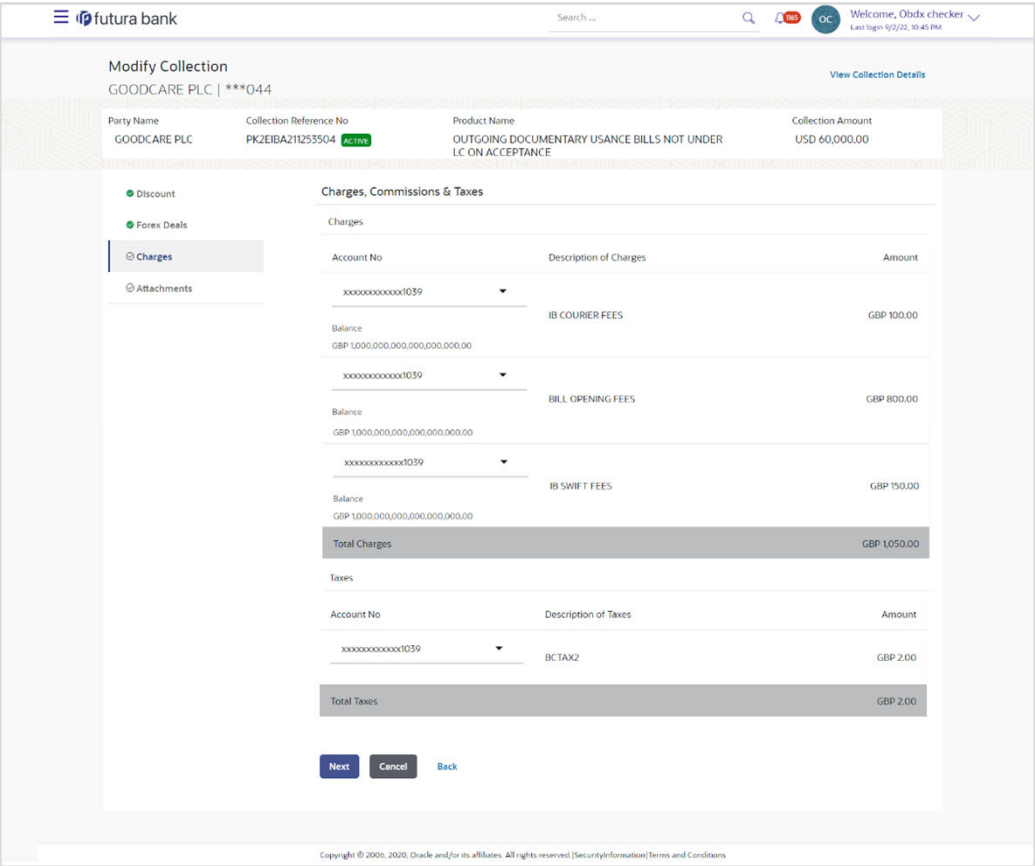
18.4 Modify Collection - Charges, Commissions and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against Collection.

1. Navigate to the **Charges** tab.

Figure 18-6 Modify Collection - Charges, Commissions and Taxes



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For more information refer to the field description table below:

Table 18-5 Modify Collection - Charges, Commission and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge that will be levied in the transaction.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.
Commission	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commission	Displays the description of commissions charged by bank.
Amount	Displays the amount of Commission.
Total Commission	Displays the total Commission amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges, Commissions and Taxes** section, select the appropriate account, from the Account No. list
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

18.5 Modify Collection - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the Attachments details.

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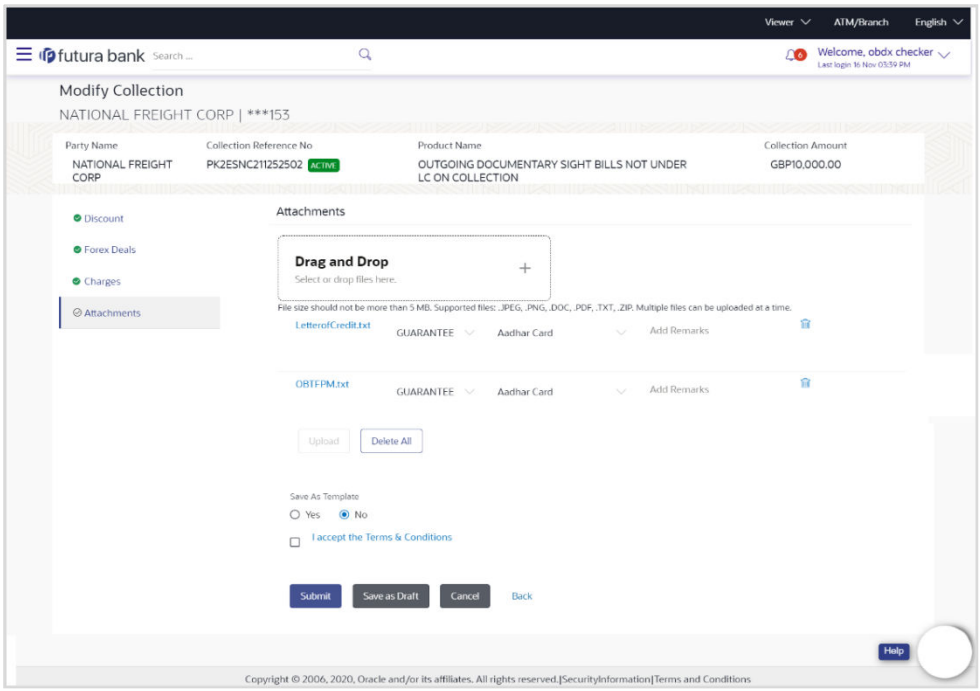
Figure 18-7 Modify Collection - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 18-6 Modify Collection - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Kindly Go through all the Standard Instructions	The option to accept the customer instructions maintained by the bank. Click the link to view the customer instructions maintained by bank from back office.
Special Instructions	Specify any instructions provided to bank for bills.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

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2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the **Kindly Go through all the Standard Instructions** check box to accept the customer instructions maintained by the bank.
8. Specify special instructions, if any in the **Special Instructions** field.
9. Select the **I accept the Terms and Conditions** check box to accept the terms and conditions.
10. Click **Submit**.

    The transaction is saved and the **Modify Collection – Review** screen appears.

11. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Modify Collection appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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19
Initiate Collection

This topic provides the systematic instructions to initiate Collection in the application.

Using this option, a corporate user can initiate Collection in the application.

User has three options to initiate Collection

1. Using existing Templates
2. Using existing Drafts
3. Initiating Collection (New Application)

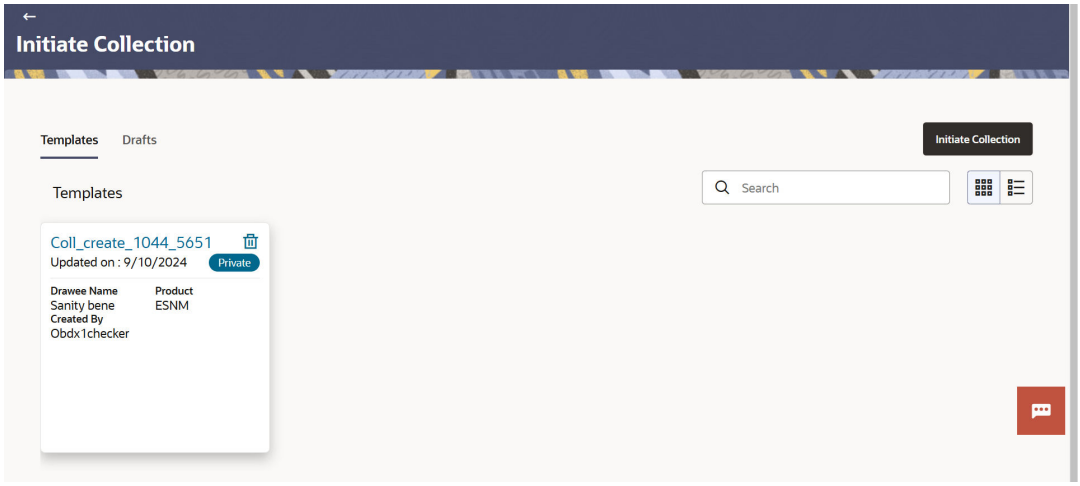
These are explained in detail underneath,

Pre-requisites
User must have a valid corporate party Id and login credentials in place.

1. Perform anyone of the following navigation to access the **Initiate Collection** screen.
   - From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Export Collection**, select **Initiate Export Collection**.
   - From the **Dashboard**, click **Overview**, in **Overview** screen go to **Trade Finance** and then **Raise Collection**.

   The **Initiate Collection** screen appears.

Figure 19-1 Initiate Collection - Templates



For more information refer to the field description table below:

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Table 19-1 Initiate Collection - Field Description

Field Name	Description
Search	Specify the name of the Collection template to search and view its details. Partial search is allowed. The saved Collection a template appears based on search criteria.
Initiate Collection Card	The Initiate Letter of Credit template card displays the name of the Initiate Collection template along with the other details like date of update, Drawee name, Product and Created By.
Initiate Collection Card Details	Following details are displayed on each Collection Template card.
Template Name	Displays the name using which template is stored and can be used to initiate a Collection application.
Updated On	Displays the last updated date of the template.
Access Type	Displays the access type assigned to the Collection, that is **Private** or **Public**.
Drawee Name	Displays the drawee name against whom Collection is to be created.
Product	Displays the name of product selected for Collection.
Created by	Displays the name of the maker who created the template.

2. Select and click the Collection template card whose details you want to view.
3. Specify the name of the specific Collection Template in the **Search** field whose details you want to view.

   The specific Collection Template detail record appears.
4. Perform one of the following actions:
   - Click **Initiate Collection** to create a new Collection template.
   - Click or to view the initiate Collection template as Summarized or Tabular view
   - Click to delete the initiated Collection template card.

   This topic contains following sub-topics:

- Initiate Collection - Search - By Drafts
  This topic provides the systematic instructions to initiate an Collection in the application by using saved LC draft.
- Initiate Collection - Collection Details
  This topic provides the systematic instructions to initiate a Collection in the application.
- Initiate Collection – Goods and Shipment Details
  This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.
- Initiate Collection – Bank and Instructions
  This topic provides the systematic instructions to capture the Bank and Instructions details in the application.
- Initiate Collection - Discount
  This topic provides the systematic instructions to capture the Discount details in the application.

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- Initiate Collection – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Initiate Collection in the application.
- Initiate Collection - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Initiate Collection - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.
- Save as Template
  This topic provides the systematic instructions to save Bills application as a Template.
- Save as Draft
  This topic provides the systematic instructions to save Bills application as a Draft.

19.1 Initiate Collection - Search - By Drafts

This topic provides the systematic instructions to initiate an Collection in the application by using saved LC draft.

User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

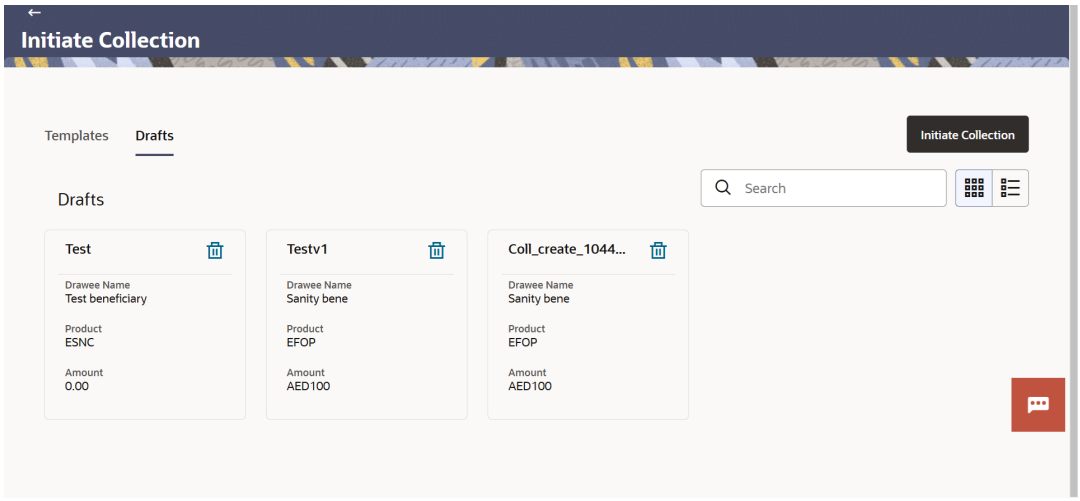
> **Note**
>
> Collection Application saved as **Draft** can be used only one time for Collection Application initiation.

To search the Collection draft:

1. On the **Initiate Collection** screen, click the **Drafts** tab.

   The **Initiate Collection - Drafts** screen appears.

Figure 19-2 Initiate Collection - Drafts



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2. Specify the name of the specific Collection Draft Name in the **Search** field whose details you want to view. The specific Collection - By Drafts screen based on search criteria appears.

   For more information refer to the field description table below:

Table 19-2 Initiate Collection - Drafts - Field Description

Field Name	Description
Search	Specify the name of the Collection draft template to search and view its details. Partial search is allowed.
Search Results - Summarized View card form	This section displays the search results in Summarized View in card form.
Initiate Collection Draft Card	The Initiate Collection draft card displays the name of the Initiated Collection draft name along with the other details like drawee name, product and amount.
Initiate Collection Card Details	Following details are present on each Collection Template card.
Draft Name	Displays the name using which draft template is stored and can be used to initiate a Collection application.
Drawee Name	Displays the Drawee name against whom Collection is created.
Product	Displays the name of product selected for Collection.
Amount	Displays the amount for the Collection along with the currency in which it is originated.

3. Specify the draft name of the specific Collection Template in the **Search** field whose details you want to view.

   The saved Collection draft appears based on search criteria.

4. Select and click the Collection draft card whose details you want to view.

5. Click or to view the Draft Collection template as Summarized or Tabular view.

6. Click to delete the Draft Collection template card.

19.2 Initiate Collection - Collection Details

This topic provides the systematic instructions to initiate a Collection in the application.

Using this option, you can initiate a Collection in the application. To initiate a Collection in the application, you must enter details such as your Parties details, and Collection details etc. You can also give specific instructions to bank.

To initiate a Collection:

1. Navigate to **Initiate Collection** screen.
2. On **Initiate Collection** screen, then click **Initiate Collection**.

   The **Initiate Collection - Collection Details** screen appears.

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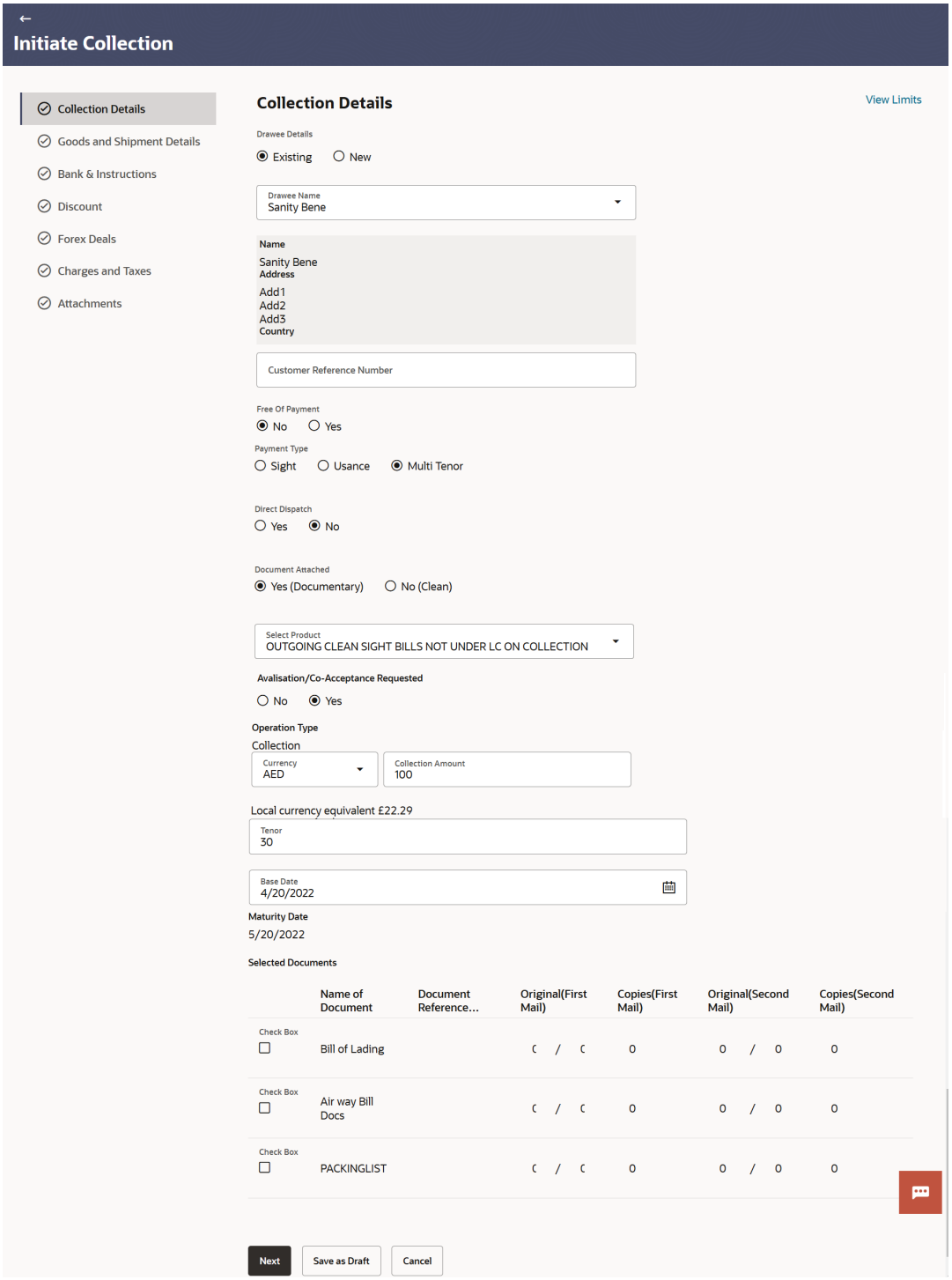
Figure 19-3 Initiate Collection - Collection Details



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 19-3 Initiate Collection - Field Description

Field Name	Description
Drawee Details	The option to select the type of drawee. The options are: • **Existing** • **New**
Drawee Name	The name of drawee party. This can be existing beneficiary maintained earlier or a new one. This field is drop-down and allows the user to select the Drawee name for **Existing** option. This field is input field, if **New** option is selected in **Drawee Details** field.
Address	Displays the Drawee address. This field is input field, if **New** option is selected in **Drawee Details** field.
Country	Indicates the country of the Drawee. This field is drop-down field, if **New** option is selected in **Drawee Details** field.
Limits	Indicates the available limits for drawee under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.
Customer Reference Number	Specify the user provided customer reference number for the transaction.
Free of Payment	Select this option if document will be released ”Free of Payment” for the exports.
Payment Type	Indicates the type of payment associated with the Collection. The options are: • **Sight** • **Usance** • **Multi Tenor** This field appears if you select **No** option in **Free of Payment** field.
Direct Dispatch	Select whether collections to be dispatched directly or not. The options are: • **Yes** • **No**
Document Attached	Select the value, if any documents a part of Collection. The value can be: • **Yes (Documentary)** • **No (Clean)** This field is enabled if **No** option is selected in **Direct Dispatch** field.
Select Product	Select the product type as coming from Host based on the input parameters (Payment etc).
Avalisation/Co-Acceptance Requested	Select the option allows whether the collection is to be avalised. The options are: • **Yes** • **No**
Operation Type	Displays the operation type required in the contract.
Currency	Select the currency in which collection will be done.
Local Currency Equivalent	Displays the collection amount in local currency.

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Table 19-3 (Cont.) Initiate Collection - Field Description

Field Name	Description
Collection Amount	Specify the collection amount.
Tenor	The tenor of the collection. This field is appears if **Payment Type** is **Sight** and **Usance.** This field is enabled for **Payment Type** as **Usance.**
Base Date Description	Select the base code and its description. It describes what the chosen base date for application is. This field is enabled if **Payment Type** is **Sight** and **Usance.**
Base Date	Select the date to be considered as base date for Collection application. This field is enabled if **Payment Type** is **Sight** and **Usance.**
Maturity Date	Displays the tenor added to the base date, when the Collection ceases to exist. This field is enabled if **Payment Type** is **Sight** and **Usance.**
Selected Documents	Documents list have the list of documents with check boxes to choose along with the number of original or copies submitted and clauses they cater too. Below Document related fields appear if the user selects **Yes (Documentary)** option in **Document Attached** field.
Check Box	Displays the check box tto select the documents.
Name of Document	Displays the name of the document to be sent along with the LC Collection.
Document Reference Number	Displays the reference number of the document.
Original (First Mail)	The required number of original documents required for the selected document from first mail. It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (First Mail)	Displays the required number of copies required for the selected document from first mail.
Original (Second Mail)	The required number of original documents required for the selected document from second mail. It is provided as m/n, where m out of n available documents would be submitted to bank.
Copies (Second Mail)	Displays the required number of copies required for the selected document from second mail.
Clause	Click the link to view the clause maintained in the bank application for each of the document. A document can have multiple clauses. The link to view the clause maintained in the bank application for each of the document or to modify as per needs.
View Clause	This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause. In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.
Clause	Displays the name of the clause.
Clause Description	Displays the description and number of the selected clause.

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Table 19-3 (Cont.) Initiate Collection - Field Description

Field Name	Description
Base Date Description	Select the base code and its description. It describes what the chosen base date for application is. Below Tenor related fields appear if the user selects **Multi Tenor** option in **Payment Type** field.
Base Date	Select the date to be considered as base date for Collection application. This field is enabled if **Payment Type** is **Sight** and **Usance.**
Tenor Days	Displays the tenor days of the collection.
Transit Days	Specify the transit days of the collection.
Maturity Date	Displays the tenor added to the base date, when the Collection ceases to exist. This field is enabled if **Payment Type** is **Sight** and **Usance.**
Currency	Select the currency base currency in which Collection is originated.
Collection Amount	Specify the collection amount.
Local Currency Equivalent	Displays the collection amount in local currency.

3. In the **Drawee Details** field, select the appropriate option.

   The applicant address and country field appears.

4. If you select **Existing** option, select the **Drawee Name** from the drop-down list.

   The Name, Address and Country details appears.

5. If you select **New** option, specify the **Drawee Name**.

   a. In the **Address** field, specify the address of the applicant.

   b. From the **Country** list, select the appropriate country.

6. Click the **View Limit Details** link.

   The **View Limits** overlay screen appears.

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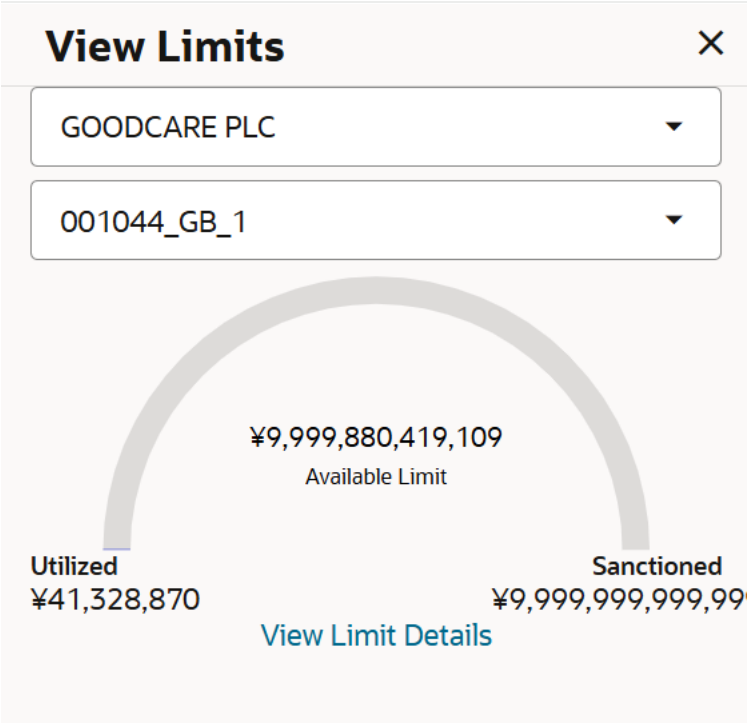
Figure 19-4 View Limits



7. On the **View Limits** screen, perform the following actions:

   For more information on fields, refer to the field description table.

Table 19-4 View Limits

Field Name	Description
Party ID	Select the The party Id of the LC product.
Limit	Select the limit.
Line Limit	Display the available limits, utilized and sanctioned limits for Accountee under the selected Line in a graphical format.

   a. From the **Party ID** list, select the appropriate party Id.
   b. From the **Limits** list, select the appropriate limit.
   c. Click **View Limit Details** link to open the **Facility Summary** screen. The bottom graph appears.
   d. Click **Reset** to reset the limit details. The Reset popup appears.

8. In the **Customer Reference Number** field, specify the value for customer reference number.
9. In the **Free Of Payment**field, select the appropriate option.
10. If you select **No** option, select the appropriate option from **Payment Type** field.
11. Select the appropriate option from **Direct Dispatch** field.
12. Select the appropriate option from **Document Attached** field to confirm any documents as a part of Collection.
13. From the **Product** list, select the appropriate option.

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14. If you have selected **Payment Type** as **Sight** and **Usance** :
    a. Select the appropriate currency and specify the **Collection** amount.
    b. Specify the appropriate value in the **Tenor** field for **Payment Type** as **Usance.**.
    c. Select the appropriate option from the **Base Date Description** list.
    d. Select the appropriate base date from the **Base Date** field.
    e. Perform any one of the following actions:
15. Specify the reference number of the document in the **Document Reference Number** field, if **Document Attached** is **Yes**.
16. Specify the number of originals and copies required for the selected document in the **Original (First Mail)/ (Second Mail)** and **Copies (First Mail)/ (Second Mail)**fields.
17. In the **Clauses** section, select the required clauses for each selected document. In the Clause Description field, enter/ modify the description of the clause, if required.
18. Specify the Tenor details, if **Payment Type** is selected as **Multi Tenor**.
19. Click the **Add Tenor** link to add multiple tenor record.
20. Perform any one of the following actions:
    - Click **Next** to proceed to the next tab.

      The **Goods and Shipment Details** tab appears in the **Initiate Collection** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to navigate back to previous screen.

19.3 Initiate Collection – Goods and Shipment Details

This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.

This tab captures the Shipment details in the initiate Collection application process.

1. Specify the Goods and Shipment details.

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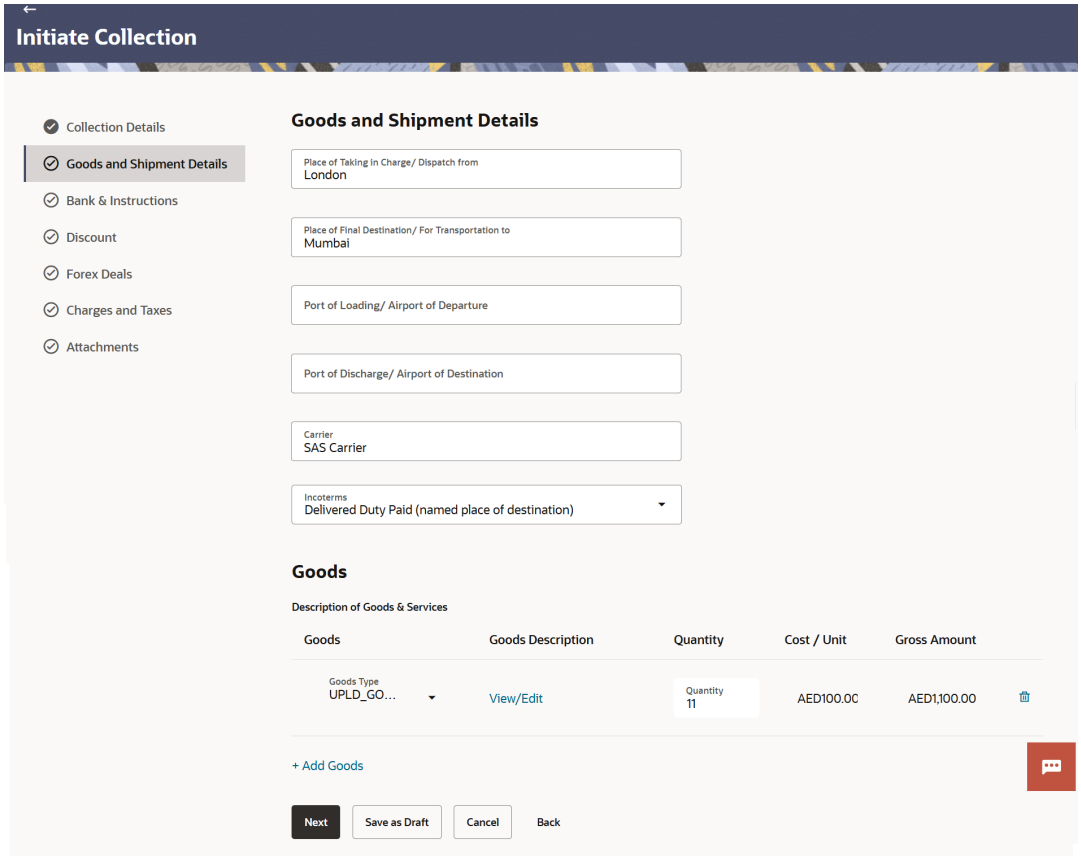
Figure 19-5 Initiate Collection – Goods and Shipment Details tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 19-5 Initiate Collection – Field Description

Field Name	Description
Place of Taking in Charge/ Dispatch from	Specify the place of receipt from where shipment will be done.
Place of Final Destination/For Transportation	Specify the place of delivery of goods or port of discharge.
Port of Loading/Airport of Departure	Specify the port of loading on board or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Specify the port of discharge or airport of destination to be indicated on the transport document.
Carrier	Specify the carrier details.
Incoterms	Select the INCO terms for the Collection application.
Goods	Select the type of good being shipped has to be chosen.

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Table 19-5 (Cont.) Initiate Collection – Field Description

Field Name	Description
Description	The description about the goods based on the selected goods is displayed. The user can view and edit the description by clicking the **View/Edit** link.
Quantity	Specify the quantity of goods.
Cost / Unit	Specify the number of units of the good covered under the Collection.
Gross Amount	System calculates and displays the gross amount under the Collection based on the specified **Quantity** and **Cost/Unit**.

2. Specify the name of the place where the goods are to be received in the **Place of Taking in Charge/ Dispatch from** field.
3. Specify the name of the place for delivery of goods in the **Port of Final Destination/ For Transportation** field.
4. Specify the port of goods loading on board in the **Port of Loading/ Airport of Departure** field.
5. Specify the port of discharge of the goods in the **Port of Discharge/ Airport of Destination** field.
6. Specify the carrier details.
7. Select the INCO terms for the Collection application from the **Incoterms** list.
8. In the Goods section:
   a. From the **Goods** list, select the goods being shipped.
   b. Click the **View/Edit** link in the **Description of Goods** field to view and edit the description, if required.
   c. Specify the number of units of the goods traded under the LC in the **Quantity** field.
   d. Specify the price per unit of the goods traded under the LC, in the **Cost/Unit** field.
   e. Click the **Add Goods** link to add new good if required.
   f. Click to remove the goods details that are already added.
9. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Bank and Instructions** tab appears in the **Initiate Collection** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

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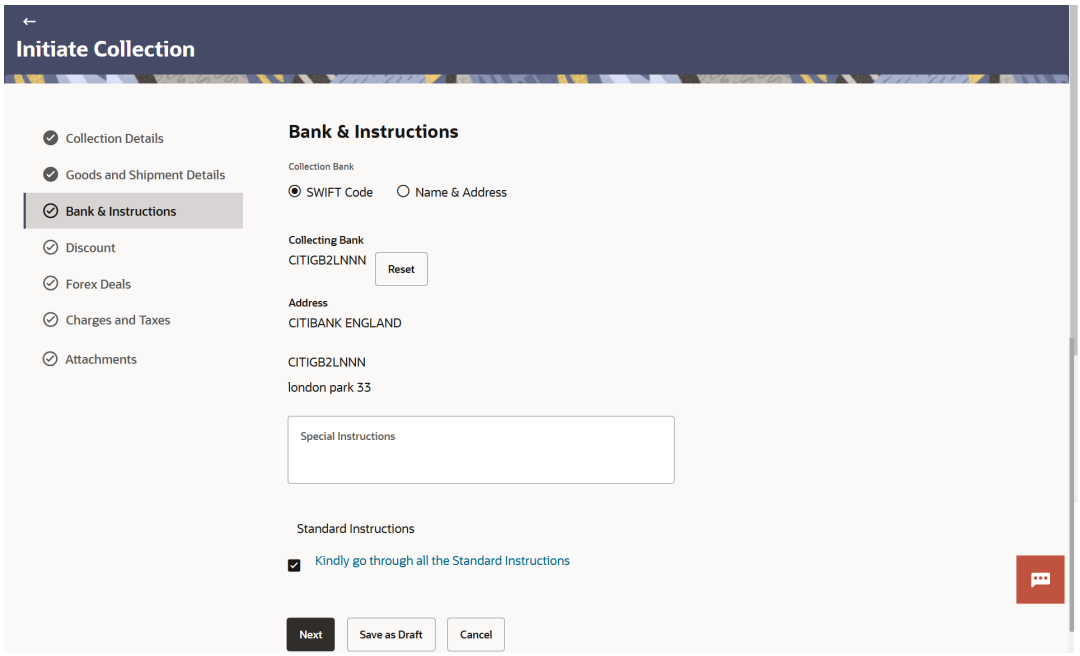
19.4 Initiate Collection – Bank and Instructions

This topic provides the systematic instructions to capture the Bank and Instructions details in the application.

This tab includes the miscellaneous information which has to be passed to Bank as an instruction while initiating the Collection.

1. Specify the bank and instructions details.

Figure 19-6 Initiate Collection – Bank and Instructions



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 19-6 Initiate Collection – Bank and Instructions - Field Description

Field Name	Description
Collection Bank	The option to select the mode of collection bank. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Name and Address**

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Table 19-6 (Cont.) Initiate Collection – Bank and Instructions - Field Description

Field Name	Description
SWIFT Code	Specify the SWIFT code of the collection bank, available in the application. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected in the **Collection Bank** field.
Collecting Bank	Displays the SWIFT code captured by Bank's SWIFT code. This field is displayed if the **SWIFT Code** option is selected in the **Collection Bank** field.
Address	Displays the complete address of each bank as fetched. This field is displayed if the **SWIFT Code** option is selected in the **Collection Bank** field.
Country	Displays the name of Collection Bank's country. This field is displayed if the **SWIFT Code** option is selected in the **Collection Bank** field.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected in the **Collection Bank** field.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Collection Bank** field.
Country	Select the name of Collection Bank's country. This field is enabled if the **Name and Address** option is selected in the **Collection Bank** field.
Special Instructions	Specify the special instructions for the bank users.
Kindly go through all the Standard Instructions	Click the **Kindly go through all the Standard Instructions** to view the maintained instructions by the bank.

2. In the **Collection Bank** field, if you select **SWIFT Code** option:
   a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
   b. Click **Verify** to fetch bank details based on Bank Code (BIC).
3. If you select **Name and Address** option:
   a. In the **Name** field, enter the name of the advising bank.
   b. In the **Address (1-3)** field, enter the address of the advising bank.
4. In the **Special Payment Conditions for Beneficiary** field, specify the special payment conditions applicable to beneficiary.
5. In the **Special Payment Conditions for Bank Only** field, specify the special payment conditions applicable to bank.
6. In the **Special Instructions** field, specify the special instructions, if any.
7. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
8. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
9. Perform any one of the following actions:

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- Click **Next** to save the entered details and proceed to the next level.

  The **Discount** tab appears in the **Initiate Collection** screen.
- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.
- Click **Back** to go back to previous screen.

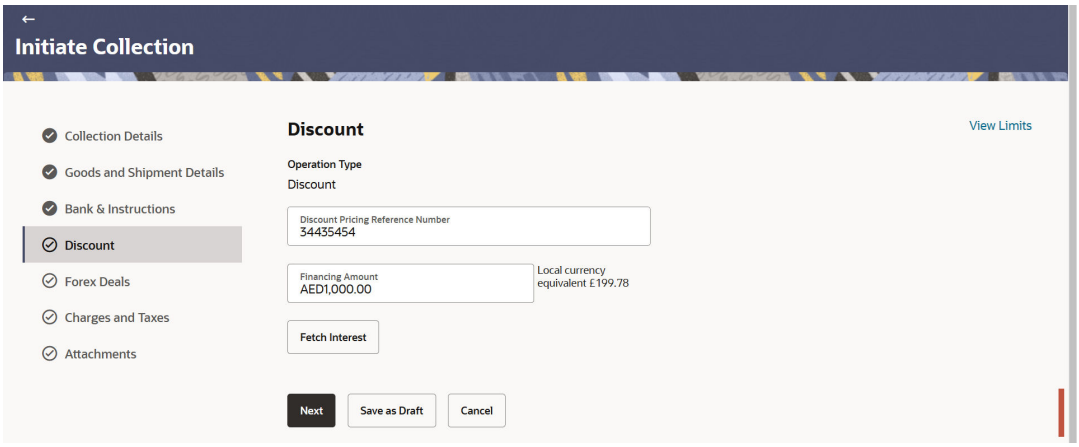
19.5 Initiate Collection - Discount

This topic provides the systematic instructions to capture the Discount details in the application.

This tab allows the corporate user to request for Confirmation and Discounting Pricing details.

1. Specify the Discount details.

Figure 19-7 Initiate Collection - Discount



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 19-7 Initiate Collection - Discount - Field Description

Field Name	Description
Operation Type	Displays the operation type required in the contract.
Discounting Reference Number	Specify the discount reference number. This field appears, if the operation type is **Discount**.
Financing Amount	Specify the financing amount.

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Table 19-7 (Cont.) Initiate Collection - Discount - Field Description

Field Name	Description
Interest Rate	The slider to increase or decrease interest rate. This field appears, if the operation type is **Discount**.
Interest Rate	Displays the interest rate.
Interest Amount	Displays the description charges applicable.

2. Specify the discounting reference number in the **Discounting Reference Number** field.
3. Specify the financing amount in the **Financing Amount** field.
4. Click **Fetch Interest**.

   The **Interest Rate** and **Interest Amount** field appears.
5. Move the **Interest Rate** slider to increase or decrease the interest rate.
6. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Forex Deals** tab appears in the **Initiate Collection** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

19.6 Initiate Collection – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Initiate Collection in the application.

This tab allows the corporate user to view and link the forex deals.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Modify Collection** screen.

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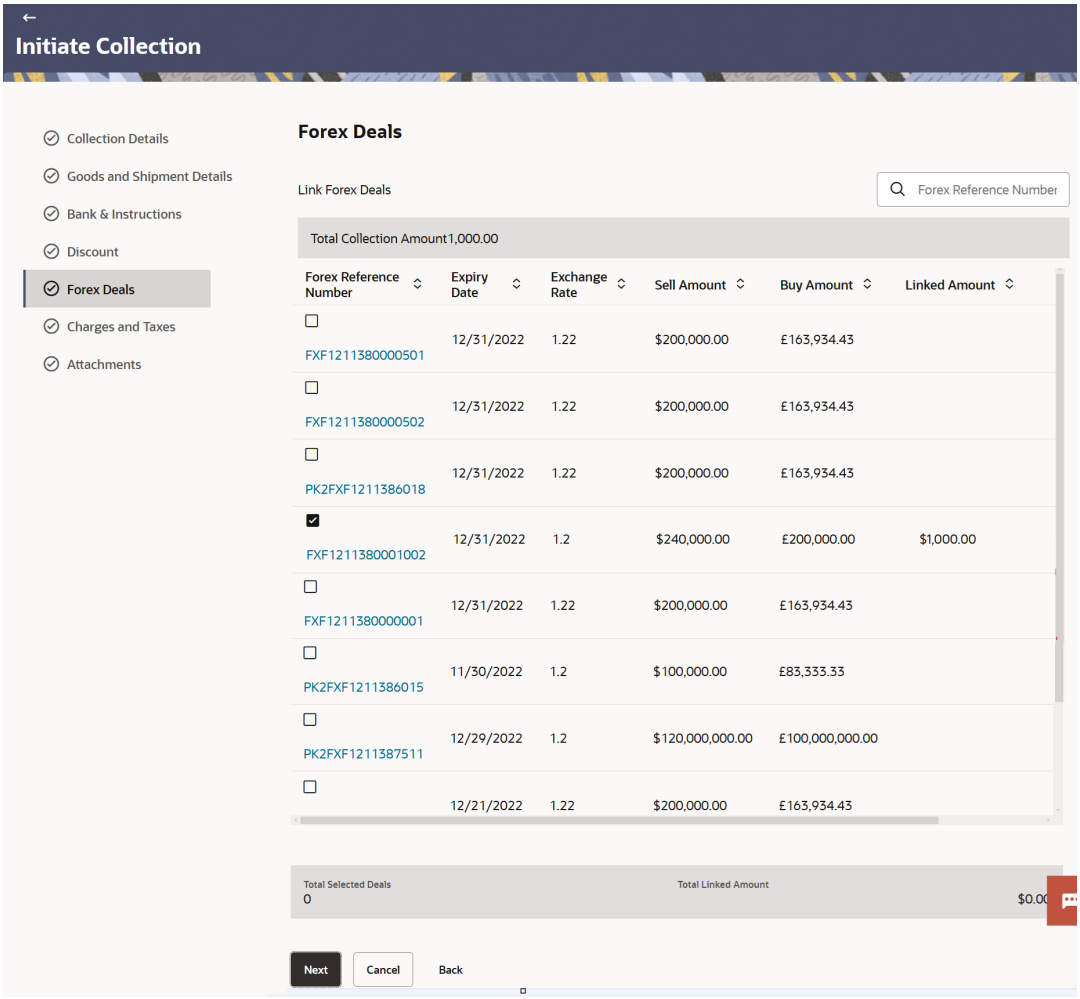
Figure 19-8 Initiate Collection – Forex Deals



For more information refer to the field description table below:

Table 19-8 Initiate Collection – Forex Deals - Field Description

Field Name	Description
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Collection Amount	Displays the total Collection amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal for Collection.
Exchange Rate	Displays the exchange rate of the forex deal for Collection.
Sell Amount	Displays the selling amount of the forex deal for Collection.
Buy Amount	Displays the buying amount of the forex deal for Collection.
Linked Amount	Displays the amount to be linked in the forex deal for Collection.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.

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Table 19-8 (Cont.) Initiate Collection – Forex Deals - Field Description

Field Name	Description
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.

3. Click the check box to select the required searched Deal Reference Number record.
4. Specify the linked amount, in the **Linked Amount** field.
5. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

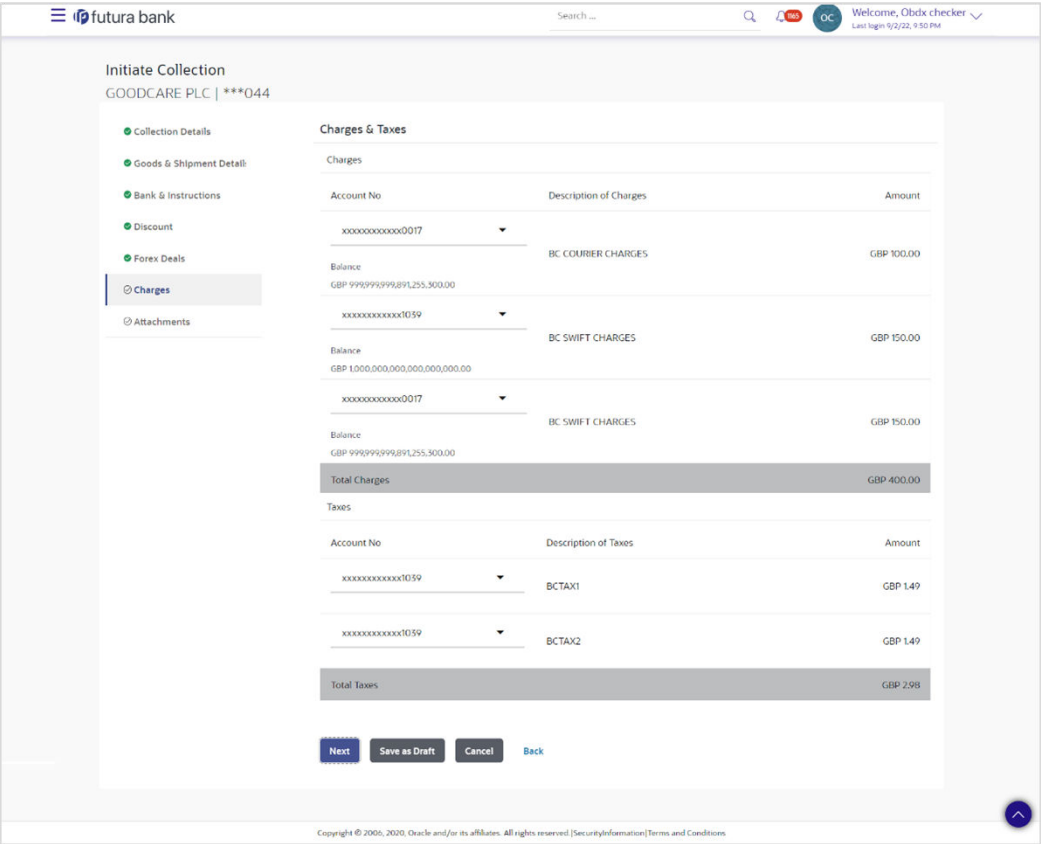
19.7 Initiate Collection - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against Collection.

1. Navigate to the **Charges and Taxes** tab.

Figure 19-9 Initiate Collection - Charges and Taxes



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For more information refer to the field description table below:

Table 19-9 Initiate Collection - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge that will be levied in the transaction.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.
Commission	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commission	Displays the description of commissions charged by bank.
Amount	Displays the amount of Commission.
Total Commission	Displays the total Commission amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges and Taxes** section, select the appropriate account, from the Account No. list
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

19.8 Initiate Collection - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the Export Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the Attachments details.

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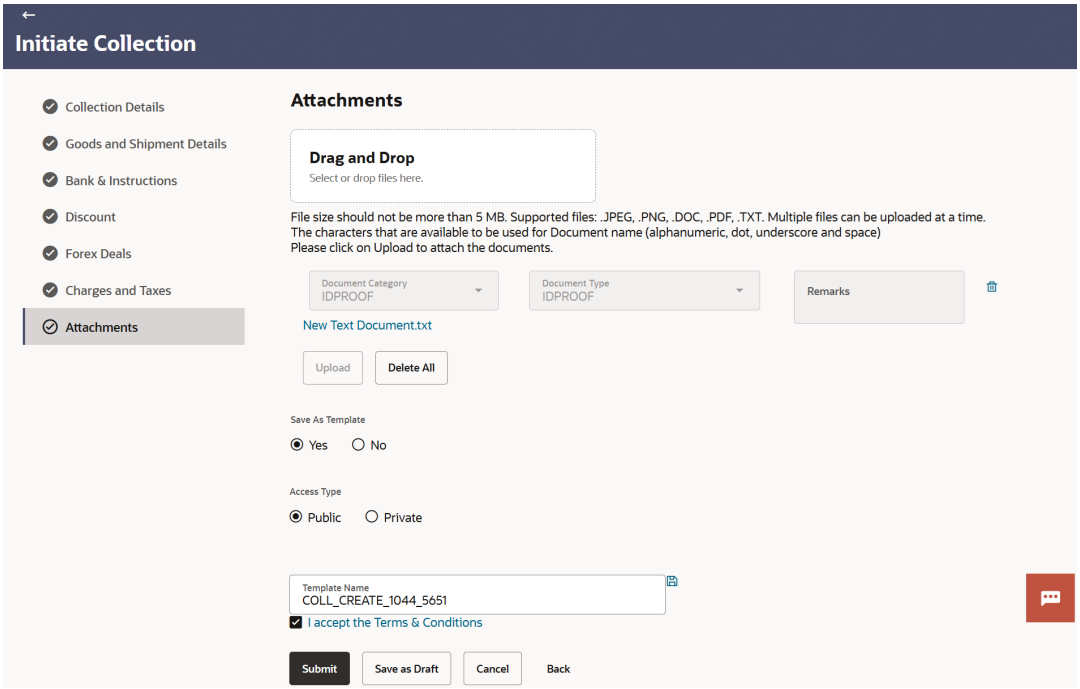
Figure 19-10 Initiate Collection - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 19-10 Initiate Collection - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Save As Template	Options to save the transaction as template. The options are: • **Yes** • **No**

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Table 19-10 (Cont.) Initiate Collection - Attachments - Field Description

Field Name	Description
Access Type	Indicates the type of access for the template. The options are: • **Public** • **Private** This field is enabled if the **Yes** option is selected in **Save as Template**.
Template Name	The name using which template is stored and can be used in future.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
   a. If you select **Yes**, In the **Access Type** field, select the appropriate option.
   b. In the **Template Name** field, enter the name of the template.
8. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
9. Click **Submit**.

   The transaction is saved and the **Initiate Collection – Review** screen appears.
10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Initiate Collection appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

19.9 Save as Template

This topic provides the systematic instructions to save Bills application as a Template.

User can save Collection application as a Template so that same can be used for creation of similar Collections, if required in future. The application allows the template access as public or private if saved as template.

User can search the saved Collection template by template name in search tab. The Collection applications earlier saved as template can also be saved as draft while initiating a Collection..

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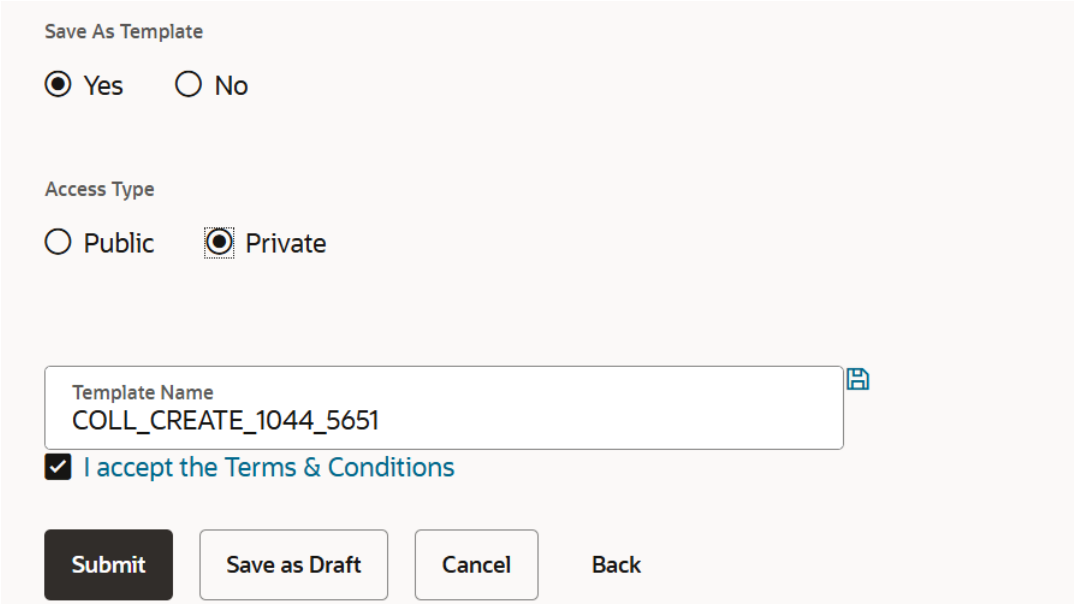
To save Collection application as Template:

1. Specify the required details in Collection application.
2. Click **Save As Template** and then select **Template** option.

   The **Save** screen appears.

Figure 19-11 Save As Template - Save



For more information refer to the field description table below:

Table 19-11 Field Description

Field Name	Description
Template Type	Select the type of access for the template. The options are: • **Public**: A template marked as 'Public' is visible to all the users mapped to the Party ID for which the user has created the template. All such users will only be able to view and use this template, however they will not be able to edit or delete the template. Only the creator of the template is allowed to edit or delete the template. • **Private**: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Collection and modify or delete such template.
Template Name	Specify the name of the draft template.

3. From the **Template Type** list, select the appropriate option.
4. In the **Template Name** field, specify the desired name for the draft.
5. Click **Save** to save the template.

   The transaction details are saved as a template which can be access from the **Template** tab.

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6. Click **Cancel** to cancel the transaction.

19.10 Save as Draft

This topic provides the systematic instructions to save Bills application as a Draft.

User can save Collection application as a Draft so that it can be completed in future. It can be re used only one time for Collection Application initiation. User can search the saved Collection draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The Collection applications, which were saved as draft can also be saved as template after adding all other necessary fields.

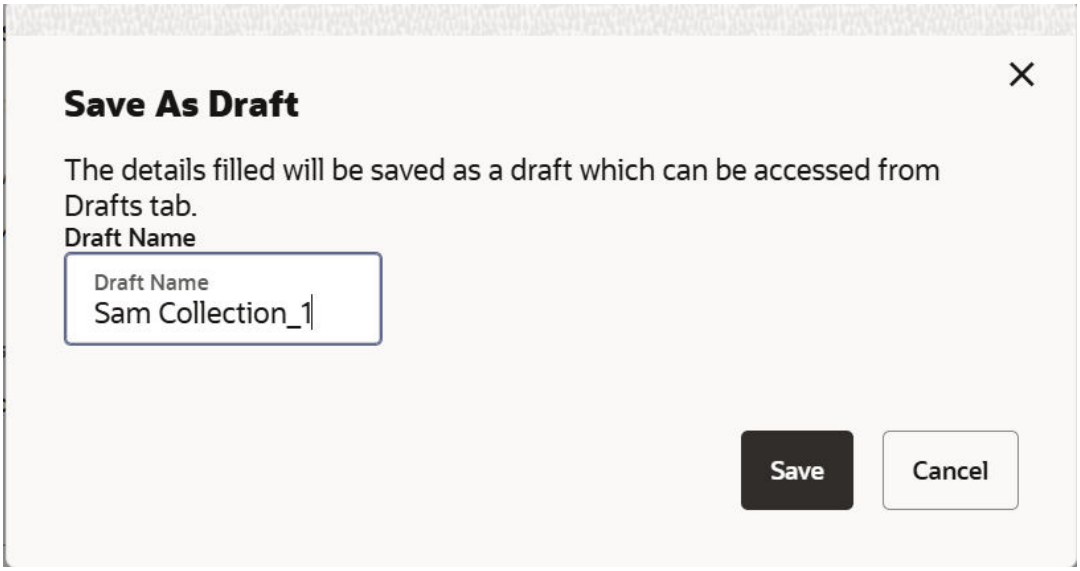
> **Note**
>
> User cannot save application with attached document as Draft.

To save Collection application as draft:

1. Specify the required details in Collection application.
2. Click **Save As Draft**.

   The **Save** screen appears.

Figure 19-12 Save As Draft - Save



For more information refer to the field description table below:

Table 19-12 Field Description

Field Name	Description
Draft Name	Specify the name of the draft template.

3. In the **Draft Name** field, specify the desired name for the draft.

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4. Click **Save** to save the draft.

   The transaction details are saved as a draft which can be accessed from the Draft tab.

5. Click **Cancel** to cancel the transaction.

> **Note**
>
> You cannot save Draft or Template with an attached document.

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20
View Export Collection

This topic provides the systematic instructions to search, view and download the details of existing Export Collection in the application.

You can perform search on the Collection reference number, drawee name, drawer name, Collection amount etc. and view the details of an individual Export Collection. The individual Export Collection details are shown under various tabs. The system provides Export Collection details such as Collection amount, Collection documents, status, and parties to the Collection, bank details, bank instructions, etc. You can also download the Export Collection list in pdf format.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid login credentials
- User must have certain Export Collection

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Export Collection** and then click **View Export Collection**.

  The **View Export Collection** screen appears.

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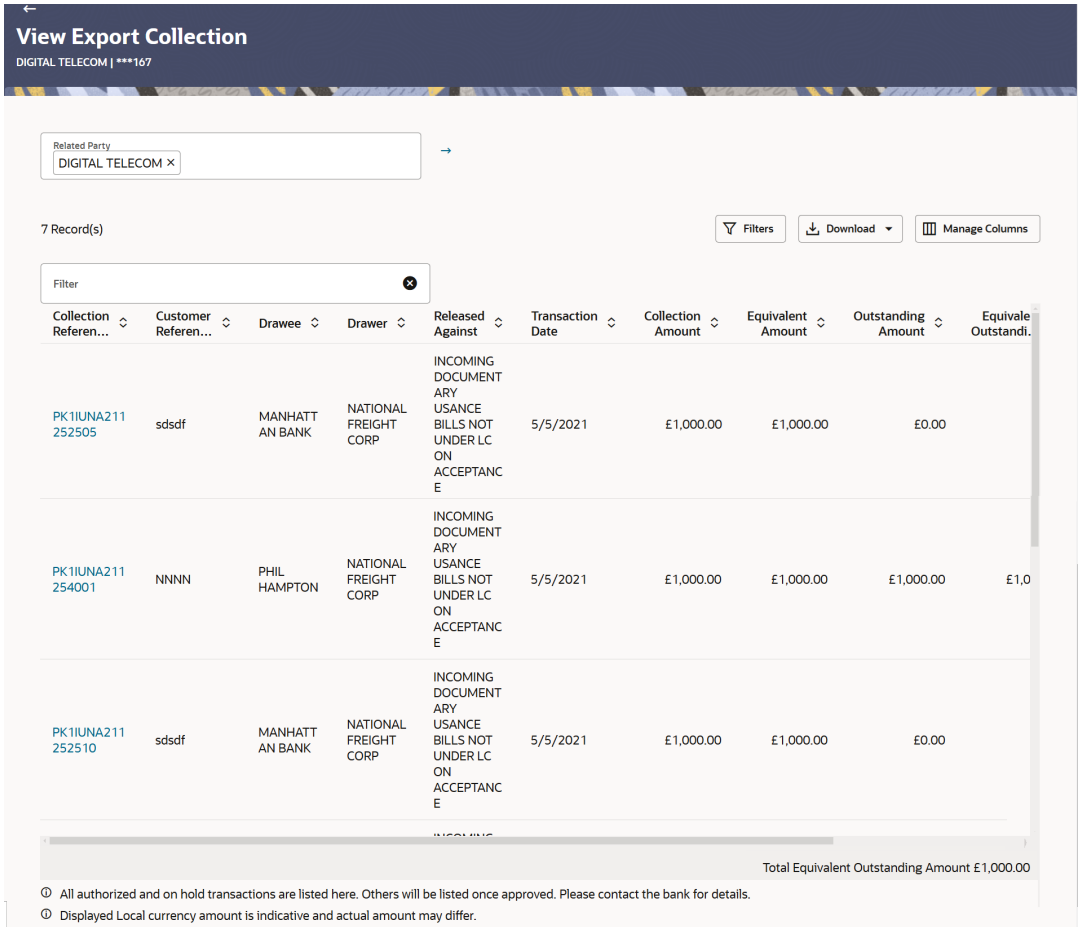
Figure 20-1 View Export Collection



This topic contains following sub-topics:

- View Export Collection - Search
  This topic provides the systematic instructions to search an view the details of existing Export Collection.
- View Export Collection - View Collection Details
  This topic provides the systematic instructions to view the View Export Collection - View Collection Details in the application.
- View Export Collection - Attached Documents
  This topic provides the systematic instructions to view and download the Collection Attachments in the application.
- Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

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- View Export Collection - Loans
  This topic provides the systematic instructions to view the Bank details in the application.

20.1 View Export Collection - Search

This topic provides the systematic instructions to search an view the details of existing Export Collection.

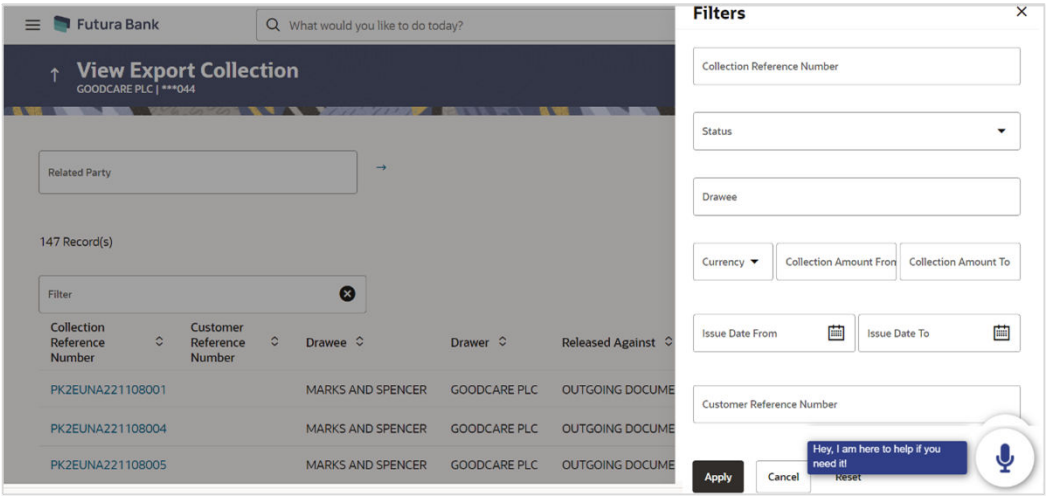
User can search the list existing Export collection using Collection Reference Number, Status, Drawee, Currency, Collection Amount From- Collection Amount To, Issue Date From - Issue Date To and Customer Reference Number.

To search the existing Export Collection:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Collection Reference Number/Customer Reference Number/Drawee/ Drawer/Released Against/Collection Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Financed/Status in the **Filter** field.
   - Click

     to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 20-2 View Export Collection - Filter



For more information refer to the field description table below:

Table 20-1 View Export Collection - Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Export Collection reference number.

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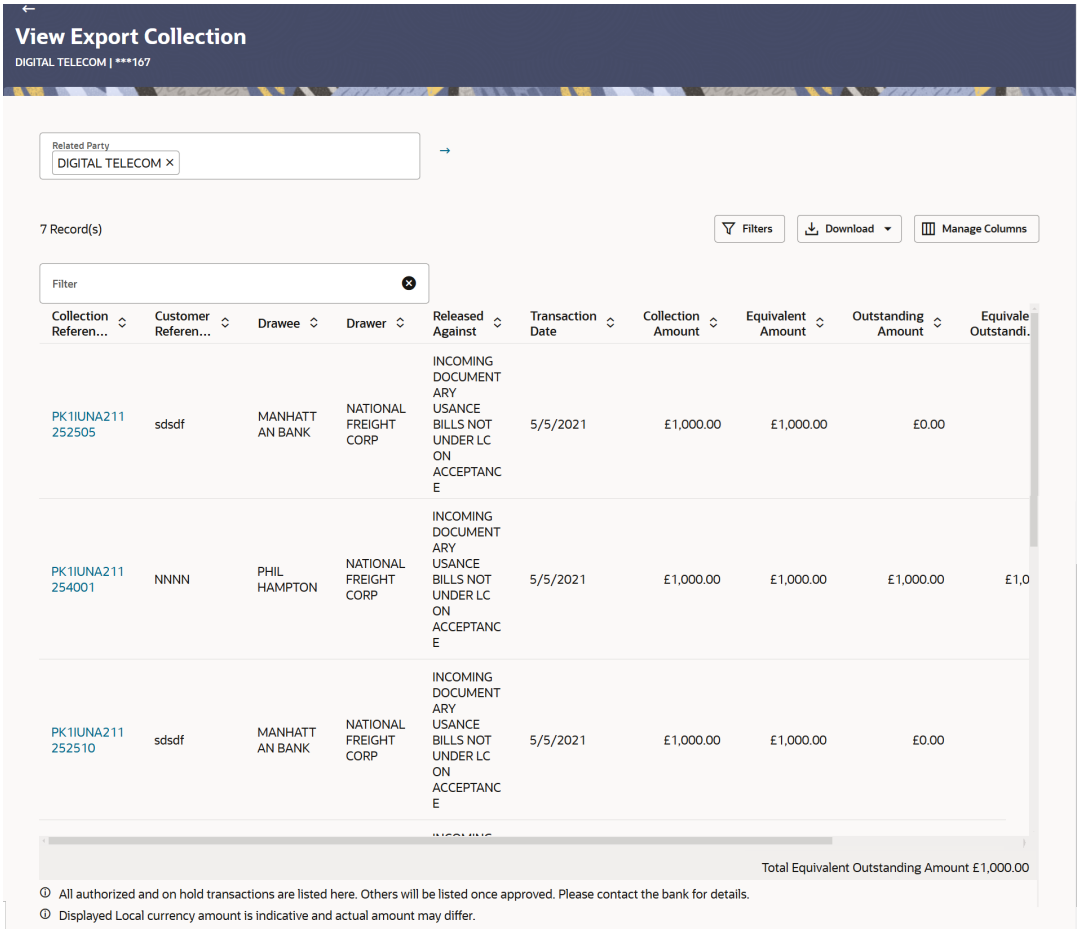
Table 20-1 (Cont.) View Export Collection - Filter - Field Description

Field Name	Description
Status	Select the current status of the Collection. The options are: • Active • Hold • Cancelled • Reversed • Closed • Liquidated
Drawee	Specify name of party who is drawee of the Collection.
Currency	Select the currency of the Collection.
Collection Amount From - Collection Amount To	Specify the Collection amount range used for searching the Collection.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Collection.
Customer Reference Number	Specify the customer reference number to search import Collection.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 20-3 View Export Collection



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For more information refer to the field description table below:

Table 20-2 View Export Collection - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Collection by **Party Name**.
Filter	Specify the Collection Reference Number/Customer Reference Number/Drawee/Drawer/Released Against/Collection Amount/ Equivalent Amount/ Outstanding Amount/Equivalent Outstanding Amount/Financed/Status to view the Export Collection.
Filter Results	This section displays the filter results.
Collection Reference Number	Displays the Export Collection reference number. Displays the link to view the Export Collection details.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Drawee	Displays the name of the drawee of the Export Collection.
Drawer	Displays the name of the drawer of the Export Collection.
Released Against	Displays the product name of the Export Collection.
Transaction Date	Displays the transaction date of the Export Collection.
Collection Amount	Displays the Export Collection amount.
Equivalent Amount	Displays the equivalent Export Collection amount.
Outstanding Amount	Displays the outstanding amount of the Export Collection.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount of the Export Collection.
Financed	Displays whether the Collection is financed or not.
Status	Displays the status of the Export Collection. The status can be: • Active • Hold • Cancelled • Liquidated • Closed • Reversed
Total Equivalent Outstanding Amount	Displays the total equivalent outstanding collection amount.

3. Perform one of the following actions:
   - Click on the desired **Collection Reference Number** link to view the Export Collection details. The **View Export Collection** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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20.2 View Export Collection - View Collection Details

This topic provides the systematic instructions to view the View Export Collection - View Collection Details in the application.

View Export Collection - View Collection Details captures the general details of the Collection in the application.

To view an Export Bills:

1. Navigate to **View Export Collection** screen.

   On navigation to **View Export Collection** screen, user lands to **View Collection Details** tab screen.

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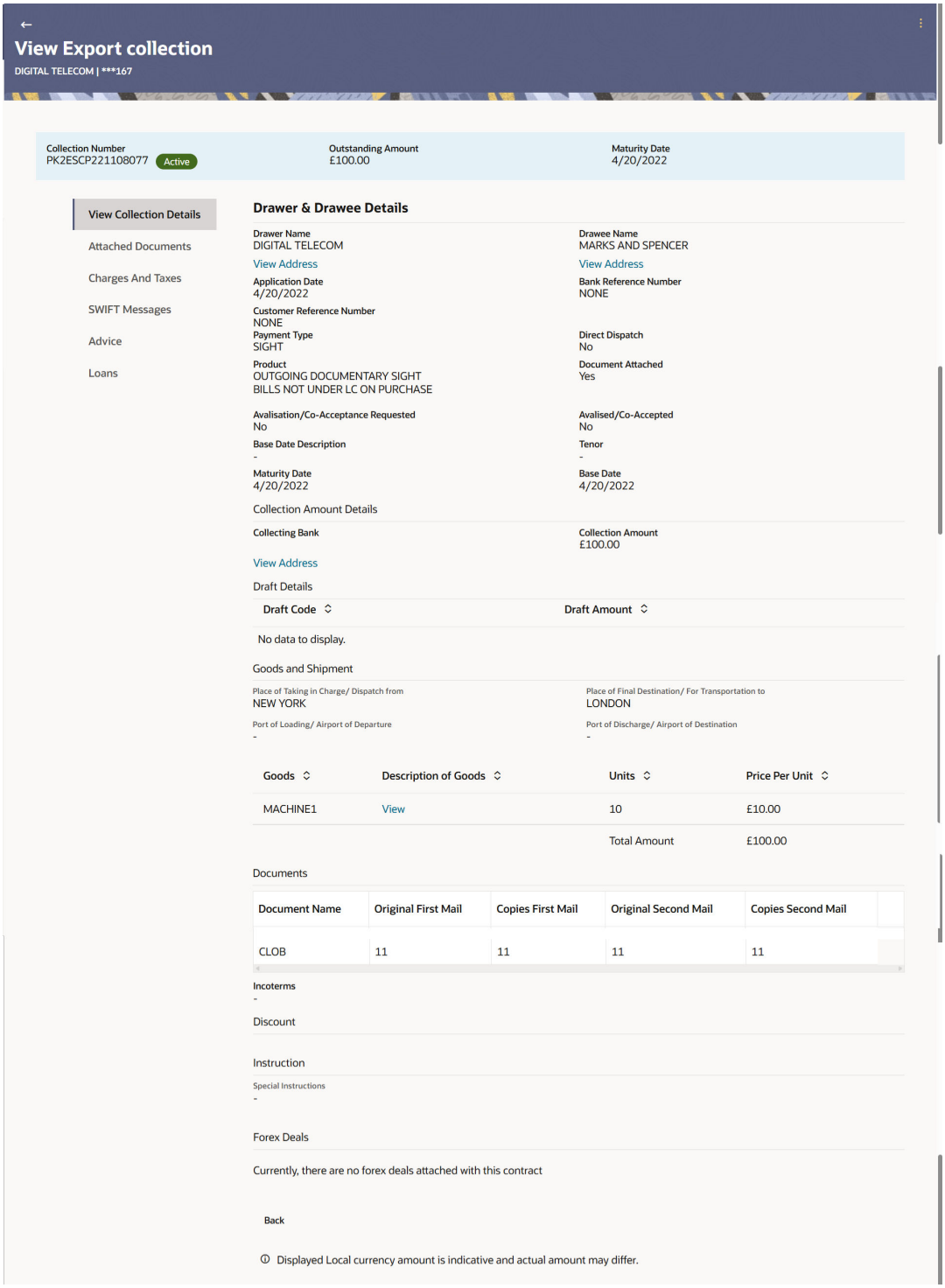
Figure 20-4 View Export Collection - View Collection Details



For more information refer to the field description table below:

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Table 20-3 View Export Collection - View Bill Collection - Field Description

Field Name	Description
Collection Number	Displays the export Collection number.
Outstanding Amount	Displays the outstanding amount of the export Collection.
Maturity Date	Displays the maturity date of the export Collection.
Drawer and Drawee Details	This section displays the Drawer and Drawee details.
Drawer Name	Displays the name of the drawer of the Export Collection. He is the creator of Collection.
View Address	Click the link to view the address and country of the drawer of the Export Collection in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the drawer coming from Host.
Application Date	The date of application of the Export Collection.
Customer Reference Number	Displays the user provided customer reference number for the transaction.
Drawee Name	Displays the name of the drawee of the Collection.
View Address	Click the link to view the address and country of the drawee of the Export Collection in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the drawee coming from Host.
Bank Reference Number	Displays the user provided bank reference number for the transaction.
Product Details	This section displays the Product details.
Payment Type	Displays the type of payment associated with the Collection. The options are: • **Sight** • **Usance**
Direct Dispatch	Displays the value, whether the Collection to be dispatched directly or not. The options are: • **Yes** • **No**
Product	Displays the product of the Export Collection.
Document Attached	Displays the value, if any documents a part of Collection. The value can be: • **Yes (Documentary)** • **No (Clean)**
Avalisation/Co-Acceptance Requested	Displays if the Collection to be Avalised or not.
Avalised/Co-Accepted	Displays if Collection is Availised/Co Accepted by Collecting Bank.
Base Date Description	Displays the description of the chosen base date.
Tenor	Displays the tenor of the Collection.
Maturity Date	Displays the date on which the Collection will gets matured. It is number of days for the tenor from the base date.
Base Date	Displays the date to be considered as base date for Collection application.
Collection Amount Details	This section displays the Collection Amount details.
Collecting Bank	Displays the code of the collecting bank.

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Table 20-3 (Cont.) View Export Collection - View Bill Collection - Field Description

Field Name	Description
View Address	Click the link to view the address of the collecting bank in Structured/ Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the collecting bank coming from Host.
Collection Amount	Displays the amount of the Import Collection.
Draft Details	This section displays the draft details.
Draft Code	Displays the draft code of Export Collection.
Draft Amount	Displays the draft amount of Export Collection.
Goods & Shipment	This section displays the Goods & Shipment details.
Place of Taking in Charge/ Dispatch From	Displays the place of receipt from where shipment will be done or place of dispatch of the goods or loading on board.
Place of Final Destination/For Transportation to	Displays the place of delivery of goods or port of discharge or the place where goods will be offloaded from ship.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.
Goods	Displays the type of good which is sent and whose Collection is getting linked.
Description of Goods	Displays the description of goods. Click the **View** link to view the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details.
Document Name	Displays the lists of all the documents required to be represented.
Original First Mail	Displays the number “n” out of “m” original documents of the first mail will be provided to bank.
Copies First Mail	Displays the number of copies of the first mail that will be submitted as a set of documents for Collection.
Original Second Mail	Displays the number “n” out of “m” original documents of the second mail will be provided to bank.
Copies Second Mail	Displays the number of copies of the second mail that will be submitted as a set of documents for Collection.
Clause	Click the link to view the clause maintained in the bank application.
Incoterms	Displays the INCO terms for the Collection application.
Discount	This section displays the Discount details.
Operation Type	Displays the operation type required in the contract.
Discounting Reference Number	Displays the discount reference number. This field appears, if the operation type is **Discount**.
Financing Amount	Displays the financing amount.
Interest Rate	Displays the slider to increase or decrease interest rate. This field appears, if the operation type is “Discount”.
Interest Amount	Displays the interest amount.
Instruction	This section displays the Instruction details.

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Table 20-3 (Cont.) View Export Collection - View Bill Collection - Field Description

Field Name	Description
Special Instructions	Displays the special instructions provided to bank for creation of Collection is mentioned here.
Forex Deal	This section displays the Forex Deal details.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate for the forex deal.
Sell Amount	Displays the selling amount of the deal.
Buy Amount	Displays the buying amount of the deal.
Linked Amount	Displays the amount to be linked in the forex deal
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked amount.

2. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
3. Click the **Attached Documents** tab to view the attached documents
4. Click **Back** to navigate back to previous screen.

20.3 View Export Collection - Attached Documents

This topic provides the systematic instructions to view and download the Collection Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Export Collection.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 20-5 View Export Collection - Attached Documents tab

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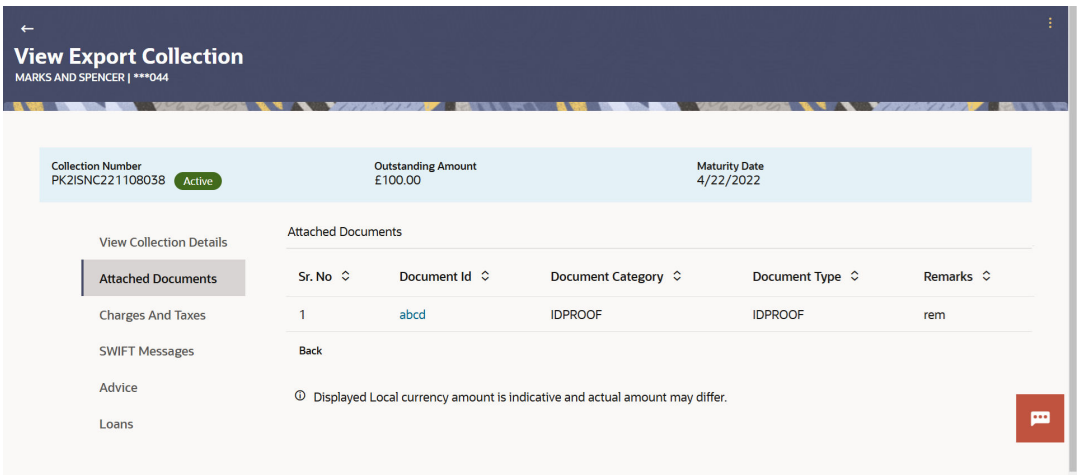

For more information refer to the field description table below:

Table 20-4 View Export Collection - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document Id** column to download the attached document.
3. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
4. Click **Charges and Taxes** tab to view the charges and taxes details.
5. Click **Back** to go back to previous screen.

20.4 Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against a Collection.

1. Navigate to the **Charges and Taxes** tab.

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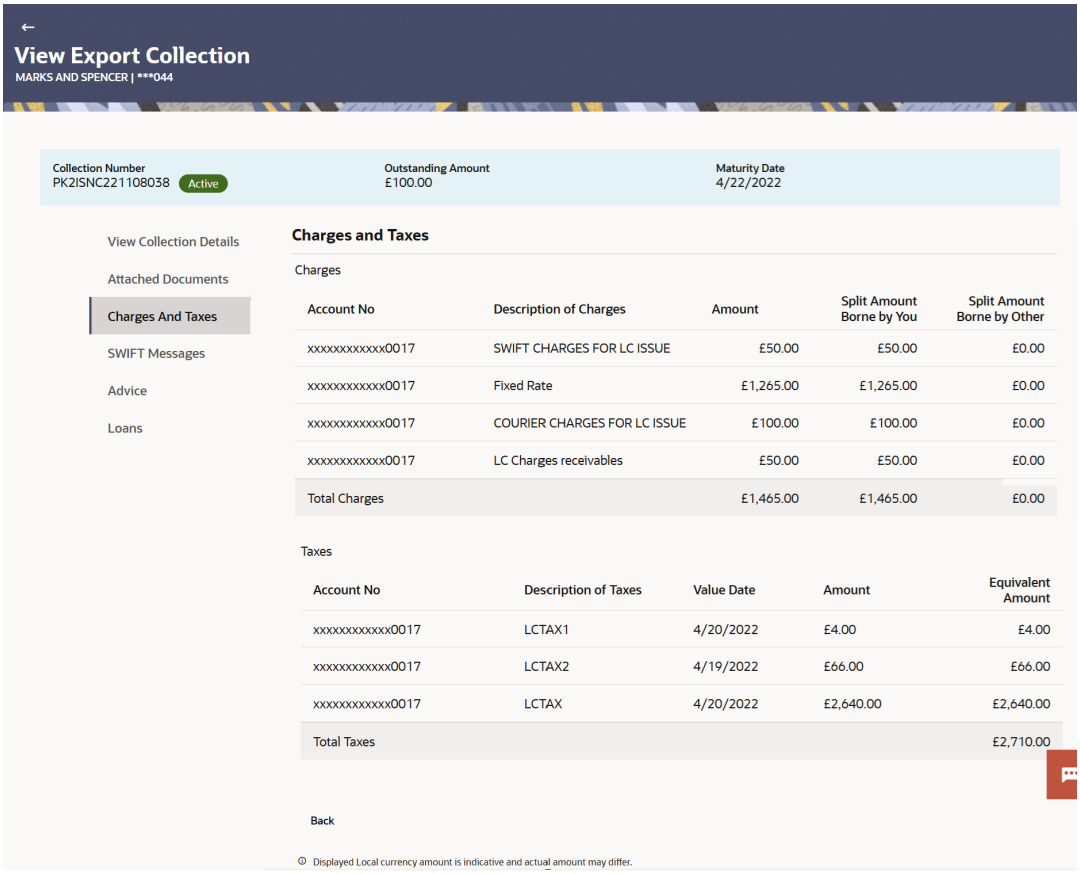
Figure 20-6 View Export Collection - Charges and Taxes tab



For more information refer to the field description table below:

Table 20-5 Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount of charges.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

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> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.

3. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
4. Click **Back** to go back to previous screen.

20.5 SWIFT Messages

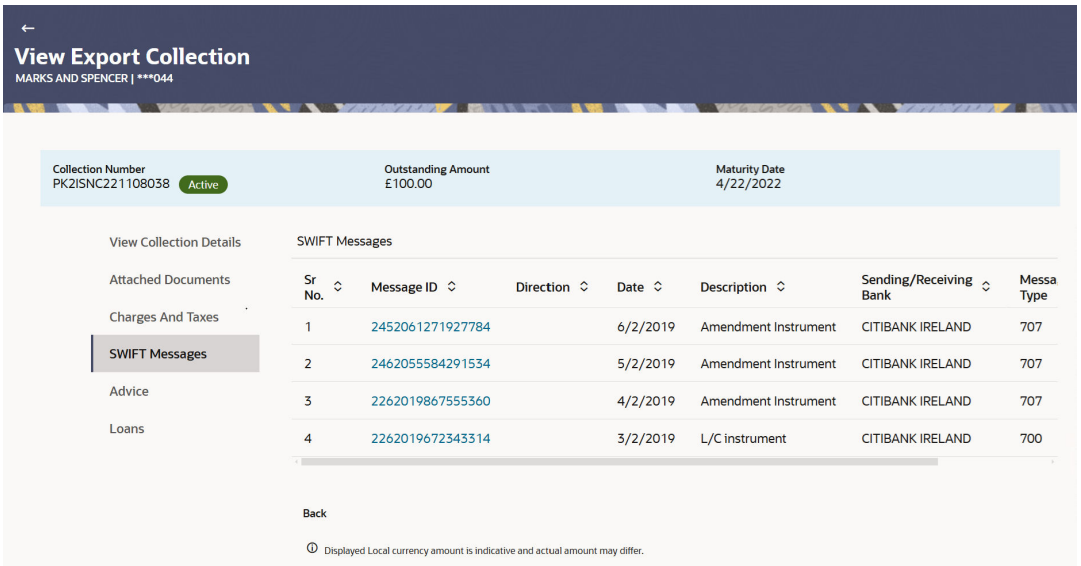
This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This lists and displays list of all SWIFT messages between both the parties.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

Figure 20-7 View Export Collection - SWIFT Messages



For more information refer to the field description table below:

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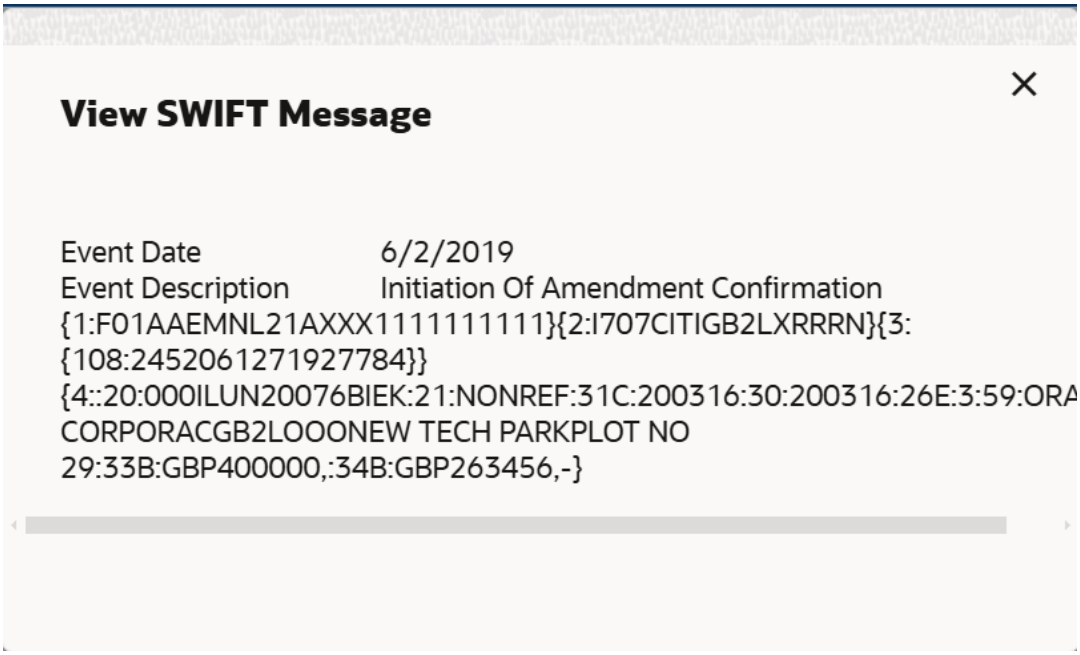
Table 20-6 View Export Collection - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the SWIFT record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 740 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

Figure 20-8 View SWIFT Message



For more information refer to the field description table below:

Table 20-7 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

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> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
6. Click **Back** to go back to previous screen.

20.6 Advice

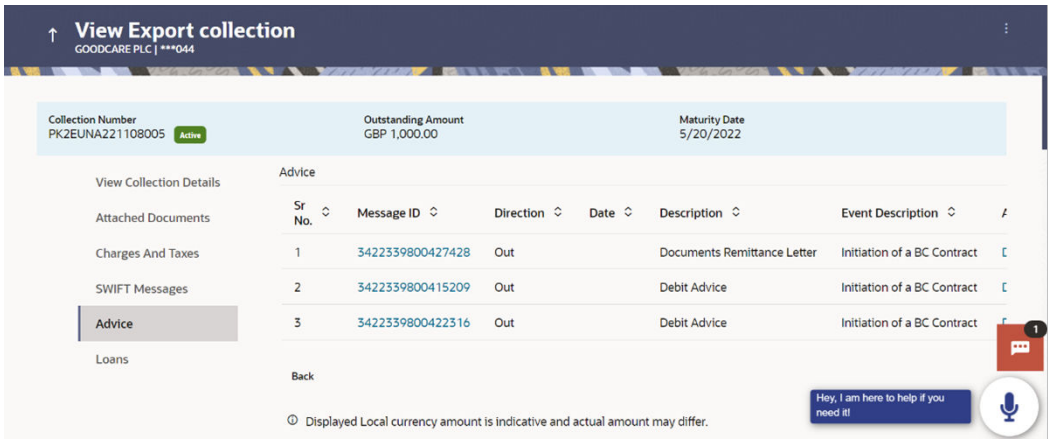
This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Export Collection.

To view the Advice details:

1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 20-9 View Export Collection - Advice



For more information refer to the field description table below:

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Table 20-8 View Export Collection - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the detail description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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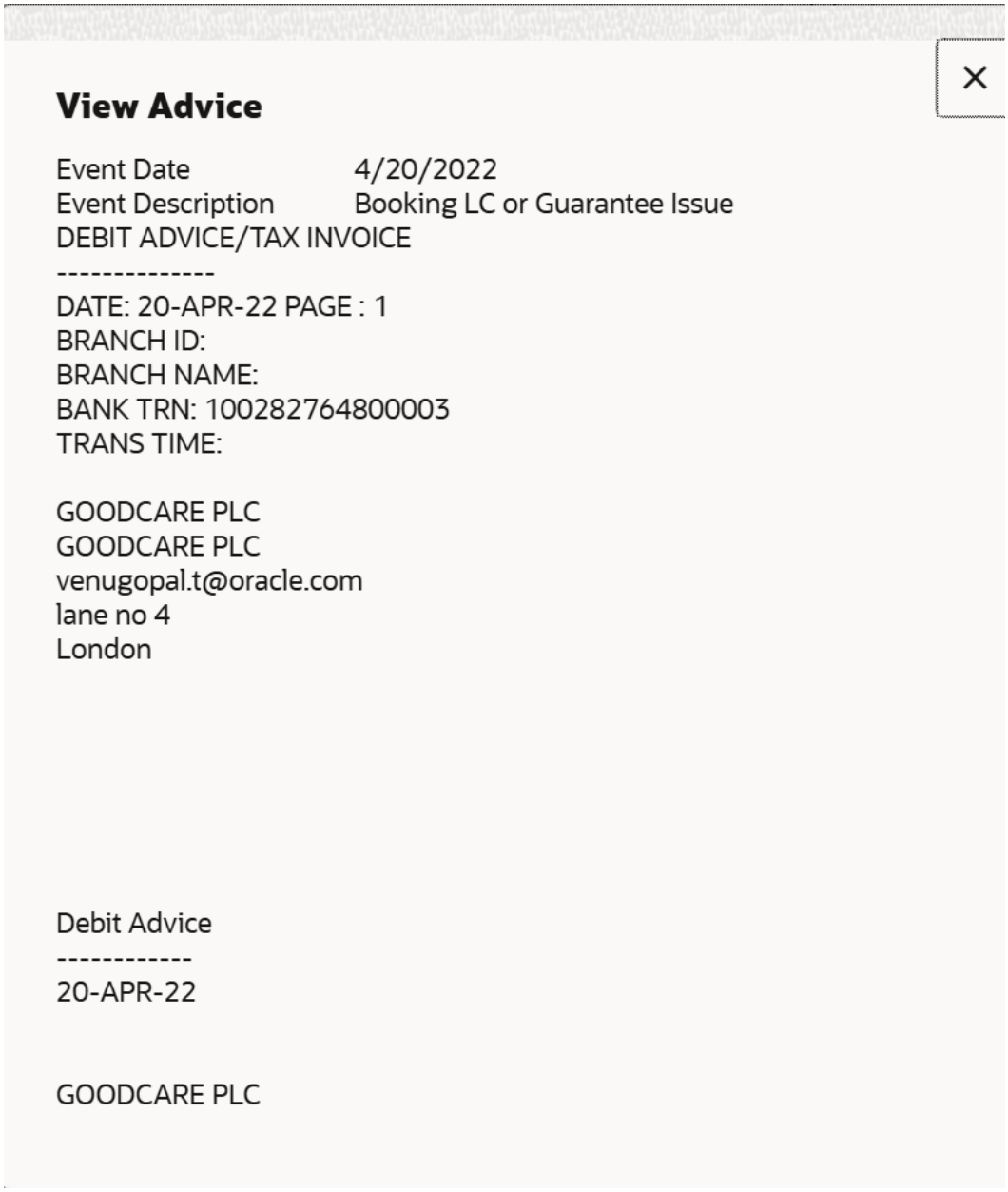
Figure 20-10 View Advice



For more information refer to the field description table below:

Table 20-9 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.
   - **Initiate Tracers** to initate the tracer.

     The **Tracers** screen appears.
5. Click **Loan** tab to view the summary of all the linked loans account along with the amount.
6. Click **Back** to go back to previous screen.

20.7 View Export Collection - Loans

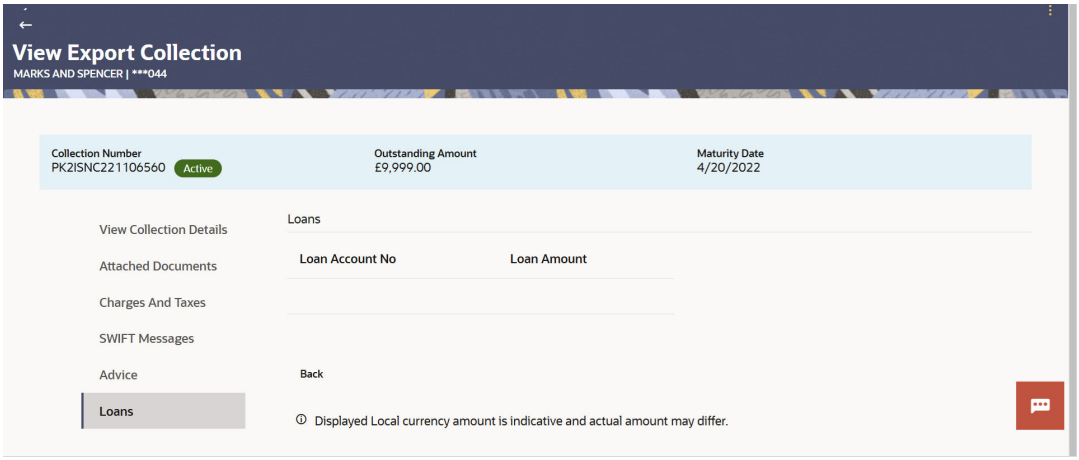
This topic provides the systematic instructions to view the Bank details in the application.

This tab lists all the linked loan account with the corresponding loan amount.

To view the Loans details:

1. Navigate to the **Loans** tab. The summary of all the linked loan account appears.

Figure 20-11 View Export Collection - Loans



For more information refer to the field description table below:

Table 20-10 View Export Collection - Loans - Field Description

Field Name	Description
Loan Account No	Displays the linked loans account number.
Loan Amount	Displays the loan amount of the linked loan account.

2. Click icon and then click:
   - **Modify Collection** to modify the Collection.

     The **Modify Collection**screen appears.

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- **Initiate Tracers** to initate the tracer.

  The **Tracers** screen appears.

3. Click **Back** to go back to previous screen.

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21
Modify Collection

This topic provides the systematic instructions to modify the export Collection.

Using this option, you can modify the details of existing Export Collection in the application. You can search the required export Collection using different search criteria and download the Export Collection list in different file formats.

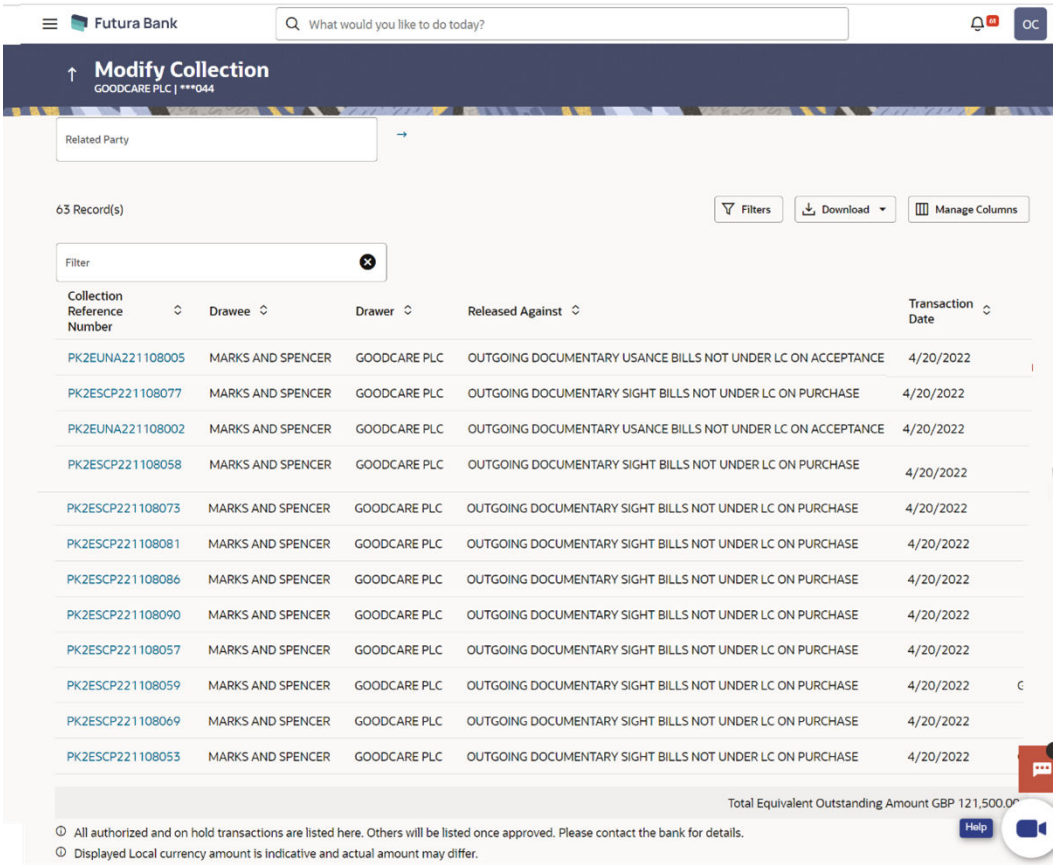
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single export Collection should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Collection**. Under **Collection**, click **Export Collection** and then click **Update Export Collection**.

  The **Modify Collection** screen appears.

Figure 21-1 Modify Collection



This topic contains following sub-topics:

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- Modify Collection - Search
  This topic provides the systematic instructions to search an view the existing Import Collection.
- Modify Collection - Discount
  This topic provides the systematic instructions to modify the Discount details in the application.
- Modify Collection – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Modify Collection in the application.
- Initiate Collection - Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- Modify Collection - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

21.1 Modify Collection - Search

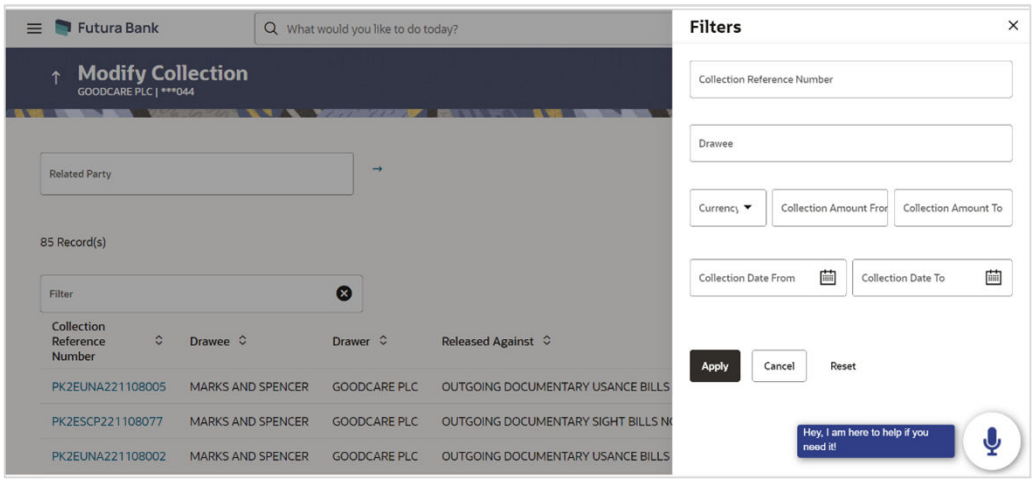
This topic provides the systematic instructions to search an view the existing Import Collection.

User can search the list existing export Collection using Collection Reference Number, Drawer, Collection Amount From- Collection Amount To and Collection Date From - Collection Date To.

To search the existing export Collection:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Collection Reference Number/Drawee/ Drawer/Released Against/ Collection Amount/ Equivalent Amount in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 21-2 Modify Collection - Filter



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For more information refer to the field description table below:

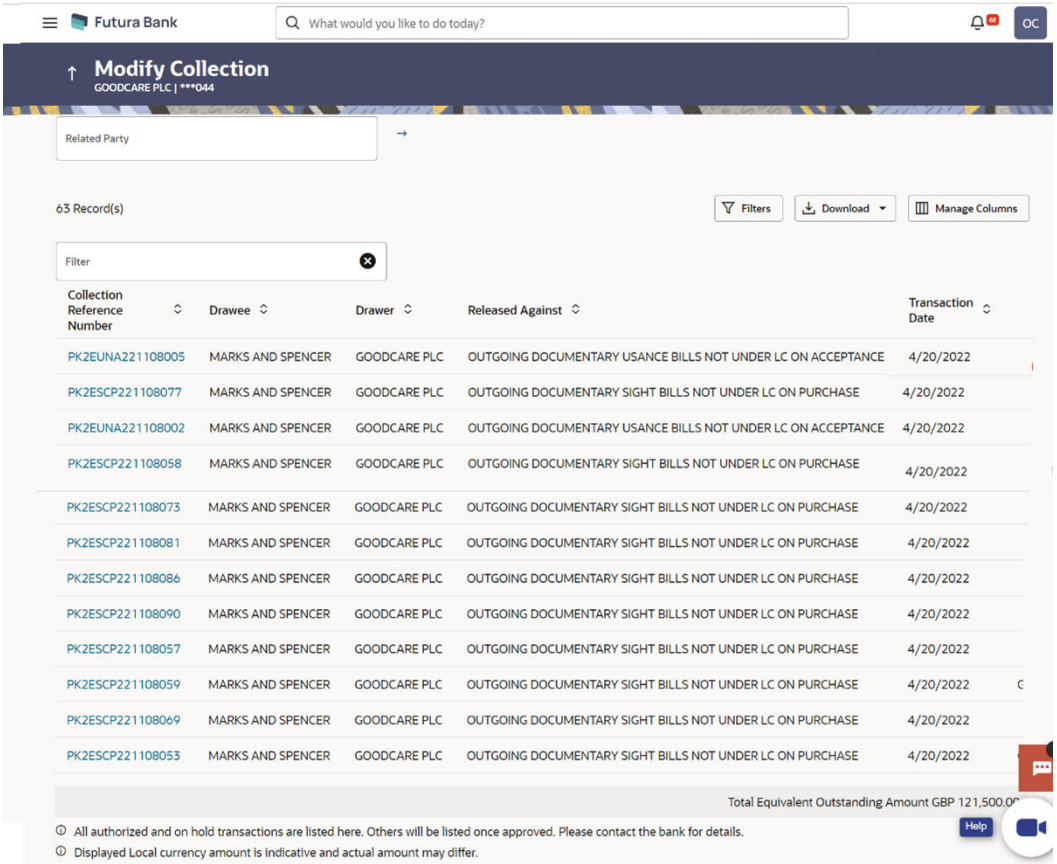
Table 21-1 Modify Collection - Filter - Field Description

Field Name	Description
Collection Reference Number	Specify the Import Collection reference number.
Drawee	Specify the name of the drawee. The Drawee is the receiver of Collection.
Currency	Select the currency under the Collection.
Collection Amount From-Collection Amount To	Specify the Collection amount range used for searching the Collection.
Collection Date From - Collection Date To	Specify the start date and end date of the Collection date range used for searching the Import Collection.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 21-3 Modify Collection - Search Result



For more information refer to the field description table below:

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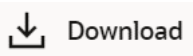
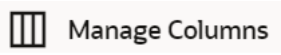
Table 21-2 Modify Collection - Filter Result - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Collection by **Party Name**.
Filter	Specify the Collection Reference Number/Drawee/ Drawer/Released Against/ Collection Amount/ Equivalent Amount to view the Export Collection.
Filter Results	This section displays the filter results.
Collection Reference Number	Displays the Export Collection reference number. Displays the link to view the Export collection details.
Drawee	Displays the name of the drawee of the Export Collection.
Drawer	Displays the name of the drawer of the Export Collection.
Released Against	Displays the product name of the Export Collection.
Transaction Date	Displays the transaction date of the Export Collection.
Collection Amount	Displays the Export Collection amount.
Equivalent Amount	Displays the equivalent Export Collection amount.
Financed	Displays whether the collection amount is financed or not.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Collection Reference Number** link to view the Collection details. The **Modify Collection** screen appears with the details of the selected Export Collection. By default, **Discount** tab appears.
   - Click the 

icon to download the records in CSV & PDF format.
   - Click the 

icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

21.2 Modify Collection - Discount

This topic provides the systematic instructions to modify the Discount details in the application.

This tab allows the corporate user to modify for Confirmation and Discounting Pricing details.

1. Modify the Discount details, if required.

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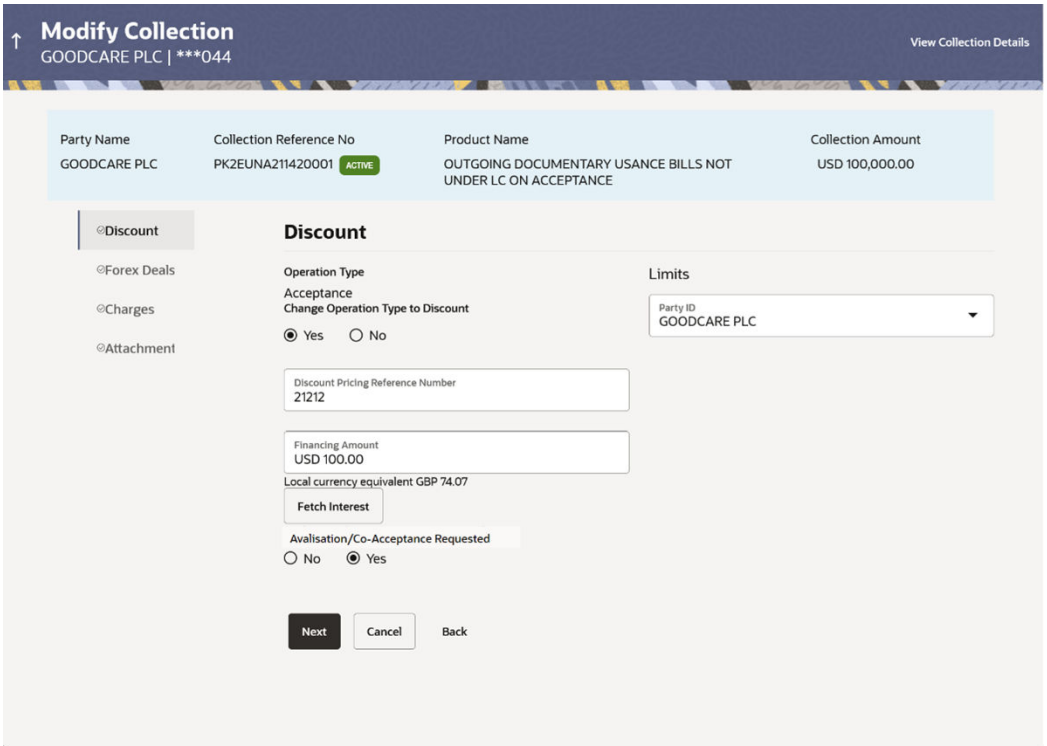
Figure 21-4 Modify Collection - Discount



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 21-3 Modify Collection - Discount - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Collection Reference Number	Displays the Export Collection reference number.
Product Name	Displays the export Collection product name under which the Collection is created.
Collection Amount	Displays the amount of the Export Collection.
Operation Type	Displays the operation type required in the contract. The options are: • **Discount** • **Free of Payment** When Discounting required is No and the existing operation type for application is one of these Acceptance, Collection or Negotiation, user can indicate if they want Free of Payment or not.
Change Operation Type to Discount	Select the option, whether to apply for discounting or not.

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Table 21-3 (Cont.) Modify Collection - Discount - Field Description

Field Name	Description
Discounting Reference Number	Specify the discount reference number. This field appears, if the operation type is **Discount**.
Financing Amount	Specify the financing amount.
Interest Rate	The slider to increase or decrease interest rate. This field appears, if the operation type is **Discount**.
Interest Rate	Displays the interest rate.
Interest Amount	Displays the description charges applicable.
Avalisation/Co acceptance Requested	The option allows the user to select if the Collection is to be avalised. The options are: • **Yes** • **No**

2. In the **Change Operation Type to Discount** field, select the appropriate option.
3. If you select **Yes** option:
   a. Specify the discounting reference number in the **Discounting Reference Number** field.
   b. Specify the financing amount in the **Financing Amount** field.
   c. Click **Fetch Interest**.

      The **Interest Rate** and **Interest Amount** field appears.
   d. Move the **Interest Rate** slider to increase or decrease the interest rate.
   e. Select the appropriate option in the **Avalisation/Co acceptance Requested** field.
4. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Forex Deals** tab appears in the **Modify Collection** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

21.3 Modify Collection – Forex Deals

This topic provides the systematic instructions to view and link the forex deals in Modify Collection in the application.

This tab allows the user to link forex deals. This tab allows the corporate user to provide a Deal Reference Number and the FX rate on the screen, when they do not have any pre-booked deal to be used or an existing deal. The user can pass these details to the bank.

Bill settlement using deal is available to maker and approver users in maker activity log and pending approval details section to re-initiate and approve the transactions respectively.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Modify Collection** screen.

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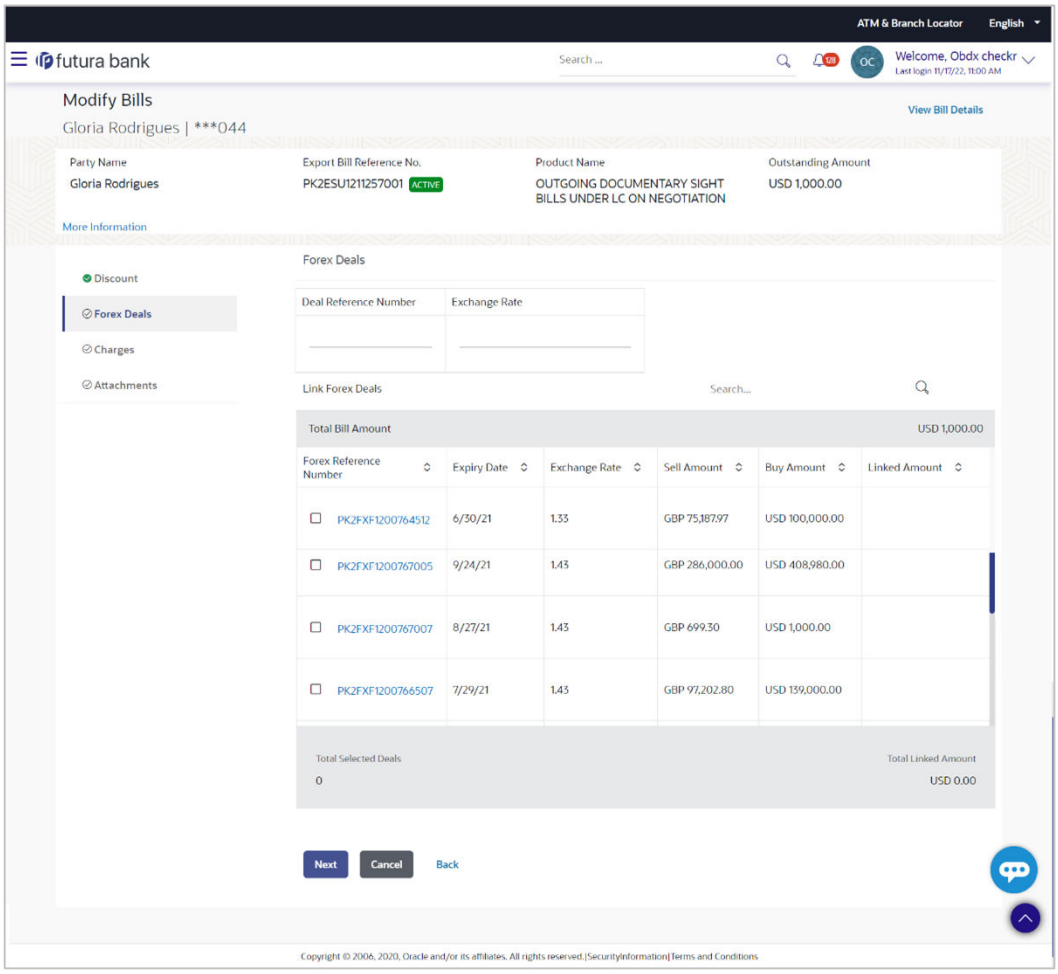
Figure 21-5 Modify Collection – Forex Deals



For more information refer to the field description table below:

Table 21-4 Modify Collection – Forex Deals - Field Description

Field Name	Description
Deal reference Number	Specify the deal reference number of the forex deal to be entered, when pre-booked deal is not available or the user do not want to use an existing deal.
Exchange Rate	Specify the exchange rate for the forex deal.
Link Forex Deals	This section displays the Link Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Collection Amount	Displays the total Collection amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal for Collection.
Exchange Rate	Displays the exchange rate of the forex deal for Collection.
Sell Amount	Displays the selling amount of the forex deal for Collection.
Buy Amount	Displays the buying amount of the forex deal for Collection.
Linked Amount	Displays the amount to be linked in the forex deal for Collection.

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Table 21-4 (Cont.) Modify Collection – Forex Deals - Field Description

Field Name	Description
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the deal reference number in the **Deal Reference Number** field.
3. Specify the exchange rate in the **Exchange Rate** field.
4. Specify the Forex Reference Number in the **Search** field.

   The searched **Deal Reference Number** record details appear.
5. Click the check box to select the required searched Deal Reference Number record.
6. Specify the linked amount, in the **Linked Amount** field.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

21.4 Initiate Collection - Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and Taxes against Collection.

1. Navigate to the **Charges and Taxes** tab.

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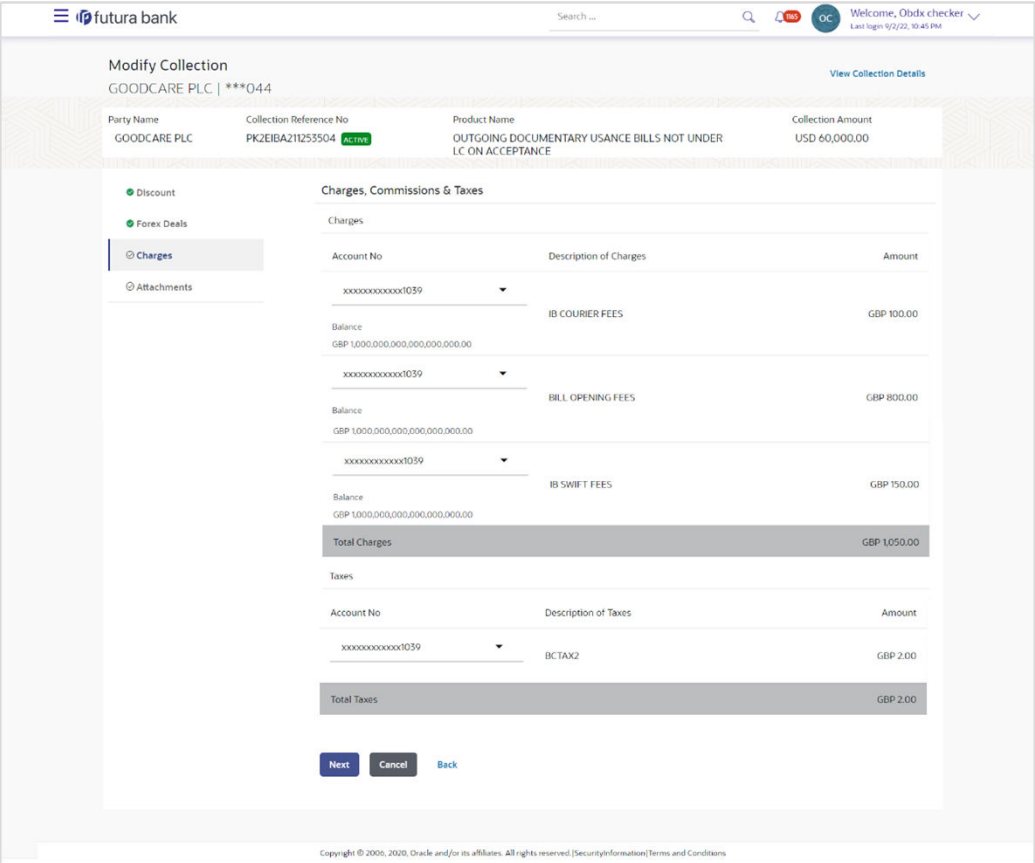
Figure 21-6 Initiate Collection - Charges and Taxes



For more information refer to the field description table below:

Table 21-5 Initiate Collection - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges applicable.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge that will be levied in the transaction.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.
Commission	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commission	Displays the description of commissions charged by bank.
Amount	Displays the amount of Commission.
Total Commission	Displays the total Commission amount.

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> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges and Taxes** section, select the appropriate account, from the Account No. list
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

21.5 Modify Collection - Attachments

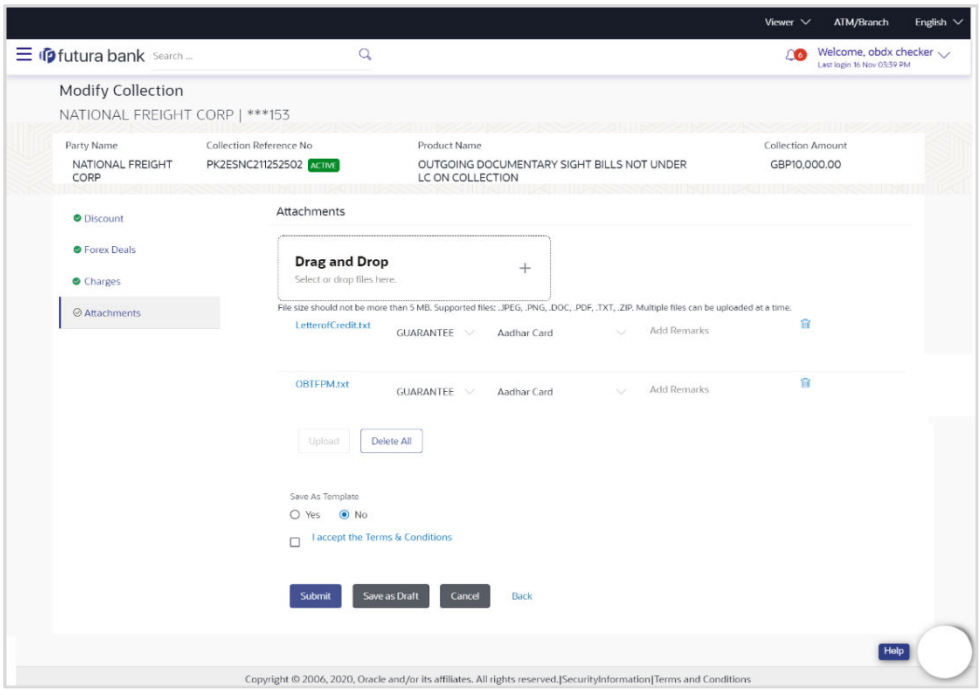
This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the Export Collection application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the Attachments details.

Figure 21-7 Modify Collection - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

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For more information refer to the field description table below:

Table 21-6 Modify Collection - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Save As Template	Options to save the transaction as template. The options are: • **Yes** • **No**
Access Type	Indicates the type of access for the template. The options are: • **Public** • **Private** This field is enabled if the **Yes** option is selected in **Save as Template**.
Template Name	The name using which template is stored and can be used in future.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
   a. If you select **Yes**, In the **Access Type** field, select the appropriate option.
   b. In the **Template Name** field, enter the name of the template.
8. Select the **I accept the Terms and Conditions** check box to accept the terms and conditions.
9. Click **Submit**.

   The transaction is saved and the **Modify Collection – Review** screen appears.
10. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Modify Collection appears.

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- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.
- Click **Back** to go back to previous screen.

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22

View Inward Guarantee/Stand By LC

This topic provides the systematic instructions to search, view and download the details of existing View Inward Guarantee/Stand By LC in the application.

A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.
This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Bank Guarantees (also called Inward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

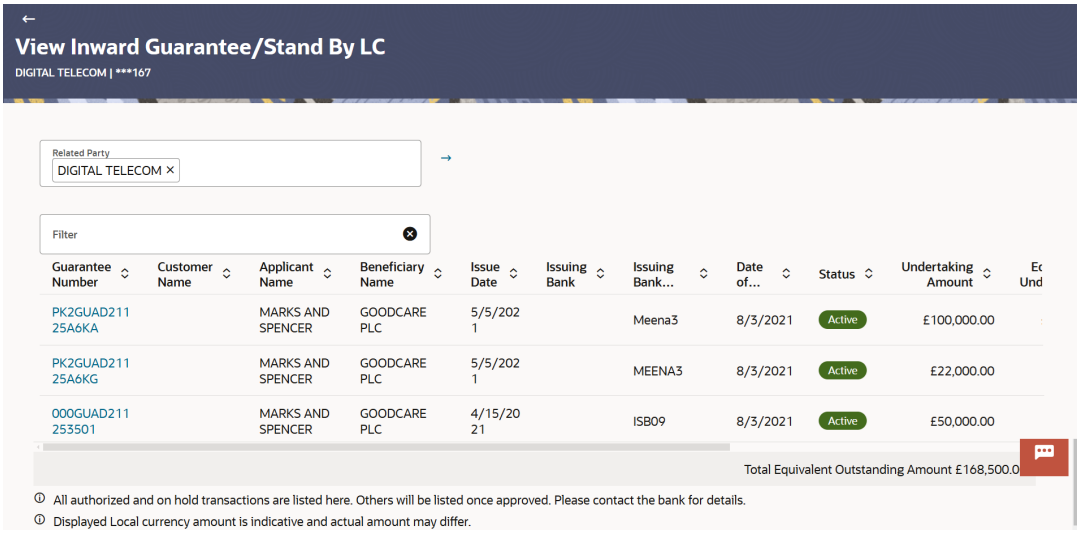
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Inward Guarantee should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Inward Bank Guarantee/Stand By LC** and then click **View Inward Guarantee/Stand By LC**.

  The **View Inward Guarantee/Stand By LC** screen appears.

Figure 22-1 View Inward Guarantee/Stand By LC



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This topic contains following sub-topics:

- View Inward Guarantee/Stand By LC - Search
  This topic provides the systematic instructions to search an view the details of existing Inward Guarantee/Stand By LC.
- View Inward Guarantee – View Guarantee Details
  This topic provides the systematic instructions to view the View Inward Guarantee – View Guarantee Details in the application.
- View Inward Bank Guarantee - Amendments
  This topic provides the systematic instructions to view the amendments done to the Inward Guarantee in the application.
- View Inward Guarantee - Attached Documents
  This topic provides the systematic instructions to view and download the Inward Guarantee Attachments in the application.
- Linkages
  This topic provides the systematic instructions to view the Linkages details in the application.
- Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

22.1 View Inward Guarantee/Stand By LC - Search

This topic provides the systematic instructions to search an view the details of existing Inward Guarantee/Stand By LC.

User can search the list existing Inward Guarantee using Applicant Name, Inward Guarantee Status, Issuing Bank, Issuing Bank Reference No, Currency, Guarantee Amount From - Guarantee Amount To, Issue Date From - Issue Date To and Expiry Date From - Expiry Date To.

To search the existing Inward Guarantee/Stand By LC:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Guarantee Number/Customer Name/Applicant Name/Beneficiary Name/ Issuing Bank/ Issuing Bank Reference No /Status/Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/Equivalent Outstanding Amount/ Transaction Type in the **Filter** field.
   - Click

     to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

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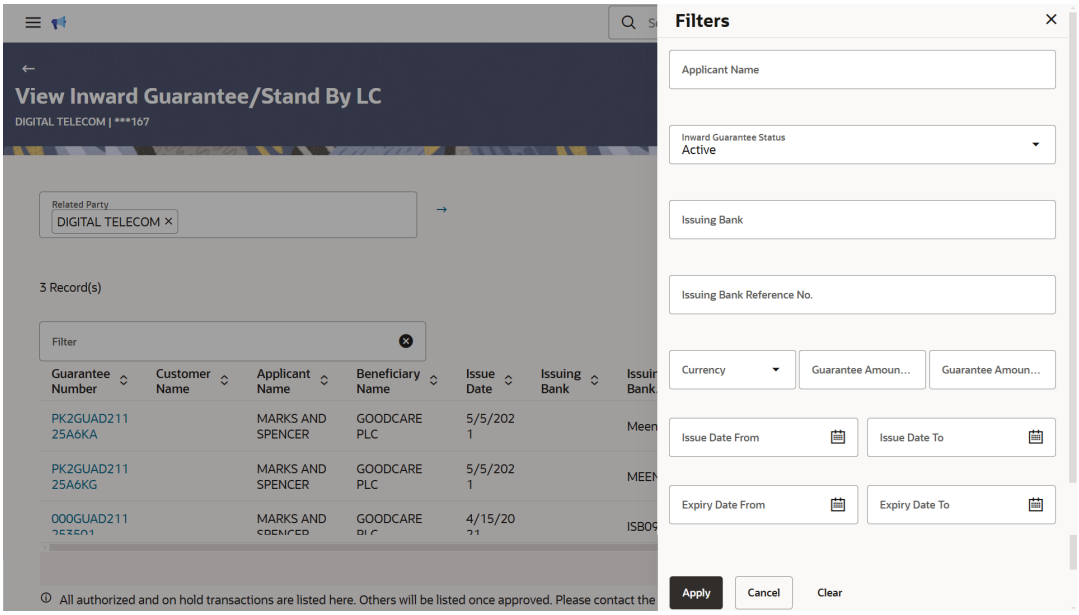
Figure 22-2 View Inward Guarantee/Stand By LC - Filter



For more information refer to the field description table below:

Table 22-1 View Inward Guarantee/Stand By LC - Filter - Field Description

Field Name	Description
Applicant Name	Specify the applicant name. This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
Inward Guarantee Status	Select the current status of the Inward Guarantee. The options are: • Active • Hold • Cancelled • Reversed • Closed
Issuing Bank	Specify the name of the bank that have issued the guarantee.
Issuing Bank Reference Number	Specify the reference number of the issuing bank to search the Guarantee.
Currency	Select the currency under the Inward Guarantee.
Undertaking Amount From - Undertaking Amount To	Specify the Undertaking amount range used for searching the Inward Guarantee.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Inward Guarantee.
Expiry Date From - Expiry Date To	Specify the start date and end date date range in which the Guarantee expires to fine tune the search results.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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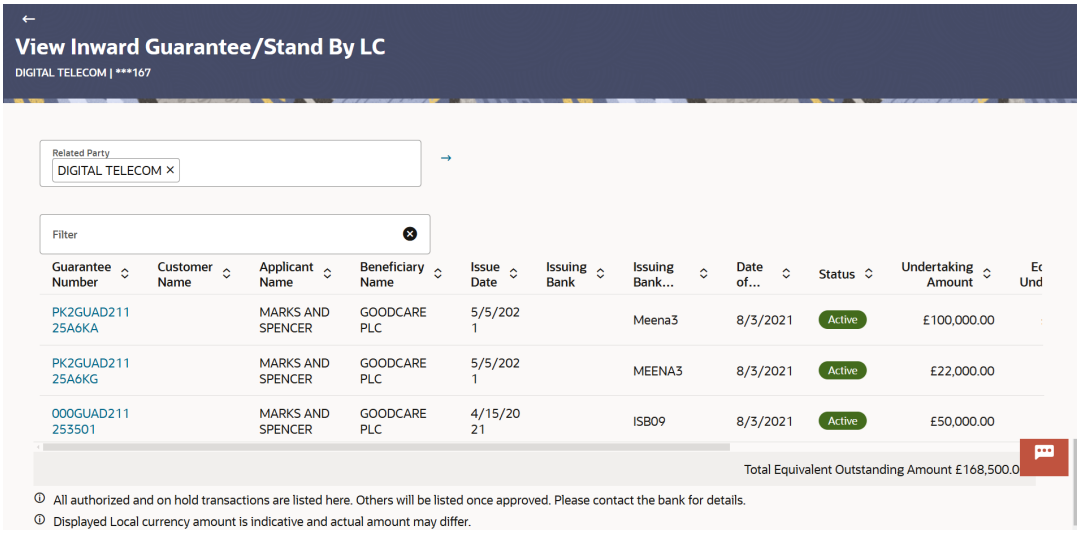
Figure 22-3 View Inward Guarantee/Stand By LC



For more information refer to the field description table below:

Table 22-2 View Inward Guarantee/Stand By LC - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Inward Guarantee by **Party Name**.
Filter	Specify the Guarantee Number/Customer Name/Applicant Name/ Beneficiary Name/Issuing Bank/ Issuing Bank Reference No /Status/ Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/Equivalent Outstanding Amount/Transaction Type in the **Filter** field to view the Inward Guarantee.
Filter Results	This section displays the filter results.
Guarantee Number	Displays the Inward Guarantee number. Displays the link to view details of the Inward Guarantee.
Customer Name	Displays the customer's name.
Applicant Name	Displays the name of the applicant who has made the Inward guarantee in favour of Beneficiary.
Beneficiary Name	Displays the name of the beneficiary of the guarantee.
Issue Date	Displays the date on which the Guarantee was issued.
Issuing Bank	Displays the name of the bank that have issued the guarantee.
Issuing Bank Reference Number	Displays the reference number of the issuing bank.
Date of Expiry	Displays the the date on which the Guarantee will get expired.
Status	Displays the current status of the Inward Guarantee. The status can be: • Active • Hold • Cancelled • Liquidated • Closed • Reversed

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Table 22-2 (Cont.) View Inward Guarantee/Stand By LC - Filter Result Field Description

Field Name	Description
Undertaking Amount	Displays the undertaking amount for the Inward Guarantee along with the currency.
Equivalent Undertaking Amount	Displays the equivalent Inward Guarantee amount along with the currency.
Outstanding Amount	Displays the undrawn amount of the Inward Guarantee.
Equivalent Outstanding Amount	Displays the equivalent undrawn amount of the Inward Guarantee.
Transaction Type	Displays the transaction type of transaction.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Guarantee Number** link to view the Inward Guarantee details. The **View Guarantee Details** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

22.2 View Inward Guarantee – View Guarantee Details

This topic provides the systematic instructions to view the View Inward Guarantee – View Guarantee Details in the application.

View Inward Guarantee – View Guarantee Details captures the general details of the Inward Guarantee in the application.

To view an Inward Guarantee – View Guarantee Details:

1. Navigate to **View Inward Guarantee** screen.

   On navigation to **View Inward Guarantee** screen, user lands to **View Guarantee Details** tab screen.

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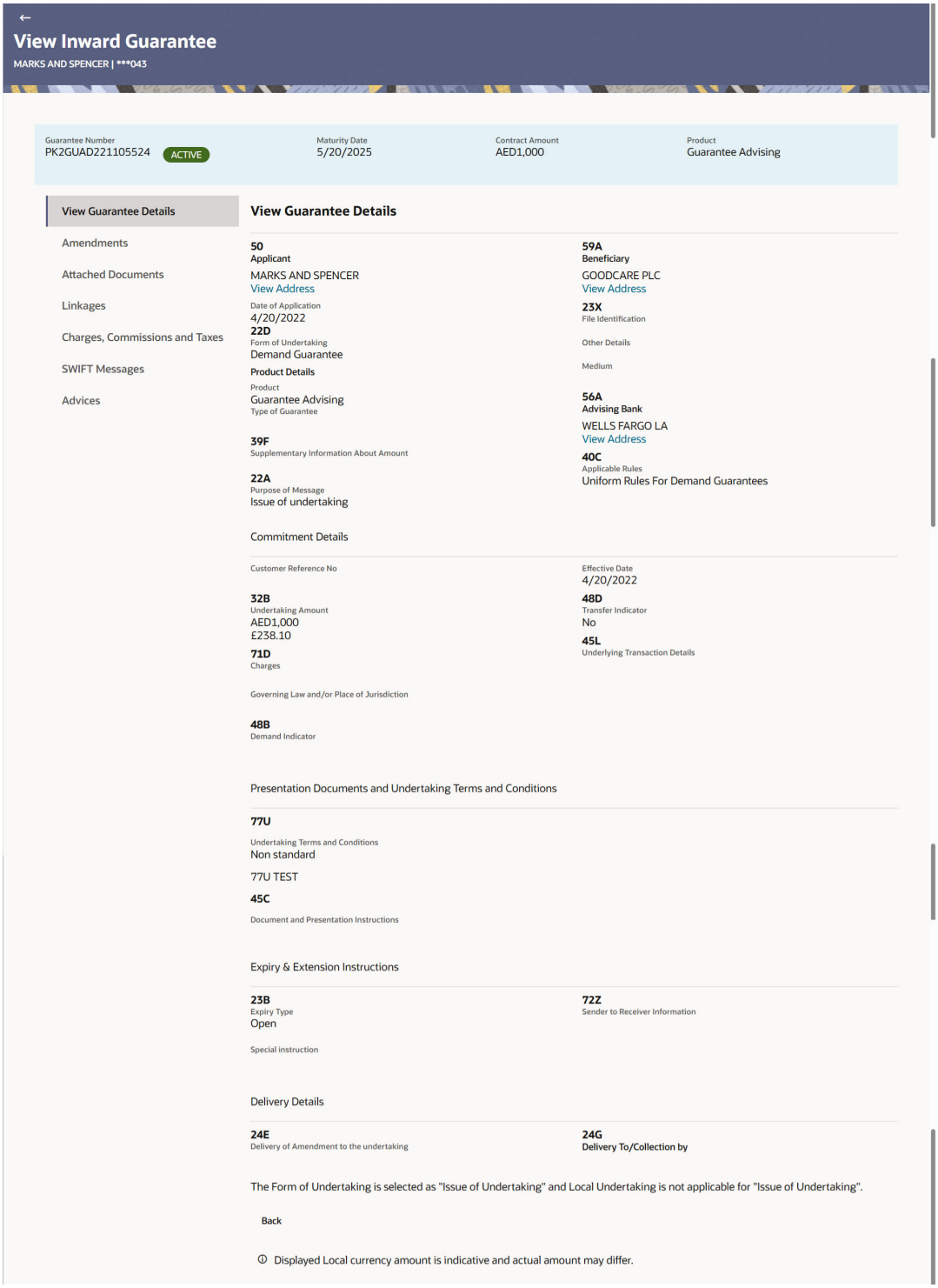
Figure 22-4 View Inward Guarantee – View Guarantee Details



For more information refer to the field description table below:

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Table 22-3 View Inward Guarantee – View Guarantee Details - Field Description

Field Name	Description
Guarantee Number	Displays the Inward Guarantee number.
Maturity Date	Displays the maturity date of the Inward Guarantee.
Contract Amount	Displays the contract amount of the Inward Guarantee.
Product	Displays the product type as coming from Host.
View Guarantee Details	This section displays the Inward Guarantee details.
Applicant	Displays the name of the applying party.
View Address	Click the link to view the address and country of the applying party of the Inward Guarantee in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the applying party of the Inward Guarantee coming from Host.
Accountee Name	Displays the name of the Accountee.
Address	Displays the address of the Accountee.
Country	Displays the country of the Accountee.
Beneficiary Name	Displays the name of the Inward Guarantee beneficiary.
View Address	Click the link to view the address and country of the beneficiary party of the Inward Guarantee in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary party of the Inward Guarantee coming from Host.
Date of Application	Displays the date when guarantee has been initiated.
Product	Displays the product type as coming from Host.
Applicable Rules	Displays the applicable rules for guarantee.
Form of Undertaking	Displays the form of undertaking.
Type of Guarantee	Displays the various guarantee types to choose from
Supplementary Information About Amount	Displays the supplementary information about the amount.
Instructing Party	Displays the name of the obligator or instructing party.
Address	Displays the address of the instructing party.
Country	Displays the country of the instructing party.
Advising Bank	Displays the name of the Advising bank.
View Address	Click the link to view the address and country of the Advising Bank in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the Advising Bank coming from Host.
SWIFT Code	Displays the SWIFT code of Drawee Bank.
Address	Displays the address of the issuing bank.
Country	Displays the country of the issuing bank.
Advising Through Bank	Displays the advising through bank SWIFT ID and address.
Sender to Receiver Information	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
Commitment Details	This section displays the Commitment details.
Customer Reference Number	Displays an applicant's reference number of the Inward Guarantee.
Undertaking Amount	Displays the currency and amount of the Inward Guarantee application.

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Table 22-3 (Cont.) View Inward Guarantee – View Guarantee Details - Field Description

Field Name	Description
Effective Date	Displays the effective date of the Inward Guarantee.
Additional Amounts Information	Displays the details of the details the obligator/ Concerning party for the Inward guarantee, and information for the undertaking such as interests, tolerances. +/- Tolerances to be specified as 2n/2n format.
Charges	Displays the details charges, and who will bear it for the Inward guarantee.
Transfer Indicator	Displays the whether the multiple or partial demands are permissible for the Inward guarantee.
Governing Law and/or Place of Jurisdiction	Displays the details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
Demand Indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Inward guarantee or not.
Underlying Transaction Details	Displays the user provided bank reference number for the transaction.
Presentation Documents and Undertaking Terms and Conditions	This section includes the documents and undertaking terms and conditions present in the Inward Guarantee application.
Undertaking Terms and Condition	Displays the details of applicable terms and condition of the undertaking.
Document and Presentation Instructions	Displays the details of the document and presentation instructions present in the Inward Guarantee.
Expiry and Extension Instructions	This section includes the expiry condition and extension applicable for the Inward Guarantee application.
Confirmation Instructions	Displays the confirmation instructions for the requested confirmation party.
Requested Confirmation Party	Bank which is requested to add its confirmation or may add its confirmation.
Available With	Displays the details of Bank where credit would become available. It is captured by Bank's SWIFT code
Confirming Bank	Displays the confirming party is the Confirming bank.
Expiry Type	Displays the type of validity applicable to the Inward Guarantee.
Guarantee Expiry Date	Displays the expiry date of the Inward Guarantee.
Closure Date	Displays the closing date of the Inward Guarantee. The closure date must be after expiry date of the Inward Guarantee.
Automatic Extension Period	Displays the period after which automatic extension is given to the Inward Guarantee.
Automatic Extension Non-Extension Notification	Displays the notification given for non-extension of automatic extension while creating Inward Guarantee.
Automatic Extension Notification Period	Displays the period after which notification given for non-extension of automatic extension while creating Inward Guarantee.
Automatic Extension Final Expiry Date	Displays the date after which validity of automatic extension to the Inward Guarantee expires.
Special Instructions	Displays the instruction which is provided by bank to user to be taken care of while viewing Guarantee and for his information.
Delivery Details	This section displays the details of the delivery of the inward Guarantee.
Delivery To/ Collection by	Displays the details of delivery of the original undertaking will be done.

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Table 22-3 (Cont.) View Inward Guarantee – View Guarantee Details - Field Description

Field Name	Description
Delivery To/ Collection by	Displays the details to whom the delivery of undertaking will be done.

2. Click the **Amendments** tab to view amendment details for the Inward Guarantee.

   The **Amendments** detail appears in the **View Inward Guarantee** screen.

3. Click **Back** to navigate back to previous screen.

22.3 View Inward Bank Guarantee - Amendments

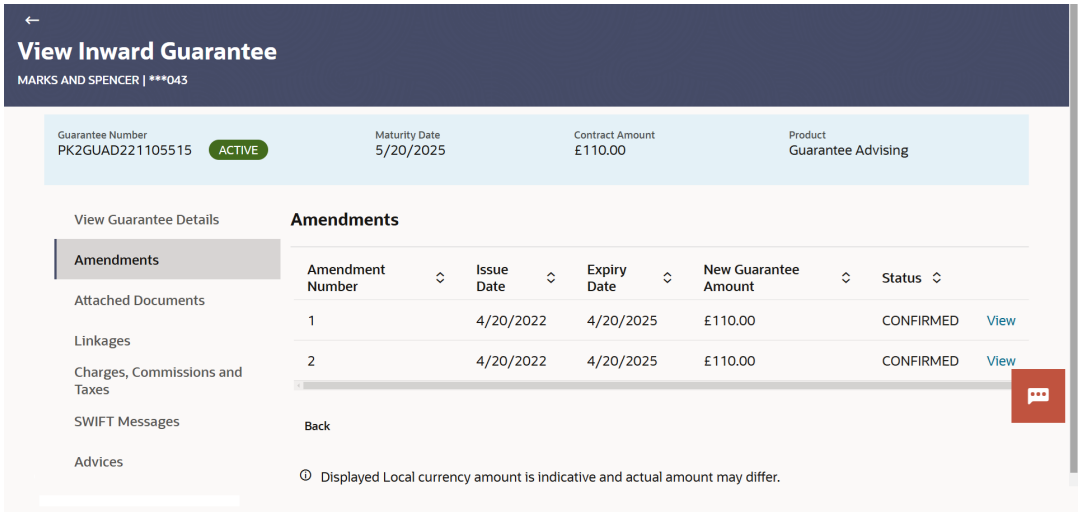
This topic provides the systematic instructions to view the amendments done to the Inward Guarantee in the application.

This tab displays the amendments done to the Inward Guarantee.

To View the amendments:

1. Navigate to the **Amendments** tab.

Figure 22-5 View Inward Bank Guarantee - Amendments tab



For more information refer to the field description table below:

Table 22-4 View Inward Bank Guarantee - Amendments - Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the Inward Guarantee. Displays the link to view details of the Inward Guarantee amendment.
Issue Date	Displays the issue date of the Inward Guarantee.
Expiry Date	Displays the modified expiry date of the Inward Guarantee.
New Guarantee Amount	Displays the modified amount of the Inward Guarantee.
Status	Displays the status of raised amendment.

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2. Click the required link in the **View** column.

   The **Issued Amendments** screen with detailed issued Amendments appears.

3. Click the **Attached Documents** tab to go to the view the attached documents detail.
4. Click **Back** to go back to previous screen.

22.4 View Inward Guarantee - Attached Documents

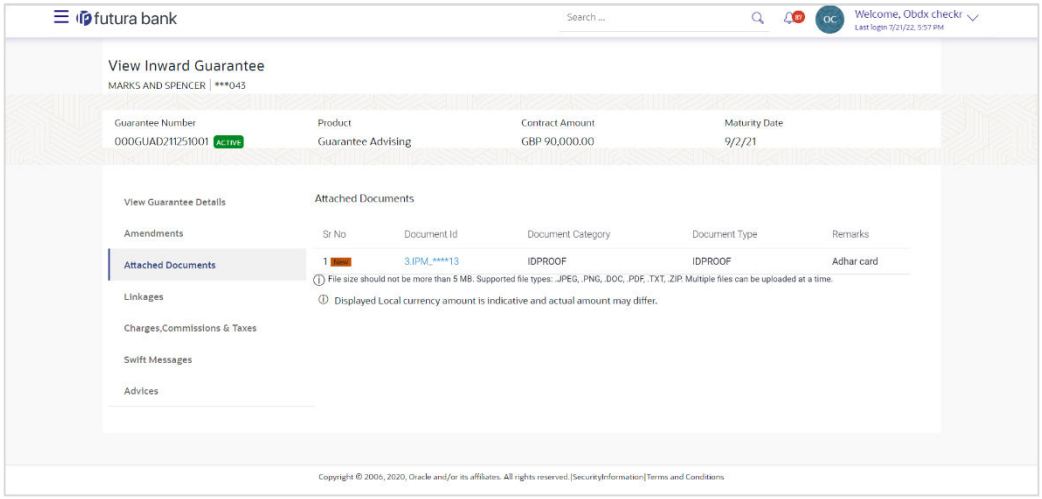
This topic provides the systematic instructions to view and download the Inward Guarantee Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Inward Guarantee.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 22-6 View Inward Guarantee - Attached Documents tab



For more information refer to the field description table below:

Table 22-5 View Inward Guarantee - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document Id** column to download the attached document.
3. Click **Linkages** tab to view the linkage details.

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4. Click **Back** to go back to previous screen.

22.5 Linkages

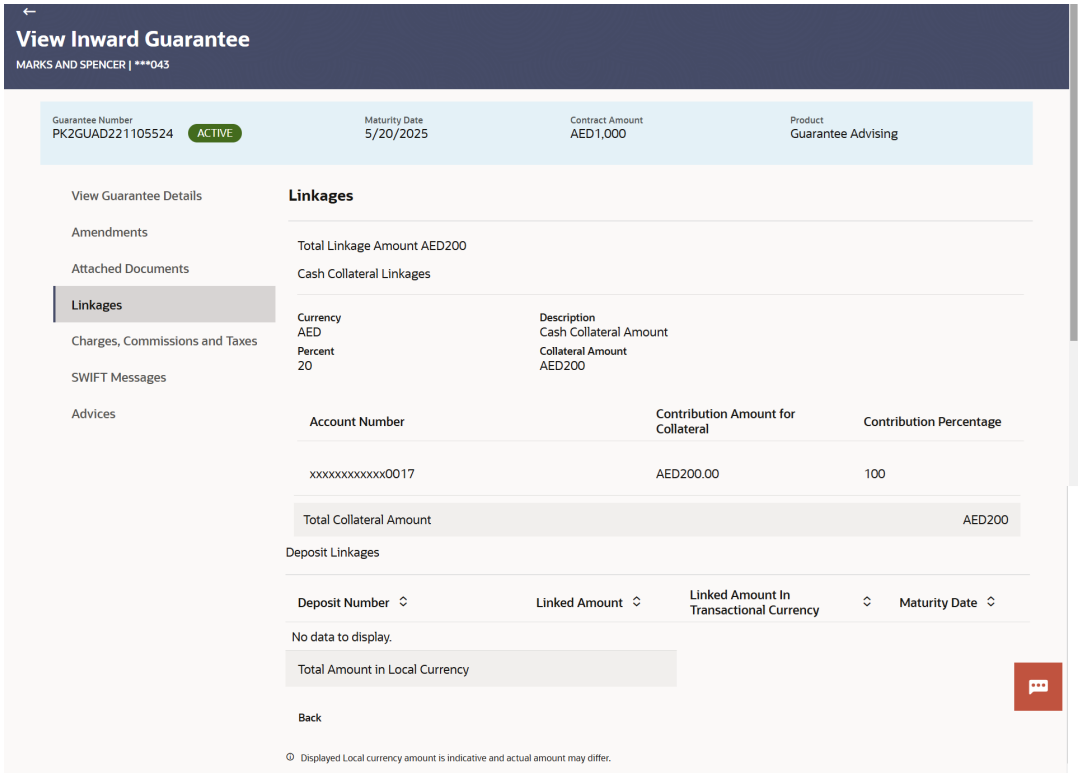
This topic provides the systematic instructions to view the Linkages details in the application.

This tab allows the user to link a deposit account while initiating a transaction.

To view the linkages details:

1. Navigate to the **Linkages** tab.

Figure 22-7 View Inward Guarantee - Linkages tab



For more information refer to the field description table below:

Table 22-6 View Inward Guarantee - Linkages - Field Description

Field Name	Description
Total Linkage Amount	Displays the total linkage amount.
Cash Collateral Linkages	This section displays the Cash Collateral Linkages details.
Currency	Displays the contract currency of cash collateral as maintained at back office
Percent	Displays the percentage of LC to be used as collateral – as maintained at OBTF.
Description	Displays the description of collateral linkage.
Collateral Amount	Displays the amount to be used as Collateral for LC.

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Table 22-6 (Cont.) View Inward Guarantee - Linkages - Field Description

Field Name	Description
Account Number	Displays the accounts that are mapped to the user.
Contribution Amount for Collateral	Displays the amount to be used from the selected account towards the collateral.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is displayed.
Total Collateral Amount	Displays the amount to be contributed from selected account in the account's currency.
Deposit Linkages	This section displays the Deposit Linkages details.
Deposit Number	Displays the deposit account that has to be mapped to the transaction.
Linked Amount	Displays the amount that is to be linked for the transaction, and partial linkages to be supported.
Linked Amount In Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Amount in Local Currency	Displays the total amount in local currency.

2. Click **Charges, Commissions and Taxes** tab to view the Charges, Commissions and Taxes details.
3. Click **Back** to go back to previous screen.

22.6 Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

1. Navigate to the **Charges Commissions and Taxes details** tab.

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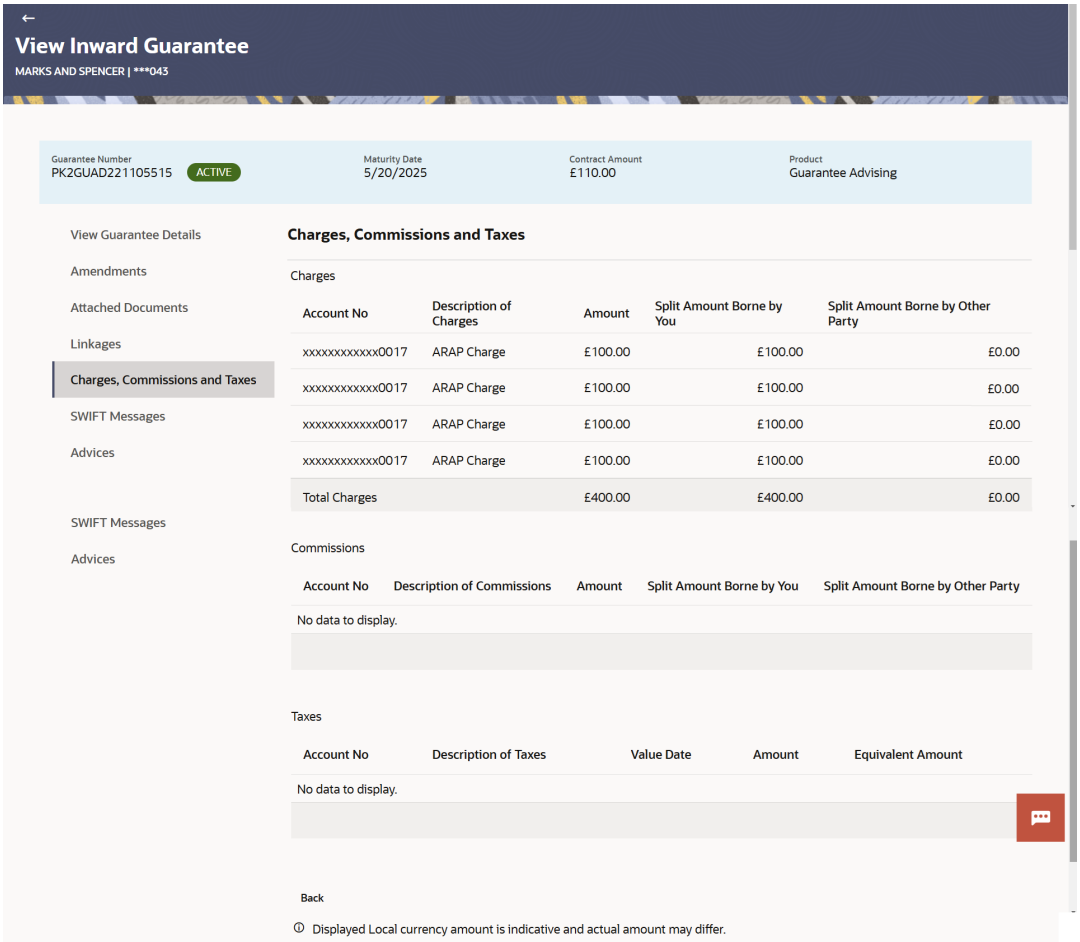
Figure 22-8 View Inward Guarantee - Charges Commissions and Taxes tab



For more information refer to the field description table below:

Table 22-7 View Inward Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.

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Table 22-7 (Cont.) View Inward Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Split Amount Borne by You	Displays the split commission amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split commission amount which is to be paid by other party.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Back** to go back to previous screen.

22.7 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Inward Guarantee.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

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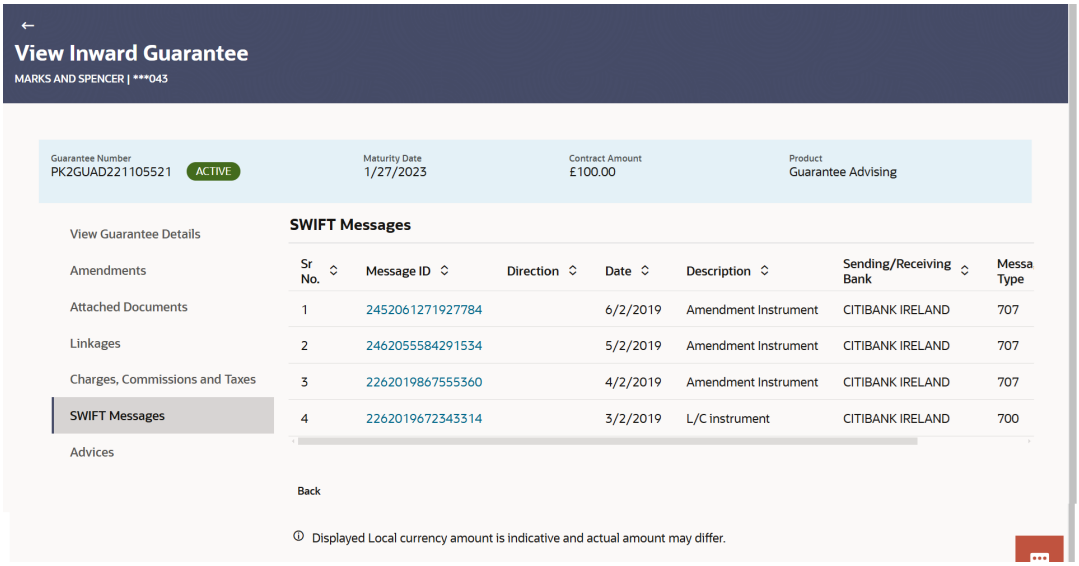
Figure 22-9 View Inward Guarantee - SWIFT Messages tab



For more information refer to the field description table below:

Table 22-8 View Inward Guarantee - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 700, MT 707 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details..

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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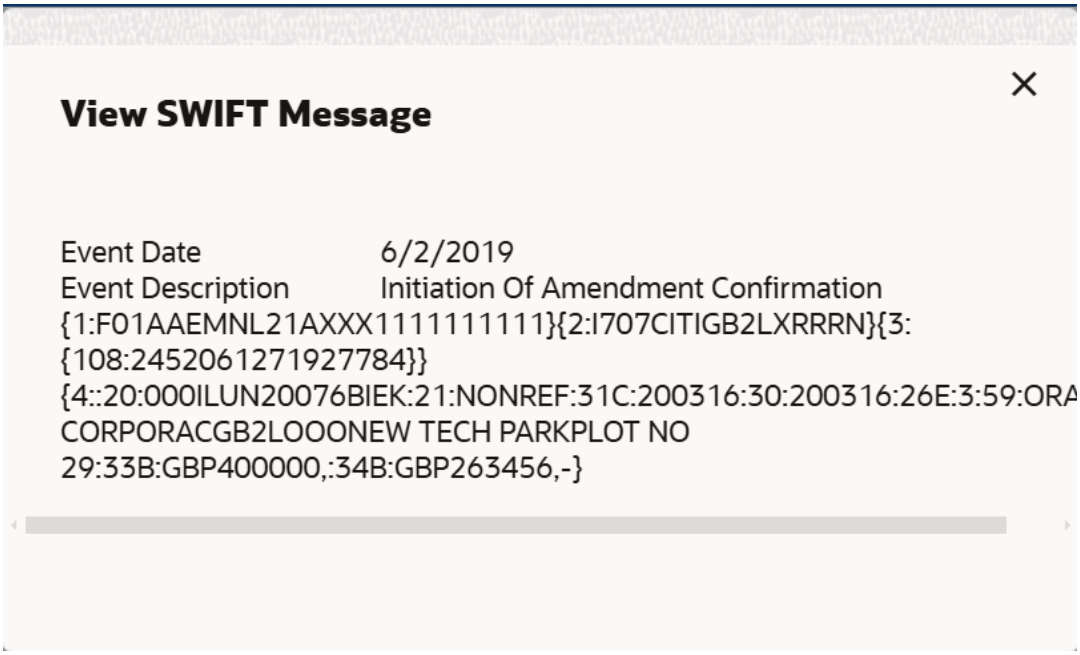
Figure 22-10 View SWIFT Message



For more information refer to the field description table below:

Table 22-9 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

22.8 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Inward Guarantee.

To view the Advice details:

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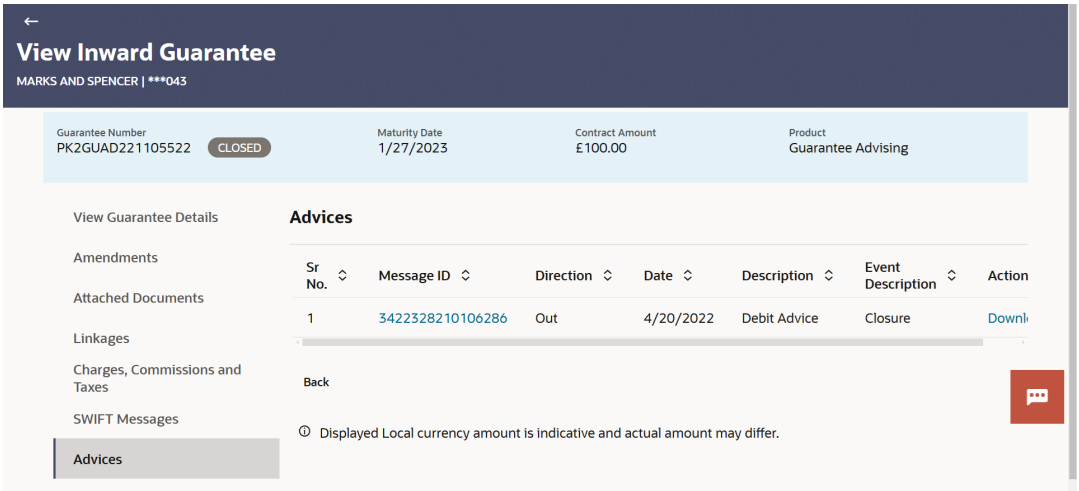
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 22-11 View Inward Guarantee - Advice tab



For more information refer to the field description table below:

Table 22-10 View Inward Guarantee - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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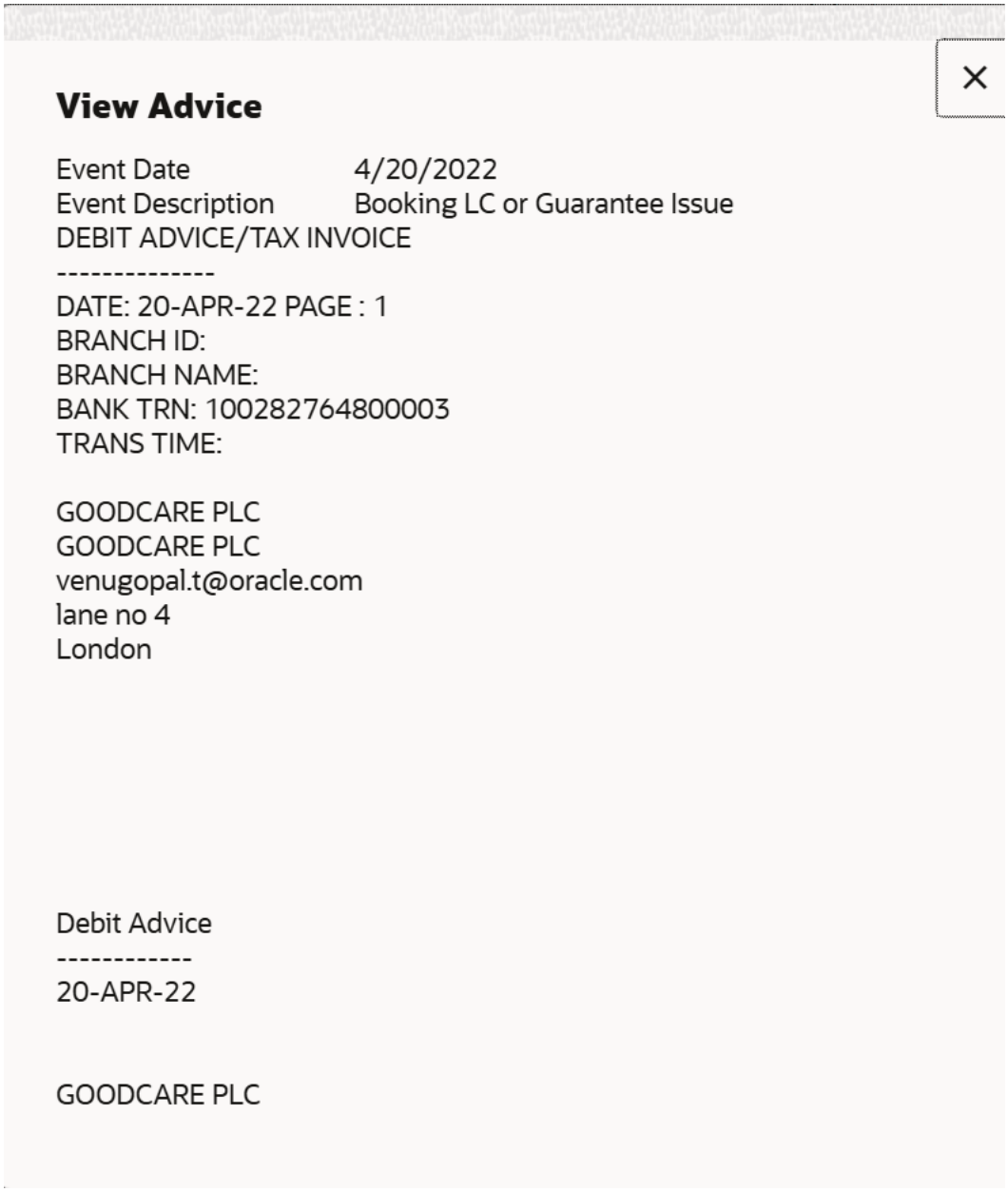
Figure 22-12 View Advice



For more information refer to the field description table below:

Table 22-11 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Bank** tab to view the bank details.
5. Click **Back** to go back to previous screen.

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23

Acceptance for Guarantee/Stand By LC Amendment/Cancellation

This topic provides the systematic instructions to search and view the Guarantee Amendments done under guarantee in the application.

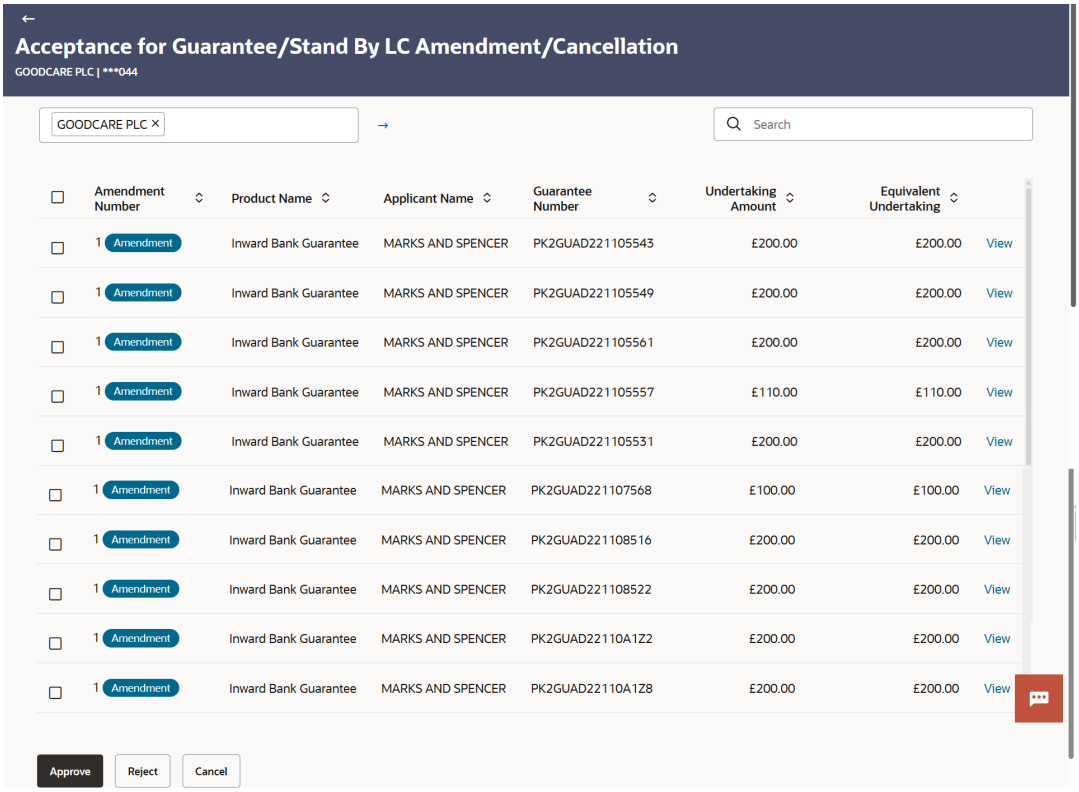
User can search Guarantee Amendments done under guarantee. The user can accept / reject amendments for Inward / Outward Guarantee.

To search and approve the discrepancies in Inward Guarantee:

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then **Bank Guarantee/ Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Inward Bank Guarantee/ Stand By LC** and then click **Inward Guarantee/Stand By LC Amend Acceptance**.

   The **Acceptance for Guarantee/Stand By LC Amendment/Cancellation** screen appears.

Figure 23-1 Acceptance for Guarantee/Stand By LC Amendment/Cancellation



For more information refer to the field description table below:

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Table 23-1 Acceptance for Guarantee/Stand By LC Amendment/Cancellation - Search Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Search	Specify the search criteria to search the guarantee amendments.
Search Results	This section displays the filter results.
Amendment Number	Displays the amendment number of the Inward Guarantee.
Product Name	Displays the product of the guarantee for which amendment acceptance is required.
Applicant Name	Displays the name of the applicant of the Inward Guarantee.
Guarantee Number	Displays the Inward Guarantee number against which amendment acceptance is required.
Undertaking Amount	Displays the undertaking amount for the Inward Guarantee.
Equivalent Undertaking Amount	Displays the equivalent undertaking amount for the Inward Guarantee.

2. Specify the filter criteria, if required.

   The **Acceptance for Guarantee/Stand By LC Amendment/Cancellation** screen appears with the search results.

3. Select the required Amendment Number record.

4. Perform one of the following actions:

   - Click **Approve** to approve the amendment.
   - Click **Reject** to reject the amendment.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

   The **Review** screen appears.

5. Verify the details, and click **Confirm**.

   The success message Guarantee Amendment Acceptance appears along with the reference number.

6. Click on the desired **View** link to view the guarantee amendment details. The **View Guarantee Amendment** details screen appear.

   Guarantee Amendment Acceptance – View Guarantee Amendment

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View Guarantee Amendment

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Guarantee Reference No.	Product	Undertaking Amount	Maturity Date
PK2GUAD221105543 Amendment	Inward Bank Guarantee	£200.00	12/28/2022

View Guarantee Details

Compare with Previous Values

50
Applicant Name
MARKS AND SPENCER
Address
MARGUS2SXXX
87 knights street
Country
United Kingdom
Accountee Name
Address
Country
Date of Application
4/20/2022

59A
Beneficiary Name
GOODCARE PLC
Address
12 King Street
lane no 4
London
Country
United Kingdom

51
Instructing Party
Name
CITIBANK NY
Address
RBOSGB2L
Type of Guarantee
Bill of Lading Guarantee
Form of Undertaking
Demand Guarantee
Applicable Rules
Uniform Rules For
Demand Guarantees

56A
Issuing Bank
Swift Code
WFBIUS6S
Address
US

Commitment Details

Compare with Previous Values

Customer Reference No
-

Effective Date
4/20/2022

32B Modified
Undertaking Amount
£200.00

39D
Additional Amount Information
-

71D
Charges
-

48D
Transfer Indicator
No

44H
Governing Law and/or Place of Jurisdiction

48B
Demand Indicator
-

45L
Underlying Transaction Details

Presentation Terms and Conditions

Compare with Previous Values

77U
Other Amendments to Undertaking
GUARANTEE

45C
Document and Presentation Instructions
-

Instructions

Compare with Previous Values

49
Confirmation Instructions
WITHOUT

58A
Requested Confirmation Party
-

41A
Available With
-

58A
Confirming Bank
-

23B
Expiry Type
Fixed

23B Modified
Guarantee Expiry Date
11/28/2022

23F
Automatic Extension Period
-

Closure Date Modified
12/28/2022

78
Automatic Extension Non-Extension Notification
-

26E
Automatic Extension Notification Period
-

31S
Automatic Extension Final Expiry Date
-

72Z
Sender to Receiver Information
-

Special instruction
-

Delivery Details

24E
Delivery of Original Undertaking

24G
Delivery To/Collection by
Other

Linkages

Total Linkage Amount

Cash Collateral Linkages

Currency	Description
GBP	Cash Collateral Amount
Percent	**Existing Collateral Amount**
0	£0.00

No data to display.

Total Cash Collateral Amount £0.00

Currently, there are no deposits linked to this contract.

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24
Lodge Claims

This topic provides the systematic instructions to lodge a claim in the application.

This option allows the user to lodge a claim on received Bank Guarantee from OBDX. User can search the BG against which he wants to lodge a claim. The user has to provide the details required to lodge a claim. Facility to attach documents will also be available.

The user can also send the application to his bank (OBTFPM).

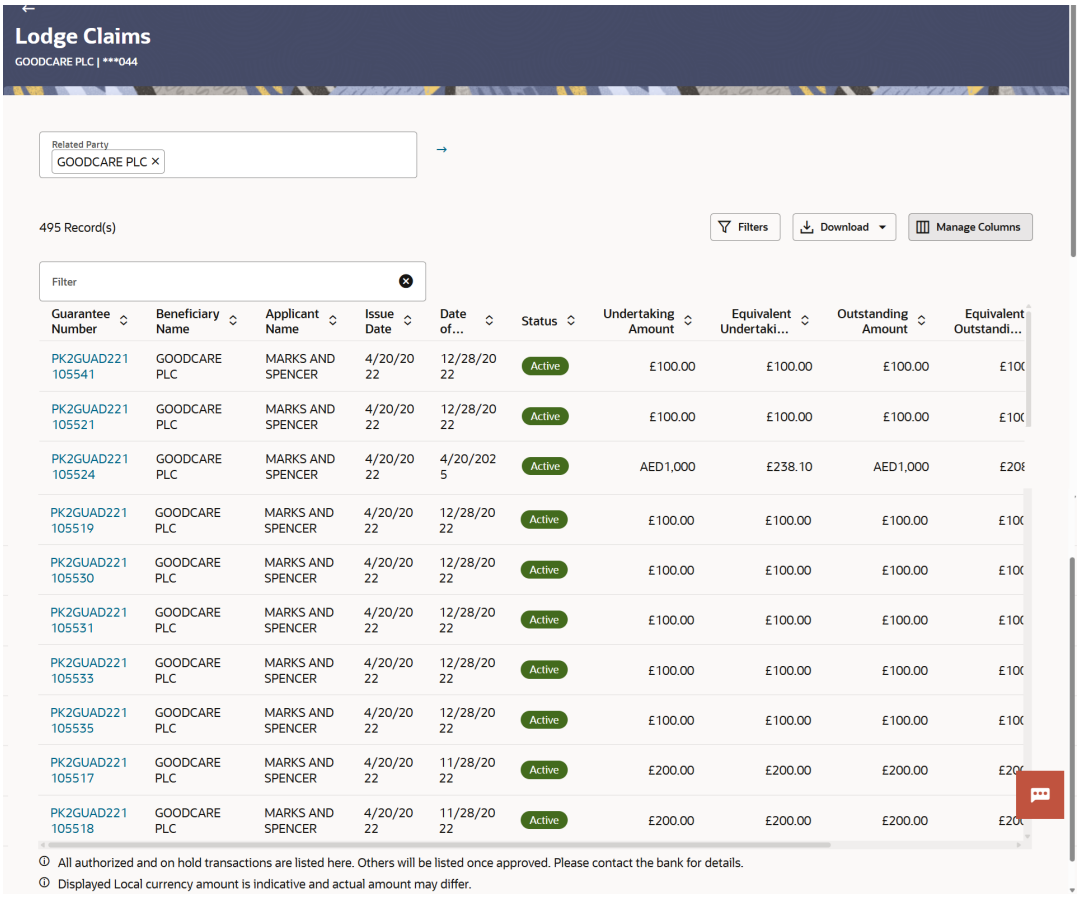
Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Inward Bank Guarantee/Stand By LC** and then click **Initiate Inward Guarantee Claim Lodgement**.

  The **Lodge Claims** screen appears.

Figure 24-1 Lodge Claims



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This topic contains following sub-topics:

- Lodge Claims - Search
  This topic provides the systematic instructions to search the bank guarantee for lodging the claim.
- Claims
  This topic provides the systematic instructions to capture the details required for a claim that is to be lodged against the issued guarantee in the application.

24.1 Lodge Claims - Search

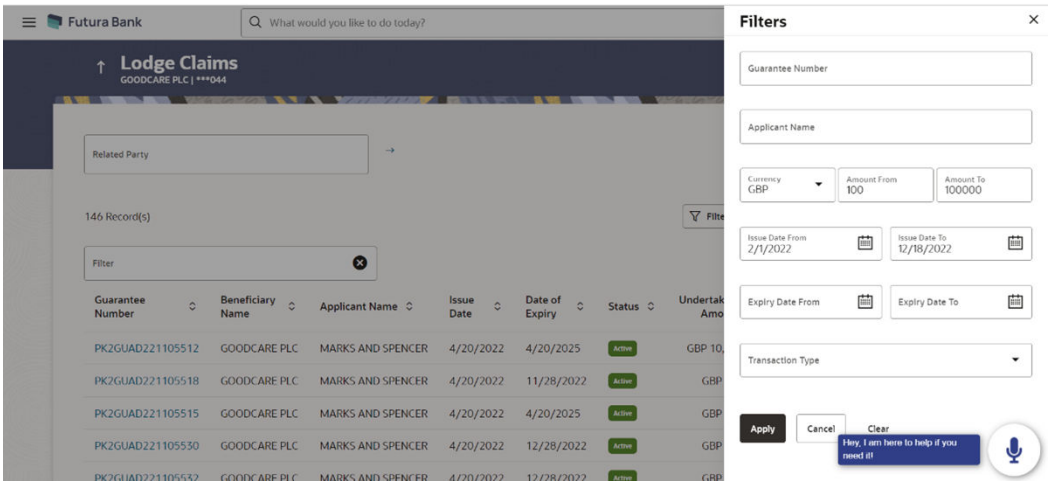
This topic provides the systematic instructions to search the bank guarantee for lodging the claim.

User can search the bank guarantee against which he wants to lodge a claim.

To search a bank Guarantee:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Guarantee Number/Beneficiary Name/Applicant Name//Issuing Bank/ Status/Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/ Equivalent Outstanding Amount/Transaction Type in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 24-2 Lodge Claims - Filter



For more information refer to the field description table below:

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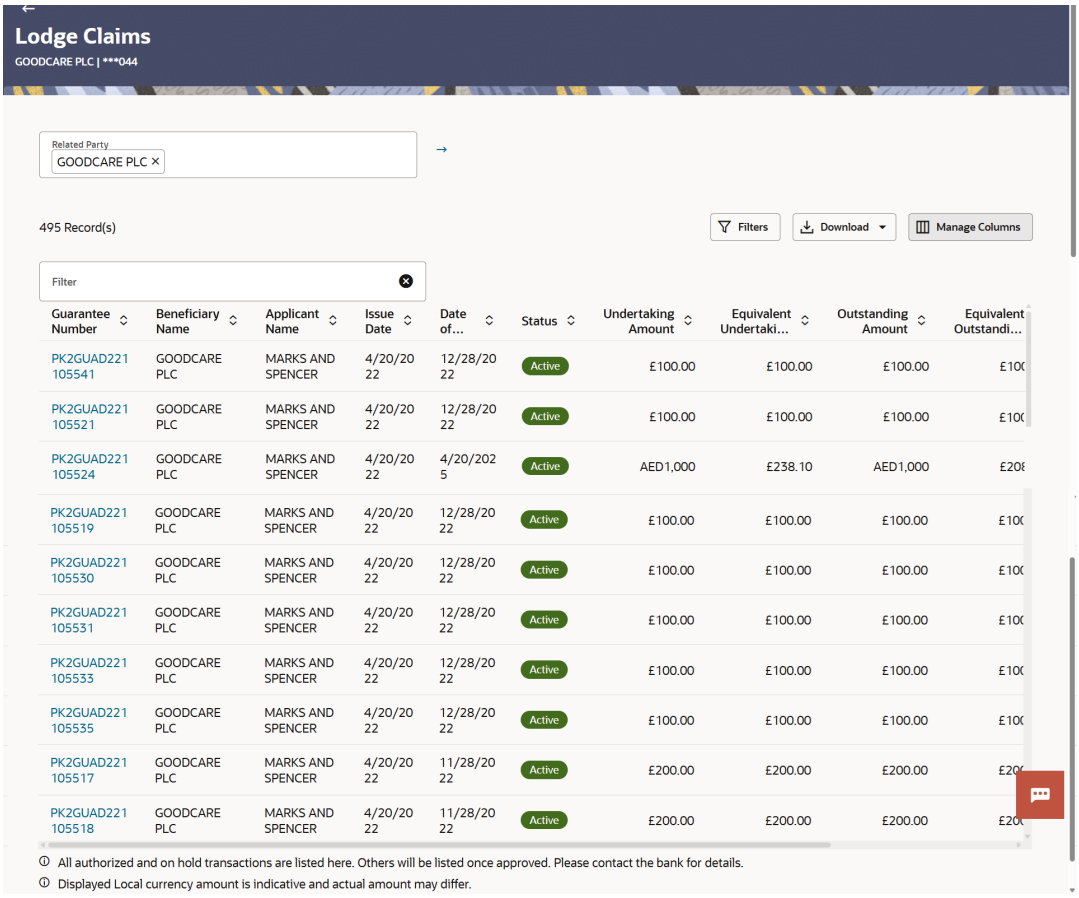
Table 24-1 Lodge Claims - Filter - Field Description

Field Name	Description
Guarantee Number	Specify the guarantee number of the guarantee against which the user can lodge a claim.
Applicant Name	Specify the applicant name.
Currency	Select the currency of the undertaking amount for the guarantee.
Amount From -Amount To	Specify the Undertaking amount range used for searching the Inward Guarantee.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Inward Guarantee.
Expiry Date From - Expiry Date To	Specify the start date and end date range in which the Guarantee expires to fine tune the search results.
Transaction Type	Specify the transaction type of transaction to filter the claims based on Guarantee and Stand By LC.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 24-3 Lodge Claims - Search Results



For more information refer to the field description table below:

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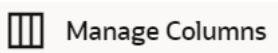
Table 24-2 Lodge Claims - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Inward Guarantee by **Party Name**.
Filter	Specify the Guarantee Number/Beneficiary Name/Applicant Name// Issuing Bank/Status/Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/Equivalent Outstanding Amount/ Transaction Type in the **Filter** field to view the Inward Guarantee.
Filter Results	This section displays the filter results.
Guarantee Number	Displays the guarantee number of the guarantee against which the user can lodge a claim. Displays the link to view details of the Claims.
Beneficiary Name	Displays the name of the beneficiary of the guarantee.
Applicant Name	Displays the name of the applicant.
Issue Date	Displays the date on which the Guarantee was issued.
Date of Expiry	Displays the the date on which the Guarantee will get expired.
Status	Displays the current status of the Guarantee. The status can be: • Active • Hold • Cancelled • Liquidated • Closed • Reversed
Undertaking Amount	Displays the undertaking amount for the Inward Guarantee along with the currency.
Equivalent Undertaking Amount	Displays the equivalent Inward Guarantee amount along with the currency.
Outstanding Amount	Displays the outstanding amount along with the currency of the issued guarantee.
Equivalent Outstanding Amount	Displays the equivalent outstanding amount along with the currency of the issued guarantee.
Claims	Displays the claimed amount.
Transaction Type	Displays the transaction type of transaction.

3. Perform one of the following actions:
   - Click on the desired **Guarantee Number** link to view the guarantee claim details. The **Claims** details screen appears.
   - Click the

icon to download the records in CSV & PDF format.
   - Click the 

icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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24.2 Claims

This topic provides the systematic instructions to capture the details required for a claim that is to be lodged against the issued guarantee in the application.

The user can enter the details required for a claim that is to be lodged against the issued guarantee. After entering the required information he has to send the application to his bank (OBTFPM).

To lodge a claim:

1. On the to **Lodge Claim** screen, click the desired **Guarantee Number** link to view and lodge the guarantee claim.

   The **Claims** details screen appears.

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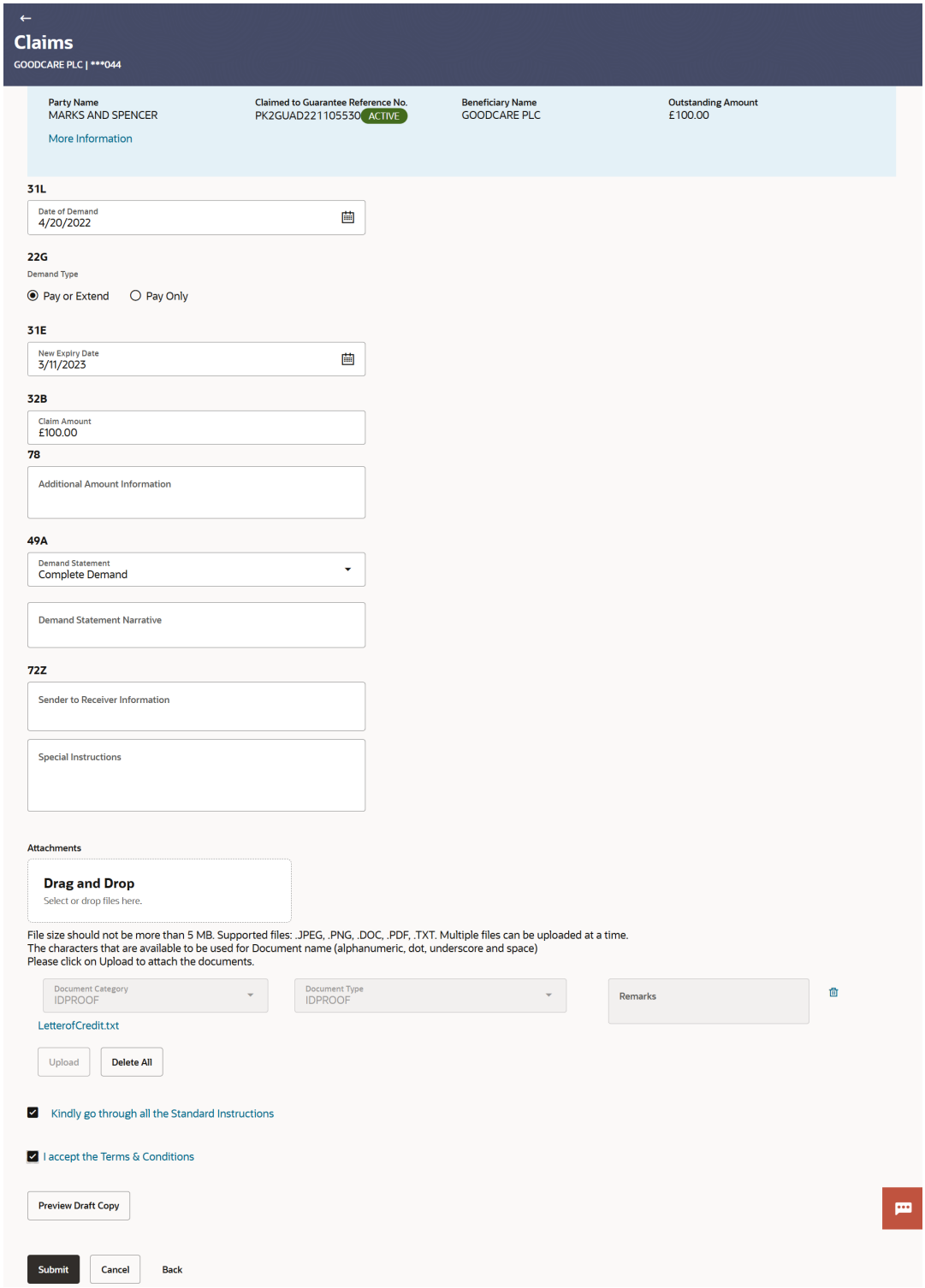
Figure 24-4 Claims



For more information refer to the field description table below:

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Table 24-3 Claims - Field Description

Field Name	Description
Party Name	Displays the party name of the customer.
Claimed to Guarantee Reference No	Displays the guarantee reference number against which user has to lodge a claim.
Beneficiary Name	Displays the name of the beneficiary of the guarantee to be claimed.
Outstanding Amount	Displays the outstanding amount along with the currency of the issued guarantee.
Lodgement Date	Displays the date on which the claim was lodged. This field appears if the user click on **More Information** link.
Expiry Type	Displays the type of validity applicable to the Inward Guarantee. This field appears if the user click on **More Information** link.
Expiry Date	Displays the date in which the Guarantee expires. This field appears if the user click on **More Information** link.
Demand Indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Guarantee claim or not. This field appears if the user click on **More Information** link.
Date of Demand	Select the date on which the demand was raised by the beneficiary.
Demand Type	Select the type of demand. The options are: • **Pay or Extend** • **Pay Only**
New Expiry Date	Select the new expiry date of the Guarantee. This field appears if you select **Pay Only** option in the **Demand Type** field
Claim Amount	Specify the amount to be claimed against the guarantee.
Additional Amount Information	Specify the details on additional amount.
Demand Statement	Select the value for demand statements.
Demand Statement Narrative	Specify the narrative for demand statements.
Presentation Completion Details	Specify the details of presentation completion. Applicable only if demand statement is provided.
Sender to Receiver Information	Specify the details of Sender to Receiver Information.
Special Instructions	Specify the instruction provided to bank for lodging a claim.
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Kindly Go through all theStandard	The option to accept that the user is gone through all the standard instructions. View the maintained standard instructions by the bank.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

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2. Select the date of demand in the **Date of Demand** field
3. Select the **Demand Type**.
4. Select the new expiry date if **Demand Type** is **Pay or Extend**.
5. Specify the amount to be claimed in the **Claim Amount** field.
6. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
7. Select the required document present on your computer to upload.
8. Click **Upload** to upload document.
9. Click to remove the attached document.
10. Click **Delete All** to delete all the attachments.
11. Select the **Kindly Go through all the Standard Instructions**, check box.
12. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
13. Click **Preview Draft Copy** to have a preview of draft.
14. Click **Submit**.

    The transaction is saved and the **Lodge Claim – Review** screen appears.
15. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message of request for lodging a Claim appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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25
View Claims

This topic provides the systematic instructions to view a claim in the application.

The user can view the details of the lodge claim for the Inward Guarantee. The user can also view the details of the claim lodge by the Beneficiary, for the Outward Guarantee.

This option allows the user to view the details of the Inward Guarantee and Outward Guarantee claim.

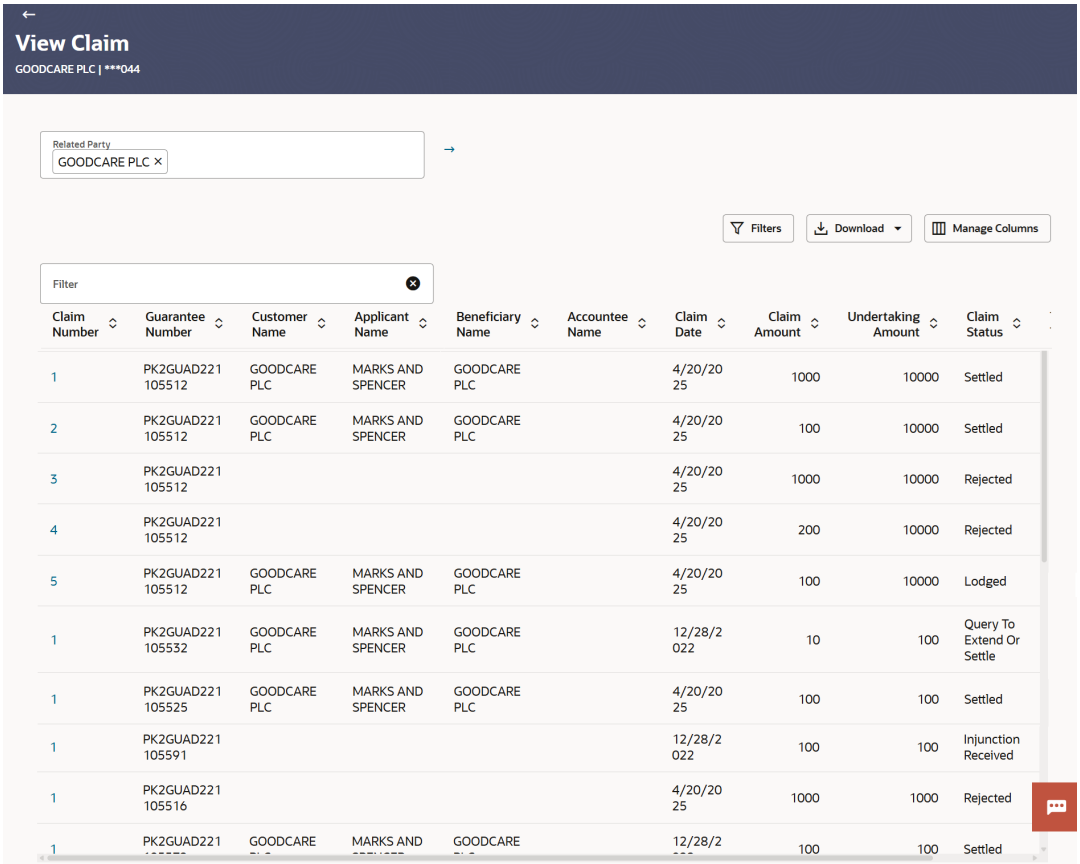
Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Inward Bank Guarantee/Stand By LC** and then click **View Inward Guarantee Claim**.

  The **View Claims** screen appears.

Figure 25-1 View Claims



This topic contains following sub-topics:

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- View Claims - Search
  This topic provides the systematic instructions to search the Inward and Outward Guarantee claim.
- Claims
  This topic provides the systematic instructions to view the details captured for a claim that is to be lodged against the issued guarantee in the application.
- View Claim - Attached Documents
  This topic provides the systematic instructions to view and download the Claim Attachments in the application.
- Charges and Taxes
  This topic provides the systematic instructions to view the Charges and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

25.1 View Claims - Search

This topic provides the systematic instructions to search the Inward and Outward Guarantee claim.

User can search the lodged claims for the Inward and Outward Guarantee.

To search a lodged Claim:

1. Navigate to **View Claims** screen
2. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the claim related to the specific party.
   - Specify the Guarantee Number/Beneficiary Name/Applicant Name//Accountee Name/ Claim Status/Transaction Type in the **Filter** field.
   - Click

to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

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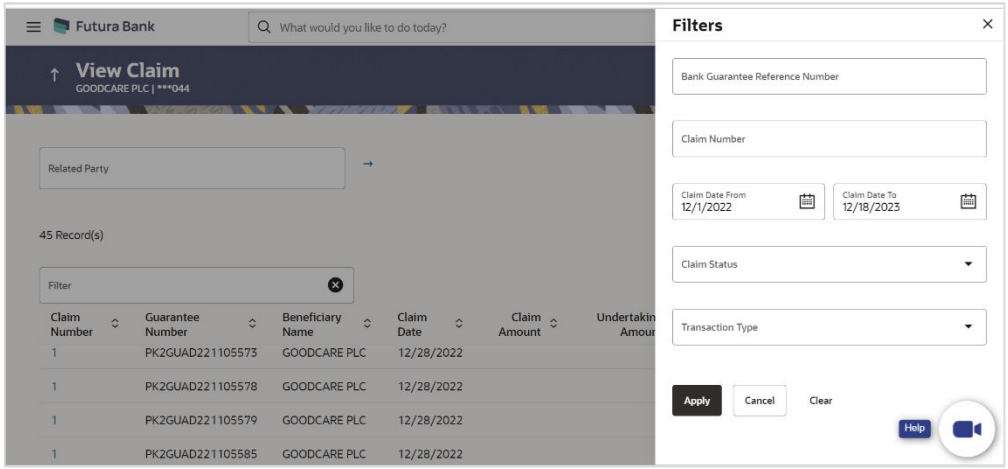
Figure 25-2 View Claims - Filter



For more information refer to the field description table below:

Table 25-1 View Claims - Filter - Field Description

Field Name	Description
Bank Guarantee Reference Number	Specify the inward/ outward guarantee reference number against which user has lodged a claim.
Claim Number	Specify the claim registered under the guarantee.
Claim Date From - Claim Date To	Specify the start date and end date to select the Claims as per the selected period.
Claim Status	Specify the status of the lodged claim. The options are: • **Lodged** • **Rejected** • **Settled** • **Injuction Received** • **Query to Extend or Settle** • **Extended**
Transaction Type	Specify the transaction type of transaction to filter the claims based on Guarantee and Stand By LC.

3. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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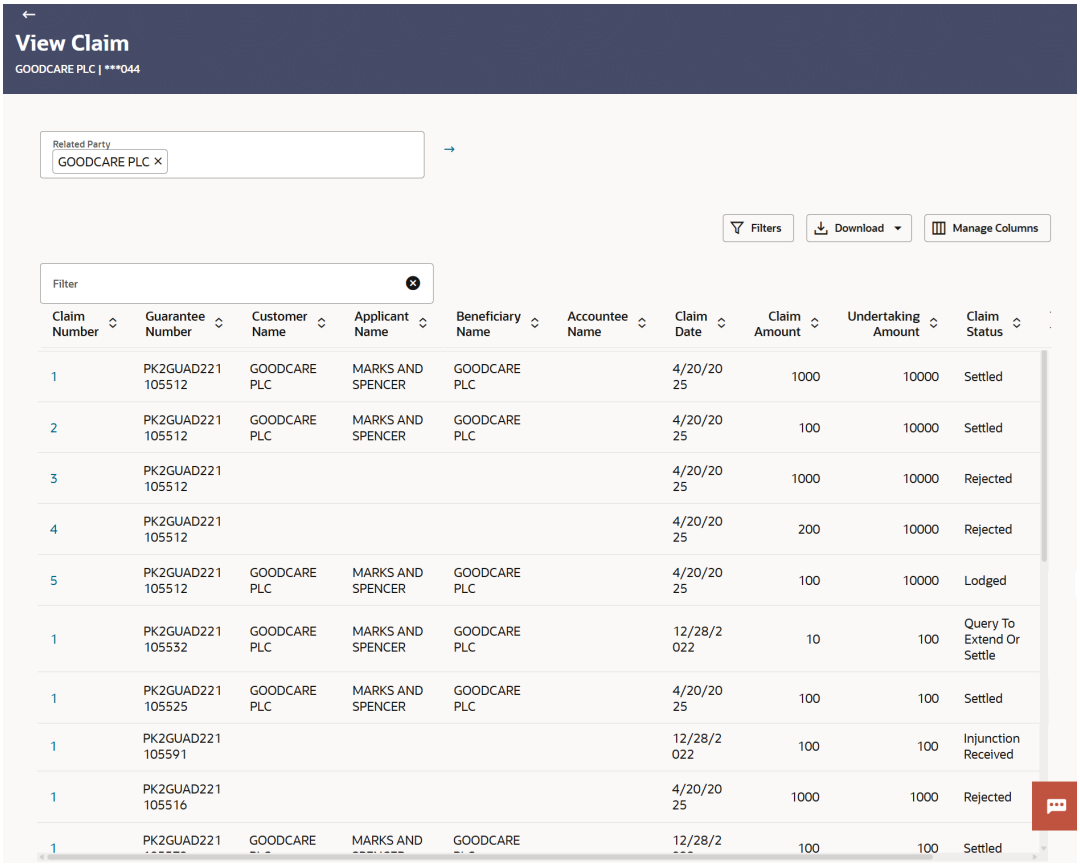
Figure 25-3 View Claims - Search Results



Claim Number	Guarantee Number	Customer Name	Applicant Name	Beneficiary Name	Accountee Name	Claim Date	Claim Amount	Undertaking Amount	Claim Status
1	PK2GUAD221105512	GOODCARE PLC	MARKS AND SPENCER	GOODCARE PLC		4/20/2025	1000	10000	Settled
2	PK2GUAD221105512	GOODCARE PLC	MARKS AND SPENCER	GOODCARE PLC		4/20/2025	100	10000	Settled
3	PK2GUAD221105512					4/20/2025	1000	10000	Rejected
4	PK2GUAD221105512					4/20/2025	200	10000	Rejected
5	PK2GUAD221105512	GOODCARE PLC	MARKS AND SPENCER	GOODCARE PLC		4/20/2025	100	10000	Lodged
1	PK2GUAD221105532	GOODCARE PLC	MARKS AND SPENCER	GOODCARE PLC		12/28/2022	10	100	Query To Extend Or Settle
1	PK2GUAD221105525	GOODCARE PLC	MARKS AND SPENCER	GOODCARE PLC		4/20/2025	100	100	Settled
1	PK2GUAD221105591					12/28/2022	100	100	Injunction Received
1	PK2GUAD221105516					4/20/2025	1000	1000	Rejected
1	PK2GUAD221	GOODCARE	MARKS AND	GOODCARE		12/28/2	100	100	Settled

For more information refer to the field description table below:

Table 25-2 View Claim - Filter Result - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Claim by **Party Name**.
Filter	Specify the Guarantee Number/Beneficiary Name/Applicant Name// Accountee Name/Claim Status/Transaction Type in the **Filter** field.
Filter Results	This section displays the filter results.
Claim Number	Displays the claim registered under the guarantee.
Guarantee Number	Displays the inward/ outward guarantee number.
Customer Name	Displays the customer of the inward/ outward guarantee.
Applicant Name	Displays the name of the applicant.
Beneficiary Name	Displays the name of the beneficiary of the guarantee.
Accountee Name	Displays the name of the accountee.
Claim Date	Displays the date on which the claim is lodged.
Claim Amount	Displays the claimed amount.
Undertaking Amount	Displays the undertaking amount along with the currency for which the guarantee is issued.

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Table 25-2 (Cont.) View Claim - Filter Result - Field Description

Field Name	Description
Claim Status	Displays the the transactions based on the selected claim status. The status can be: • Active • Hold • Cancelled • Liquidated • Closed • Reversed
Transaction Type	Displays the transaction type of transaction.

4. Perform one of the following actions:
   - Click on the desired **Claim Number** link to view the claim details. The **View Claim** details screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

25.2 Claims

This topic provides the systematic instructions to view the details captured for a claim that is to be lodged against the issued guarantee in the application.

The user can view the details entered for a claim that is lodged against the issued guarantee.
To view a claim:

1. On the to **View Claim** screen, click the desired **Claim Number** link to view the claim details.

   The **View Claim - View Claim Details** details screen appears.

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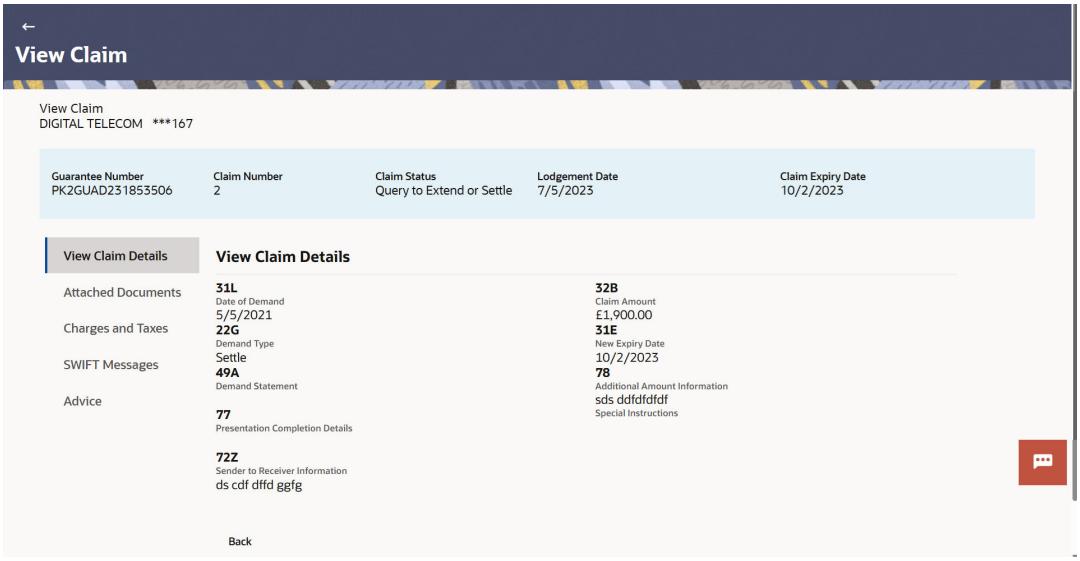
Figure 25-4 View Claim - View Claim Details



For more information refer to the field description table below:

Table 25-3 View Claim - View Claim Details - Field Description

Field Name	Description
Party Name	Displays the party name of the customer.
Guarantee Number	Displays the guarantee number of the guarantee against which the user has lodged a claim.
Claim Number	Displays the claim number of the lodged claim.
Claim Status	Displays the status of the lodged claim.
Lodgement Date	Displays the date on which the claim was lodged.
Claim Expiry Type	Displays the expiry date of the claim.
View Claim Details	This section displays the Claim Details.
Date of Demand	Displays the date on which the demand was raised by the beneficiary.
Demand Statement	Displays the demand statements.
Demand Type	Displays the type of demand. The values are: • **Pay or Extend** • **Pay Only**
Sender to Receiver Information	Displays the additional information of Sender to Receiver Information.
Instruction	Displays the special instructions details which is fetched from Remarks field of OBTF.
Claim Amount	Displays the amount to be claimed against the guarantee.
Additional Amount Information	Displays the details on additional amount.
New Expiry Date	Displays the new expiry date of the Guarantee.

2. Click **Settle** to initiate a settlement of Claim.

   The **Bank Guarantee Settlement** screen appears.

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3. Click **Back** to go back to previous screen.

> **Note**
>
> **Settle** button is not applicable for Claims under Inward Guarantee.

25.3 View Claim - Attached Documents

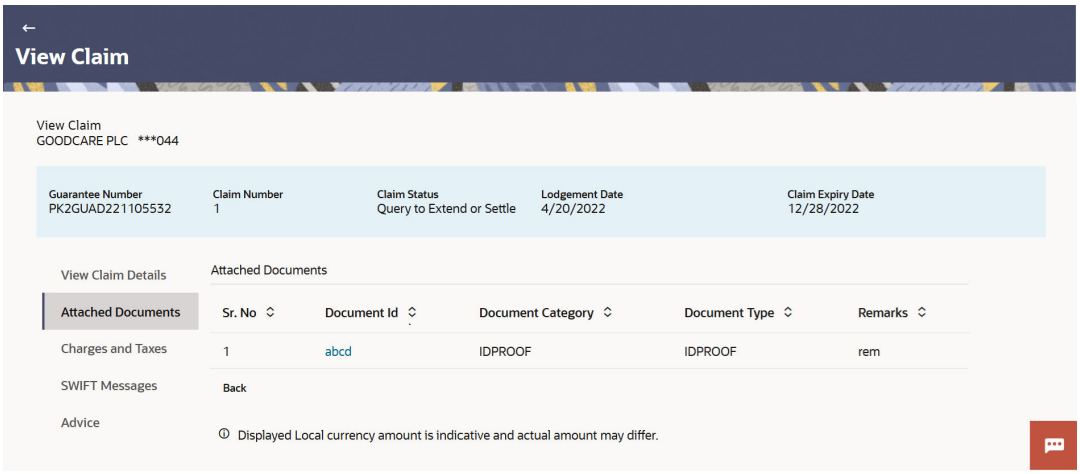
This topic provides the systematic instructions to view and download the Claim Attachments in the application.

This tab displays the list of all documents specific to claim attached under the Claim at every respective stage of the claim uploaded by the user. It allows the user to download the attachments done under the selected Claim.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 25-5 View Claim - Attached Documents tab



For more information refer to the field description table below:

Table 25-4 View Claim - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document Id** column to download the attached document.

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3. Click **Charges and Taxes** tab to view the charges and taxes details.
4. Click **Back** to go back to previous screen.

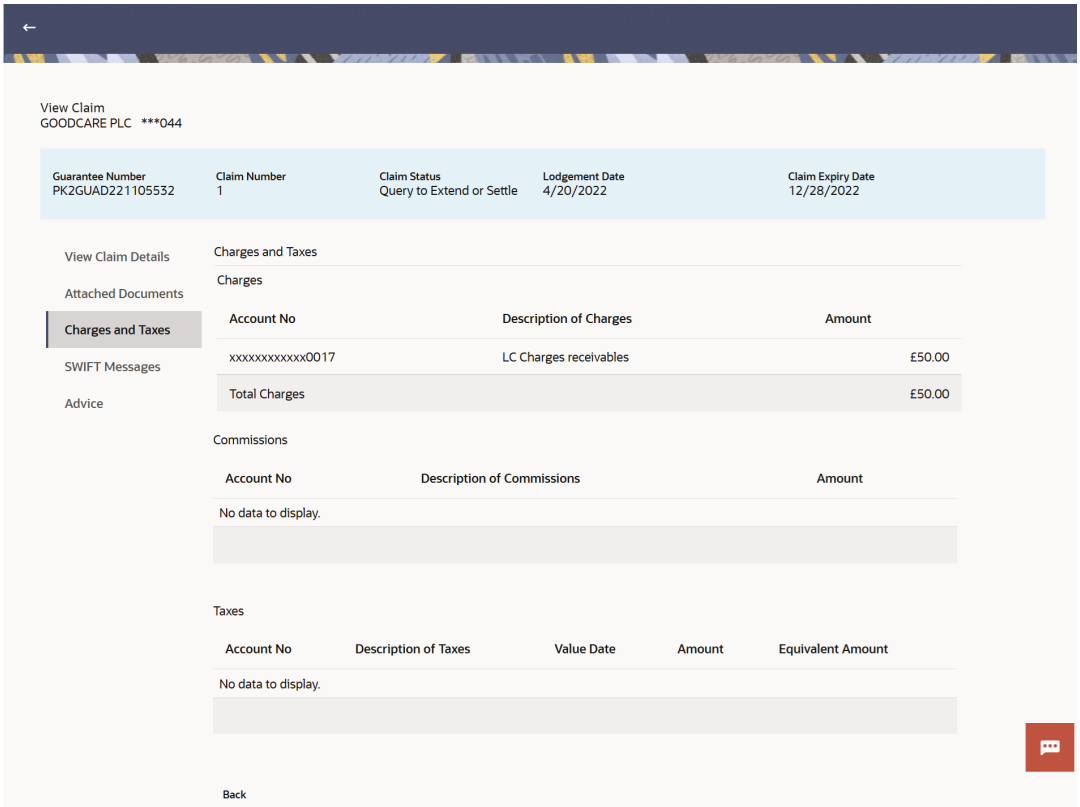
25.4 Charges and Taxes

This topic provides the systematic instructions to view the Charges and Taxes details in the application.

This tab lists charges and taxes specific to claim generated at every respective stage of the claim.

1. Navigate to the **Charges and Taxes** tab.

Figure 25-6 View Claim - Charges and Taxes tab



For more information refer to the field description table below:

Table 25-5 View Claim - Charges and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Total Charges	Displays the total charge amount.

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Table 25-5 (Cont.) View Claim - Charges and Taxes - Field Description

Field Name	Description
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Back** to go back to previous screen.

25.5 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages specific to claim generated at every respective stage of the claim. It allows the user to view and download the SWIFT messages generated for the selected Claim.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

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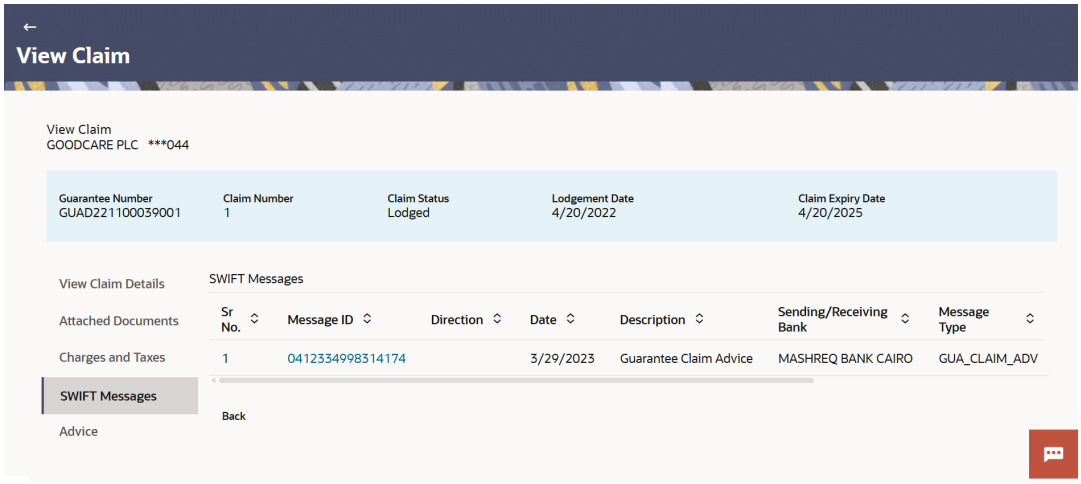
Figure 25-7 View Claim - SWIFT Messages



For more information refer to the field description table below:

Table 25-6 View Claim - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 740 etc.
Action	Displays the action to be taken that is to download the SWIFT details.

2. Click required link in the **Message ID** column to view the respective SWIFT details..

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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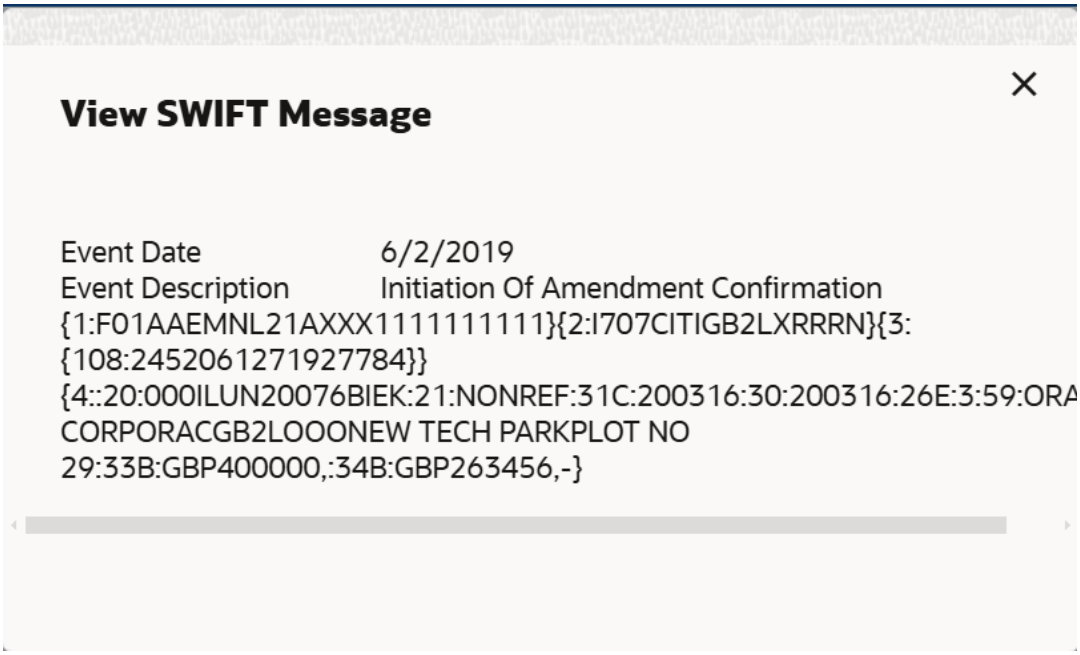
Figure 25-8 View SWIFT Message



For more information refer to the field description table below:

Table 25-7 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

25.6 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab displays the Advices specific to claim generated at every respective stage of the claim. It allows the user to view and download the advices generated for the selected Claim.

To view the Advice details:

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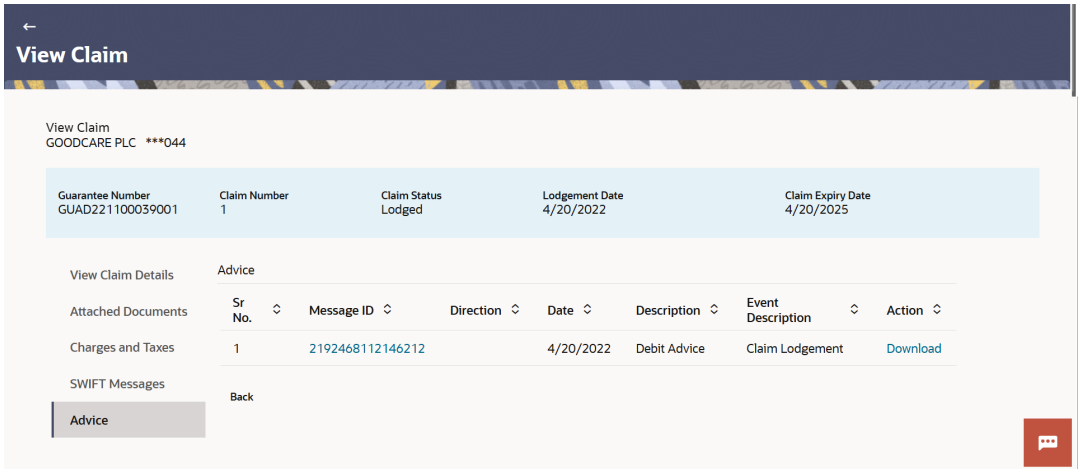
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 25-9 View Inward Guarantee - Advice tab



For more information refer to the field description table below:

Table 25-8 View Claim - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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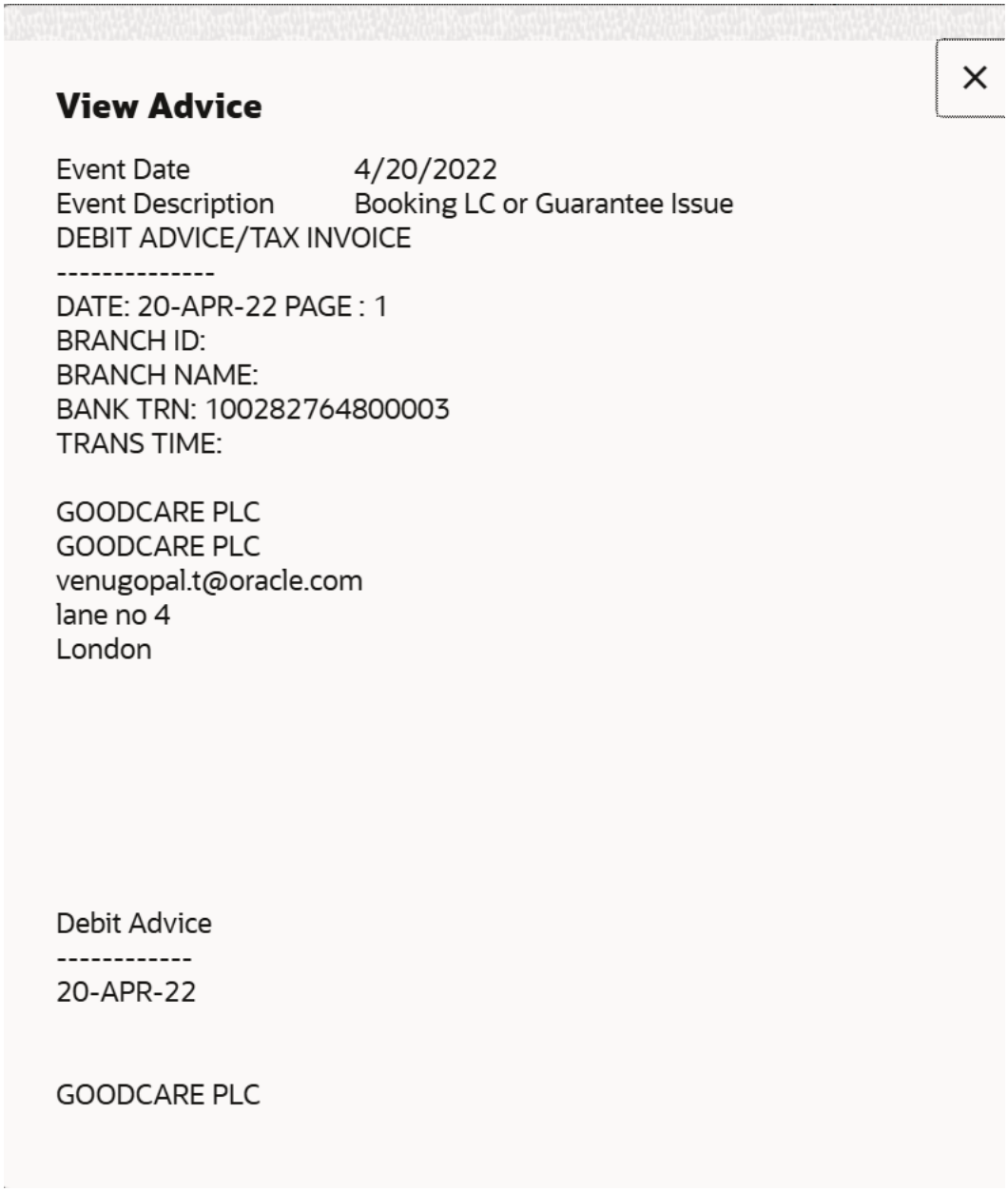
Figure 25-10 View Advice



For more information refer to the field description table below:

Table 25-9 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Bank** tab to view the bank details.
5. Click **Back** to go back to previous screen.

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26
Modify Claim

This topic provides the systematic instructions to modify the lodge claims.

The user can view and modify the details of the lodge claim for the Outward Guarantee. The user can update the details of the claim lodge by the Beneficiary, for the Outward Guarantee.

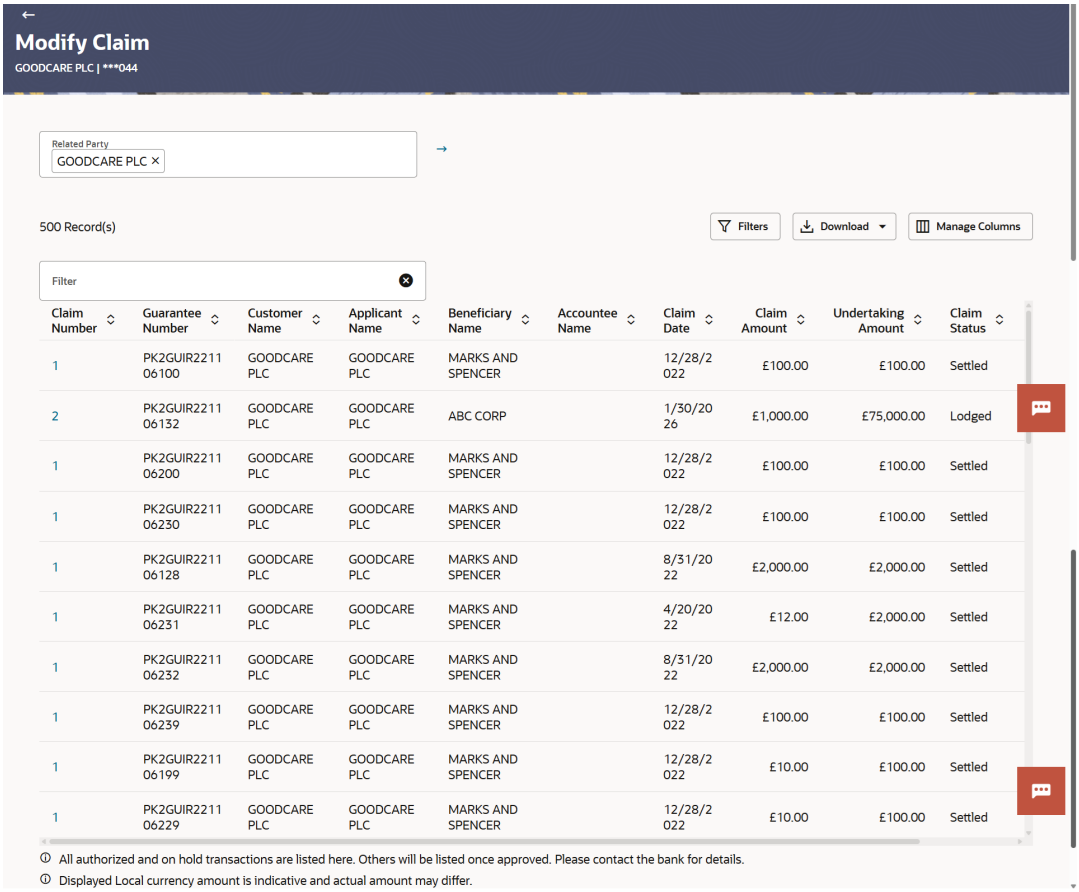
Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/ Stand By LC** . Under **Bank Guarantee/ Stand By LC**, click **Outward Bank Guarantee/ Stand By LC** and the click **Modify Guarantee Claim**.

  The **Modify Claim** screen appears.

Figure 26-1 Modify Claim



Claim Number	Guarantee Number	Customer Name	Applicant Name	Beneficiary Name	Accountee Name	Claim Date	Claim Amount	Undertaking Amount	Claim Status
1	PK2GUIR221106100	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
2	PK2GUIR221106132	GOODCARE PLC	GOODCARE PLC	ABC CORP		1/30/2026	£1,000.00	£75,000.00	Lodged
1	PK2GUIR221106200	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106230	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106128	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Settled
1	PK2GUIR221106231	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		4/20/2022	£12.00	£2,000.00	Settled
1	PK2GUIR221106232	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Settled
1	PK2GUIR221106239	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106199	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£10.00	£100.00	Settled
1	PK2GUIR221106229	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£10.00	£100.00	Settled

This topic contains following sub-topics:

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- Modify Claim - Search
  This topic provides the systematic instructions to search an view the lodged claim.
- Modify Claim - Claim Response
  This topic provides the systematic instructions to view the details captured for a claim that is lodged against the issued guarantee in the application.
- Modify Claim - Charges, Commissions and Taxes
  This topic provides the systematic instructions to view the Charges, Commissions and Taxes details in the application.
- Modify Claim - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

26.1 Modify Claim - Search

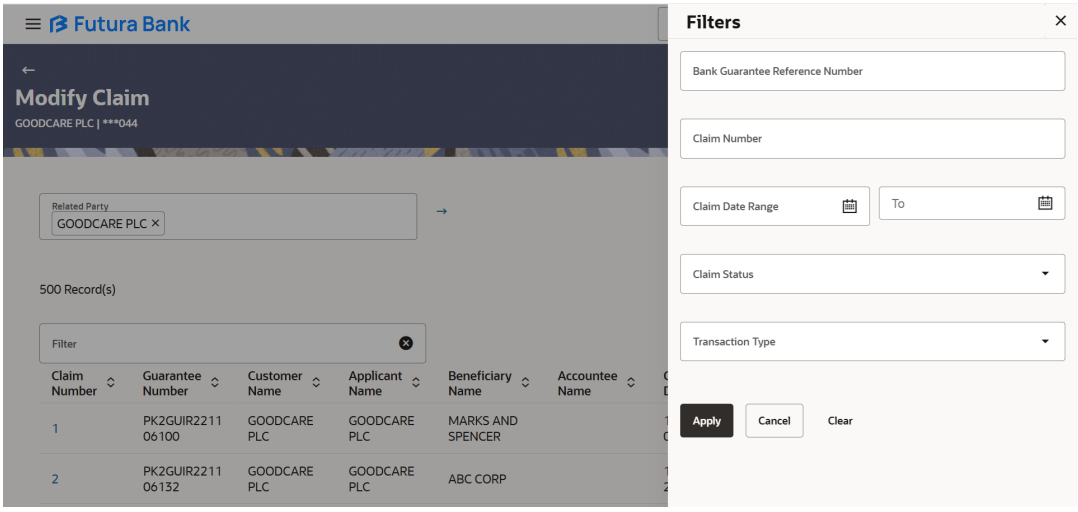
This topic provides the systematic instructions to search an view the lodged claim.

User can search the bank guarantee against which he wants to modify the lodged claim using Bank Guarantee Reference Number, Claim Number, Claim Date Range, Claim Status and Transaction Type fields.

To search the lodged claim:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the claim related to the specific party.
   - Specify the Bank Guarantee Reference Number/ Claim Number/ Claim Date Range/ Claim Status and Transaction Type in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 26-2 Modify Claim - Filter



For more information refer to the field description table below:

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Table 26-1 Modify Claim - Filter - Field Description

Field Name	Description
Bank Guarantee Reference Number	Specify the inward/ outward guarantee reference number against which user has lodged a claim.
Claim Number	Specify the claim registered under the guarantee.
Claim Date Range	Select the claim date range to select the Claims as per the selected period.
Claim Status	Specify the status of the lodged claim. The options are: • Lodged • Rejected • Settled • Injunction Received • Query to Extend or Settle • Extended
Transaction Type	Specify the transaction type of transaction to filter the claims based on Guarantee and Stand By LC. The options are: • Stand By LC • Guarantee

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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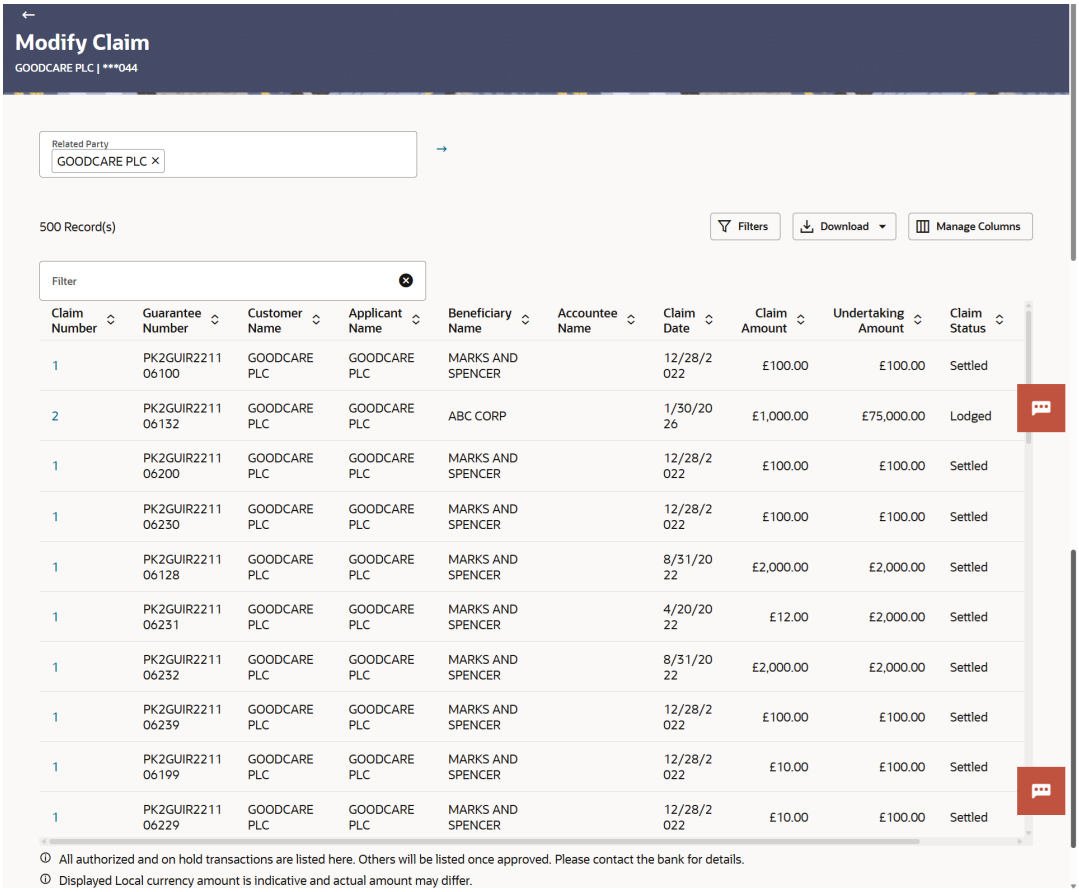
Figure 26-3 Modify Claim - Search Result



Claim Number	Guarantee Number	Customer Name	Applicant Name	Beneficiary Name	Accountee Name	Claim Date	Claim Amount	Undertaking Amount	Claim Status
1	PK2GUIR221106100	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
2	PK2GUIR221106132	GOODCARE PLC	GOODCARE PLC	ABC CORP		1/30/2026	£1,000.00	£75,000.00	Lodged
1	PK2GUIR221106200	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106230	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106128	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Settled
1	PK2GUIR221106231	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		4/20/2022	£12.00	£2,000.00	Settled
1	PK2GUIR221106232	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Settled
1	PK2GUIR221106239	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£100.00	£100.00	Settled
1	PK2GUIR221106199	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£10.00	£100.00	Settled
1	PK2GUIR221106229	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		12/28/2022	£10.00	£100.00	Settled

For more information refer to the field description table below:

Table 26-2 Modify Collection - Filter Result - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Collection by **Party Name**.
Filter	Specify the Bank Guarantee Reference Number/ Claim Number/ Claim Date Range/ Claim Status and Transaction Type.
Filter Results	This section displays the filter results.
Claim Number	Displays the claim registered under the guarantee. Displays the link to view the Claim details.
Guarantee Number	Displays the inward/ outward guarantee number.
Customer Name	Displays the name of the customer.
Applicant Name	Displays the name of the applicant.
Beneficiary Name	Displays the beneficiary name.
Accountee Name	Displays the accountee name.
Claim Date	Displays the date on which the claim is lodged.
Claim Amount	Displays the claim amount.
Undertaking Amount	Displays the undertaking amount along with the currency for which the guarantee is issued.

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Table 26-2 (Cont.) Modify Collection - Filter Result - Field Description

Field Name	Description
Claim Status	Displays the transactions based on the selected claim status.
Transaction Type	Displays the transaction type of transaction to filter the claims based on Guarantee and Stand By LC.

3. Perform one of the following actions:
   - Click on the desired **Claim Number** link to view the claim details. The **View Claim** screen appears with the details of the selected Claim Number. By default, **Claim Response** tab appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

26.2 Modify Claim - Claim Response

This topic provides the systematic instructions to view the details captured for a claim that is lodged against the issued guarantee in the application.

The user can view the details entered for a claim that is lodged against the issued guarantee.
To view a claim:

1. On the to **Modify Claim** screen, click the desired **Claim Number** link to view the claim details.

   The **Modify Claim - Claim Response - View Claim Details** screen appears.

Figure 26-4 Modify Claim - Claim Response - View Claim Details

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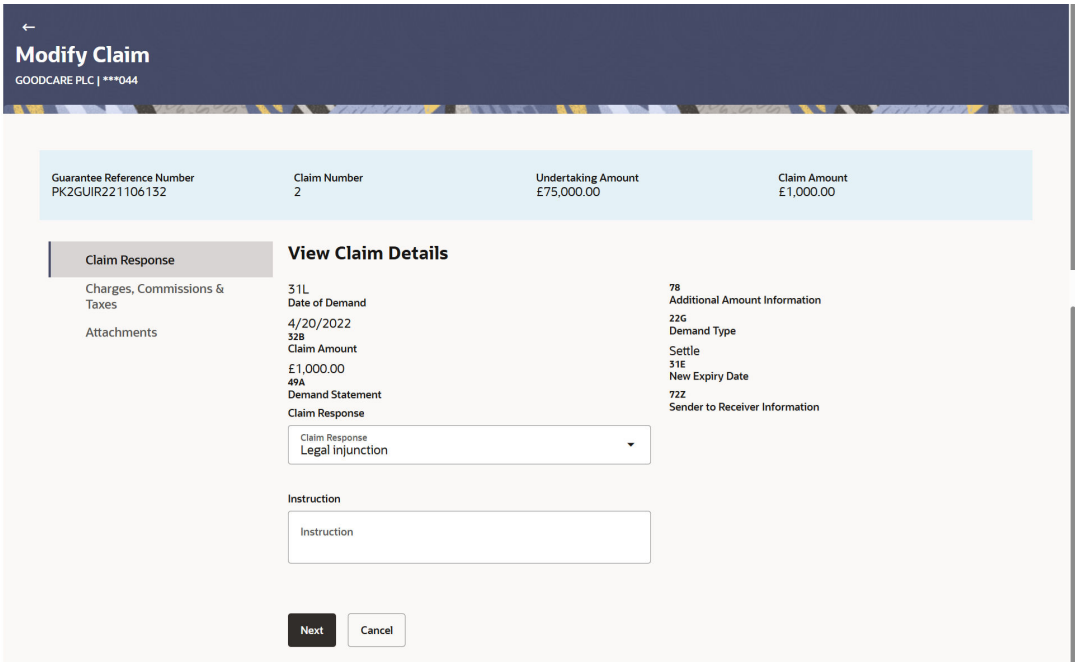

For more information refer to the field description table below:

Table 26-3 Modify Claim - Claim Response - Field Description

Field Name	Description
Guarantee Reference Number	Displays the guarantee number of the guarantee against which the user has lodged a claim.
Claim Number	Displays the claim number of the lodged claim.
Undertaking Amount	Displays the undertaking amount along with the currency for which the guarantee is issued.
Claim Amount	Displays the claimed amount.
View Claim Details	This section displays the claim details.
Date of Demand	Displays the date on which the demand was raised by the beneficiary.
Additional Amount Information	Displays the details on additional amount.
Claim Amount	Displays the amount to be claimed against the guarantee. The user has to select the claim currency.
Demand Type	Displays the type of demand. The options are: • Pay or Extend • Pay Only
Demand Statement	Displays the demand statements.
New Expiry Date	Displays the new expiry date of the Guarantee. This field appears if you select **Pay Only** option in the **Demand Type** field.

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Table 26-3 (Cont.) Modify Claim - Claim Response - Field Description

Field Name	Description
Claim Response	Select the response of the lodged claim. The options are: • Extend • Settle Claim • Reject Claim • Legal Injunction
Sender to Receiver Information	Displays the additional information of Sender to Receiver Information.
Reason for Refusal	Specify the reason for refusal of lodged claim. This fields is displayed if **Reject Claim** option is selected from **Claim Response** list.
Disposal Of Documents	Specify the text for disposal of documents. This fields is displayed if **Reject Claim** option is selected from **Claim Response** list.
Demand Type	Displays the type of demand. The values are: • **Pay or Extend** • **Pay Only**
Instruction	Specify the special instructions details.

2. Modify the details, if required.
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.

26.3 Modify Claim - Charges, Commissions and Taxes

This topic provides the systematic instructions to view the Charges, Commissions and Taxes details in the application.

This tab lists charges and taxes specific to claim generated at every respective stage of the claim.

1. Navigate to the **Charges, Commissions and Taxes** tab to view list of charges, commissions and taxes for the claim.

Figure 26-5 Modify Claim - Charges, Commissions and Taxes

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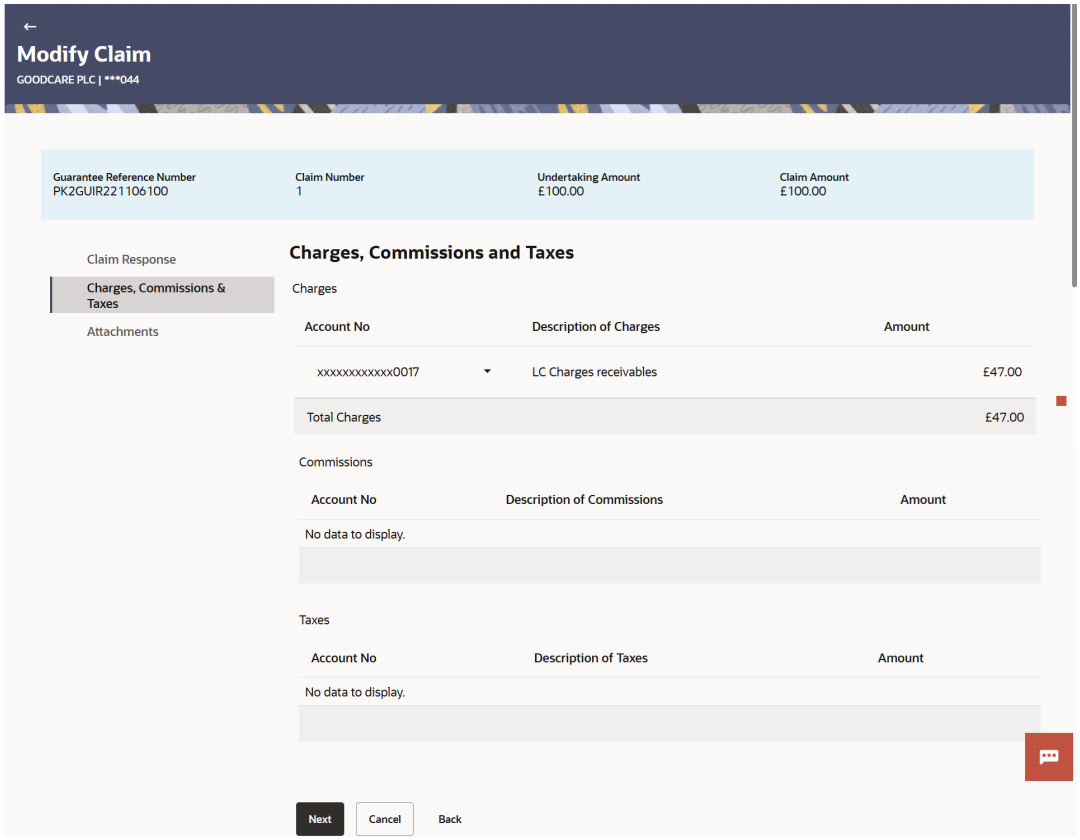

For more information refer to the field description table below:

Table 26-4 Modify Claim - Charges, Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the debit account number of the applicant.
Description of Charges	Displays the description of the charges applicable.
Amount	Displays the amount of charges.
Total Charges	Displays the total charge that will be levied in the transaction.
Commission	This section displays the Commission details.
Account No	Select the debit account number of the applicant.
Description of Commission	Displays the description of commissions charged by bank.
Amount	Displays the amount of Commission.
Total Commission	Displays the total Commission amount.
Taxes	This section displays the Taxes details.
Account No	Select the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Total Taxes	Displays the total Taxes amount.

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> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. In the **Charges, Commissions and Taxes** section, select the appropriate account, from the Account No. list
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

26.4 Modify Claim - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

You can view the list of all documents specific to claim attached under the Claim at every respective stage of the claim. You can also add multiple documents if required, or delete the existing documents.

To Attach Documents:

1. Click the **Attachments** tab to view the list of all documents uploaded or to attach.
2. Specify the Attachments details.

Figure 26-6 Modify Claim - Attachments

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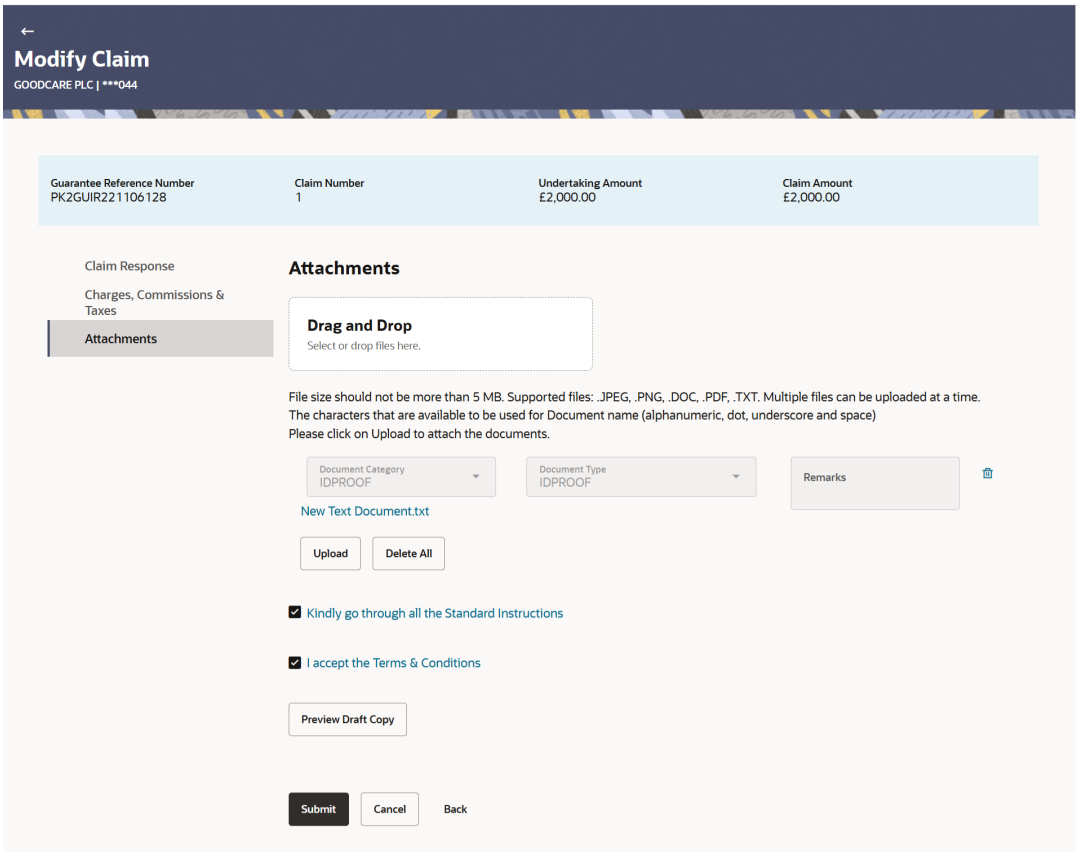

> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 26-5 Modify Claim - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Kindly Go through all the Standard Instructions	The option to accept that the user is gone through all the standard instructions. View the maintained standard instructions by the bank.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

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3. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
4. Select the required document present on your computer to upload.
5. Click **Upload** to upload document.
6. Click to remove the attached document.
7. Click **Delete All** to delete all the attachments.
8. Select the **Kindly Go through all the Standard Instructions**, check box.
9. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
10. Select the **I accept the Terms and Conditions** check box to accept the terms and conditions.
11. Click **Preview Draft Copy** to have a preview of draft.
12. Click **Submit**.

    The transaction is saved and the **Review Modify Claim** screen appears with three sections with an option to edit them individually.
13. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message modification of Claim appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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27

View Outward Guarantee/Stand By LC

This topic provides the systematic instructions to search, view and download the details of existing View Outward Guarantee/Stand By LC in the application.

A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of Bank Guarantees (also called Outward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and exported in various formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Outward Bank Guarantee/Stand By LC** and then click **View Outward Guarantee/Stand By LC**.

  The **View Outward Guarantee/Stand By LC** screen appears.

Figure 27-1 View Outward Guarantee/Stand By LC

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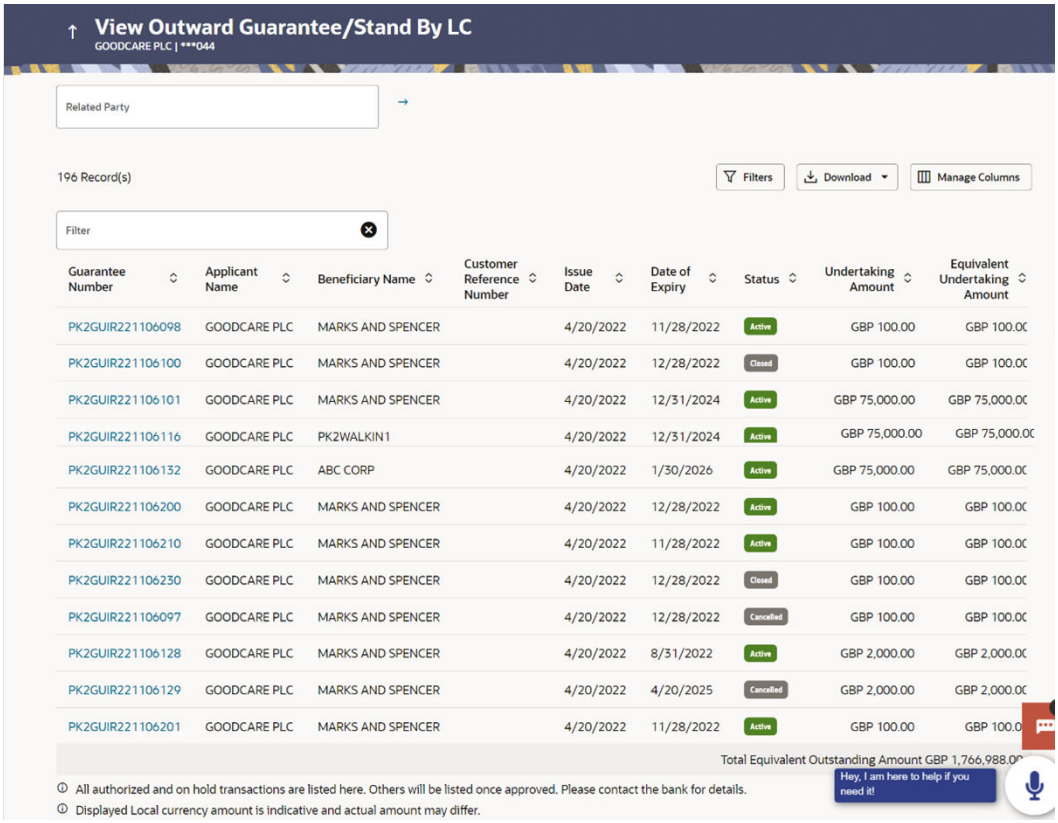

This topic contains following sub-topics:

- View Outward Guarantee/Stand By LC - Search
  This topic provides the systematic instructions to search an view the details of existing Outward Guarantee/Stand By LC.
- View Outward Guarantee – View Guarantee Details
  This topic provides the systematic instructions to view the View Outward Guarantee – View Guarantee Details in the application.
- View Outward Bank Guarantee - Amendments
  This topic provides the systematic instructions to view the amendments done to the Outward Guarantee in the application.
- View Outward Guarantee - Attached Documents
  This topic provides the systematic instructions to view and download the Outward Guarantee Attachments in the application.
- Linkages
  This topic provides the systematic instructions to view the Linkages details in the application.
- Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.

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- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

27.1 View Outward Guarantee/Stand By LC - Search

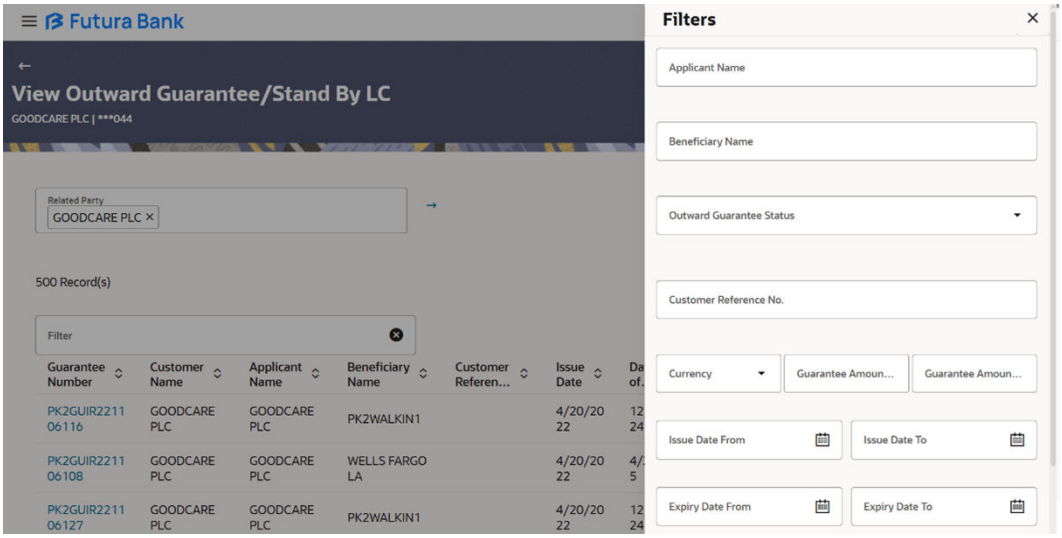
This topic provides the systematic instructions to search an view the details of existing Outward Guarantee/Stand By LC.

User can search the list existing Outward Guarantee using Applicant Name, Beneficiary Name, Outward Guarantee Status, Customer Reference No., Currency, Guarantee Amount From-Guarantee Amount To, Issue Date From - Issue Date To and Expiry Date From - Expiry Date To.

To search the existing Outward Guarantee/Stand By LC:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option to initiate a search for the warranty related to the specific party.
   - Specify the Guarantee Number/Customer Name/Applicant Name/Beneficiary Name/ Customer Reference Number/Issue Date/ Date Of Expiry /Status/Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/Equivalent Outstanding Amount/ Transaction Type in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 27-2 View Outward Guarantee/Stand By LC - Filter



For more information refer to the field description table below:

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Table 27-1 View Outward Guarantee/Stand By LC - Filter - Field Description

Field Name	Description
Applicant Name	Specify the applicant name. This is the name of corporate who has made the Outward guarantee in favour of Beneficiary.
Beneficiary Name	Specify the name of the beneficiary of the guarantee.
Outward Guarantee Status	Select the current status of the Outward Guarantee. The options are: • Active • Hold • Cancelled • Reversed • Closed
Customer Reference Number	Specify the customer reference number to search the outward guarantee.
Currency	Select the currency under the Outward Guarantee.
Guarantee Amount From - Guarantee Amount To	Specify the Guarantee amount range used for searching the Outward Guarantee.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Outward Guarantee.
Expiry Date From - Expiry Date To	Specify the start date and end date date range in which the Guarantee expires to fine tune the search results.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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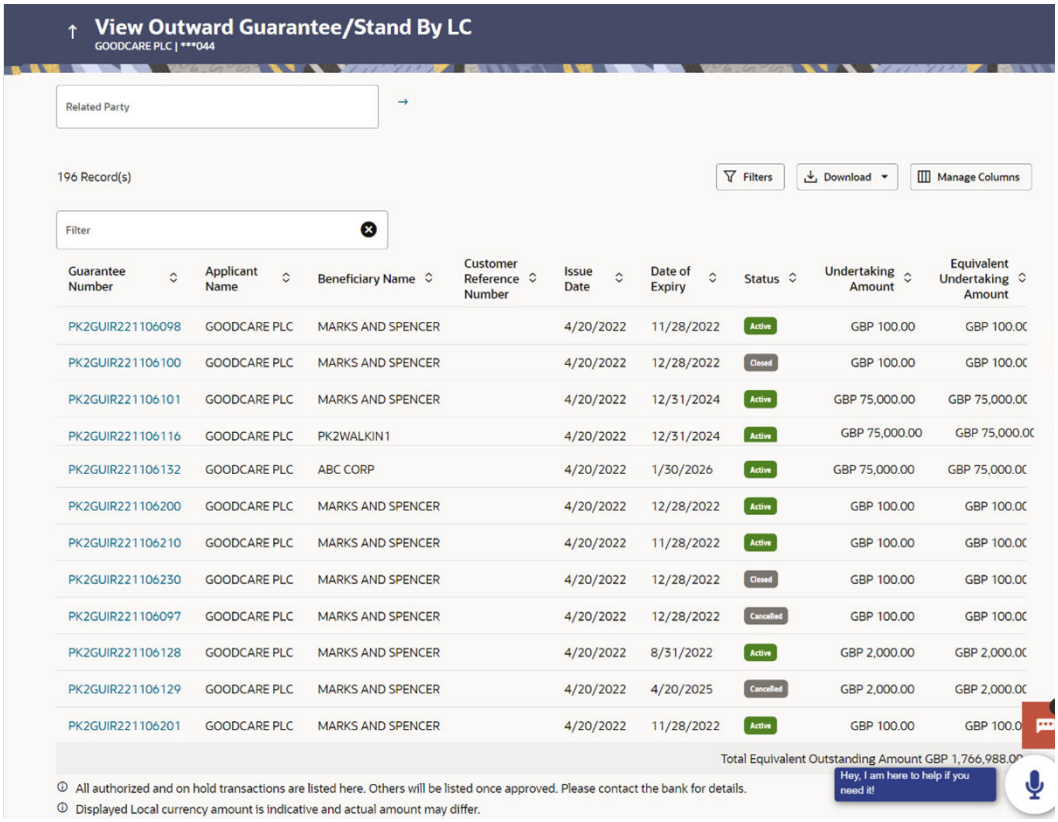
Figure 27-3 View Outward Guarantee/Stand By LC



For more information refer to the field description table below:

Table 27-2 View Outward Guarantee/Stand By LC - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the Outward Guarantee by **Party Name**.
Filter	Specify the Guarantee Number/Applicant Name/Beneficiary Name/ Customer Reference Number /Status/Undertaking Amount/ Equivalent Undertaking Amount/ Outstanding Amount/Equivalent Outstanding Amount/Transaction Type in the **Filter** field to view the Outward Guarantee.
Filter Results	This section displays the filter results.
Guarantee Number	Displays the Outward Guarantee number. Displays the link to view details of the Outward Guarantee.
Customer Name	Displays the customer's name of the Outward guarantee.
Applicant Name	Displays the name of the applicant who has made the Outward guarantee in favour of Beneficiary.
Beneficiary Name	Displays the name of the beneficiary of the Outward Guarantee.
Customer Reference Number	Specify the customer reference number to search the Outward Guarantee.
Issue Date	Displays the the issue date of the Outward Guarantee.
Date of Expiry	Displays the expiry date of the Outward Guarantee.
Status	Displays the current status of the Outward Guarantee.

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Table 27-2 (Cont.) View Outward Guarantee/Stand By LC - Filter Result Field Description

Field Name	Description
Undertaking Amount	Displays the undertaking amount for the Outward Guarantee along with the currency.
Equivalent Undertaking Amount	Displays the equivalent amount of the Outward Guarantee.
Outstanding Amount	Displays the undrawn amount of the Outward Guarantee.
Equivalent Outstanding Amount	Displays the equivalent undrawn amount of the Outward Guarantee.
Transaction Type	Displays the transaction type of transaction.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Guarantee Number** link to view the Outward Guarantee details. The **View Outward Guarantee - View Guarantee Details** screen appears.
   - Click the

icon to download the records in CSV & PDF format.
   - Click the

icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

27.2 View Outward Guarantee – View Guarantee Details

This topic provides the systematic instructions to view the View Outward Guarantee – View Guarantee Details in the application.

View Outward Guarantee – Outward Guarantee Details captures the general details of the Outward Guarantee in the application.

To view an Outward Guarantee – View Guarantee Details:

1. Navigate to **View Outward Guarantee** screen.

   On navigation to **View Outward Guarantee** screen, user lands to **View Guarantee Details** tab screen.

Figure 27-4 View Outward Guarantee – View Guarantee Details

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View Outward Guarantee

GOODCARE PLC | ***044

Guarantee Number	Maturity Date	Contract Amount	Product
PK2GUIR221106130 ACTIVE	1/30/2025	£75,000.00	Guarantee Issuance Reissuance upon receiving request

Initiate Tracer

- View Guarantee Details
- Amendments
- Attached Documents
- Linkages
- Charges, Commissions and Taxes
- SWIFT Messages
- Advices

View Guarantee Details

50
Applicant
GOODCARE PLC
View Address

Date of Application
4/20/2022

22D
Form of Undertaking
Demand Guarantee

Product Details

Product
Guarantee Issuance Reissuance upon receiving request

Type of Guarantee
Performance Guarantee

39F
Supplementary Information About Amount

22A
Purpose of Message
Issue of undertaking

59A
Beneficiary
ABC CORP
View Address

23X
File Identification

Other Details

Medium
SWIFT

56A
Advising Bank
WELLS FARGO LA
View Address

40C
Applicable Rules
Uniform Rules For Demand Guarantees

Commitment Details

Customer Reference No

32B
Undertaking Amount
£75,000.00

71D
Charges

Governing Law and/or Place of Jurisdiction

48B
Demand Indicator

Effective Date
4/20/2022

48D
Transfer Indicator
No

45L
Underlying Transaction Details
UNDERLYING TRADE TRANSACTIONS

Presentation Documents and Undertaking Terms and Conditions

77U

Undertaking Terms and Conditions
Non standard

GUARANTEE TERMS AND CONDITIONS

45C

Document and Presentation Instructions

Expiry & Extension Instructions

23B
Expiry Type
Fixed

23F
Automatic Extension Period

78
Automatic Extension Non-Extension Notification

31S
Automatic Extension Final Expiry Date

72Z
Sender to Receiver Information

31E
Expiry Date
12/31/2024

Closure Date
1/30/2025

26E
Automatic Extension Notification Period
0

Special instruction

Delivery Details

24E
Delivery of Amendment to the undertaking

24G
Delivery To/Collection by

Local Undertaking

The Form of Undertaking is selected as "Issue of Undertaking" and Local Undertaking is not applicable for "Issue of Undertaking".

Initiate Amendment | Copy and Initiate | Back

ⓘ Displayed Local currency amount is indicative and actual amount may differ.

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For more information refer to the field description table below:

Table 27-3 View Outward Guarantee – View Guarantee Details - Field Description

Field Name	Description
Guarantee Number	Displays the Outward Guarantee number.
Maturity Date	Displays the maturity date of the Outward Guarantee.
Contract Amount	Displays the contract amount of the Outward Guarantee.
Product	Displays the product type as coming from Host.
View Guarantee Details	This section displays the Outward Guarantee details.
Applicant Name	Displays the name of the applying party.
View Address	Click the link to view the address and country of the applying party of the Outward Guarantee in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the applying party of the Outward Guarantee coming from Host.
Accountee Name	Displays the name of the Accountee.
Address	Displays the address of the Accountee.
Country	Displays the country of the Accountee.
Date of Application	Displays the date when guarantee has been initiated.
Form of Undertaking	Displays the form of undertaking. The options are: • **Demand Guarantee** • **Standby Letter of Credit**
Beneficiary Name	Displays the name of beneficiary party.
View Address	Click the link to view the address and country of the beneficiary party of the Outward Guarantee in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary party of the Outward Guarantee coming from Host.
Product	Displays the product type as coming from Host.
Type of Guarantee	Displays the guarantee type.
Applicable Rules	Displays the applicable rules for guarantee.
Supplementary Information About Amount	Displays the supplementary information about the amount.
Medium	Displays the medium of outward guarantee. The options are: • **SWIFT** • **Mail**
Instructing Party	Displays the name of the obligator or instructing party.
Address	Displays the address of the instructing party.
Country	Displays the country of the instructing party.
Advising Bank	Displays the name of the Advising bank.
SWIFT Code	Displays the SWIFT code of Advising Bank.

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Table 27-3 (Cont.) View Outward Guarantee – View Guarantee Details - Field Description

Field Name	Description
View Address	Click the link to view the address and country of the Advising Bank in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the Advising Bank coming from Host.
Country	Displays the country of the Advising bank.
Advising Through Bank	Displays the advising through bank SWIFT ID and address.
Sender to Receiver Information	Displays the details of Sender to Receiver Information while initiating a Bank Guarantee so that any information for receiver can be passed under SWIFT message.
Commitment Details	This section displays the Commitment details.
Contract Reference Number	Displays an applicant's reference number of the Outward Guarantee.
Undertaking Amount	Displays the currency and amount of the Outward Guarantee application.
Charges	Displays the details charges, and who will bear it for the Outward guarantee.
Governing Law and/or Place of Jurisdiction	Displays the details of the Governing Law and/or Place of Jurisdiction applicable to the undertaking.
Demand Indicator	Displays the details of whether the multiple or partial demands are permissible while initiating Outward guarantee or not.
Effective Date	Displays the effective date of the Outward Guarantee.
Additional Amounts Information	Displays the details of the details the obligator/ Concerning party for the Inward guarantee, and information for the undertaking such as interests, tolerances. +/- Tolerances to be specified as 2n/2n format.
Transfer Indicator	Displays the whether the multiple or partial demands are permissible for the Outward guarantee.
Underlying Transaction Details	Displays the details of the underlying business transactions for which undertaking is issued.
Presentation Documents and Undertaking Terms and Conditions	This section includes the documents and undertaking terms and conditions present in the Outward Guarantee application.
Undertaking Terms and Condition	Displays the details of applicable terms and condition of the undertaking.
Document and Presentation Instructions	Displays the details of the document and presentation instructions present in the Outward Guarantee.
Expiry and Extension Instructions	This section includes the expiry condition and extension applicable for the Outward Guarantee application.
Confirmation Instructions	Displays the confirmation instructions for the requested confirmation party. The options can be: • **May Confirm** - The requested confirmation party may add its confirmation to the credit • **Confirm** - The requested confirmation party is requested to confirm the credit • **Without** - No confirmation is requested
Requested Confirmation Party	Bank which is requested to add its confirmation or may add its confirmation.

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Table 27-3 (Cont.) View Outward Guarantee – View Guarantee Details - Field Description

Field Name	Description
Available With	Displays the details of Bank where credit would become available. It is captured by Bank's SWIFT code
Confirming Bank	Displays the confirming party is the Confirming bank.
Expiry Type	Displays the type of validity applicable to the Outward Guarantee. The options are: • **COND** Expiry condition (including option for specified date of expiry). • **FIXD** Specified date of expiry (either with or without automatic extension). • **OPEN** No specified date of expiry.
Auto Renewal	Displays whether auto renewal of guarantee is required or not. This field is appears if **Expiry Type** is **Open**.
Automatic Extension Details	Displays the period after which automatic extension is given to the Outward Guarantee.
Automatic Extension Period	Displays of the automatic extension of the Outward Guarantee. This field appears only if the **Other** option is selected in the **Automatic Extension Period** list. And if **Days** option is selected the number of days can be seen.
Guarantee Expiry Date	Displays the expiry date of the Outward Guarantee.
Closure Date	Displays the closing date of the Outward Guarantee. The closure date must be after expiry date of the Outward Guarantee.
Automatic Extension Non-Extension Notification	Displays the notification given for non-extension of automatic extension while creating Outward Guarantee.
Automatic Extension Notification Period	Displays the period after which notification given for non-extension of automatic extension while creating Outward Guarantee.
Automatic Extension Final Expiry Date	Displays the date after which validity of automatic extension to the Outward Guarantee expires.
Special Instructions	Displays the special instructions.
Delivery Details	This section displays the details of the delivery of the Outward Guarantee.
Delivery Of Amendment to the Undertaking	Displays the details about how delivery of the amendment to the undertaking will be done. The options can be: • **By Collection** • **By Courier** • **By Mail** • **By Messenger - Hand-deliver** • **By Registered Mail or Airmail** • **Other method**
Delivery To/ Collection by	Displays the details to whom the delivery of undertaking will be done.

2. Perform any one of the following actions:
   - Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.
   - Click **Initiate Amendment** to go to the **InitiateOutward Guarantee** transaction.
   - Click **Back** to navigate back to previous screen.

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27.3 View Outward Bank Guarantee - Amendments

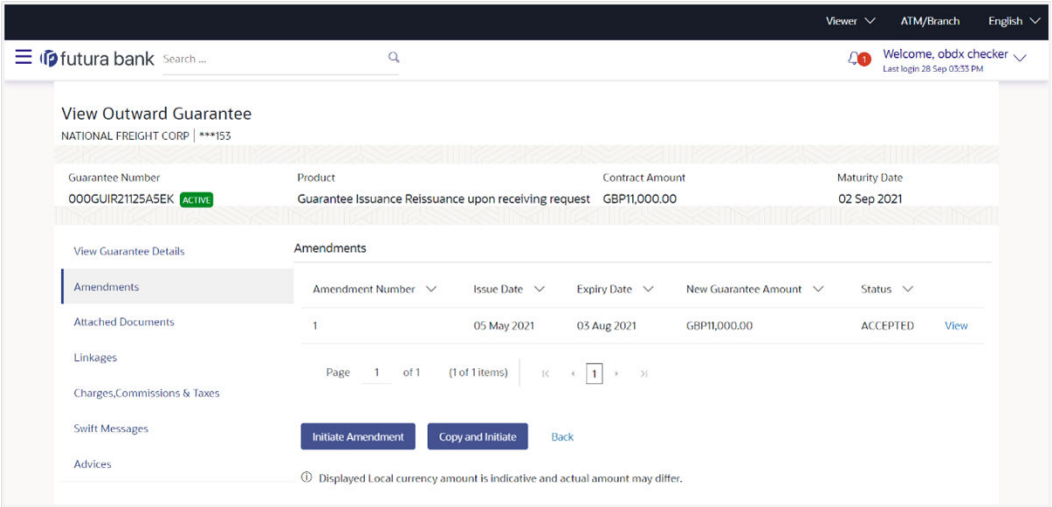
This topic provides the systematic instructions to view the amendments done to the Outward Guarantee in the application.

This tab displays the amendments done to the Outward Guarantee. The user can also initiate a new amendment request.

To View the amendments:

1. Navigate to the **Amendments** tab.

Figure 27-5 View Outward Bank Guarantee - Amendments tab



For more information refer to the field description table below:

Table 27-4 View Outward Bank Guarantee - Amendments - Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the Outward Guarantee. Displays the link to view details of the Outward Guarantee amendment.
Issue Date	Displays the issue date of the Outward Guarantee.
Expiry Date	Displays the modified expiry date of the Outward Guarantee.
New Guarantee Amount	Displays the modified amount of the Outward Guarantee.
Status	Displays the status of raised amendment.

2. Click the required link in the **View** column.

   The **Outward Guarantee Amendment** screen appears for the selected Outward Guarantee amendment.

3. Perform any one of the following actions:

   - Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.

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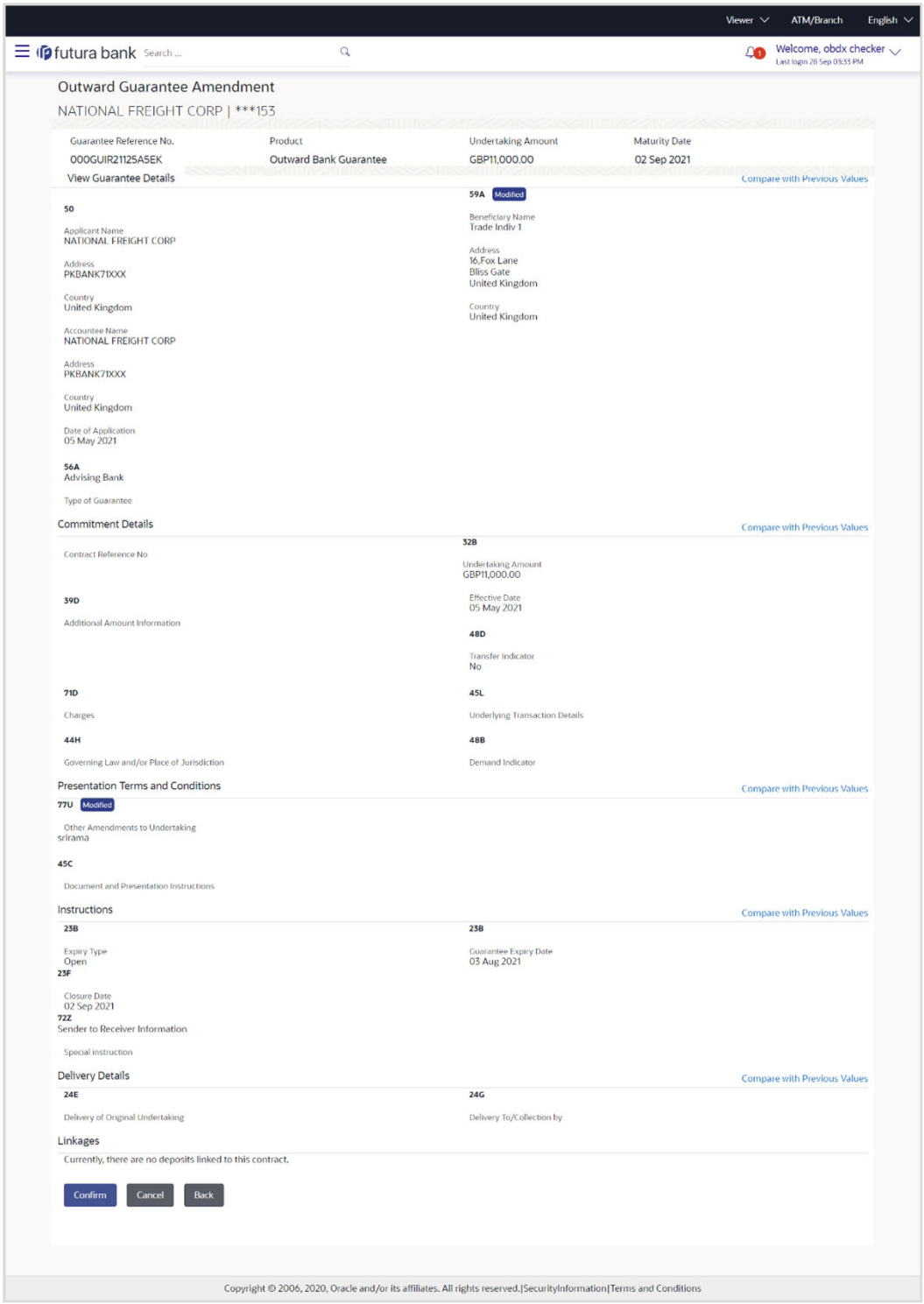
- Click **Initiate Amendment** to go to the **Initiate Outward Guarantee** transaction.
- Click **Back** to navigate back to previous screen.

4. Click the **Attached Documents** tab to go to the view the attached documents detail.

View Amendment Details
This screen allows the user to view the details of the amendment done under selected Outward Bank Guarantee.



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a. Click **Cancel** to cancel the transaction, The **Dashboard** appears. The **View Outward Guarantee** screen appears.

b. Click **Back** to navigate back to previous screen.

27.4 View Outward Guarantee - Attached Documents

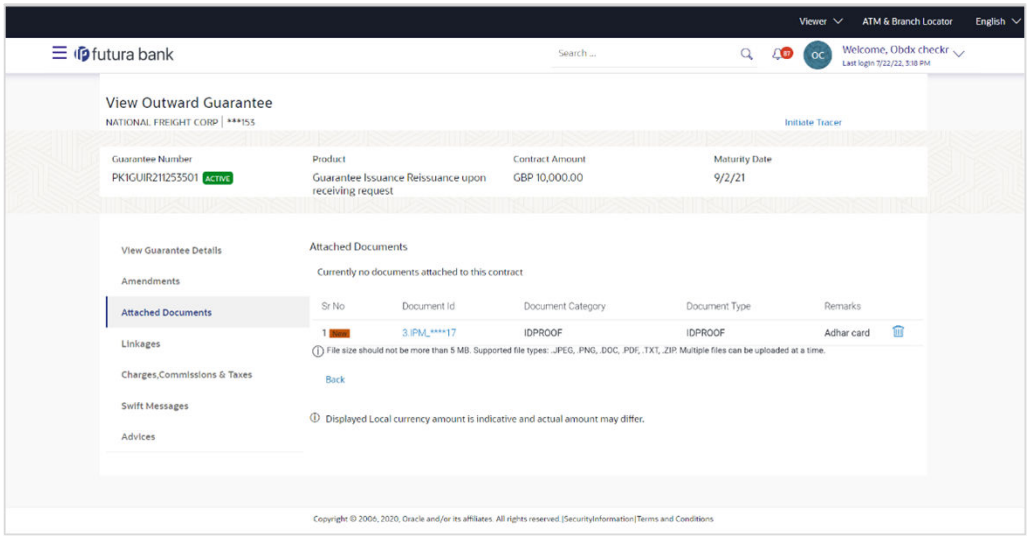
This topic provides the systematic instructions to view and download the Outward Guarantee Attachments in the application.

This tab displays the list of all documents uploaded by the user.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 27-6 View Outward Guarantee - Attached Documents tab



For more information refer to the field description table below:

Table 27-5 View Outward Guarantee - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

2. Click the required link in the **Document Id** column to download the attached document.

3. Click **Linkages** tab to view the linkage details.

4. Click **Back** to go back to previous screen.

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27.5 Linkages

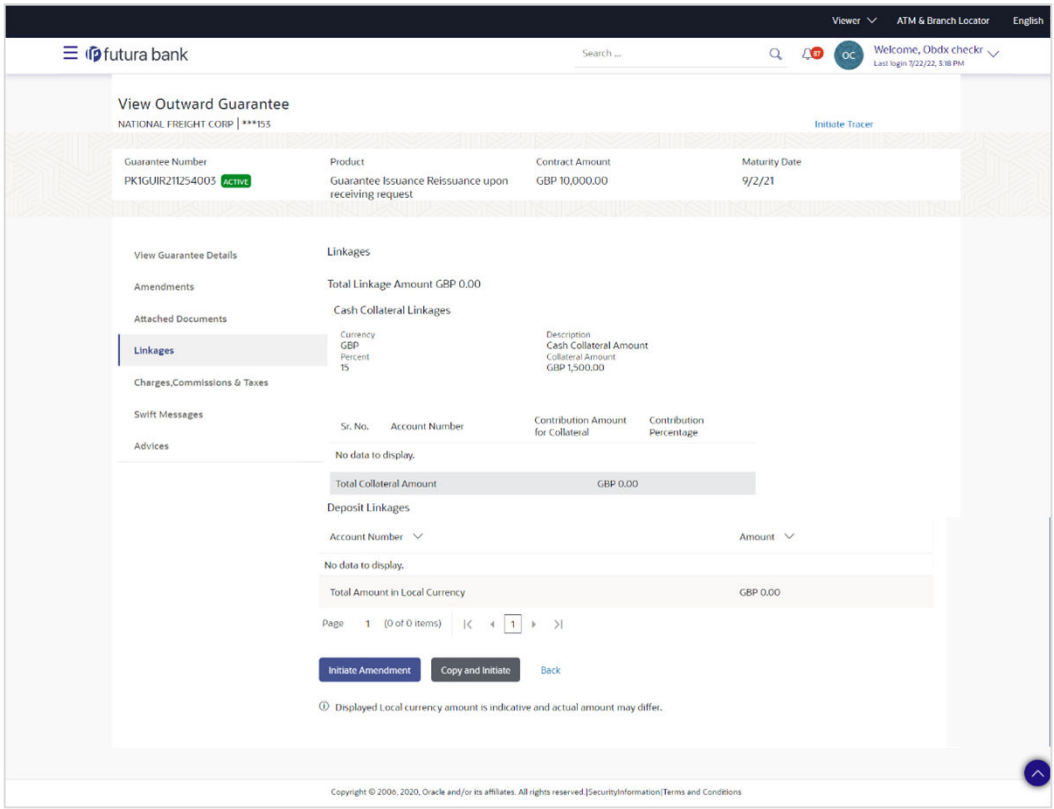
This topic provides the systematic instructions to view the Linkages details in the application.

This tab allows the user to link a deposit account while initiating a transaction.

To view the linkages details:

1. Navigate to the **Linkages** tab.

Figure 27-7 View Outward Guarantee - Linkages tab



For more information refer to the field description table below:

Table 27-6 View Outward Guarantee - Linkages - Field Description

Field Name	Description
Total Linkage Amount	Displays the total linkage amount.
Cash Collateral Linkages	This section displays the Cash Collateral Linkages details.
Currency	Displays the contract currency of cash collateral as maintained at back office.
Percent	Displays the percentage of LC to be used as collateral – as maintained at OBTF.
Description	Displays the description of collateral linkage.

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Table 27-6 (Cont.) View Outward Guarantee - Linkages - Field Description

Field Name	Description
Collateral Amount	Displays the amount to be used as Collateral for LC.
Account Number	Displays the accounts that are mapped to the user.
Contribution Amount for Collateral	Displays the amount to be used from the selected account towards the collateral.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is displayed.
Total Collateral Amount	Displays the amount to be contributed from selected account in the account's currency.
Deposit Linkages	This section displays the Deposit Linkages details.
Deposit Number	Displays the deposit account that has to be mapped to the transaction.
Linked Amount	Displays the amount that is to be linked for the transaction, and partial linkages to be supported.
Linked Amount In Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Amount in Local Currency	Displays the total amount in local currency.

2. Perform any one of the following actions:
   - Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.
   - Click **Initiate Amendment** to go to the **InitiateOutward Guarantee** transaction.
   - Click **Back** to navigate back to previous screen.
3. Click **Charges, Commissions and Taxes** tab to view the Charges, Commissions and Taxes details.

27.6 Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes levied for the Outward Guarantee.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 27-8 View Outward Guarantee - Charges Commissions and Taxes tab

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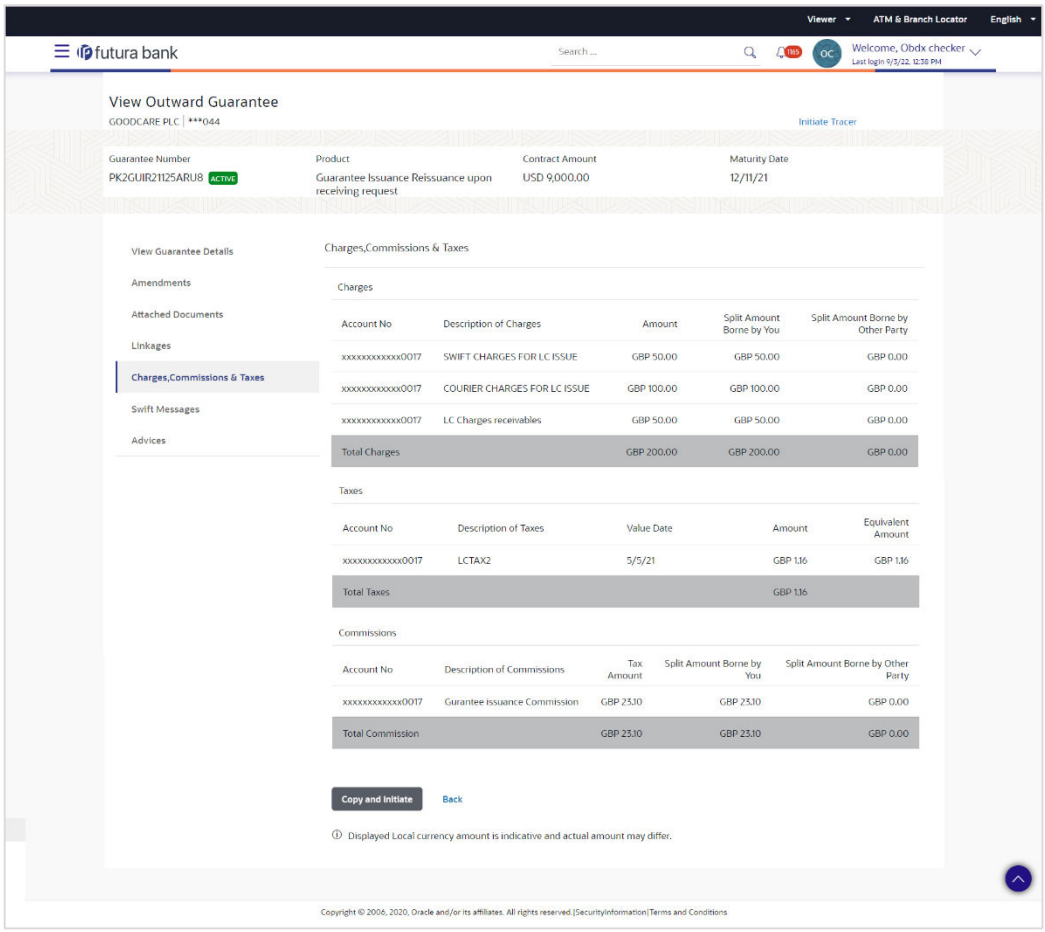

For more information refer to the field description table below:

Table 27-7 View Outward Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.

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Table 27-7 (Cont.) View Outward Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Split Amount Borne by You	Displays the split commission amount which is to be paid by you.
Split Amount Borne by Other Party	Displays the split commission amount which is to be paid by other party.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Perform any one of the following actions:
   - Click **Copy and Initiate** to copy details of Outward Guarantee, and initiate a new Outward Guarantee. The **Initiate Outward Guarantee** screen appears.
   - Click **Back** to navigate back to previous screen.
3. Click **SWIFT Messages** tab to view the SWIFT Messages details.

27.7 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages exchanged between both the parties. It allows the user to view and download the SWIFT messages generated for the selected Outward Guarantee.

To view the SWIFT Messages details:

1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

Figure 27-9 View Outward Guarantee - SWIFT Messages tab

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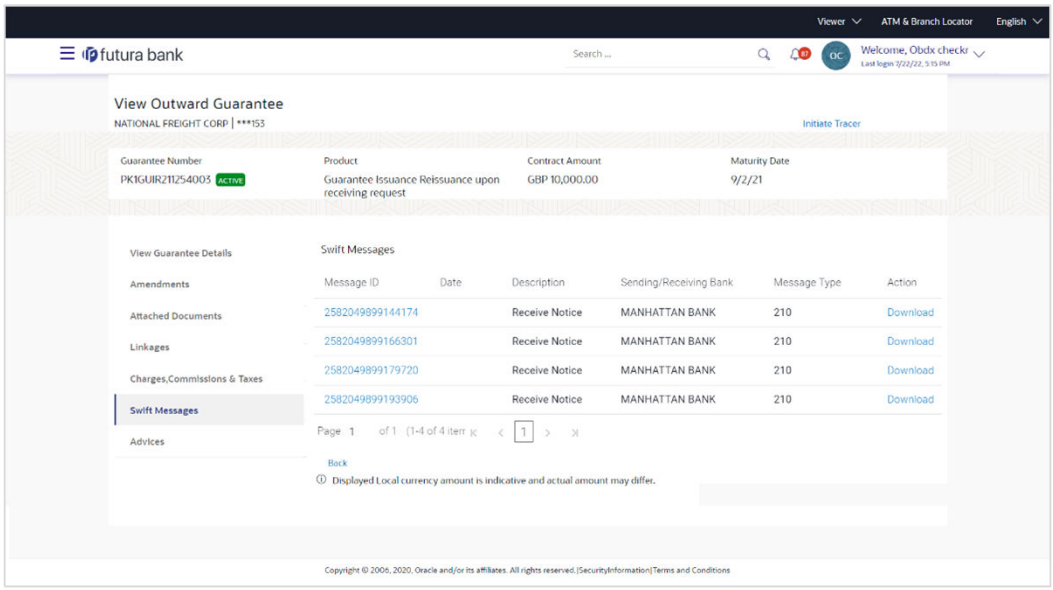

For more information refer to the field description table below:

Table 27-8 View Outward Guarantee - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received such as MT 700, MT 707 etc.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details..

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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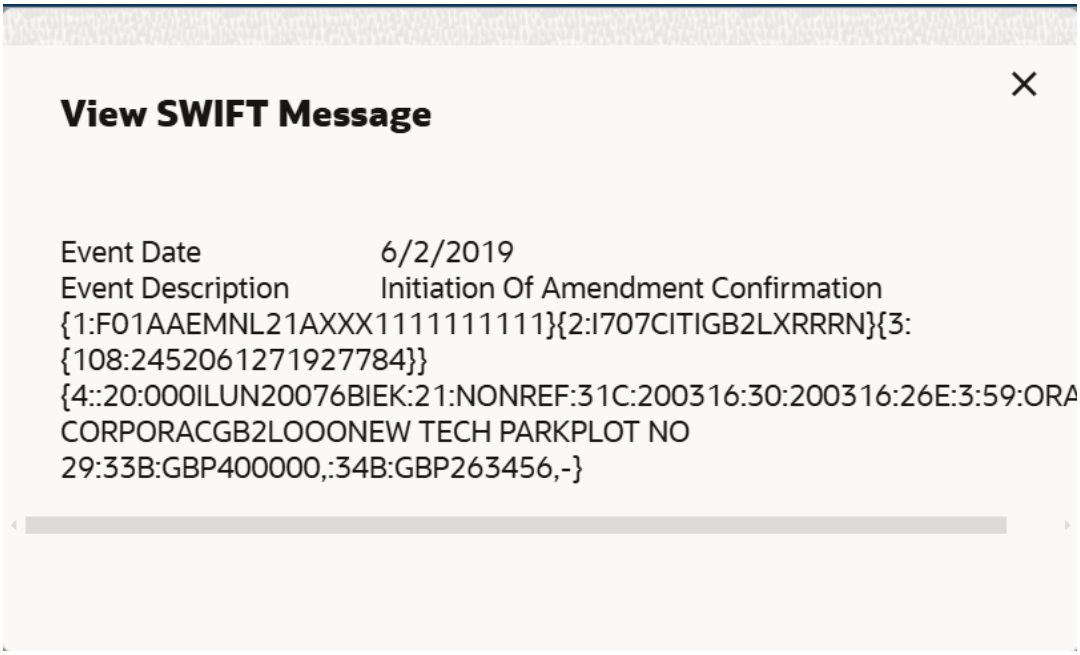
Figure 27-10 View SWIFT Message



For more information refer to the field description table below:

Table 27-9 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

27.8 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Outward Guarantee.

To view the Advice details:

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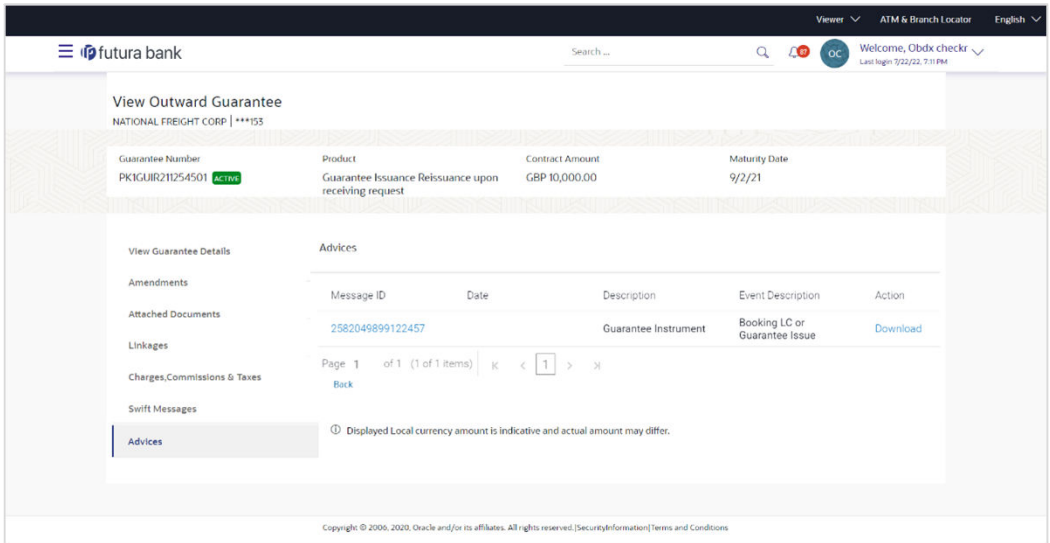
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 27-11 View Outward Guarantee - Advice tab



For more information refer to the field description table below:

Table 27-10 View Outward Guarantee - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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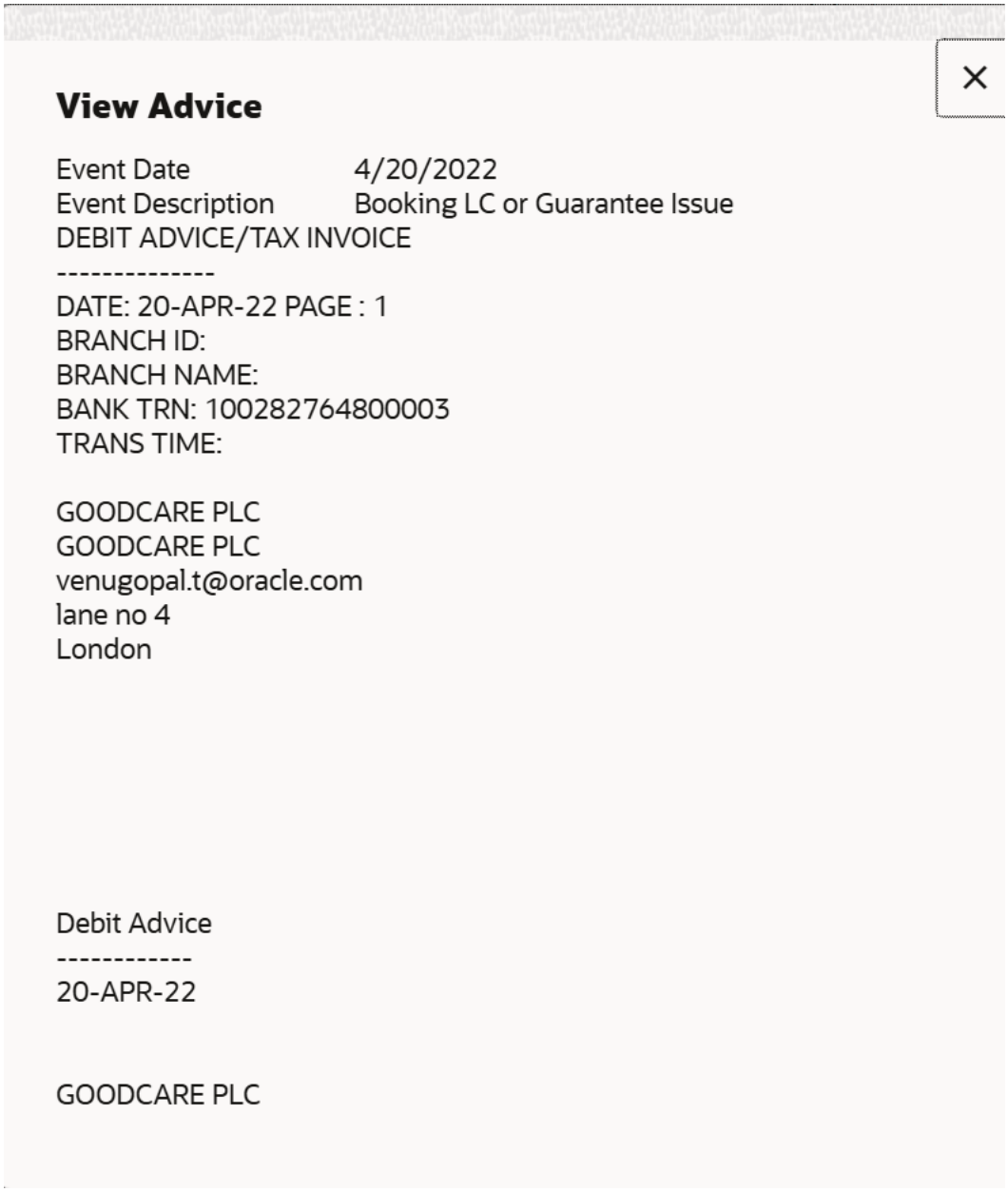
Figure 27-12 View Advice



For more information refer to the field description table below:

Table 27-11 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Bank** tab to view the bank details.
5. Click **Back** to go back to previous screen.

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28

Cancel Outward Guarantee/Stand By LC

This topic provides the systematic instructions to cancel the Outward Guarantee/Stand By LC.

Using this option, user can apply for cancellation of Bank Guarantee and accept the requests for cancellation of existing Outward Guarantees in the application.

This option allows the user to search for guarantees based on a certain filter criterion which he wishes to cancel. The searched guarantee then displays the summary of the Bank Guarantee.

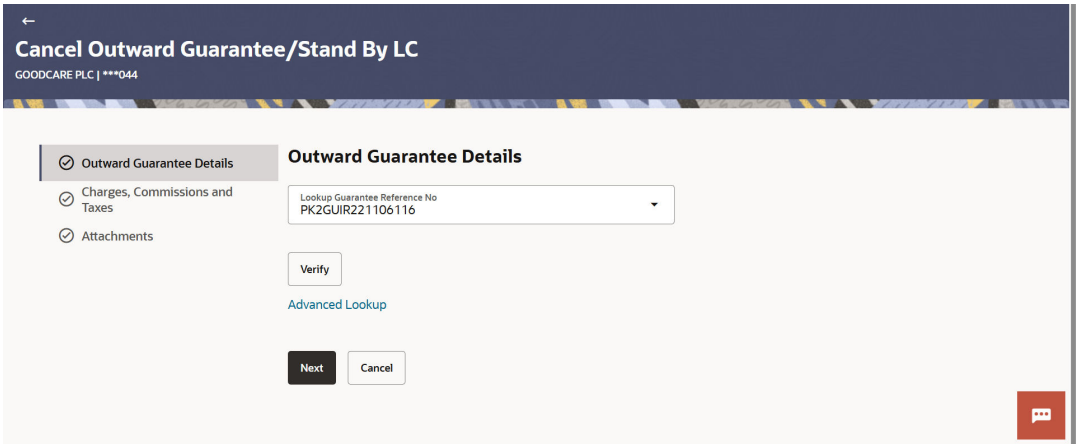
Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Outward Bank Guarantee/Stand By LC** and then click **Cancel Outward Guarantee/Stand By LC**.

   The **Cancel Outward Guarantee/Stand By LC** screen appears.

Figure 28-1 Cancel Outward Guarantee/Stand By LC



For more information refer to the field description table below:

Table 28-1 Cancel Outward Guarantee/Stand By LC - Field Description

Field Name	Description
Lookup Guarantee Reference No.	Select the Outward Guarantee reference number.

2. Perform any one of the following actions:
   - Select the Outward Guarantee reference number from the **Lookup Guarantee Reference No**.

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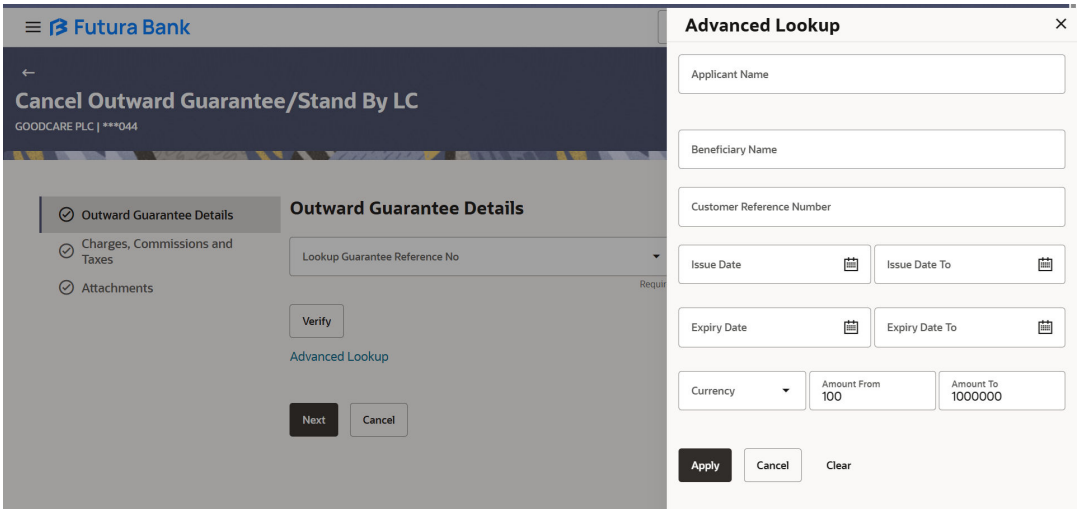
- Click the **Advanced Lookup** link.
  The Advanced Lookup overlay screen appears.

Advanced Lookup



For more information refer to the field description table below:

Table 28-2 Cancel Outward Guarantee/Stand By LC - Field Description

Field Name	Description
Applicant Name	Specify the applicant name. This is the name of corporate who has made the Inward guarantee in favour of Beneficiary.
Beneficiary Name	Specify the name of the beneficiary of the guarantee.
Customer Reference Number	Specify the customer reference number to search the outward guarantee.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Outward Guarantee.
Expiry Date From - Expiry Date To	Specify the start date and end date date range in which the Guarantee expires.
Currency	Select the currency under the Outward Guarantee.
Amount From - Amount To	Specify the Guarantee amount range used for searching the Outward Guarantee.

3. Specify the filter criteria.
4. Click **Apply**. Based on the defined criteria you can view the results.
5. Click **Cancel** to cancel the transaction. The Dashboard appears.
6. Click **Clear** to clear the filter criteria
7. Click **Verify**. The Bank Guarantee Details appear.
8. Click **Reset** to clear the search.

This topic contains following sub-topics:

- Cancel Outward Guarantee/Stand By LC – Outward Guarantee Details
  This topic provides the systematic instructions to view the summary of the selected Bank Guarantee in the application.

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- Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- Cancel Outward Guarantee/Stand By LC - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

28.1 Cancel Outward Guarantee/Stand By LC – Outward Guarantee Details

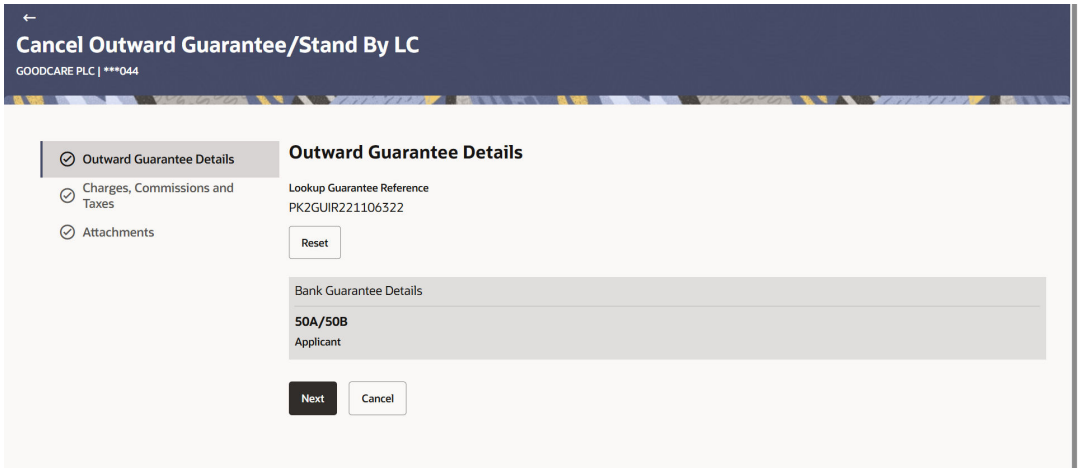
This topic provides the systematic instructions to view the summary of the selected Bank Guarantee in the application.

Cancel Outward Guarantee – Outward Guarantee Details captures the general details of the Outward Guarantee in the application.

To view an Outward Guarantee Details:

1. Navigate to **Cancel Outward Guarantee/Stand By LC** screen.

Figure 28-2 Cancel Outward Guarantee/Stand By LC – Outward Guarantee Details



For more information refer to the field description table below:

Table 28-3 Cancel Outward Guarantee/Stand By LC – Outward Guarantee Details - Field Description

Field Name	Description
Lookup Guarantee Reference No.	Displays the Outward Guarantee reference number.
Bank Guarantee Details	Displays the bank guarantee details of the selected Guarantee.
Applicant Name	Displays the name of the applicant who has made the outward guarantee in favour of Beneficiary.
Address	Displays the address of the applying party.

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Table 28-3 (Cont.) Cancel Outward Guarantee/Stand By LC – Outward Guarantee Details - Field Description

Field Name	Description
Country	Displays the country of the applying party.
Undertaking Amount	Displays the currency and amount of the Outward Guarantee application.
Product	Displays the product type as coming from Host.
Beneficiary Name	Displays the name of the beneficiary of the Outward Guarantee.
Address	Displays the address of the beneficiary.
Country	Displays the country of the beneficiary.
Expiry Date	Displays the expiry date of the Outward Guarantee.

2. Perform any one of the following actions:
   - Click **Next** to proceed to the next level.

     The **Charges, Commissions and Taxes** tab appears in the **Cancel Outward Guarantee/Stand By LC** screen.
   - Click **Charges, Commissions and Taxes** tab to view list of commissions and charges for the Outward Bank Guarantee.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

28.2 Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This screen allows the user to view the Cash Margin Amount and the account used for the cash Margin. He can however change the account (one of his mapped accounts) in which reversal of cash margin (if any) can be credited.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 28-3 Cancel Outward Guarantee - Charges Commissions and Taxes tab

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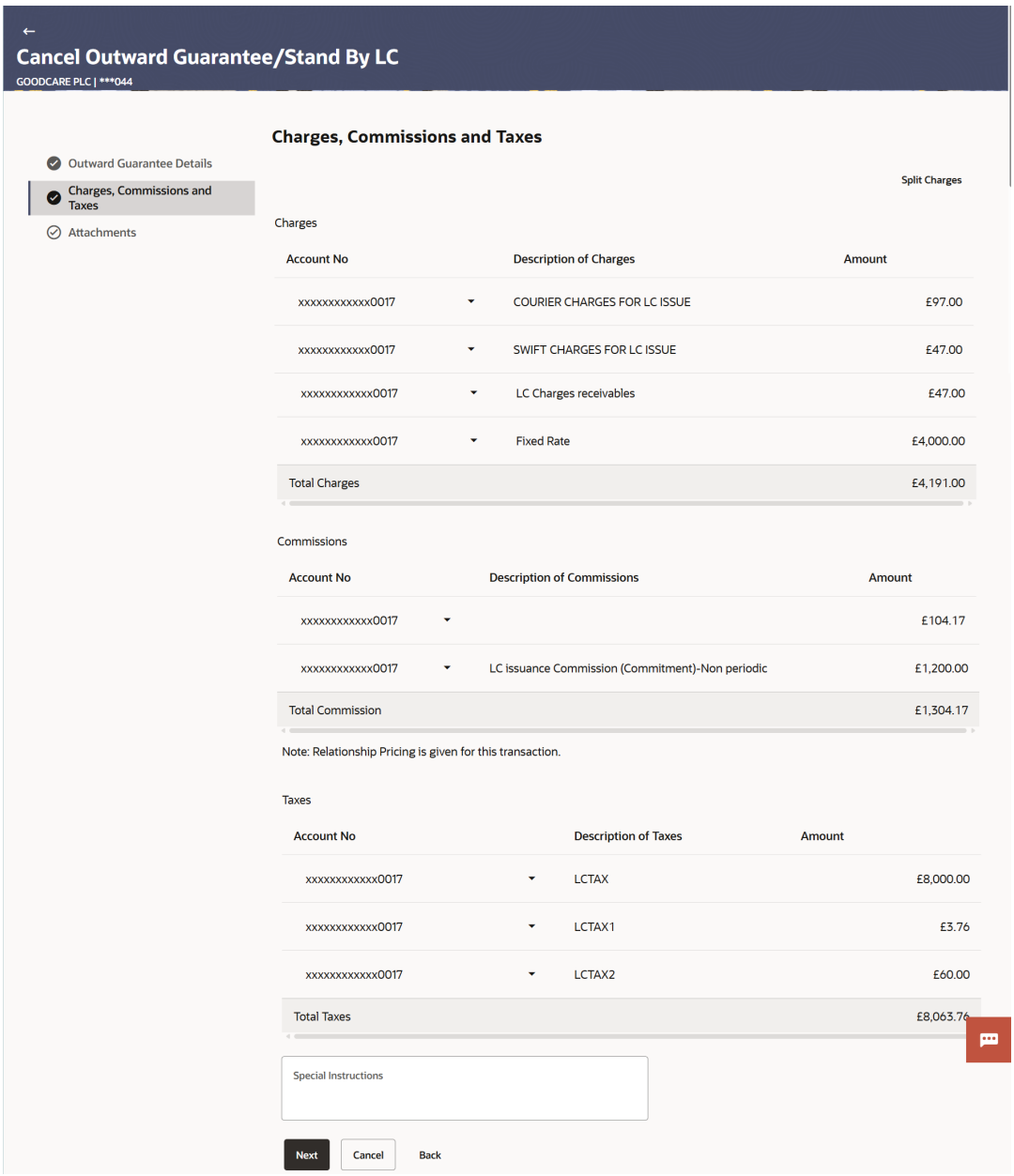

For more information refer to the field description table below:

Table 28-4 Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the account number of the applicant.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.

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Table 28-4 (Cont.) Charges Commissions and Taxes - Field Description

Field Name	Description
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commissions charged by bank.
Amount	Displays the amount of commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.
Special Instructions	Specify the special instructions against the transaction.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Select appropriate account from the **Account No** list.
3. Specify the special instructions against the transaction in the **Special Instructions** field.
4. Perform any one of the following actions:
   - Click **Next** to proceed to the next level.

     The **Attachments** tab appears in the **Cancel Outward Guarantee/Stand By LC** screen.
   - Click **Attachments** tab to view list of commissions and charges for the Outward Bank Guarantee.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

28.3 Cancel Outward Guarantee/Stand By LC - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

This tab allows you to attach multiple documents required for the cancellation of outward Guarantee contract. The user can also enter a remark against each document.

To Attach Documents:

1. Specify the Bank Guarantee Attachments details.

Figure 28-4 Cancel Outward Guarantee/Stand By LC - Attachments

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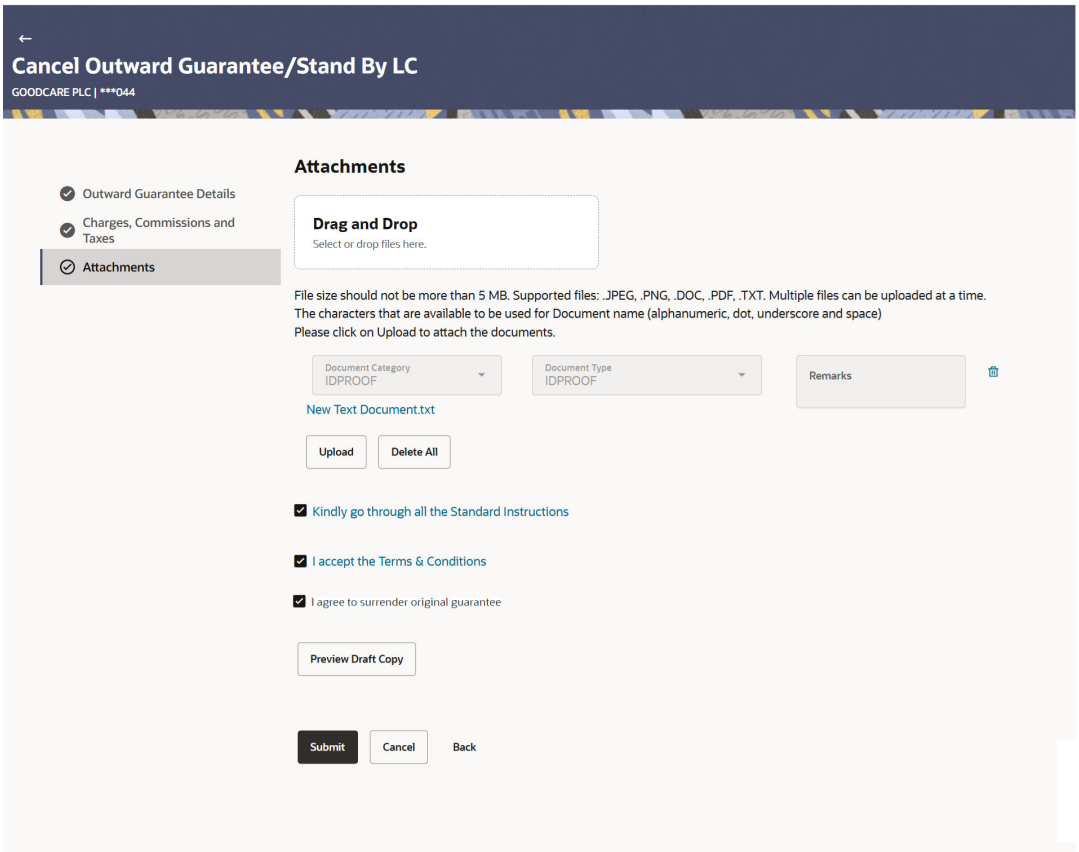

> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 28-5 Cancel Outward Guarantee/Stand By LC - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded. **Note** File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.

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Table 28-5 (Cont.) Cancel Outward Guarantee/Stand By LC - Attachments - Field Description

Field Name	Description
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Kindly Go through all theStandard Instructions	Click the link to view the customer instructions maintained by bank from back office.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Specify special instructions, if any in the **Special Instructions** field.
8. Select the **Kindly Go through all the Standard Instructions**, check box.
9. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
10. Select the **I agree to surrender original guarantee** check box to accept the agreement to surrender the original guarantee.
11. Click **Preview Draft Copy** to have a preview of draft.
12. Click **Submit**.

    The transaction is saved and the **Cancel Outward Guarantee/Stand By LC – Review** screen appears.
13. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of outward guarantee cancellation appears along with the reference number.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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29

Bank Guarantee/Stand By LC Settlement

This topic provides the systematic instructions to search and view the all the available unsettled claims under Bank Guarantee in the application.

Using this option a corporate user can settle their unsettled claims.

User can view all the available unsettled claims under Bank Guarantee and can select and click to view the details of the same. The user has also an option to indicate the amount to be settled, and source account, collaterals, and loans that can be used to settle the claim. There is an option to view the limits available to the user.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Collection should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Bank Guarantee/Stand By LC**. Under **Bank Guarantee/Stand By LC**, click **Outward Bank Guarantee/Stand By LC** and then click **Bank Guarantee/Stand By LC Settlement**.

  The **Bank Guarantee/Stand By LC Settlement** screen appears.

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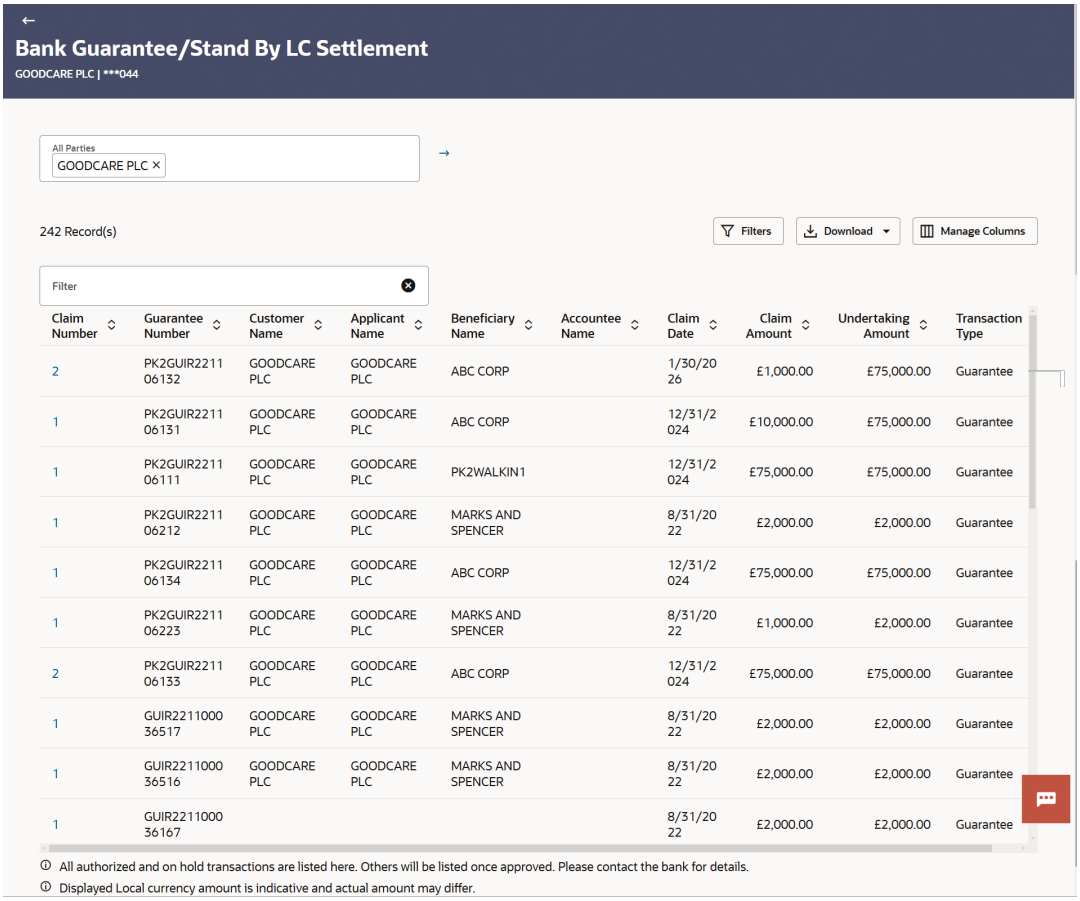
Figure 29-1 Bank Guarantee/Stand By LC Settlement



Claim Number	Guarantee Number	Customer Name	Applicant Name	Beneficiary Name	Accountee Name	Claim Date	Claim Amount	Undertaking Amount	Transaction Type
2	PK2GUIR221106132	GOODCARE PLC	GOODCARE PLC	ABC CORP		1/30/2026	£1,000.00	£75,000.00	Guarantee
1	PK2GUIR221106131	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£10,000.00	£75,000.00	Guarantee
1	PK2GUIR221106111	GOODCARE PLC	GOODCARE PLC	PK2WALKIN1		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	PK2GUIR221106212	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	PK2GUIR221106134	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	PK2GUIR221106223	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£1,000.00	£2,000.00	Guarantee
2	PK2GUIR221106133	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	GUIR221100036517	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	GUIR221100036516	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	GUIR221100036167					8/31/2022	£2,000.00	£2,000.00	Guarantee

This topic contains following sub-topics:

- Bank Guarantee Settlement/Stand By LC - Search
  This topic provides the systematic instructions to search an view the details of existing assignment.
- Bank Guarantee Settlement – Settlement Details
  This topic provides the systematic instructions to view the settlement details in Import Bills in the application.
- Bank Guarantee Settlement – Forex Deals
  This topic provides the systematic instructions to view and link the forex deals in Guarantee Claim in the application.
- Bank Guarantee Settlement - Charges Commissions and Taxes
  This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.
- Bank Guarantee Settlement - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

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29.1 Bank Guarantee Settlement/Stand By LC - Search

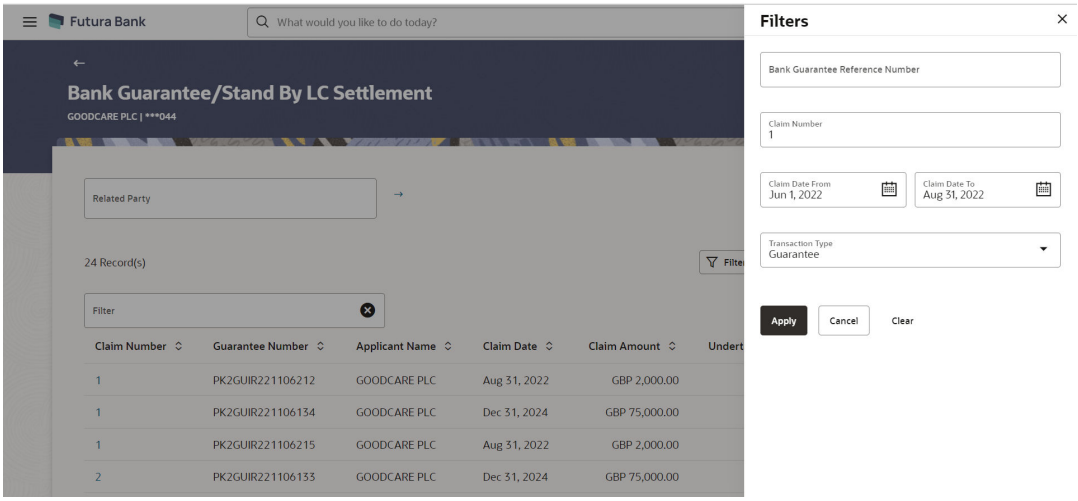
This topic provides the systematic instructions to search an view the details of existing assignment.

User can search the list existing assignment using filter Bank Guarantee Reference Number/ Claim Number/Claim Date From-To/Transaction Type.

To search and view the unsettled claim:

1. Navigate to the **Bank Guarantee Settlement/Stand By LC**screen.
2. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the Guarantee Number/Customer Name/Applicant Name /Beneficiary Name/ Undertaking Amount in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 29-2 Bank Guarantee Settlement/Stand By LC - Filter



For more information refer to the field description table below:

Table 29-1 Bank Guarantee Settlement/Stand By LC - Filter - Field Description

Field Name	Description
Bank Guarantee Reference Number	Specify the bank guarantee reference number of the guarantee against which the user has lodged the claim.
Claim Number	Specify the claim number of the lodged guarantee claim.
Claim Date From- To	Specify the start and end date of the claim.

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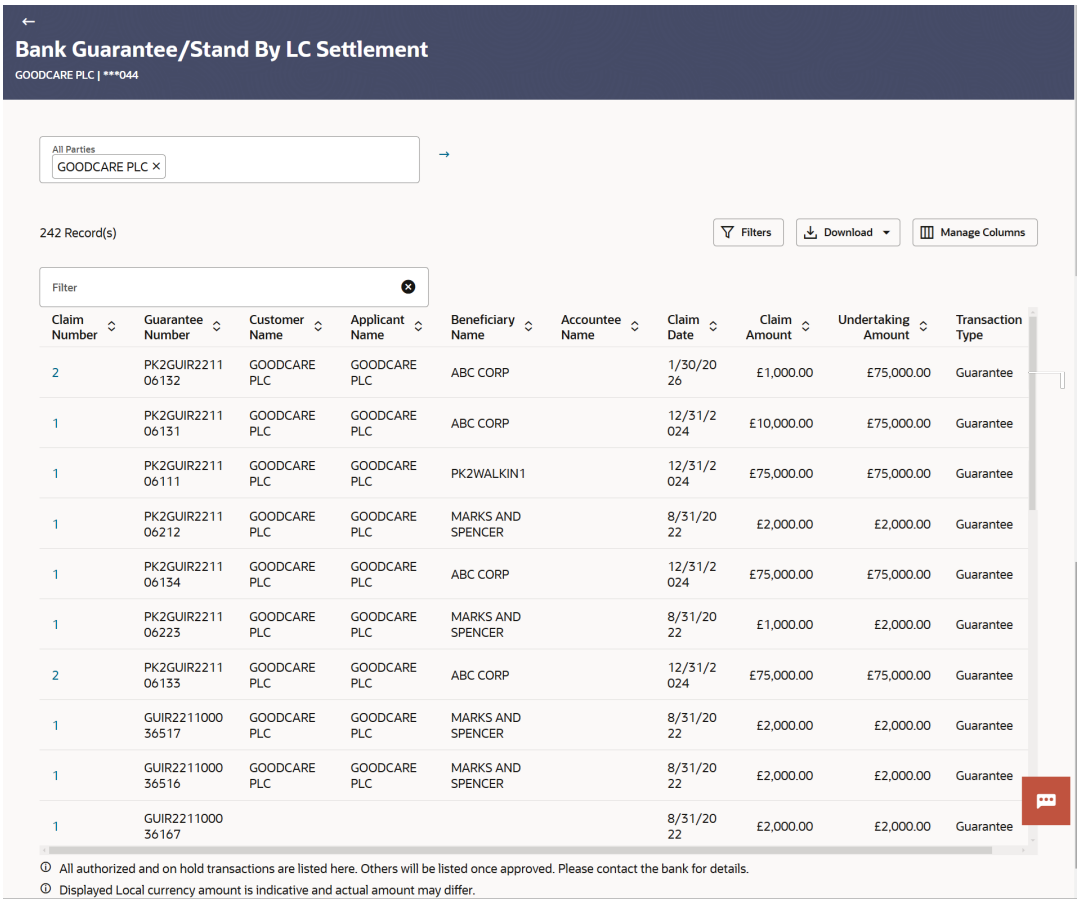
Table 29-1 (Cont.) Bank Guarantee Settlement/Stand By LC - Filter - Field Description

Field Name	Description
Transaction Type	Select the transaction type of transaction. The options are: • Stand By LC • Guarantee

3. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 29-3 Bank Guarantee Settlement/Stand By LC- Search Result



Claim Number	Guarantee Number	Customer Name	Applicant Name	Beneficiary Name	Accountee Name	Claim Date	Claim Amount	Undertaking Amount	Transaction Type
2	PK2GUIR221106132	GOODCARE PLC	GOODCARE PLC	ABC CORP		1/30/2026	£1,000.00	£75,000.00	Guarantee
1	PK2GUIR221106131	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£10,000.00	£75,000.00	Guarantee
1	PK2GUIR221106111	GOODCARE PLC	GOODCARE PLC	PK2WALKIN1		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	PK2GUIR221106212	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	PK2GUIR221106134	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	PK2GUIR221106223	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£1,000.00	£2,000.00	Guarantee
2	PK2GUIR221106133	GOODCARE PLC	GOODCARE PLC	ABC CORP		12/31/2024	£75,000.00	£75,000.00	Guarantee
1	GUIR221100036517	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	GUIR221100036516	GOODCARE PLC	GOODCARE PLC	MARKS AND SPENCER		8/31/2022	£2,000.00	£2,000.00	Guarantee
1	GUIR221100036167					8/31/2022	£2,000.00	£2,000.00	Guarantee

For more information refer to the field description table below:

Table 29-2 Bank Guarantee Settlement/Stand By LC - Filter Result - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.

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Table 29-2 (Cont.) Bank Guarantee Settlement/Stand By LC - Filter Result - Field Description

Field Name	Description
Filter	Specify the Guarantee Number/Customer Name/Applicant Name / Beneficiary Name/Undertaking Amount in the **Filter** field.
Filter Results	This section displays the filter results.
Claim Number	Displays the claim number of the lodged guarantee claim. Click the link to view the unsettled claim details.
Guarantee Number	guarantee number of the guarantee against which the user has lodged the claim.
Customer Name	Displays the customer name.
Applicant Name	Displays the applicant name.
Beneficiary Name	Displays the name of the beneficiary of the guarantee.
Accountee Name	Displays the accountee name.
Claim Date	Displays the date on which the claim is lodged.
Claim Amount	Displays the claim amount of the bank guarantee along with the currency.
Undertaking Amount	Displays the undertaking amount for the Outward Guarantee along with the currency.
Transaction Type	Displays the transaction type of transaction.

4. Perform one of the following actions:
   - Click on the desired **Claim** link to view the LC details. The **Bank Guarantee Settlement** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

29.2 Bank Guarantee Settlement – Settlement Details

This topic provides the systematic instructions to view the settlement details in Import Bills in the application.

In this section user can view and enrich the settlement details.

To view the settlement details:

1. Navigate to **Settlement Details** tab of **Bank Guarantee Settlement** screen.

Figure 29-4 Bank Guarantee Settlement – Settlement Details

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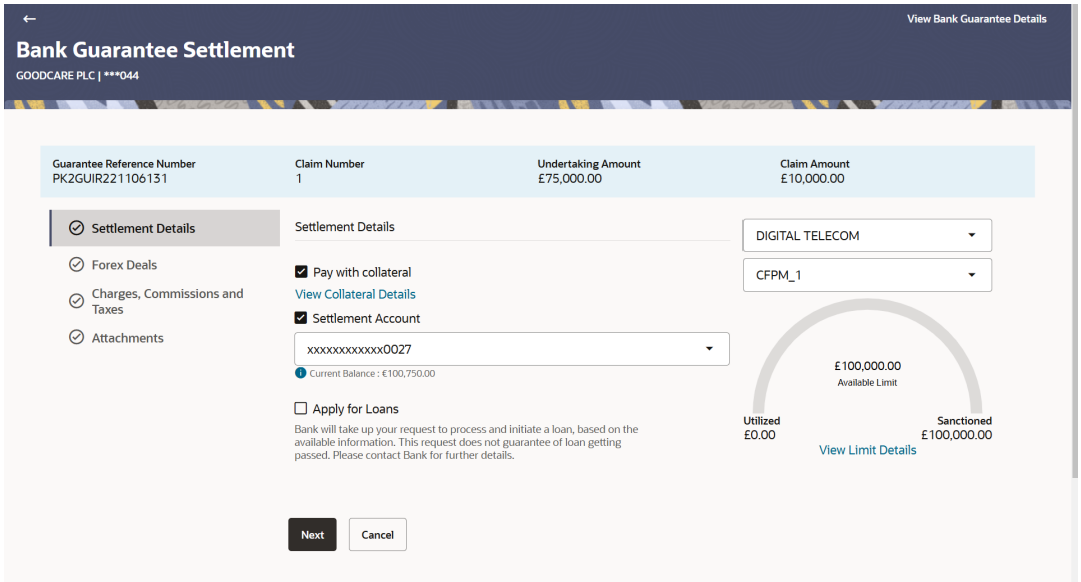

For more information refer to the field description table below:

Table 29-3 Bank Guarantee Settlement - Settlement Details - Field Description

Field Name	Description
Guarantee Reference Number	Select the bank guarantee reference number of the guarantee against which the user has lodged the claim.
Claim Number	Displays the claim number of the lodged guarantee claim.
Undertaking Amount	Displays the undertaking amount for the Outward Guarantee along with the currency.
Claim Amount	Displays the claim amount of the bank guarantee along with the currency.
Settlement Details	This section displays the Settlement Details.
Pay with Collateral	Select this option to settle the claim using Collaterals Click the **View Collateral Details** link to view the collateral details.
Settlement Account	Option to select a Current and Savings Account or Finances account for settlement of guarantee claim. **Note** The balance in CASA account should be equal or more than the equivalent amount of claim in claim's currency, which is being settled, in case of single claim being liquidated.
Apply for Loan	Select this option to apply for a loan directly from the page. Bank would be informed that the corporate user is looking for a loan.

2. Select the **Pay with Collateral** option, if collaterals are to be used for guarantee claim settlement.
3. Click the **View Collateral Details** link to view the collateral details.

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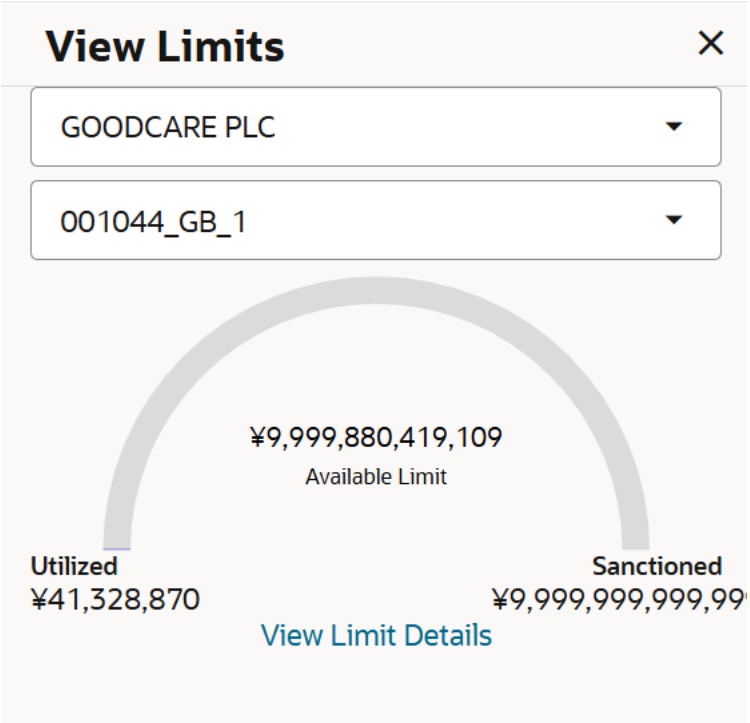
The **Collateral Details** overlay screen appears.

4. Select the **Settlement Account** option, if settlement account are to be used for guarantee claim settlement.
   - From the **Settlement Account** list, select the appropriate option.
5. Select the **Apply for Loans** option, if loans are to be used for guarantee claim settlement.
   a. Click the **View Finance Details** link. The **Linked Finance Details** overlay screen appears.
   b. From the **Loan Account** list, select the loan account from which the settlement of guarantee claim is to be done
6. Click the **View Limit Details** link.

   The **View Limits** overlay screen appears.

Figure 29-5 View Limits



7. On the **View Limits** screen, perform the following actions:

   For more information on fields, refer to the field description table.

Table 29-4 View Limits

Field Name	Description
Party ID	Select the The party Id of the LC product.
Limit	Select the limit.
Line Limit	Display the available limits, utilized and sanctioned limits for Accountee under the selected Line in a graphical format.

   a. From the **Party ID** list, select the appropriate party Id.

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b. From the **Limits** list, select the appropriate limit.

c. Click **View Limit Details** link to open the **Facility Summary** screen. The bottom graph appears.

d. Click **Reset** to reset the limit details. The Reset popup appears.

8. Perform any one of the following actions:

- Click **View Guarantee Details** link at top right corner of the screen to view the bill details.

  The **View Outward Guarantee** screen appears.
- Click **Next** to save the entered details and proceed to the next level.
- Click **Cancel** to cancel the transaction, The **Dashboard** appears.

29.3 Bank Guarantee Settlement – Forex Deals

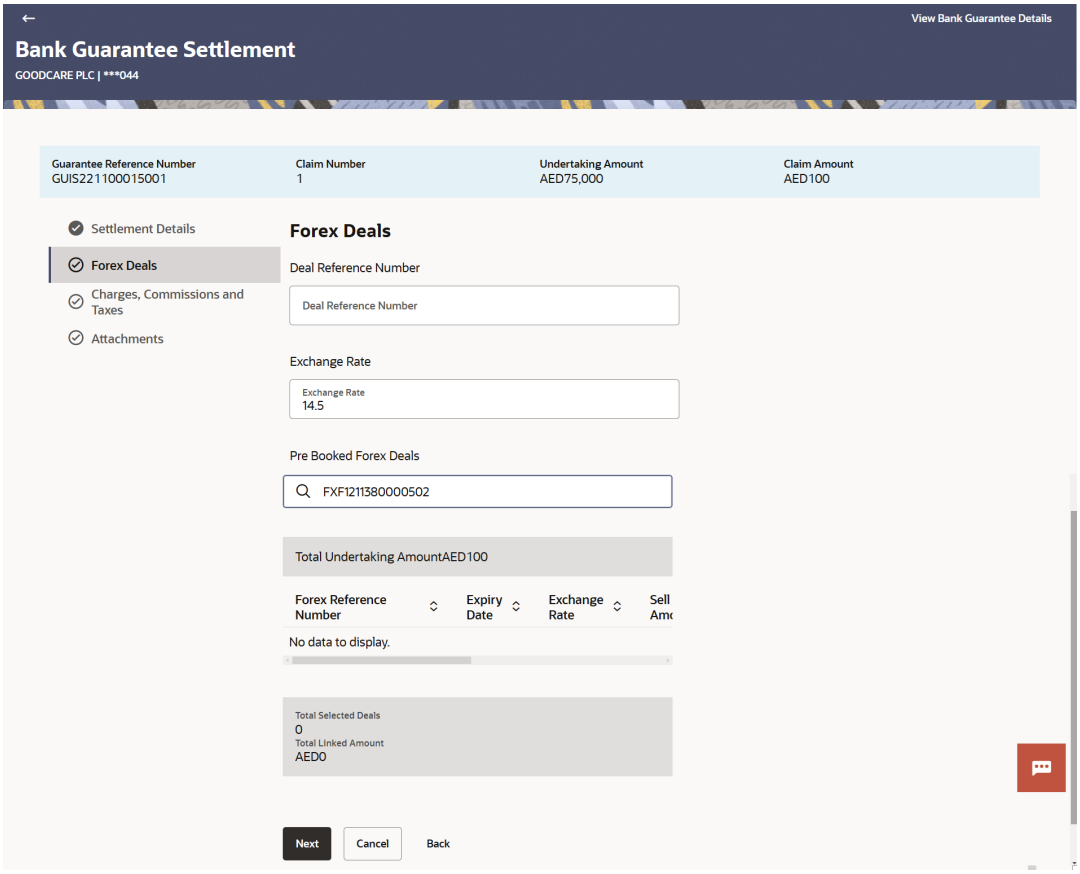
This topic provides the systematic instructions to view and link the forex deals in Guarantee Claim in the application.

This tab allows the user to link forex deals.

To view and link the Forex deals:

1. Navigate to **Forex Deals** tab of **Bank Guarantee Settlement** screen.

Figure 29-6 Bank Guarantee Settlement – Forex Deals



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For more information refer to the field description table below:

Table 29-5 Bank Guarantee Settlement – Forex Deals - Field Description

Field Name	Description
Deal Reference Number	Specify the deal reference number of the forex deal, when pre-booked deal is not available or the user do not want to use an existing deal.
Exchange Rate	Specify the exchange rate of the forex deal.
Pre Booked Forex Deals	This section displays the Pre Booked Forex Deals details.
Search	The filter option to search the records based on Forex Reference Number.
Total Undertaking Amount	Displays the total undertaking amount.
Forex Reference Number	Displays the deal reference number of the forex deal.
Expiry Date	Displays the expiry date of the forex deal.
Exchange Rate	Displays the exchange rate of the forex deal.
Sell Amount	Displays the selling amount of the forex deal.
Buy Amount	Displays the buying amount of the forex deal.
Linked Amount	Displays the amount to be linked in the forex deal.
Available Forex Contract Number	Displays the available forex contract number.
Total Selected Deals	Displays the total selected deals.
Total Linked Amount	Displays the total Linked Amount linked in the forex deal.

2. Specify the Deal Reference Number in the **Deal Reference Number** field.
3. Specify the exchange rate in the **Exchange Rate** field.
4. Specify the Forex Reference Number in the **Search** field.
5. Perform any one of the following actions:
   - Click **View Guarantee Details** link at top right corner of the screen to view the bill details.

     The **View Outward Guarantee** screen appears.

     Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

29.4 Bank Guarantee Settlement - Charges Commissions and Taxes

This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.

This tab captures the charges and taxes for the bank guarantee claim settlement application process.

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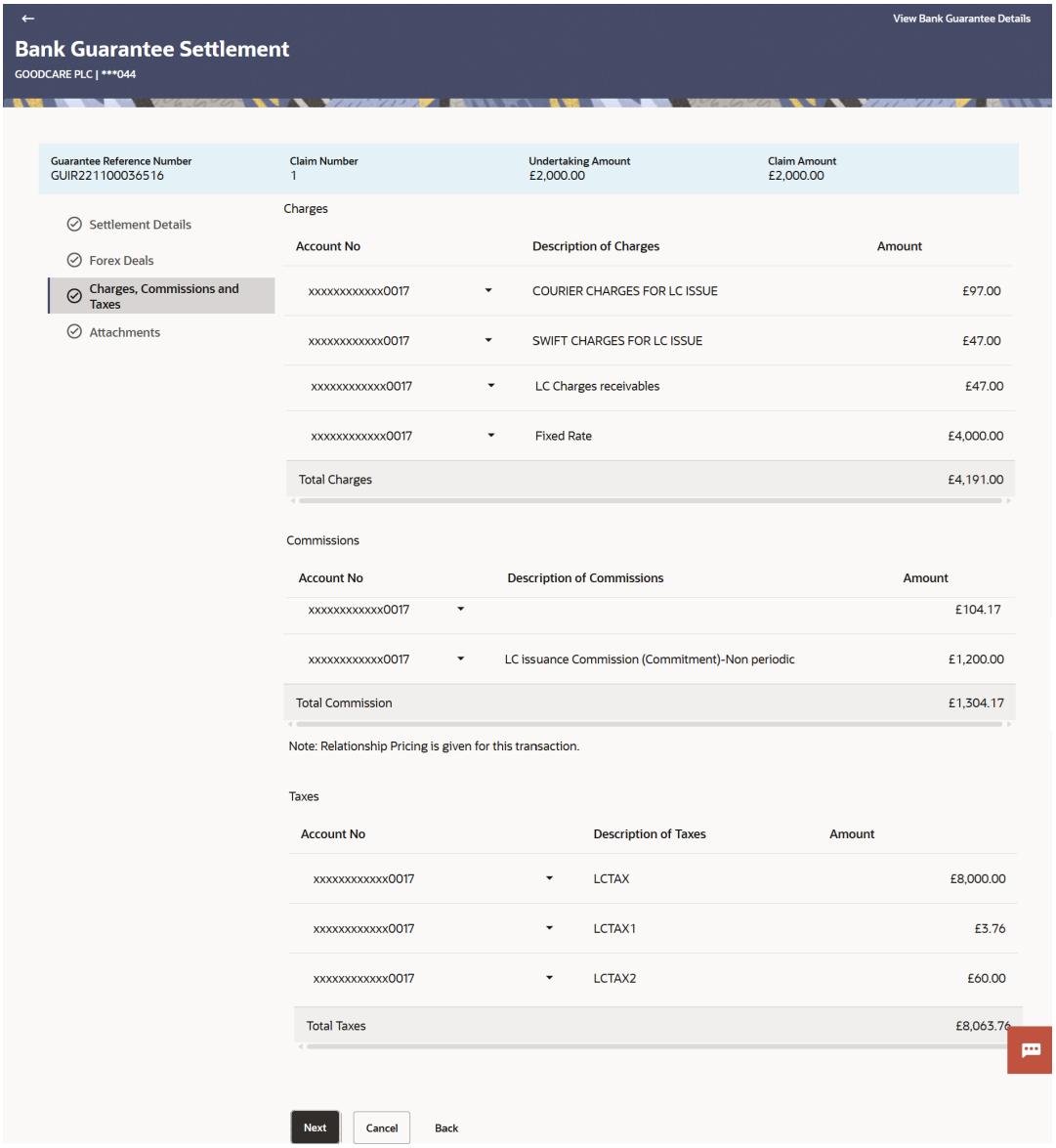
The user can select the account number from the demand deposit and corporate deposits account list that displays the account number along with the account name, account currency and account branch.

1. Specify the **Charges Commissions and Taxes** details.

Figure 29-7 Bank Guarantee Settlement - Charges Commissions and Taxes



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 29-6 Bank Guarantee Settlement - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account which will be charged for the specific charge.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charge.
Total Charges	Displays the total charge that will be levied in the transaction.
Commissions	This section displays the Commission details.
Account No	Select the account from which the commission will be taken.
Description of Commissions	Displays the description commission applicable.
Amount	Displays the amount that is maintained under the commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.

2. In the **Charges** section, select the appropriate account, from the **Account No** list.
3. Perform any one of the following actions:
   - Click **View Guarantee Details** link at top right corner of the screen to view the bill details.

     The **View Outward Guarantee** screen appears.

     Click **Next** to save the entered details and proceed to the next level.
   - Click **Cancel** to cancel the transaction, The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

29.5 Bank Guarantee Settlement - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

Displays the list of documents attached under the Bank Guarantee application. User can add multiple documents though it should be under the specified limits and supported formats.

To Attach Documents:

1. Specify the Bank Guarantee Attachments details.

Figure 29-8 Bank Guarantee Settlement - Attachments

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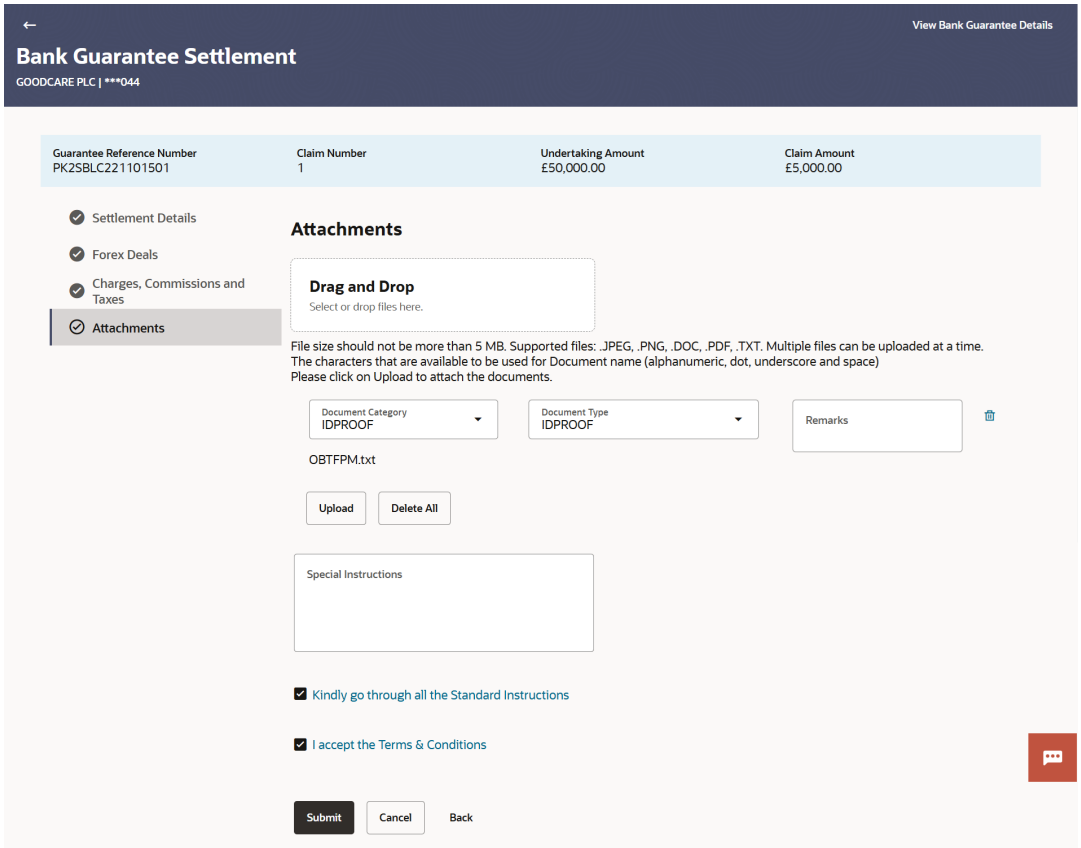

> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 29-7 Bank Guarantee Settlement - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Special Instructions	Specify any instructions provided to bank for bills.
Kindly Go through all theStandard Instructions	Click the link to view the customer instructions maintained by bank from back office.

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Table 29-7 (Cont.) Bank Guarantee Settlement - Attachments - Field Description

Field Name	Description
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Specify special instructions, if any in the **Special Instructions** field.
8. Select the **Kindly Go through all the Standard Instructions**, check box.
9. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
10. Click **Submit**.

    The transaction is saved and the **Bank Guarantee Settlement – Review** screen appears.
11. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Bill Discrepancy Acceptance appears.
    - Click **View Guarantee Details** link at top right corner of the screen to view the bill details.

      The **View Outward Guarantee** screen appears.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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30

Initiate Shipping Guarantee

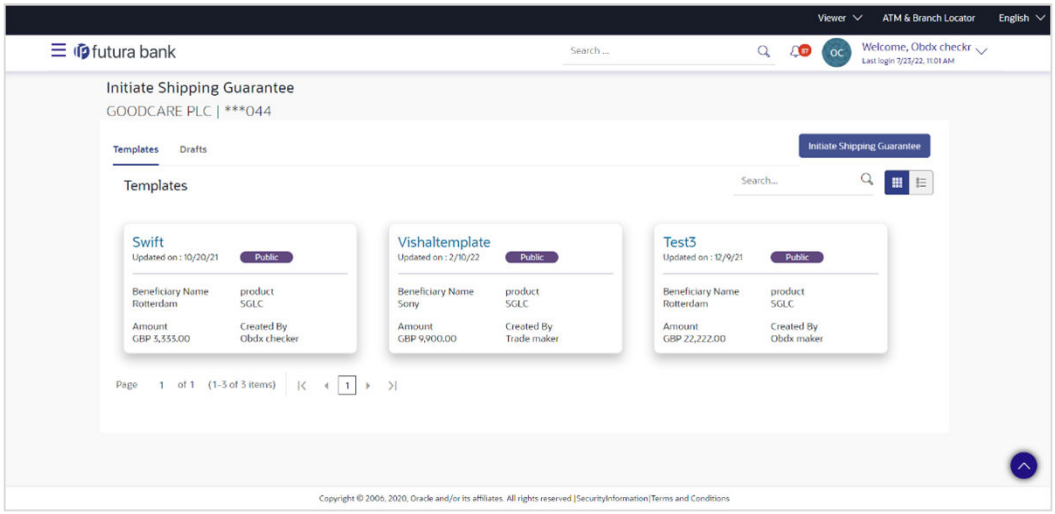
This topic provides the systematic instructions to initiate an Shipping Guarantee in the application.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place

- Perform anyone of the following navigation to access the **Initiate Shipping Guarantee** screen.
  - From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Shipping Guarantee**. Under **Shipping Guarantee**, select **Initiate Shipping Guarantee**.
  - From the **Dashboard**, click **Overview**, in **Overview** screen go to **Quick Links** and then **Shipping Guarantee**.

  The **Initiate Shipping Guarantee** screen appears.



This topic contains following sub-topics:

- Search LC Template
  This topic provides the systematic instructions to search an Import Letter of Credit (LC) template in the application.
- Search Shipping Guarantee - Drafts
  This topic provides the systematic instructions to search an Shipping Guarantee in the application using draft name.
- Initiate Shipping Guarantee - Shipping Guarantee Details
  This topic provides the systematic instructions to initiate an Shipping Guarantee - Shipping Guarantee Details in the application.

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- Initiate Shipping Guarantee – Goods and Shipment Details
  This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.
- Linkages
  This topic provides the systematic instructions to capture the Linkages details in the application.
- Initiate Shipping Guarantee – Charges Commissions and Taxes
  This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.
- Initiate Shipping Guarantee - Instructions and Attachments
  This topic provides the systematic instructions to capture the Instructions and Attachments details in the application.

30.1 Search LC Template

This topic provides the systematic instructions to search an Import Letter of Credit (LC) template in the application.

User can save LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved LC template using Template Name.

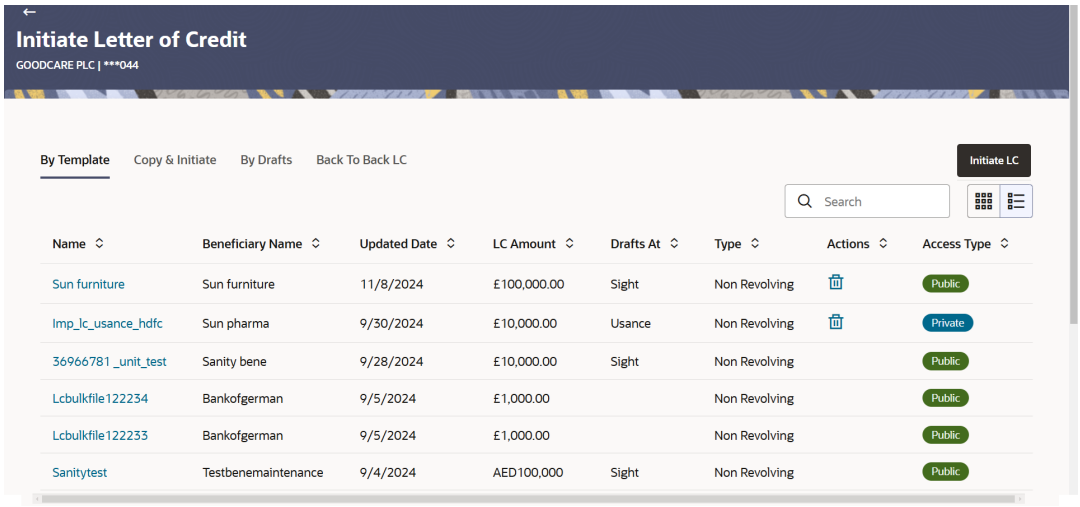
> **Note**
>
> LC Application saved as **Template** can be re-used any number of times for LC Initiation.

To search the Initiate Letter of Credit:

1. Specify the template name/LC amount / Beneficiary Name in the **Search** field.
2. Click the **Search** icon to search and select the

   The saved LC template appears based on search criteria.

Figure 30-1 Initiate Letter of Credit



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For more information refer to the field description table below:

Table 30-1 Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Party ID	Displays the party Id of the LC product is displayed in a masked format.
Search Results	This section displays the search results.
Name	Displays the name using which template is stored and can be used to initiate a LC application.
Beneficiary Name	Displays the beneficiary's name against whom LC is created.
Updated Date	Displays the latest updated date of the template.
LC Amount	Displays the amount of LC.
Draft at	Displays the LC draft type i.e. 'Sight' or 'Usance'.
Type	Displays the corresponding LC product type and as supported by Host.
Actions	Click to delete the initiate LC template record.
Access Type	Displays the access type assigned to the LC, that is **Private** or **Public**.

3. Click the **Name** link to view the LC details.

   The **LC Details** screen appears

4. Click **Initiate LC** to create a new Letter of Credit template.

30.2 Search Shipping Guarantee - Drafts

This topic provides the systematic instructions to search an Shipping Guarantee in the application using draft name.

User can save shipping guarantee application as a Draft so that it can be used if required in future. User can search the saved shipping guarantee draft using Draft Name.

> **Note**
>
> Shipping Guarantee Application saved as Draft can be re used any number of times for Shipping Guarantee Initiation.

To search the Shipping Guarantee draft:

1. Specify the Draft name/amount/ Beneficiary Name in the **Search** field.
2. Click the **Search** icon to search and select the

   The saved Shipping Guarantee draft appears based on search criteria.

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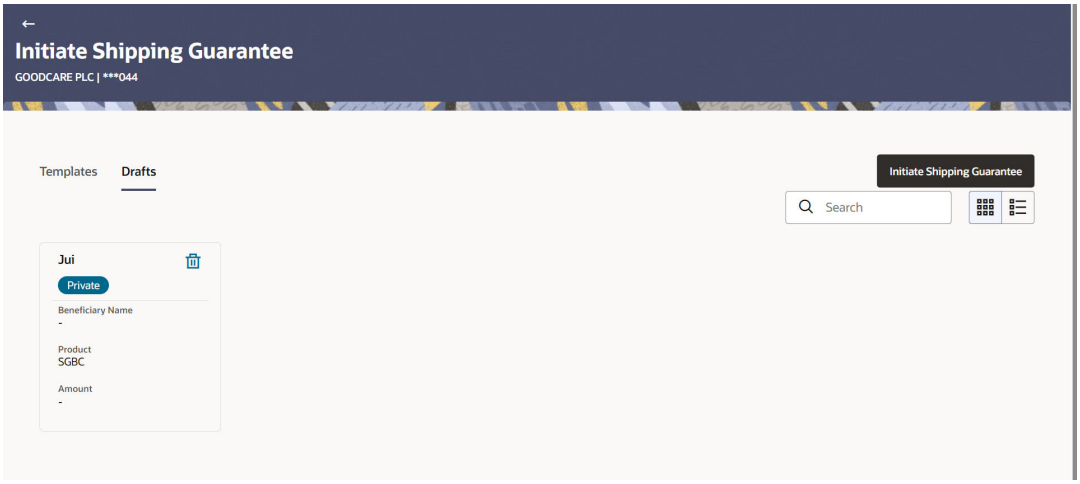
Figure 30-2 Initiate Shipping Guarantee - Drafts



For more information refer to the field description table below:

Table 30-2 Initiate Shipping Guarantee - Drafts - Field Description

Field Name	Description
Search	Specify the name of the Shipping Guarantee draft to search and view its details.
Initiate Shipping Guarantee Draft Card	The Shipping Guarantee draft card displays the name of the Initiate Shipping Guarantee draft along with the other details like; name of the beneficiary, Product and Amount.
Initiate Shipping Guarantee Draft Card Details	Following details are displayed on each Shipping Guarantee Draft card.
Draft Name	Displays the name of the shipping guarantee using which draft is stored.
Updated On	Displays the last updated date of the draft.
Access Type	Displays the access type assigned to the shipping guarantee, that is **Private** or **Public**.
Beneficiary Name	Displays the beneficiary's name against whom shipping guarantee is to be created.
Product	Displays the corresponding shipping guarantee product type and as supported by Host.
Amount	Displays the shipping guarantee amount.

3. Select and click the Shipping Guarantee draft card whose details you want to view.
4. Specify the name of the specific Shipping Guarantee draft in the **Search** field whose details you want to view.

   The specific Shipping Guarantee draft detail record appears.
5. Perform one of the following actions:
   - Click **Initiate Shipping Guarantee** to create a new Shipping Guarantee draft.
   - Click or to view the initiate Shipping Guarantee draft as Summarized or Tabular view

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- Click to delete the initiated Shipping Guarantee draft card.

30.3 Initiate Shipping Guarantee - Shipping Guarantee Details

This topic provides the systematic instructions to initiate an Shipping Guarantee - Shipping Guarantee Details in the application.

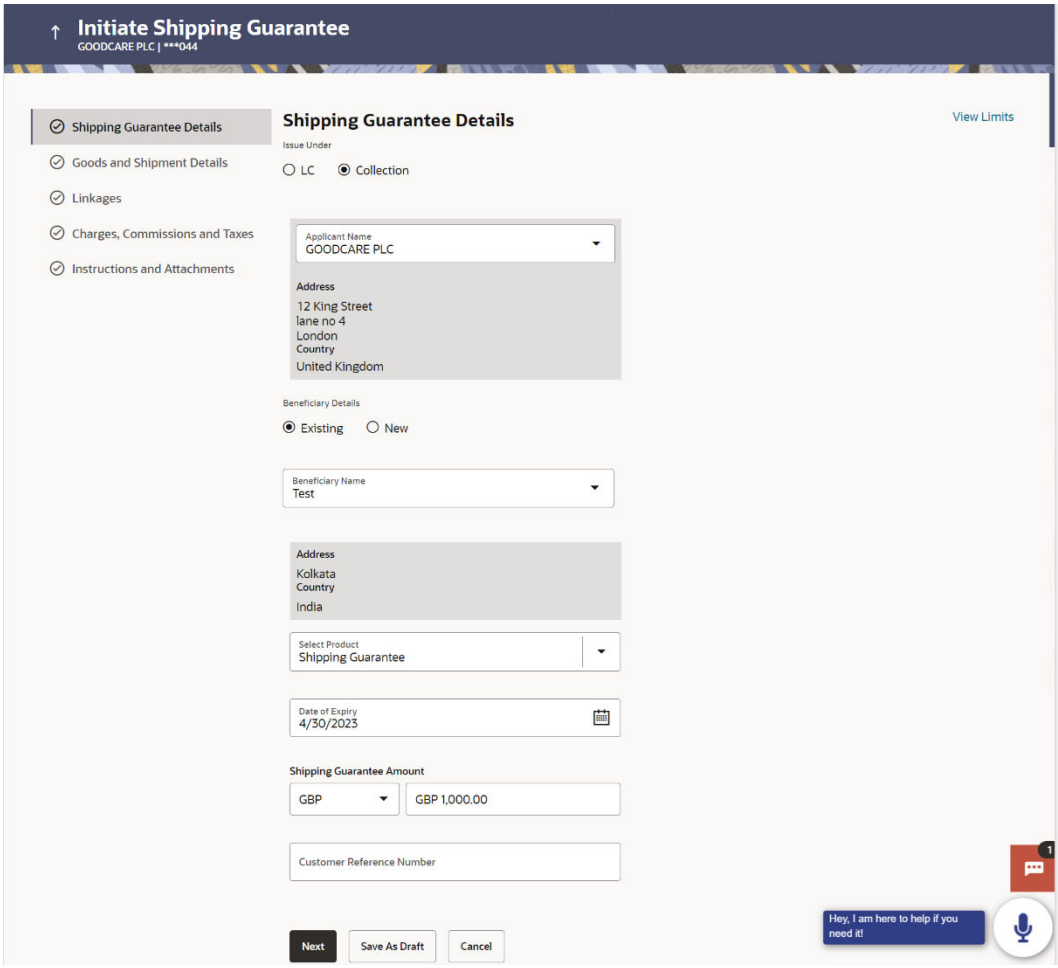
Using this option, you can initiate a shipping guarantee in the application. To initiate a shipping guarantee in the application, you must enter details such as, Shipping Guarantee Details, Shipment Details, Linkages, Instructions, and Attachments etc.

To initiate a Shipping Guarantee:

1. Navigate to **Initiate Shipping Guarantee** screen.
2. On **Initiate Shipping Guarantee** screen, then click **Initiate Shipping Guarantee**.

   The **Initiate Shipping Guarantee - Shipping Guarantee Details** screen appears.

Figure 30-3 Initiate Shipping Guarantee - Shipping Guarantee Details



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 30-3 Initiate Shipping Guarantee - Shipping Guarantee Details - Field Description

Field Name	Description
Issue Under	Select the option whether the shipping is initiated under LC or Collection. The options are: • LC • Collection
Lookup LC Reference No.	Select the LC reference number. This field appears if you select **LC** option in the **Issue Under** filed.
Advanced Lookup	Below fields appear if you click Advanced lookup link.
Applicant Name	Specify the applicant name.
Beneficiary Name	Specify the name of the beneficiary.
Status	Specify the status of the LC.
Advanced Lookup Search Results	Below fields appear if you click **Advanced lookup** link.
Amount From - Amount To	Specify the LC amount range used for searching.
LC Number	Displays the LC reference number.
Beneficiary Name	Displays the name of the beneficiary.
Issue Date	Displays the Issue date of LC.
Date of Expiry	Displays the date on which the LC expires.
LC Status	Displays the status of the LC.
LC Amount	Indicates the amount for the Letter of Credit along with the currency under which the LC is issued.
Outstanding Amount	Displays any outstanding amount available along with the currency.
Applicant Details	Below applicant related fields appear if you select **Collection** option in the **Issue Under** filed.
Applicant Name	Select the applicant name.
Address	Displays the LC applicant address.
Country	Displays the country of the applicant.
Date of Application	Application date when Bill has to be initiated.
Beneficiary Details	The option to select the beneficiary type. The options are: • **Existing** • **New**

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Table 30-3 (Cont.) Initiate Shipping Guarantee - Shipping Guarantee Details - Field Description

Field Name	Description
Beneficiary Name	The name of the beneficiary. This field allows the user to select the beneficiary name from drop-down, if **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to specify the beneficiary name, if **New** option is selected in the **Beneficiary Details** field.
Address	Specify the address of the LC beneficiary. This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	Specify the country of the LC beneficiary. This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
Select Product	Select the product type as coming from Host. The values in the drop-down is listed according to the value selected in the **Form of Undertaking** field.
Date of Expiry	Select the expiry date of the guarantee. The expiry date must be later than the application date.
Shipping Guarantee Amount	Specify the shipping guarantee amount along with the currency
Customer Reference Number	Specify the customer reference number.
View Limits	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.
View Limit Details	Click the link to open the Facility Summary screen.

3. Select the appropriate option from **Issue Under** field.
4. If you select **LC** option:
   a. Perform any of the following actions:
      - Select the LC reference number from the **Lookup LC Reference No**
      - Click the Advanced Lookup link.
   b. Click **Verify** to verify the LC
   c. Click **Reset** to cancel the entered LC reference number.
5. If you select **Collection**; option from **Issue Under** field, select the appropriate applicant, from the **Applicant Name** list.
6. In the **Beneficiary Details** field, select the appropriate option to select the beneficiary.
   a. If you select **Existing** option; select the beneficiary from the **Beneficiary Name** field.
   b. If you enable **New** option; specify the name of the beneficiary in the **Beneficiary Name** field.
   c. Specify the address of the beneficiary in the **Address** field.
   d. Select the appropriate country, from the **Country** list.
7. Click the **View Limits** link.

   The **View Limits** overlay screen appears.

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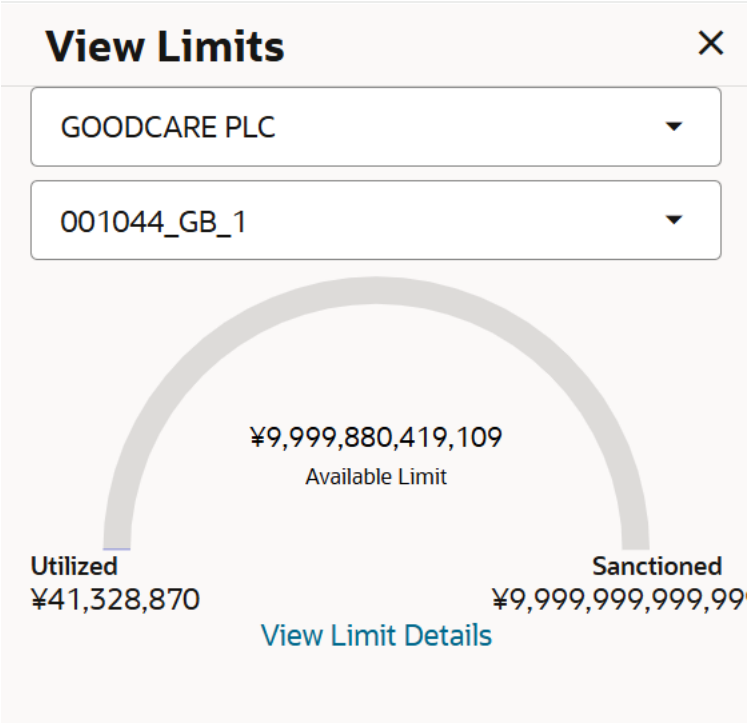
Figure 30-4 View Limits



8. On the **View Limits** screen, perform the following actions:

   For more information on fields, refer to the field description table.

Table 30-4 View Limits

Field Name	Description
Party ID	Select the The party Id of the LC product.
Limit	Select the limit.
Line Limit	Display the available limits, utilized and sanctioned limits for Accountee under the selected Line in a graphical format.

   a. From the **Party ID** list, select the appropriate party Id.
   b. From the **Limits** list, select the appropriate limit.
   c. Click **View Limit Details** link to open the **Facility Summary** screen. The bottom graph appears.
   d. Click **Reset** to reset the limit details. The Reset popup appears.

9. Select the appropriate option, from the **Select Product** list.
10. Select the expiry date of the shipping guaranteen in the **Date of Expiry** field.
11. Select the appropriate currency for the guarantee from the **Currency** list.
12. Specify the amount for the guarantee in the **Shipping Guarantee Amount** field.
13. Specify the customer reference number in the **Customer Reference Numbe**r field.
14. Perform any one of the following actions:
    - Click **Next** to proceed to the next tab.

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The **Goods and Shipment Details** tab appears in the **Initiate Shipping Guarantee** screen.

- Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
- Click **Cancel** to cancel the transaction.

The **Dashboard** appears.

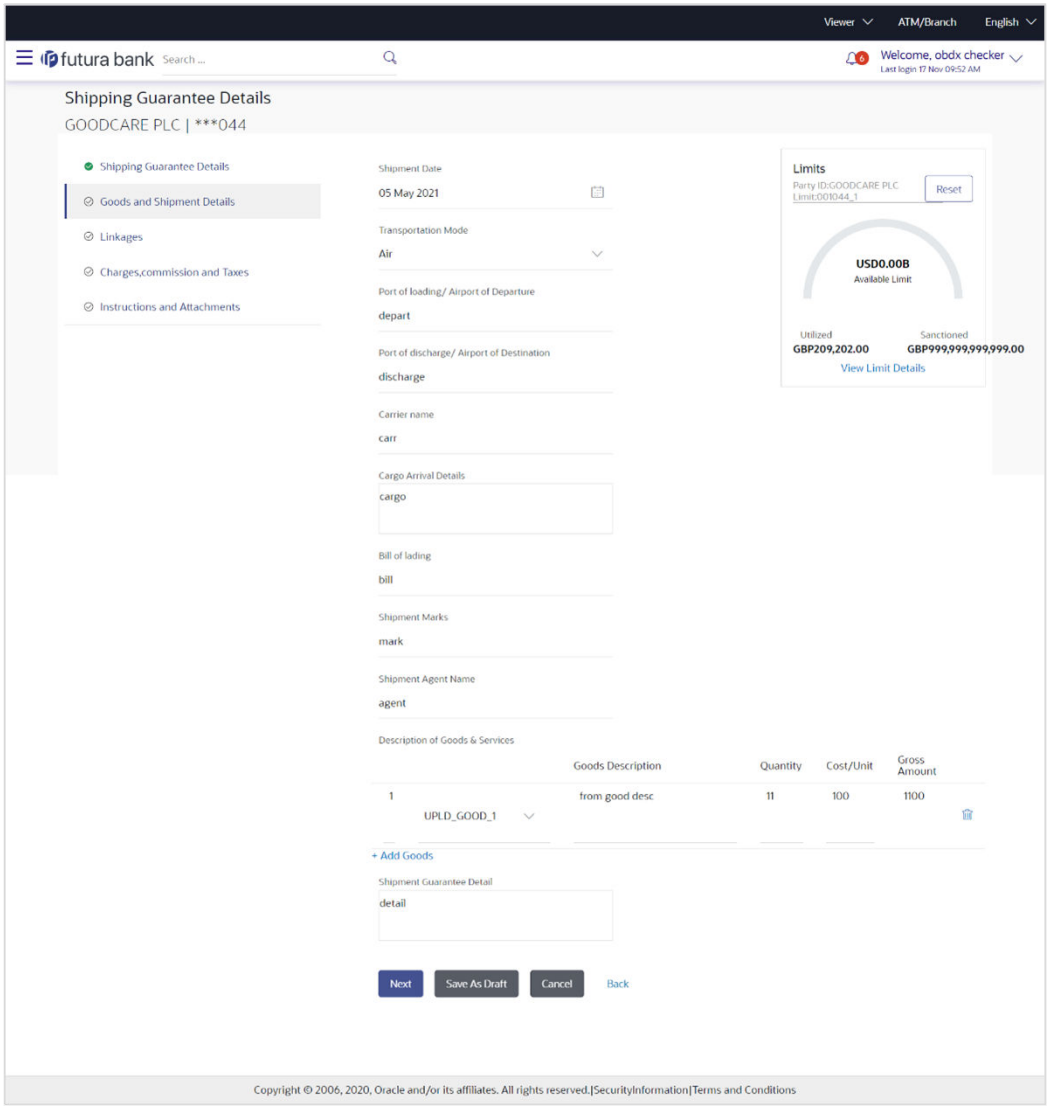
30.4 Initiate Shipping Guarantee – Goods and Shipment Details

This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.

This tab captures the Shipment details of the Shipping Guarantee application process.

1. Specify the Goods and Shipment details.

Figure 30-5 Initiate Shipping Guarantee – Goods and Shipment Details tab



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 30-5 Initiate Shipping Guarantee – Goods and Shipment Details - Field Description

Field Name	Description
Shipment	The option to select the shipment. The options are: • **Date** • **Period**
Shipment Date	Specify or select the shipment date. Shipment Date is the latest date for shipment loading goods on board/ dispatch/ taking in charge. The Latest Date for Shipment should not be later than the LC Expiry Date. **Note** It is mandatory to enter the values either in the **Latest Shipment Date** or **Shipment Period** field.
Transportation Mode	Select the mode of transportation is to be used i.e. Air, Sea, Road, Rail, Multimodal etc.
Shipment Period	Specify the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge. This field is displayed when you select **Period** option in **Shipment** field.
Port of Loading/ Airport of Departure	Specify the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/ Airport of Destination	Specify the port of discharge or airport of destination to be indicated on the transport document.
Carrier Name	Specify the carrier name that carries the shipment.
Carrier Arrival Details	Specify the arrival details of the shipment.
Bill of Lading	Specify the bill of lading of goods.
Shipment Marks	Specify the shipment marks.
Shipment Agent Name	Specify the name of the shipping agent.
Description of Goods & Services	This section specifies the Description of Goods & Services.
SR No	The serial number of records.
Goods	Select the type of good being shipped has to be chosen.

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Table 30-5 (Cont.) Initiate Shipping Guarantee – Goods and Shipment Details - Field Description

Field Name	Description
Goods Description	The description about the goods based on the selected goods is displayed. The user can view and edit the description by clicking the **View/Edit** link.
Quantity	Specify the number of units of the good covered under the Guarantee.
Cost / Unit	Specify the price per unit of the good covered under the Guarantee.
Gross Amount	System calculates and displays the gross amount under the LC based on the specified **Quantity** and **Cost/Unit**.
Shipping Guarantee Details	Specify the details of the shipment.

2. Select the shipment date for loading goods on board/ dispatch/ taking in charge in the **Shipment Date** field.
3. Select the appropriate option from the **Transportation Mode** list.
4. Specify the port of goods loading on board in the **Port of Loading/Airport of Departure** field.
5. Specify the port of discharge of the goods in the **Port of Discharge/ Airport of Destination** field.
6. Specify the name of the shipping carrier in the **Carrier Name** field.
7. Specify the details of the shipping carrier arrival in the **Carrier Arrival Details** field.
8. Specify the bill of lading details in the **Bill of Lading** field.
9. Specify the shipment marks in the **Shipment Marks** field.
10. Specify the name of the shipping agent in the **Shipment Agent Name** field.
11. In the **Description of Goods & Services** section:
    a. From the **Goods** list, select the goods being shipped.
    b. Specify the number of units of the goods traded under the LC in the **Quantity** field.
    c. Specify the price per unit of the goods traded under the LC, in the **Cost/Unit** field.
    d. Click the **Add Goods** link to add new good if required.
    e. Click to remove the goods details that are already added.
12. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.

      The **Linkages** tab appears in the **Initiate Shipping Guarantee** screen.
    - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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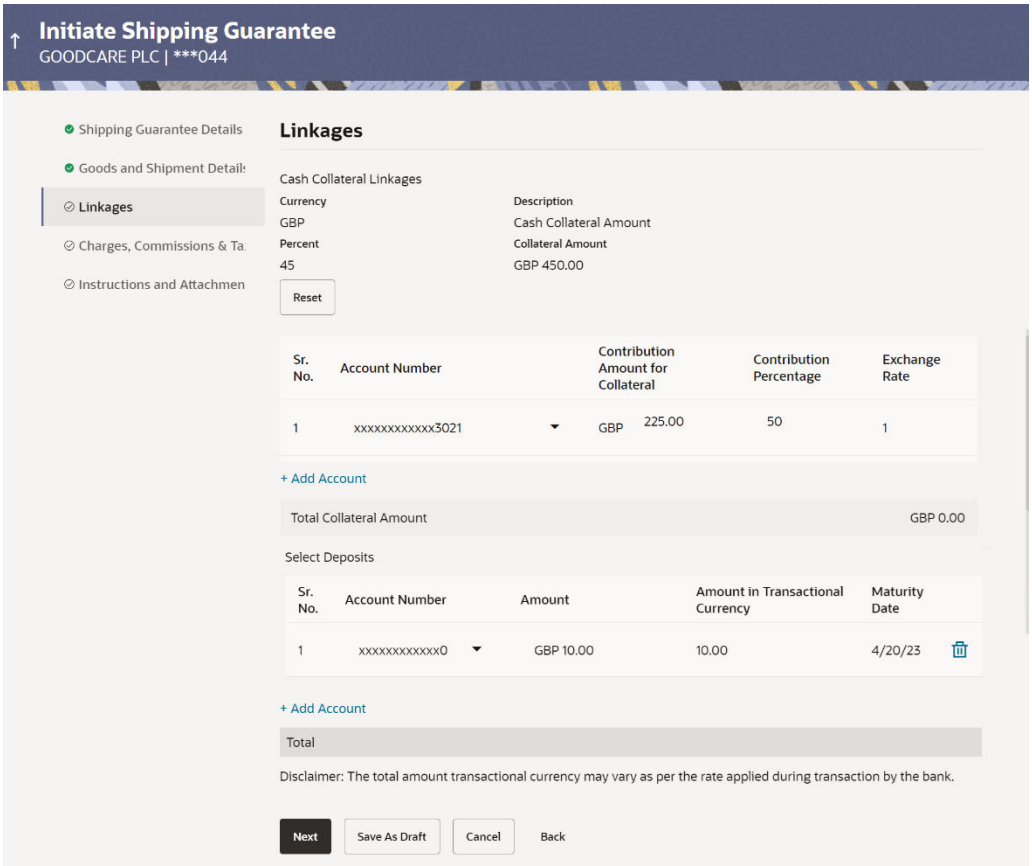
30.5 Linkages

This topic provides the systematic instructions to capture the Linkages details in the application.

This tab allows the user to link a deposit account while initiating a transaction.

1. Specify the Linkages details.

Figure 30-6 Initiate Shipping Guarantee - Linkages tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

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Table 30-6 Initiate Shipping Guarantee - Linkages - Field Description

Field Name	Description
Cash Collateral Linkages	Specify the Cash Collateral Linkages details based on the following table: **Note** Multiple lines for Collateral details to be supported as multiple Collateral accounts can be used.
Currency	Displays the contract currency of cash collateral as maintained at back office.
Description	Displays the description of collateral linkage.
Percent	Displays the percentage of LC to be used as collateral – as maintained under the Shipping Guarantee.
Collateral Amount	Displays the amount to be used as Collateral for LC. The Collateral Amount gets calculated by the system, when the user enters the value in **Percent** field.
Sr. No.	Displays the serial number of the record.
Account Number	Select the account number from the list of accounts that are mapped to the user.
Contribution Amount for Collateral	Specify the amount to be used from the selected account towards the collateral. The **Contribution Amount for Collateral** gets calculated by the system, when the user enters the value in **Contribution Percentage** field.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account. Percentage of contribution gets calculated by the system, when the user enters the value in **Contribution Amount for Collateral** field.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is to be displayed.
Contribution amount in Account currency	Displays the amount to be contributed from selected account in the account's currency.
Total Collateral Amount	Displays the total collateral amount is the sum of all the Contribution Amount for Collateral..
Select Deposits	Specify the deposit account details based on the following table:
Sr. No.	Displays the serial number of the record.
Account Number	Select the deposit account that has to be mapped to the transaction.
Amount	Specify the amount that is to be linked for the transaction, and partial linkages to be supported.
Amount in Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Deposit Amount	Displays the total Deposit AmountThe total deposit amount.

2. In the **Cash Collateral Linkages** section, specify the value for **Percent**. The system fetches the value in **Collateral Amount** field.
   - Click **Reset** if you want to change the value.
3. Click the **Add Account** link to add the new account.

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4. From the **Account Number** list, select the appropriate account that has to be mapped to the transaction.
5. Specify the contribution collateral amount in the **Contribution Amount for Collateral** field.
6. In the **Deposit Linkage** section, elect the appropriate deposit account from the **Account Number** list.
7. Specify the amount in the **Amount** field.
8. Perform any one of the following actions:
   - Click the **Add Account** link to add multiple cash collateral linkage.
   - Click Delete to delete the cash collateral linkage.
9. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Charges, Commissions and Taxes** tab appears in the **Initiate Shipping Guarantee** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

30.6 Initiate Shipping Guarantee – Charges Commissions and Taxes

This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.

This tab defaults the charges details, if charges, commissions and taxes are available under the product. The user can select the account number from the account list that displays the account number along with the account name, account currency and account branch.

1. Specify the Charges Commissions and Taxes details.

Figure 30-7 Initiate Shipping Guarantee – Charges Commissions and Taxes tab

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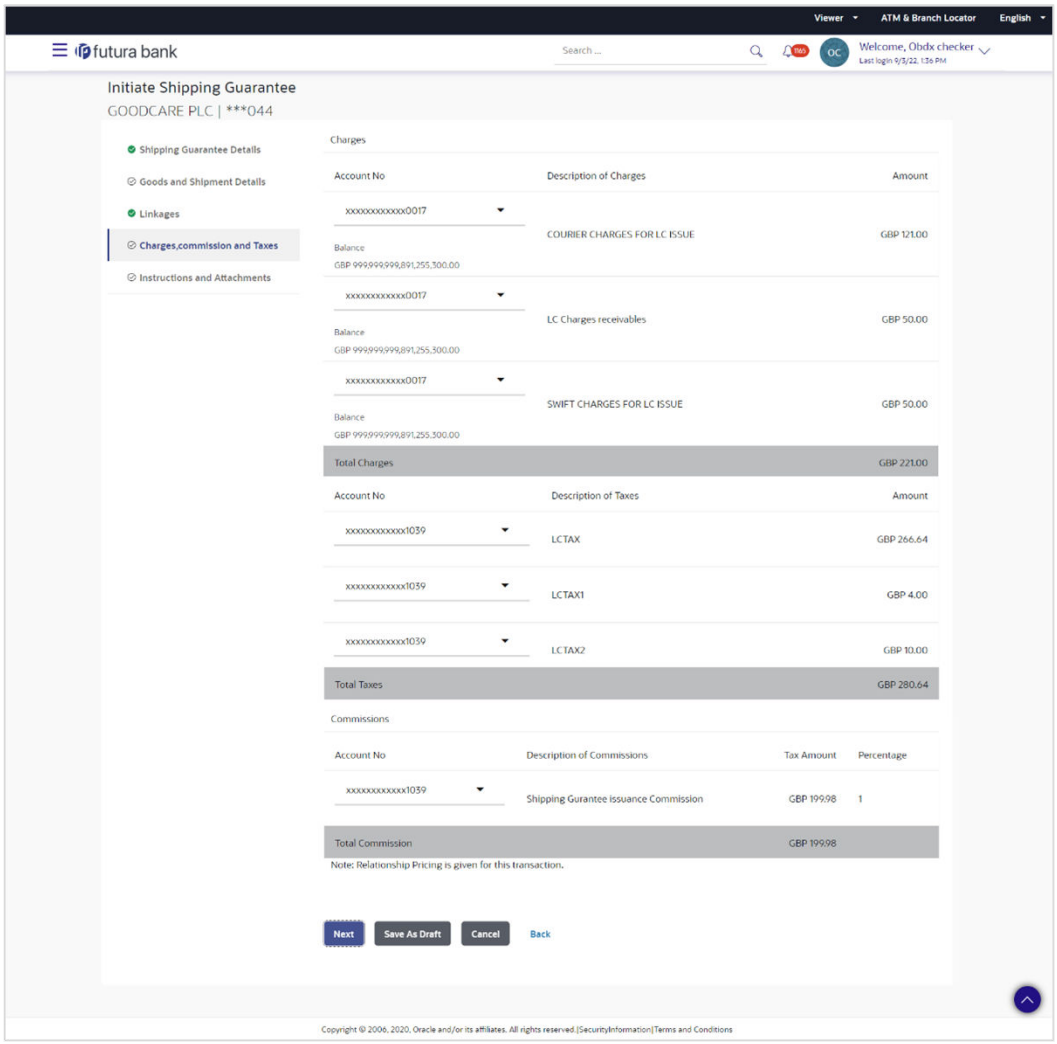

> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 30-7 Initiate Shipping Guarantee – Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account number for levying Cancellation Charges / Advice Charges.
Description of Charges	Displays the the reason of charges levied for various Guarantee related processes.
Amount	Displays the amount charged for the various processes.
Total Charges	Displays the total charge that will be levied in the transaction.

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Table 30-7 (Cont.) Initiate Shipping Guarantee – Charges Commissions and Taxes - Field Description

Field Name	Description
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.
Commissions	This section displays the Commission details.
Account No	Select the account from which the commission will be taken.
Description of Commissions	Displays the description commission applicable.
Tax Amount	Displays the amount that is maintained under the commission.
Percentage	Displays the percentage of Guarantee amount charged as commission.
Total Commission	Displays the total commission amount.

2. In the **Charges** section, select the appropriate account, from the **Account No** list.
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Instructions and Attachments** tab appears in the **Initiate Shipping Guaranteet** screen.
   - Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

30.7 Initiate Shipping Guarantee - Instructions and Attachments

This topic provides the systematic instructions to capture the Instructions and Attachments details in the application.

This tab allows to attach the documents to initiate the Shipping Guarantee. The document list on this tab are populated based on the default Shipping Guarantee product mapped.

To Attach Documents:

1. Specify the Shipping Guarantee Instructions and Attachments details.

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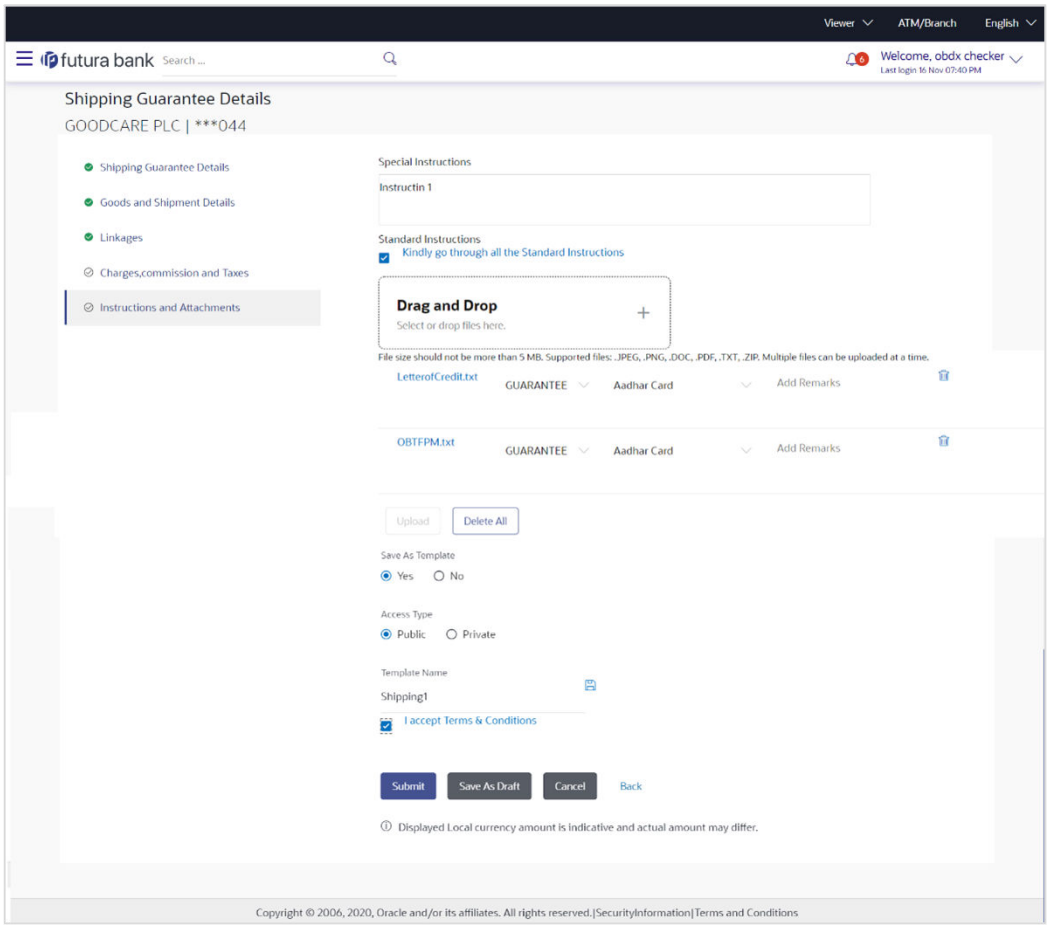
Figure 30-8 Initiate Shipping Guarantee - Instructions and Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 30-8 Initiate Shipping Guarantee - Instructions and Attachments - Field Description

Field Name	Description
Special Instructions	Specify any additional instructions that the user want to give to the bank.
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.

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Table 30-8 (Cont.) Initiate Shipping Guarantee - Instructions and Attachments - Field Description

Field Name	Description
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.
Save As Template	Options to save the transaction as template. The options are: • **Yes** • **No**
Access Type	Indicates the type of access for the template. The options are: • **Public** • **Private** This field is enabled if the **Yes** option is selected in **Save as Template**.
Template Name	The name using which template is stored and can be used in future.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
   a. In the **Save as Template** field, select **Yes**, if you want to save the transaction as template.
   b. If you select **Yes**, In the **Access Type** field, select the appropriate option.
   c. In the **Template Name** field, enter the name of the template.
7. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
8. Click **Submit**.

   The transaction is saved and the **Initiate Shipping Guarantee – Review** screen appears. It displays all the 4 sections with their respective fields namely Guarantee Details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.

9. Perform any one of the following actions:
   - Verify the details, and click **Confirm**.

     The success message initiation of Shipping Guarantee creation appears along with the reference number. Click **OK**,to complete the transaction.

     Click **Save As Draft**, system allows transaction details to be saved as a template or draft. (For more details, refer *Save As Template* or *Save As Draft* sections.)
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

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- Click **Back** to go back to previous screen.

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31
View Shipping Guarantee

This topic provides the systematic instructions view the details of existing Shipping Guarantee in the application.

A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A Bank Guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Shipping Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of guarantees for the selected customer. Details of an individual guarantee can be viewed and Exported in various formats.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single shipping guarantee should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Shipping Guarantee**. Under **Shipping Guarantee** click **View Shipping Guarantee**.

  The **View Shipping Guarantee** screen appears.

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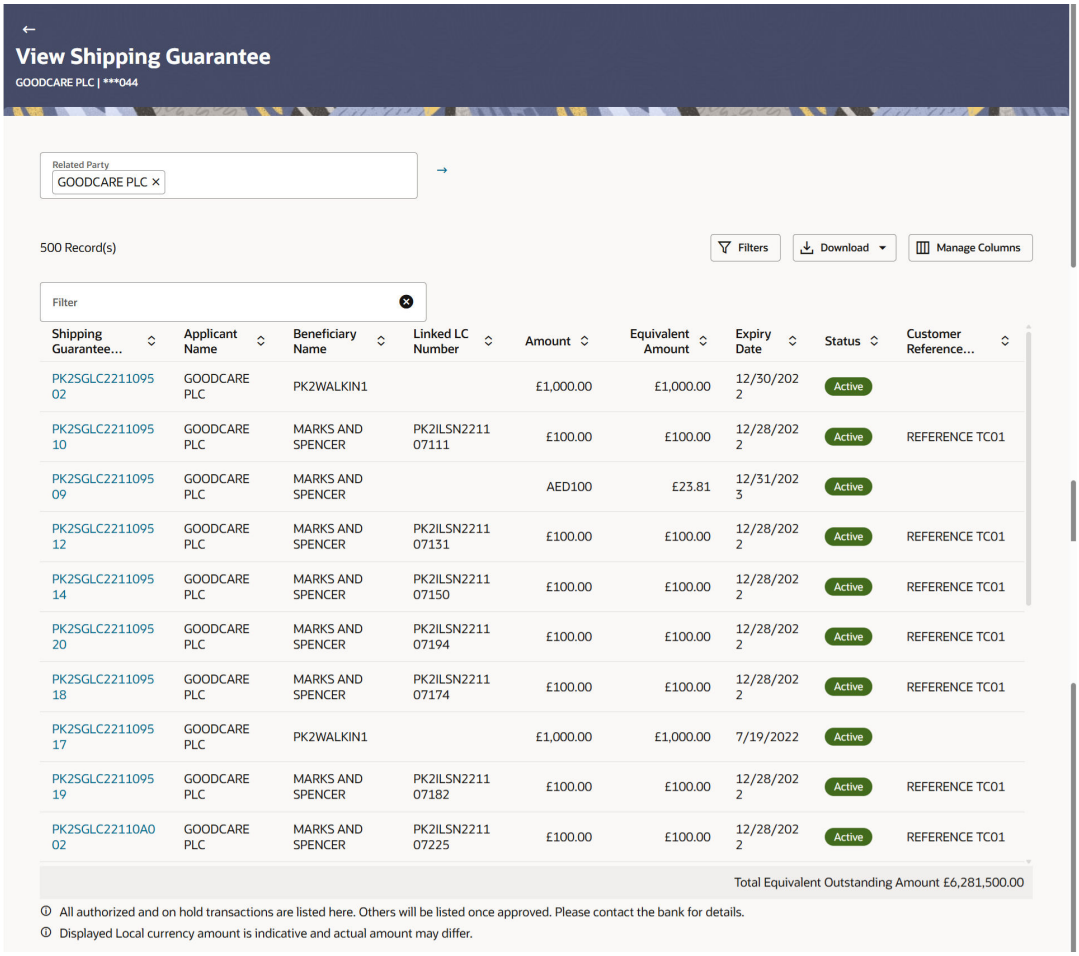
Figure 31-1 View Shipping Guarantee



This topic contains following sub-topics:

- View Shipping Guarantee - Search
  This topic provides the systematic instructions to search an view the details of existing Shipping Guarantee.
- View Shipping Guarantee – Shipping Guarantee Details
  This topic provides the systematic instructions to view an Shipping Guarantee - Shipping Guarantee Details in the application.
- View Shipping Guarantee - Attached Documents
  This topic provides the systematic instructions to view and download the Shipping Guarantee Attachments in the application.
- View Shipping Guarantee - Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- Linkages
  This topic provides the systematic instructions to view the Linkages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

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31.1 View Shipping Guarantee - Search

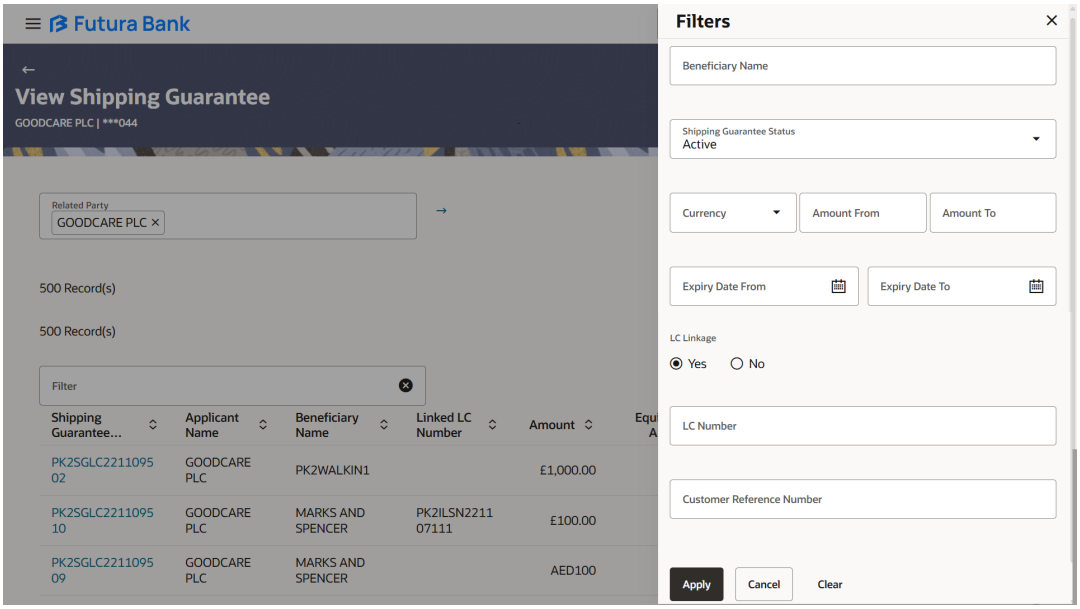
This topic provides the systematic instructions to search an view the details of existing Shipping Guarantee.

User can search the list existing Shipping Guarantee using Second Beneficiary Name, Currency, LC Amount From- Amount To, Issue Date From - Issue Date To and Expiry Date From - Expiry DateTo.

To search the existing Shipping Guarantee:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the LC Number/Parent LC Number/Second Beneficiary Name/Beneficiary Name/LC Amount/Equivalent LC/Outstanding Amount/ Equivalent Outstanding Amount/LC Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 31-2 View Shipping Guarantee - Filter



For more information refer to the field description table below:

Table 31-1 View Shipping Guarantee - Filter - Field Description

Field Name	Description
Beneficiary Name	Specify the name of the beneficiary of the shipping guarantee.

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Table 31-1 (Cont.) View Shipping Guarantee - Filter - Field Description

Field Name	Description
Shipping Guarantee Status	Select the status of the shipping guarantee. The options are: • **All** • **Active** • **Hold** • **Cancelled** • **Closed** • **Reversed**
Currency	Select the currency of the shipping guarantee to filter the record based on currency.
Amount From - Amount To	Specify the amount range for searching the shipping guarantee.
Expiry Date From - Expiry Date To	Specify the expiry date range used for searching the shipping guarantee.
LC Linkage	Select whether the LC is linked to guarantee or not. The options are: • **Yes** • **No**
LC Number	Displays the LC number if the shipping guarantee is attached to it and LC is linked to guarantee. This field is displayed if **LC Linkage** is **Yes**.
Customer Reference Number	Displays the Customer Reference Number of the shipping guarantee. This field is displayed if **LC Linkage** is **Yes**.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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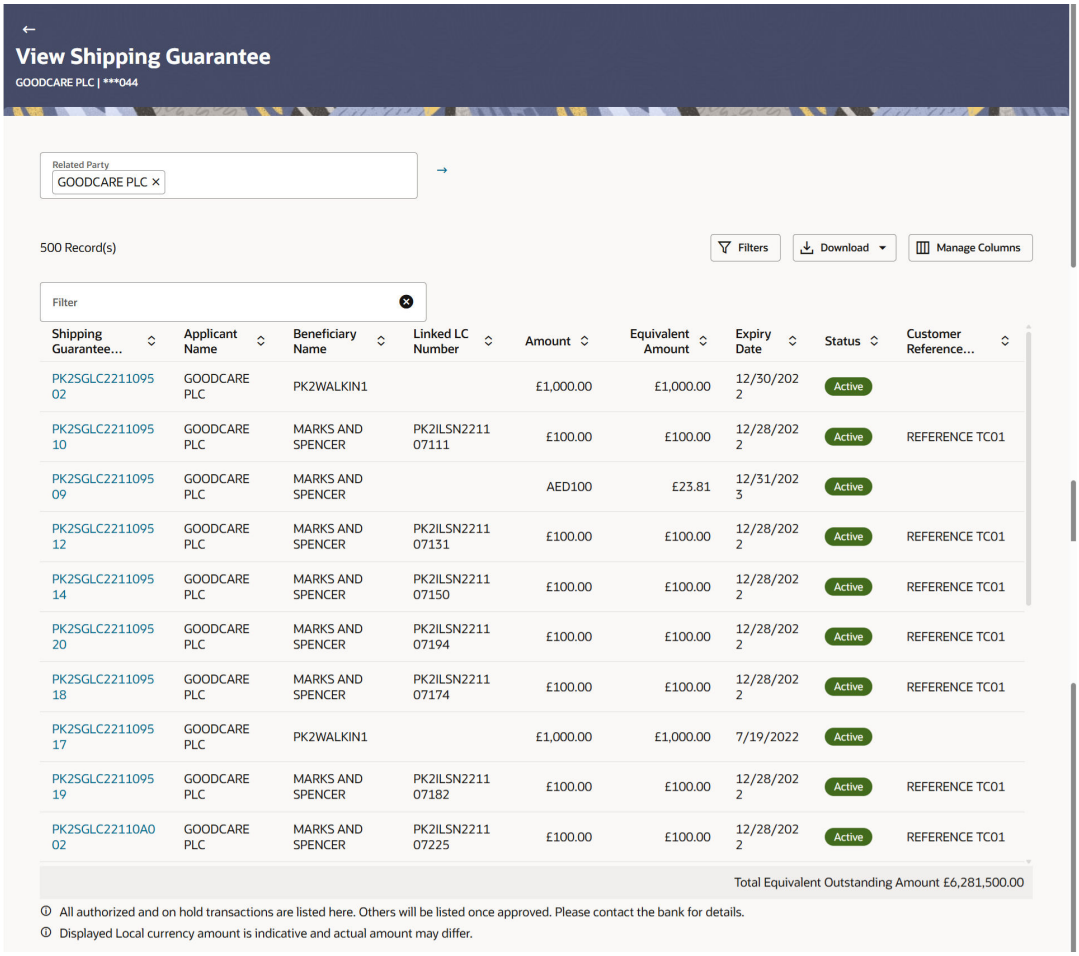
Figure 31-3 View Shipping Guarantee - Search Result



For more information refer to the field description table below:

Table 31-2 View Shipping Guarantee - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the Shipping Guarantee Number, Applicant Name, Beneficiary Name, Second Beneficiary Name, Linked LC Number, Amount, Equivalent Amount, Status to view the Shipping Guarantee.
Filter Results	This section displays the filter results.
Shipping Guarantee Number	Displays the Shipping Guarantee Reference number. Displays the link to view the details of the Shipping Guarantee.
Applicant Name	Displays the name of the applicant of the shipping guarantee.
Beneficiary Name	Displays the name of the Beneficiary of the shipping guarantee.
Linked LC Number	Displays the LC number if the shipping guarantee is attached to it and LC is linked to guarantee.
Amount	Displays the amount of the shipping guarantee.
Equivalent Amount	Displays the equivalent amount of shipping guarantee.
Status	Displays the status of the shipping guarantee.

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Table 31-2 (Cont.) View Shipping Guarantee - Filter Result Field Description

Field Name	Description
Date of Expiry	Displays the expiry date of the shipping guarantee.
Total Equivalent Outstanding Amount	Displays the total outstanding equivalent amount in local currency.

3. Perform one of the following actions:
   - Click on the desired **Shipping Guarantee Reference Number** link to view the Shipping Guarantee details. The **View Shipping Guarantee** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

31.2 View Shipping Guarantee – Shipping Guarantee Details

This topic provides the systematic instructions to view an Shipping Guarantee - Shipping Guarantee Details in the application.

Using this option, you can view a shipping guarantee in the application. To initiate a shipping guarantee in the application, you must enter details such as, Shipping Guarantee Details, Shipment Details, Linkages, Instructions, and Attachments etc.

To view a Shipping Guarantee:

1. Navigate to **View Shipping Guarantee** screen.
2. On **View Shipping Guarantee** screen, then click **Initiate Shipping Guarantee**.

   The **View Shipping Guarantee - Shipping Guarantee Details** screen appears.

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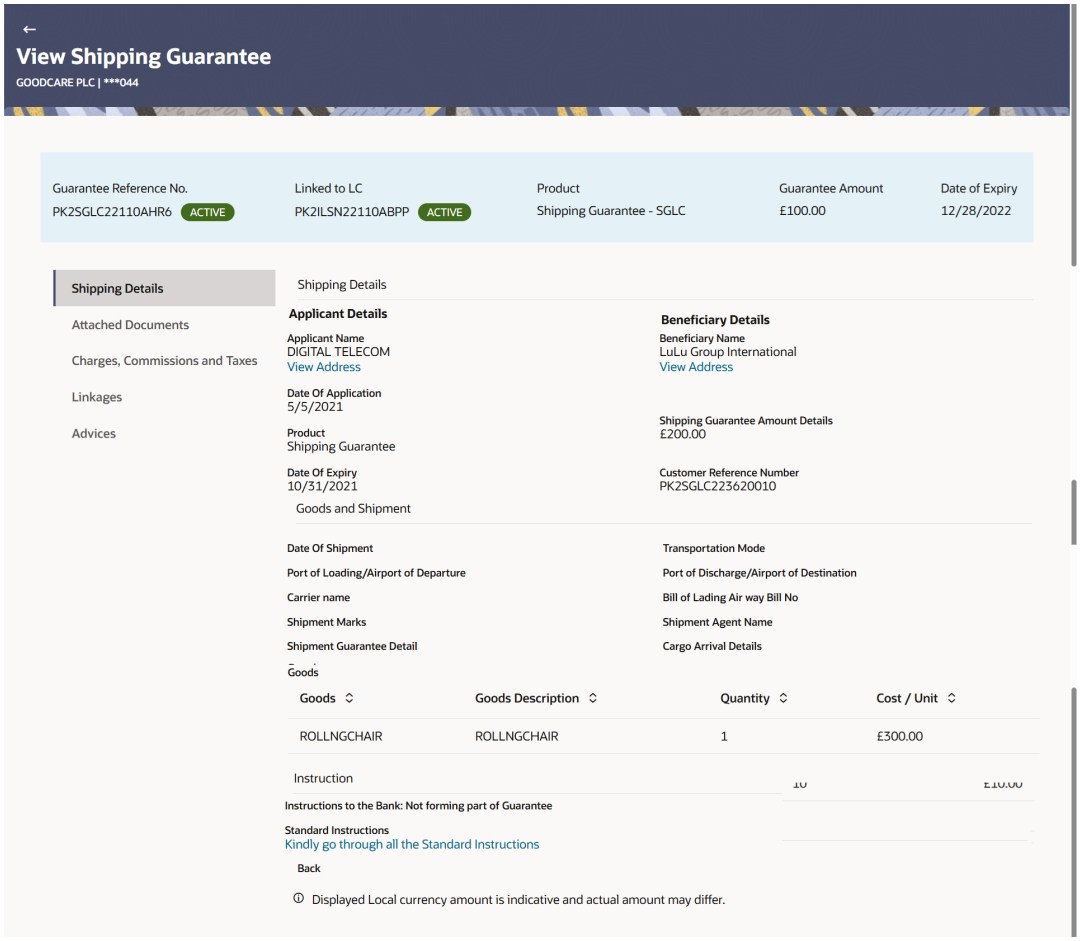
Figure 31-4 View Shipping Guarantee – Shipping Guarantee Details



> **Note**
>
> The fields which are marked as **Required** are mandatory.

For more information refer to the field description table below:

Table 31-3 View Shipping Guarantee – Shipping Guarantee Details - Field Description

Field Name	Description
Guarantee Reference Number	Displays the shipping guarantee reference number.
Linked To LC	Displays the LC number if the shipping guarantee is attached to it and LC is linked to guarantee.
Product	Displays the shipping Guarantee product type coming from Host.
Guarantee Amount	Displays the shipping guarantee amount.
Date of Expiry	Displays the expiry date of the shipping guarantee.
Shipping Details	This section displays the Shipping Details.
Applicant Details	This section displays the Applicant Details.

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Table 31-3 (Cont.) View Shipping Guarantee – Shipping Guarantee Details - Field Description

Field Name	Description
Applicant Name	Displays the applicant name.
View Address	Click the link to view the LC applicant address in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the applicant coming from Host.
Country	Displays the country of the applicant.
Date of Application	Displays the Application date when Bill has been initiated.
Product	Displays the product type as coming from Host.
Date of Expiry	Displays the expiry date of the guarantee.
Beneficiary Details	This section displays the Beneficiary Details.
Beneficiary Name	Displays the name of the beneficiary.
View Address	Click the link to view the beneficiary address in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary coming from Host.
Country	Displays the country of the beneficiary.
Shipping Guarantee Amount Details	This section displays the Shipping Guarantee Amount Details.
Shipping Guarantee Amount	Displays the shipping guarantee amount along with the currency
Customer Reference Number	Displays the customer reference number.
Goods and Shipment	This section displays the Goods and Shipment Details.
Date Of Shipment	Displays the latest date of shipment of loading goods on board/ dispatch/ taking in charge.
Transportation Mode	Displays the mode of transportation of goods.
Port of Loading/Airport of Departure	Displays the place of dispatch or taking in charge of the goods or loading on board.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination.
Carrier Name	Displays the carrier name that carries the shipment.
Bill of Lading/ Air way Bill No.	Displays the bill of lading of goods.
Shipment Marks	Displays the shipment marks.
Shipment Agent Name	Displays the name of the shipping agent.
Cargo Arrival Details	Displays the arrival details of the shipment.
Goods	This section specifies the Description of Goods & Services.
Sr No.	Displays the serial number of records.
Goods	Displays the type of good being shipped has to be chosen.
Goods Description	Displays the description about the goods based on the selected goods is displayed. The user can view and edit the description by clicking the **View/Edit** link.
Quantity	Displays the number of units of the good covered under the Guarantee.
Cost / Unit	Displays the price per unit of the good covered under the Guarantee.

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Table 31-3 (Cont.) View Shipping Guarantee – Shipping Guarantee Details - Field Description

Field Name	Description
Gross Amount	System calculates and displays the gross amount under the LC based on the specified **Quantity** and **Cost/Unit**.
Instructions	This section includes the bank instruction details of the Shipment Guarantee application.
Special Instructions	Displays special instructions for the bank users.
Standard Instructions	This section displays the standard instructions.
Kindly Go through the Standard Instructions	Click the link to view the maintained standard terms and conditions by bank.

3. Click the **Standard Instructions** link to view the customer instructions maintained by bank from back office.
4. Perform any one of the following actions:
   - Click **Attached Documents** tab to view the attached documents.
   - Click **Back** to navigate back to previous screen.

31.3 View Shipping Guarantee - Attached Documents

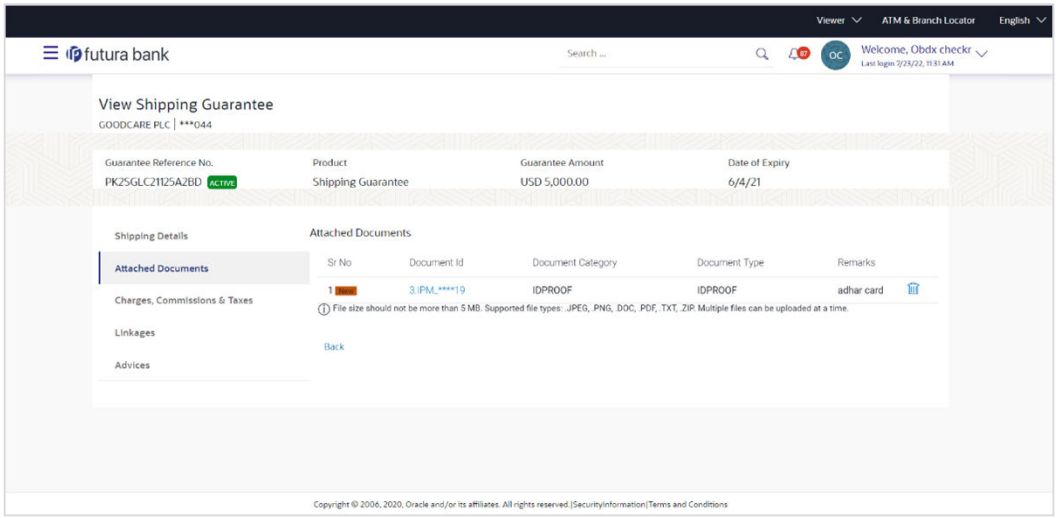
This topic provides the systematic instructions to view and download the Shipping Guarantee Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Shipping Guarantee.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 31-5 View Shipping Guarantee - Attached Documents



For more information refer to the field description table below:

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Table 31-4 View Shipping Guarantee - Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is delete the attached document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Click **Charges, Commissions and Taxes** tab to view the Charges, Commissions and Taxes details.
4. Click **Back** to go back to previous screen.

> **Note**
>
> Attached documents section is not qualified with Oracle TFPM in this release.

31.4 View Shipping Guarantee - Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 31-6 View Shipping Guarantee - Charges Commissions and Taxes

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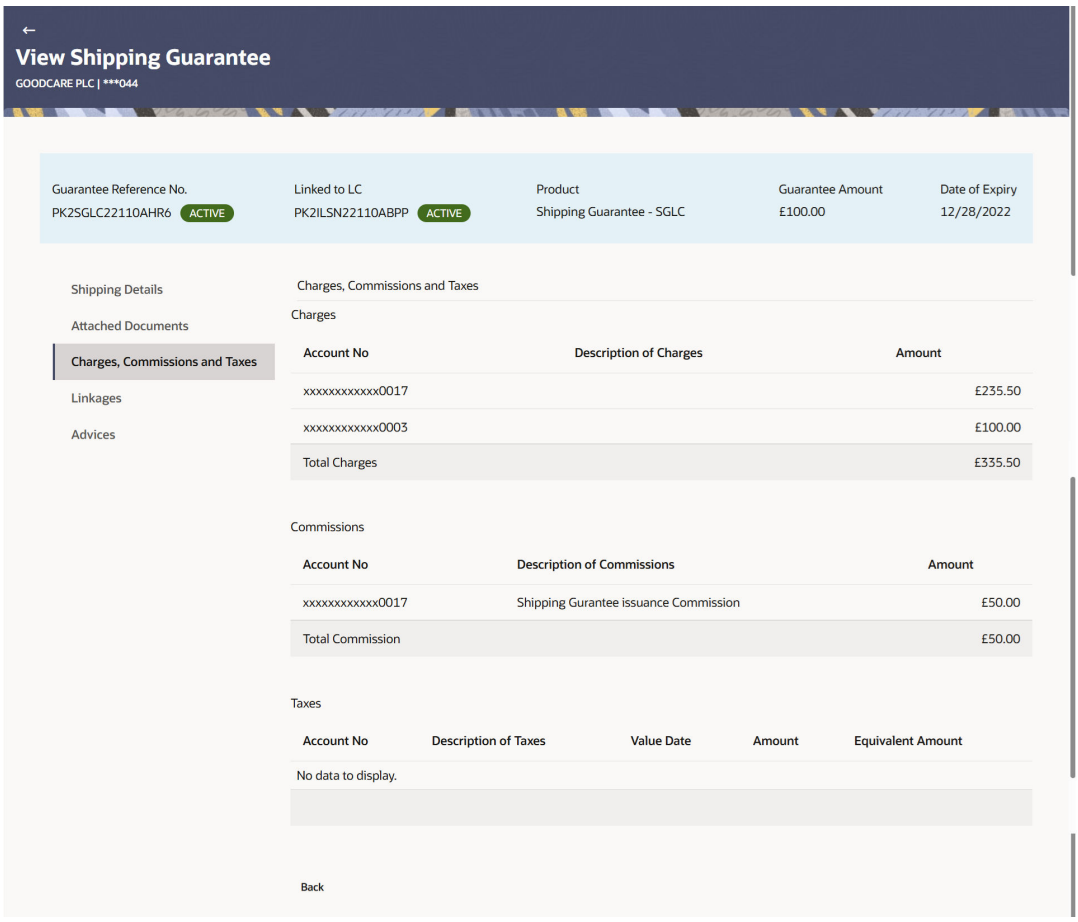

For more information refer to the field description table below:

Table 31-5 View Shipping Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number for levying Cancellation Charges / Advice Charges.
Description of Charges	Displays the reason/ narration of charges levied for various Guarantee related processes.
Amount	Displays the amount charged for various process.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.

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Table 31-5 (Cont.) View Shipping Guarantee - Charges Commissions and Taxes - Field Description

Field Name	Description
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

2. Click **Linkages** tab to view the Linkages details.
3. Click **Back** to go back to previous screen.

31.5 Linkages

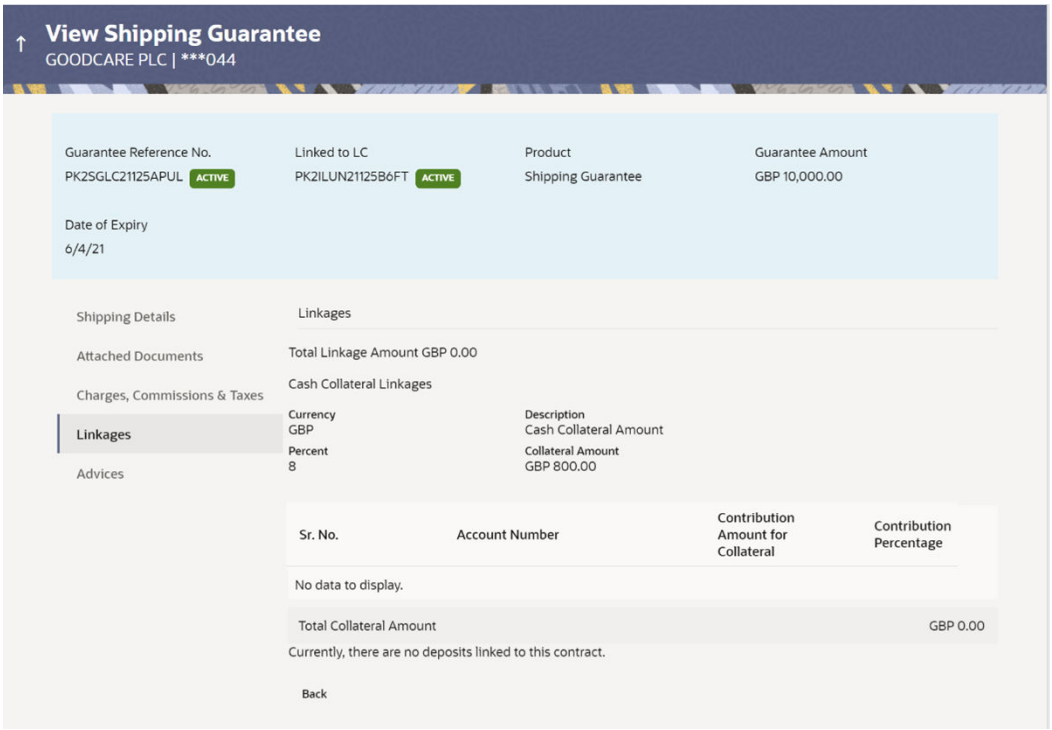
This topic provides the systematic instructions to view the Linkages details in the application.

This tab allows the user to link a deposit account while initiating a transaction.

To view the linkages details:

1. Navigate to the **Linkages** tab.

Figure 31-7 View Shipping Guarantee - Linkages tab



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For more information refer to the field description table below:

Table 31-6 View Shipping Guarantee - Linkages - Field Description

Field Name	Description
Total Linkage Amount	Displays the sum of all the linkage amountt.
Cash Collateral Linkages	This section displays the Cash Collateral Linkages details.
Currency	Displays the contract currency of cash collateral as maintained at back office.
Percent	Displays the percentage of LC to be used as collateral – as maintained at Shipping Guarantee.
Description	Displays the description of collateral linkage.
Collateral Amount	Displays the amount maintained as collateral against the Shipping Guarantee.
Account Number	Displays the accounts that are mapped to the user.
Contribution Amount for Collateral	Displays the amount to be used from the selected account towards the collateral.
Contribution Percentage	Displays the percentage of the total collateral to be taken from the selected account.
Exchange Rate	If the selected account is in another currency from that of contract's currency the exchange rate between them is displayed.
Total Collateral Amount	Displays the amount to be contributed from selected account in the account's currency.
Deposit Linkages	This section displays the Deposit Linkages details.
Deposit Number	Displays the deposit account that has to be mapped to the transaction.
Linked Amount	Displays the amount that is to be linked for the transaction, and partial linkages to be supported.
Linked Amount In Transactional Currency	Displays the tentative equivalent amount in transactional currency.
Maturity Date	Displays the maturity date of the deposit.
Total Amount in Local Currency	Displays the total amount in local currency.

2. Click **Advices** tab to view the Advice details.
3. Click **Back** to navigate back to previous screen.

31.6 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected shipping guarantee.

To view the Advice details:

1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 31-8 View Shipping Guarantee - Advices

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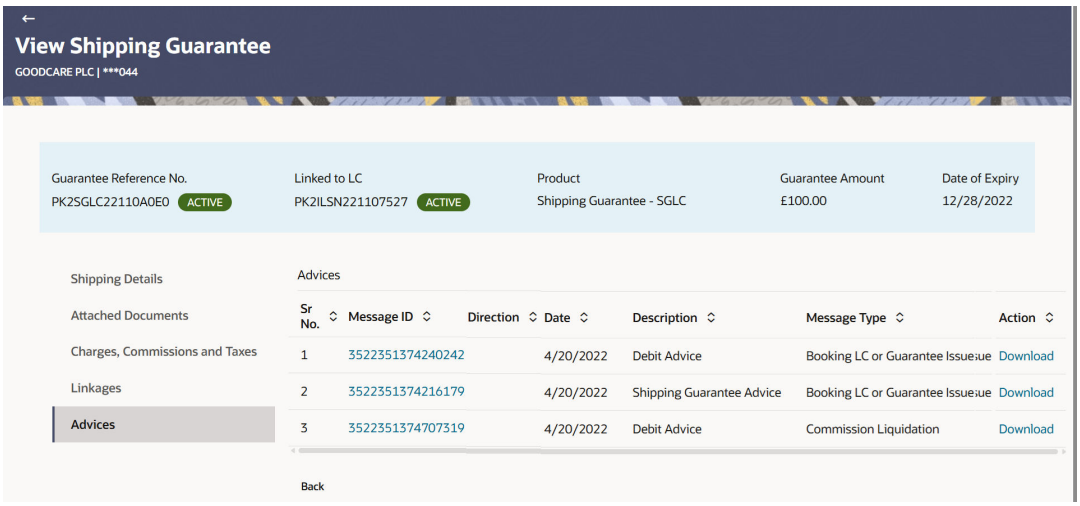

For more information refer to the field description table below:

Table 31-7 View Shipping Guarantee - Advices - Field Description

Field Name	Description
Sr No.	Displays the serial number of the advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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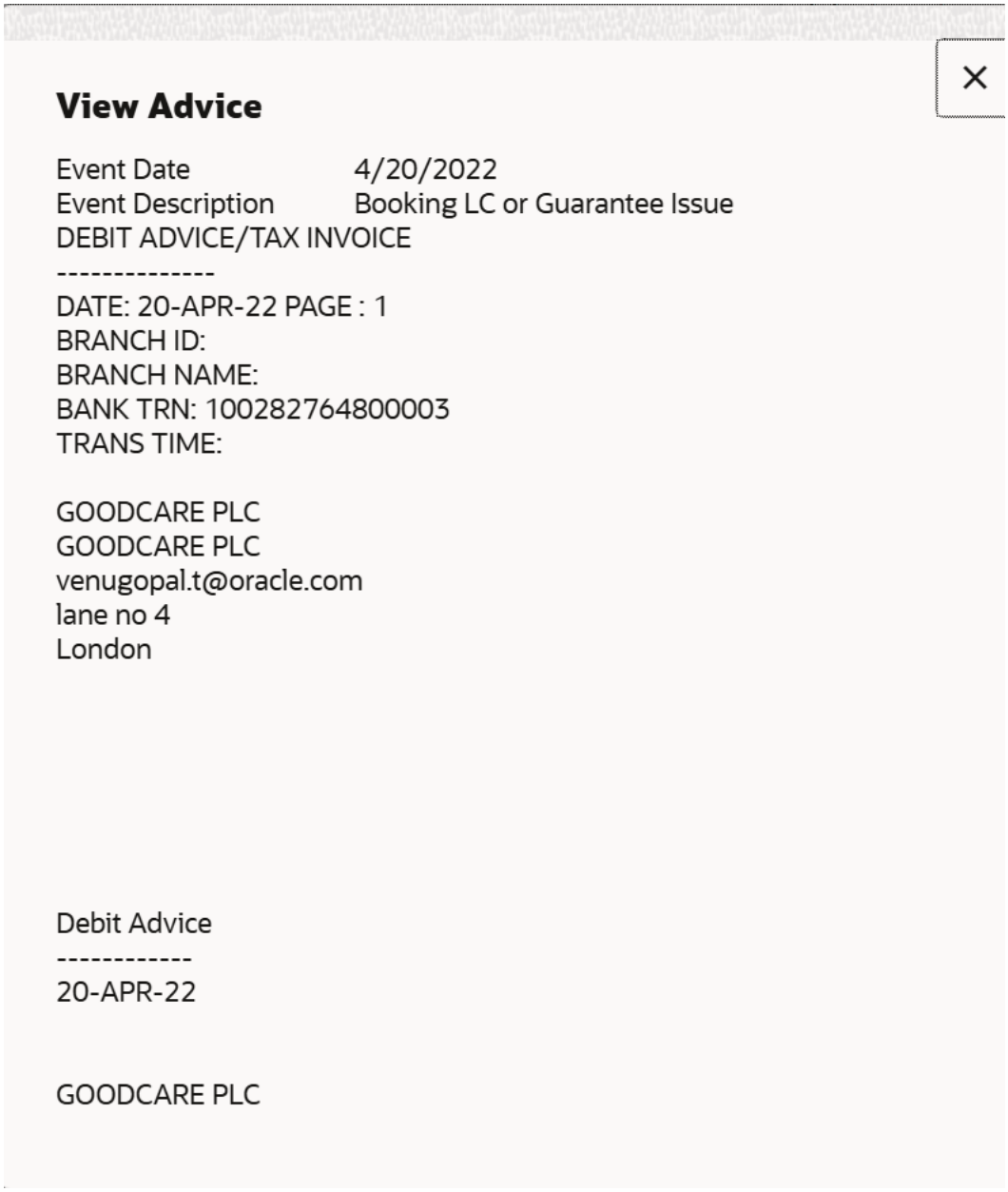
Figure 31-9 View Advice



For more information refer to the field description table below:

Table 31-8 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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4. Click **Back** to go back to previous screen.

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32
Other Party Maintenance

This topic provides the systematic instructions to maintain Other Party in the application.

Using this option, user can view, create, update and delete the Beneficiary/Drawee for the LC/ Bills/Guarantee.

Pre-requisites
User must have a valid corporate party Id and login credentials in place.

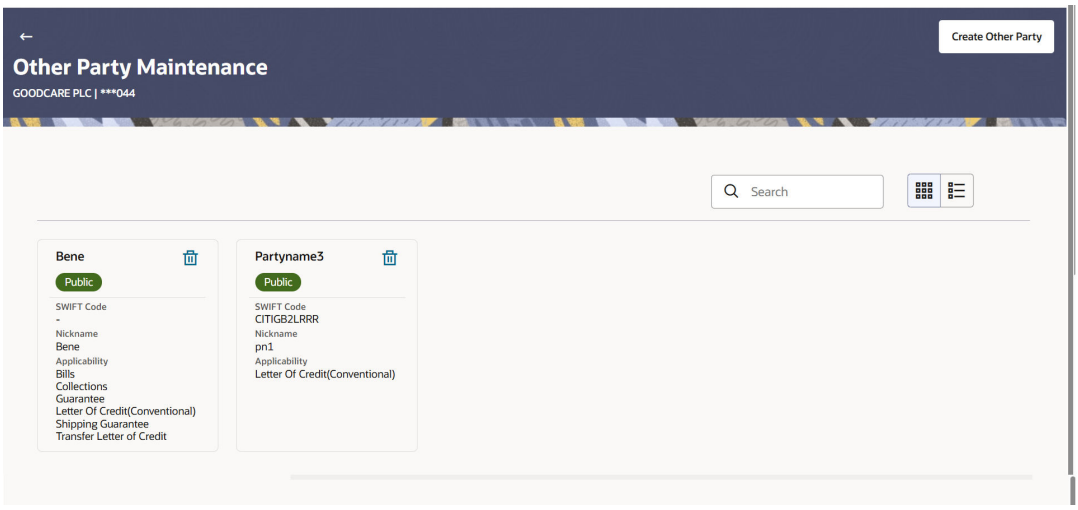
1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Maintenance**. Under **Maintenance**, click **Other Party Maintenance**.

   The **Other Party Maintenance** screen appears.
   Other Party Maintenance - Summarized View

   This is a default view; the user is landed on this screen on accessing **Other Party Maintenance** menu option.

   Using this option, corporate user can search and view the details of any other party maintained. This is a default view; the user is landed on this screen, records of all the other parties maintained in the application are displayed in card format. User can choose to check the complete details of a specific party by clicking on a card.

Figure 32-1 Other Party Maintenance



For more information refer to the field description table below:

Table 32-1 Other Party Maintenance - Field Description

Field Name	Description
Party Name	Displays the name of the applicant.
Party ID	Displays the party Id is displayed in a masked format.

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Table 32-1 (Cont.) Other Party Maintenance - Field Description

Field Name	Description
Search	Specify the name of the card to search and view its details. Partial search is allowed.
Other Party Maintenance Card	The Other Party Maintenance template card displays the name of the Other Party Maintenance template along with the other details like SWIFT Code, Nickname, and Applicability.
Other Party Maintenance Details	Following details are displayed on each Other Party Maintenance Template card.
Template Name	Displays the name using which other party details is stored.
Access Type	Displays the access type assigned to the other party, that is **Private** or **Public**.
SWIFT Code	Displays the SWIFT code of the Beneficiary/Drawee bank.
Nickname	Displays the nickname of the Beneficiary/drawee.
Applicability	Displays the transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : • Letter of Credit • Bills • Guarantee

2. Select and click the Other Party Maintenance template card whose details you want to view.
3. Specify the name of the specific Other Party Maintenance Template in the **Search** field whose details you want to view.

   The specific Other Party Maintenance Template detail record appears.
4. Perform one of the following actions:
   - Click **Create Other Party** to create a new Other Party Maintenance template.
   - Click or to view the Other Party Maintenance template as Summarized or Tabular view
   - Click to delete the Other Party Maintenance template card.

Other Party Maintenance Template - Tabular View
The Other Party Maintenance Template - Tabular View allows the corporate user to view the Other Party Maintenance template in table format.

To view the Other Party Maintenance in tabular form:

5. In the **Other Party Maintenance - Summary** page, click to view the Other Party Maintenance template as Tabular view.

   The **Other Party Maintenance** tabular view page appears.

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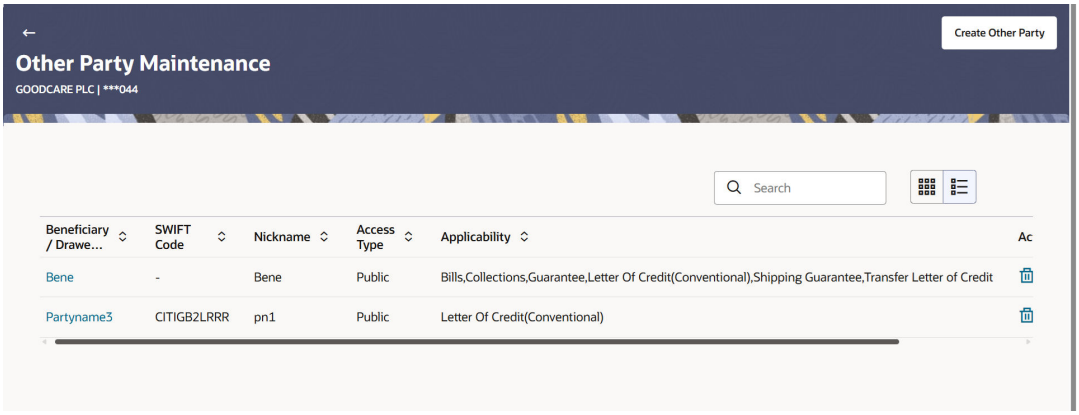
Figure 32-2 Other Party Maintenance tabular view



This topic contains following sub-topics:

- Other Party Maintenance - View
  This topic provides the systematic instructions to view the Other Party Maintenance in the application.
- Other Party Maintenance - Create
  This topic provides the systematic instructions to create Other Party Maintenance in the application.
- Edit Other Party Maintenance
  This topic provides the systematic instructions to edit the Other Party Maintenance in the application.
- Other Party Maintenance - Delete
  This topic provides the systematic instructions to delete the Other Party Maintenance in the application.

32.1 Other Party Maintenance - View

This topic provides the systematic instructions to view the Other Party Maintenance in the application.

This screen allow the corporate user to view the details of other party.

To view the Other Party Maintenance:

1. Navigate to **Other Party Maintenance** screen.
2. Select and click the Other Party Maintenance template card whose details you want to view.

   The **Other Party Maintenance** details screen is displayed.

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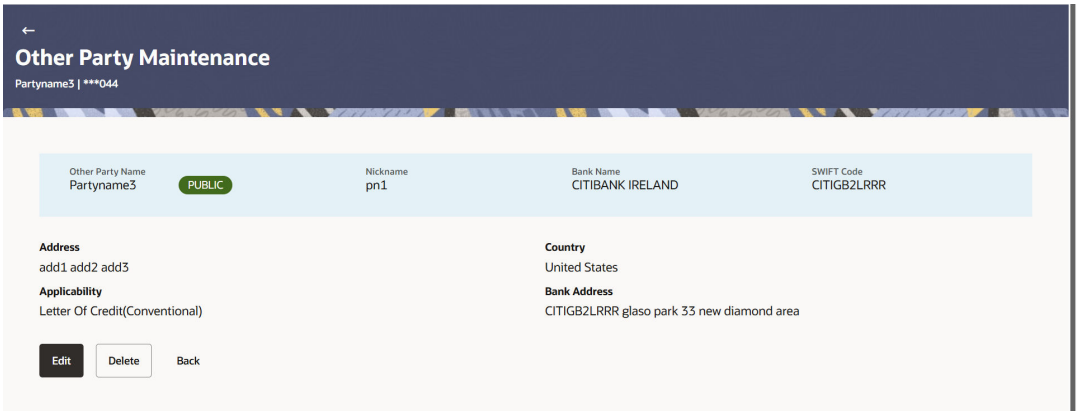
Figure 32-3 Other Party Maintenance - View



For more information refer to the field description table below:

Table 32-2 Other Party Maintenance - View - Field Description

Field Name	Description
Other Party Name	Displays the beneficiary against whom LC/Bills/ Guarantee is created.
Access Type	Displays the access type assigned to the other party, that is **Private** or **Public**.
Nickname	Displays the nickname of the Beneficiary/drawee.
Bank Name	Displays the name of beneficiary bank.
SWIFT Code	Displays the SWIFT code of the Beneficiary/Drawee bank.
Other Party Details	This section displays the Other Party details.
Address	Displays the address of the beneficiary.
Country	Displays the country of the beneficiary.
Applicability	Displays the transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : • Letter of Credit • Bills • Guarantee
Bank Address	Displays the address of the beneficiary's bank.

3. Perform any one of the following actions:
   - Click **Edit** to edit the other party details.
   - Click **Delete** to delete the other party details.
   - Click **Back** to navigate back to previous screen.

32.2 Other Party Maintenance - Create

This topic provides the systematic instructions to create Other Party Maintenance in the application.

The user can create the Other Party Maintenance in the application.
To create Other Party Maintenance:

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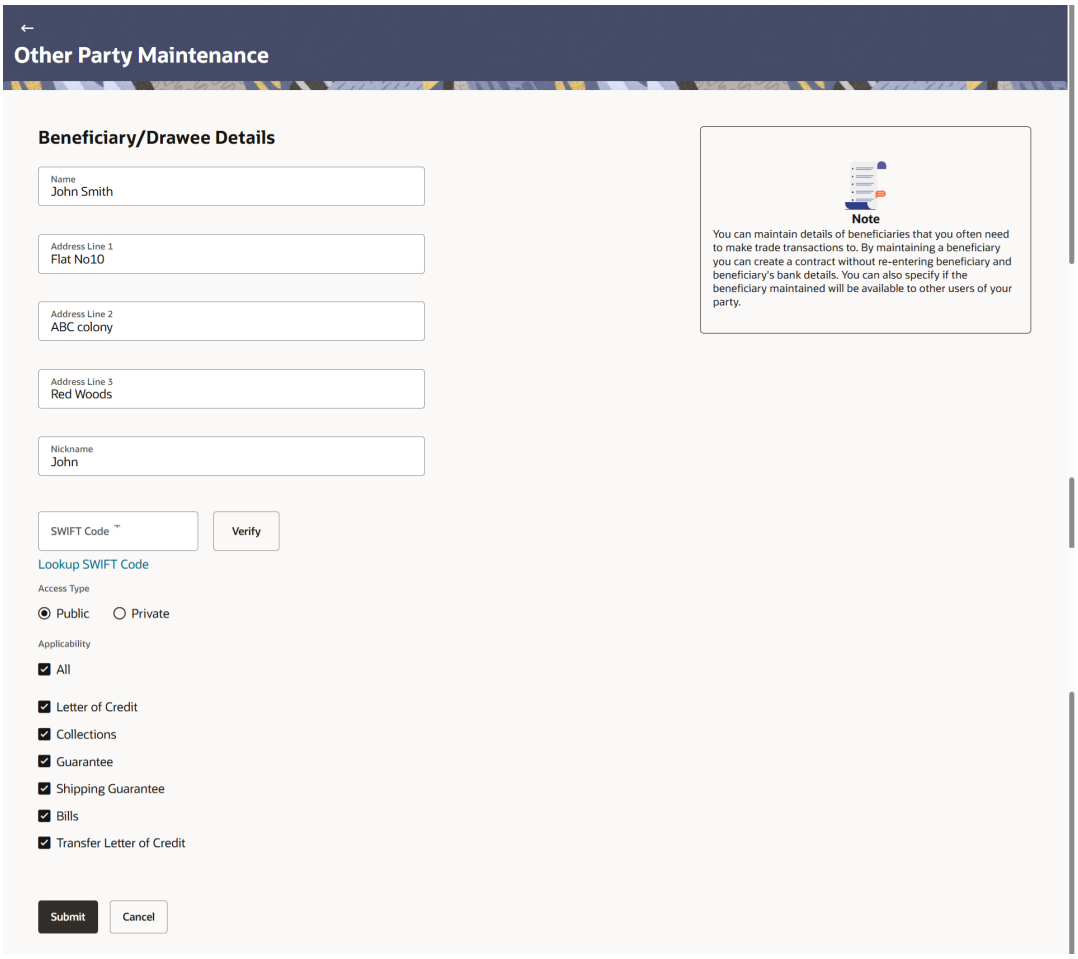
1. On **Other Party Maintenance** screen, click **Create Other Party**.

   The **Other Party Maintenance** Create screen is displayed.

Figure 32-4 Other Party Maintenance - Create



For more information refer to the field description table below:

Table 32-3 Other Party Maintenance - Create - Field Description

Field Name	Description
Beneficiary/Drawee Details	This section describes the Beneficiary/Drawee Details.
Beneficiary/Drawee Name	Specify the beneficiary against whom LC/Bills/ Guarantee is to be created.
Address Line 1-3	Specify the address of the beneficiary to be saved.
Nickname	Specify the nickname of the Beneficiary/drawee.
SWIFT Code	Specify the SWIFT ID of the Beneficiary/Drawee Bank. Click **Lookup SWIFT Code** if required, to search and select the bank details, available in the application.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.

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Table 32-3 (Cont.) Other Party Maintenance - Create - Field Description

Field Name	Description
Swift Code	Select the SWIFT code from the look up.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Swift Code	Displays the list of SWIFT codes as fetched on the basis of the search criteria specified.
Access Type	Select the access type to be assigned to the other party, that is **Private** or **Public**.
Applicability	Select the transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : • **All** • **Letter of Credit** • **Collections** • **Guarantee** • **Shipping Guarantee** • **Bills**

2. Specify the beneficiary name in the **Beneficiary/Drawee Name** field.
3. Specify the beneficiary's address in the **Address** field.
4. Specify the nickname of the Beneficiary/drawee in the **Nickname** field.
5. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
6. Click **Verify** to fetch bank details based on Bank Code (BIC).
7. Select the appropriate **Access Type**.
8. Select the **Applicability**.
9. Perform any one of the following actions:
   - Click **Submit** to create the other party details.

     The **Review Other Party Maintenance Details** screen appears.
   - Click **Cancel** to cancel the transaction.
10. Verify the details, and click **Confirm**.

    The success message of beneficiary creation appears along with the reference number.

32.3 Edit Other Party Maintenance

This topic provides the systematic instructions to edit the Other Party Maintenance in the application.

Using this option corporate user can edit the details of selected beneficiary, maintained in the application.

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To edit the Other Party Maintenance:

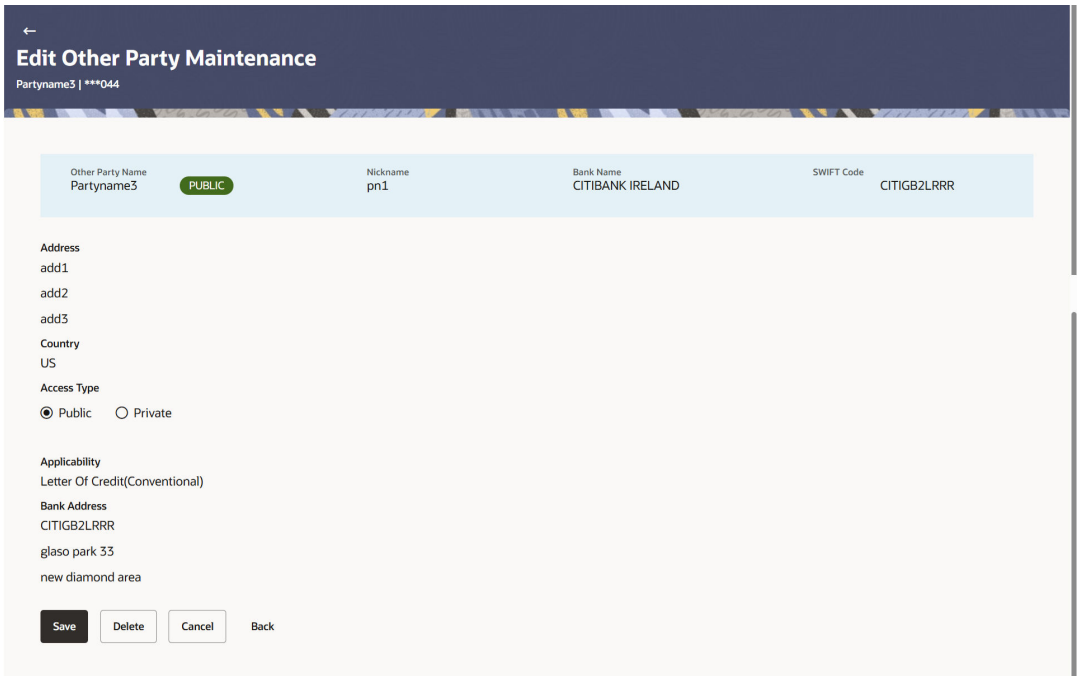
1. On **Other Party Maintenance** screen, select and click the Other Party Maintenance template card whose details you want to edit.

   The **Other Party Maintenance** Details screen is displayed

2. Click **Edit**.

   The **Edit Other Party Maintenance** screen is displayed.

Figure 32-5 Edit Other Party Maintenance



For more information refer to the field description table below:

Table 32-4 Edit Other Party Maintenance - Field Description

Field Name	Description
Other Party Name	Displays the beneficiary against whom LC/Bills/ Guarantee is created.
Nickname	Displays the nickname of the Beneficiary/drawee.
Bank Name	Displays the name of beneficiary bank.
SWIFT Code	Displays the SWIFT code of the Beneficiary/Drawee bank.
Other Party Details	This section displays the Other Party details.
Address Line 1-3	The address of the beneficiary.
Country	The country of the beneficiary.
Access Type	Select the access type to be assigned to the other party, that is **Private** or **Public**.

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Table 32-4 (Cont.) Edit Other Party Maintenance - Field Description

Field Name	Description
Applicability	Displays the transactions for which the beneficiary recorded are applicable. It can be either of them or combination of them, i.e. as selected : • Letter of Credit • Bills • Guarantee
Bank Address	Displays the address of the beneficiary's bank.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.

3. Modify the **Access Type**, if required.
4. Perform any one of the following actions:
   - Click **Save** to save the beneficiary details.

     The **Review Other Party Maintenance Details** screen appears.
   - Click **Delete** to delete the other party.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate to the previous screen
5. Verify the details, and click **Confirm**.

   The success message of beneficiary modification appears along with the reference number.

32.4 Other Party Maintenance - Delete

This topic provides the systematic instructions to delete the Other Party Maintenance in the application.

Using this option, corporate user can search and delete an existing beneficiary.
To delete the Other Party Maintenance:

1. On **Other Party Maintenance** screen, select and click the Other Party Maintenance template card whose details you want to delete.

   The **Other Party Maintenance** Details screen is displayed
2. **Other Party Maintenance** details screen, click **Delete**.

   The **Other Party Maintenance** screen with **Delete Warning** pop-up message is displayed.

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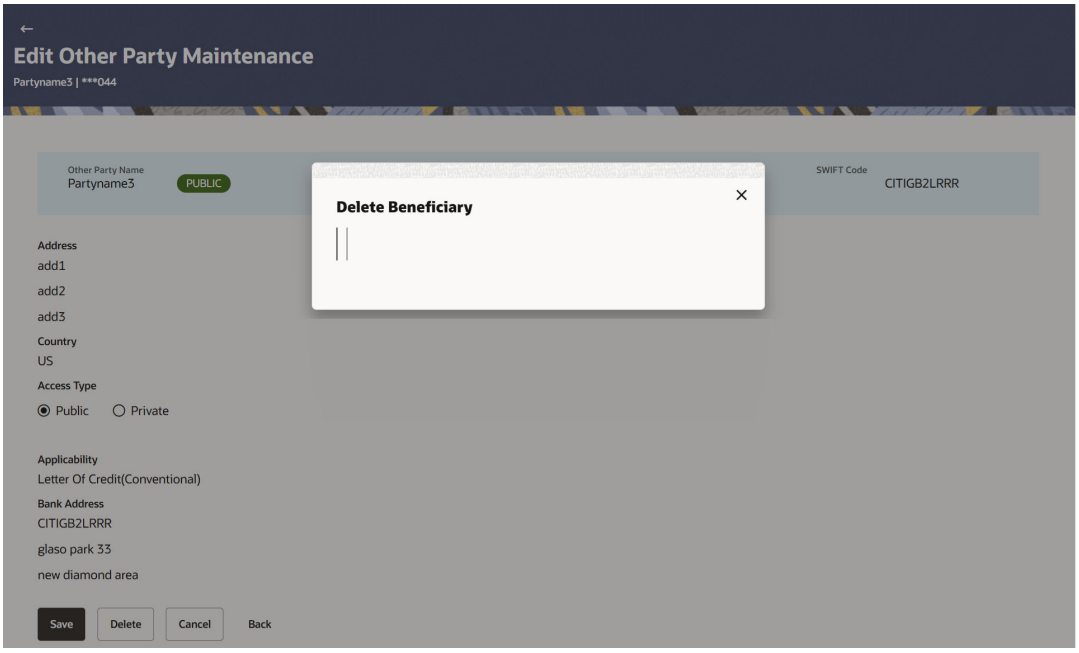
Figure 32-6 Other Party Maintenance - Delete



3. Perform any one of the following actions:
   - Click **Yes** to confirm the deletion of the beneficiary details.

     The **Other Party Maintenance** screen with the successful deletion message appears
   - Click **No** to cancel the transaction.

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33

Additional Condition Maintenance

This topic provides the systematic instructions to maintain Additional Condition in the application.

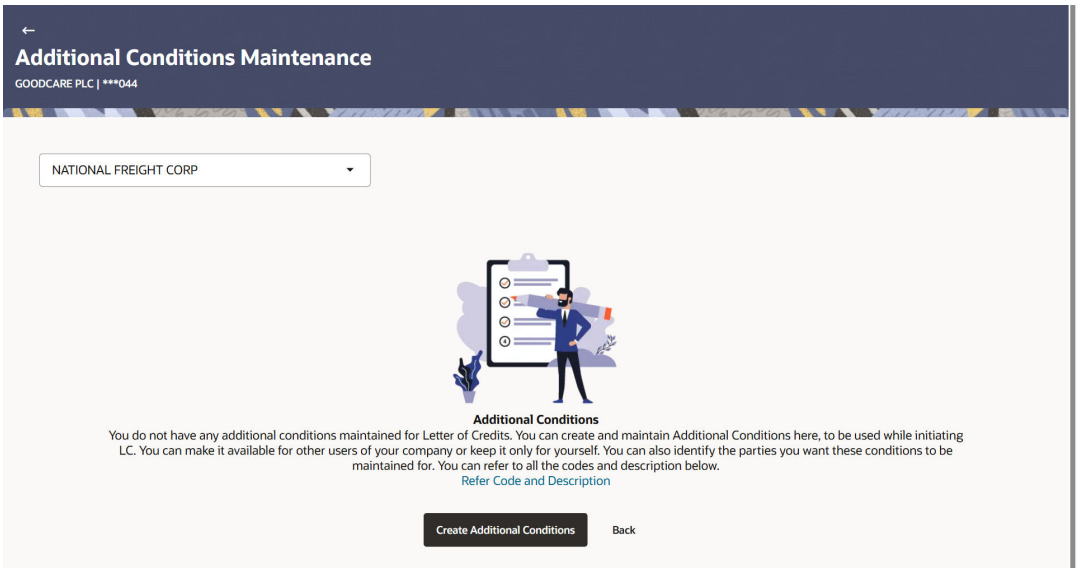
Using this option, you can create (if maintenance is not already there), view and edit the additional condition required while creating Letter of Credits. Here user will have the facility to save his custom conditions and use as and when required. Each Condition is saved with the help of an identifier which is unique for the customer, and all identifiers needs to be mapped to codes of additional conditions as maintained by bank.

Pre-requisites
User must have a valid corporate party Id and login credentials in place.

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Maintenance**. Under **Maintenance**, click **Additional Condition Maintenance**.

   The **Additional Condition Maintenance** screen appears.

Figure 33-1 Additional Condition Maintenance



For more information refer to the field description table below:

Table 33-1 Additional Condition Maintenance - Field Description

Field Name	Description
Party Name	Displays the name of the applicant is displayed.
Party ID	Displays the party Id is displayed in a masked format.

2. On **Additional Condition Maintenance** screen, click **Create Additional Conditions** to add a new condition.

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3. Click **Refer Code and Description** to view the codes and its description as maintained by bank.

- Additional Condition Maintenance - Create
  This topic provides the systematic instructions to create Additional Condition Maintenance in the application.
- Additional Conditions Maintenance - View
  This topic provides the systematic instructions to view the additional condition maintained in the application.
- Additional Conditions Maintenance - Edit
  This topic provides the systematic instructions to edit the Additional Conditions Maintenance in the application.
- Additional Conditions Maintenance - Delete
  This topic provides the systematic instructions to delete the Additional Conditions Maintenance in the application.

33.1 Additional Condition Maintenance - Create

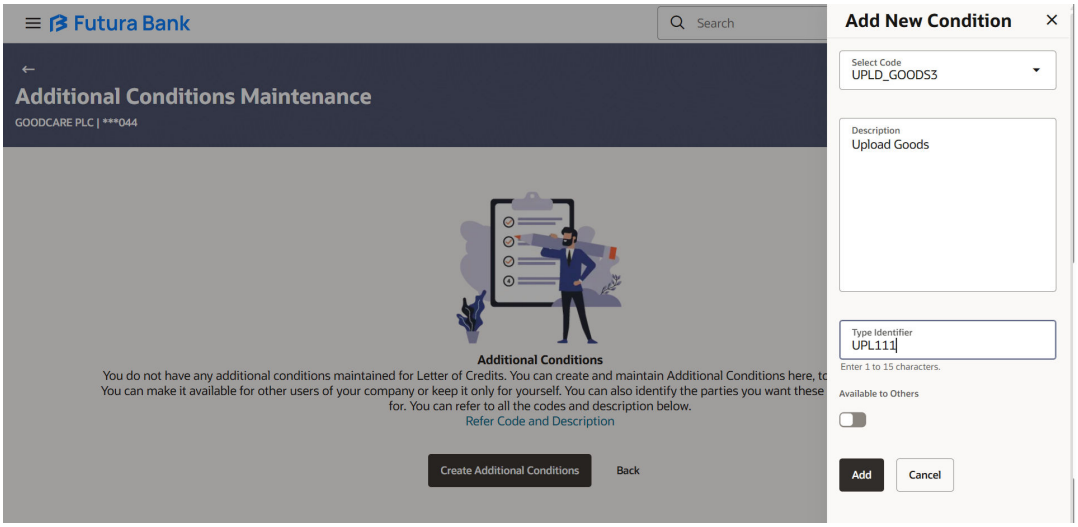
This topic provides the systematic instructions to create Additional Condition Maintenance in the application.

The user can create the Additional Condition Maintenance in the application.
To create Additional Condition Maintenance:

1. On **Additional Condition Maintenance** screen, click **Create Additional Conditions**.

   The **Add New Condition** overlay screen is displayed on the Additional Condition Maintenance screen.

Figure 33-2 Additional Condition Maintenance - Add New Condition



For more information refer to the field description table below:

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Table 33-2 Additional Condition Maintenance - Add New Condition - Field Description

Field Name	Description
Select Code	Select a code from the list for which you want to add the new condition.
Description	Specify the description of the selected code.
Type Identifier	Specify an identifier for the description under the code.
Available to Others	Enable the slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

2. Select a code from the **Select Code** list.
3. Specify the the description of the code **Description** field.
4. Specify an identifier for the description in the **Type Identifier** field.
5. Move the **Available to Others** slider to allow the code to be visible to the user
6. Perform any one of the following actions:
   - Click **Submit** to add new condition.

     The **Review Additional Condition Maintenance** screen appears.
   - Click **Cancel** to cancel the transaction.
7. Verify the details, and click **Confirm**.

   The success message of new condition creation appears along with the reference number.

33.2 Additional Conditions Maintenance - View

This topic provides the systematic instructions to view the additional condition maintained in the application.

Using this option, corporate user can view the details of any additional condition maintained.

To view the Additional Conditions Maintenance:

1. Navigate to **Additional Conditions Maintenance** screen.

   All the conditions mapped to the party id is displayed on the screen.

Figure 33-3 Additional Conditions Maintenance - View

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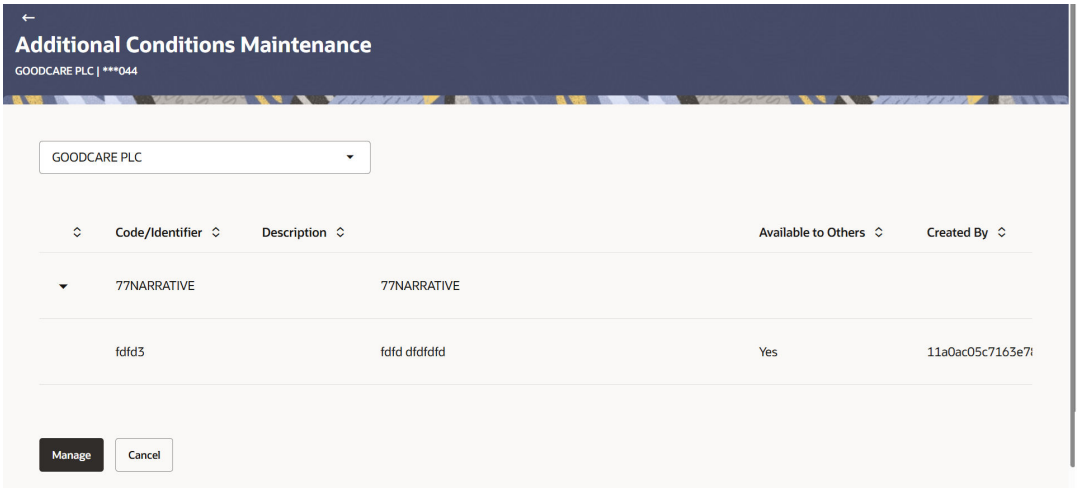

For more information refer to the field description table below:

Table 33-3 Additional Conditions Maintenance - View - Field Description

Field Name	Description
Party Name	Displays the name of the applicant is displayed.
Party ID	Displays the party Id is displayed in a masked format.
Additional Conditions details	Displays the Additional Conditions details.
Code/ Identifier	Displays the additional condition code.
Description	Displays the description of the code.
Available to Others	Displays **Yes** or **No** depending if the condition was set to be available for others.
Created by	Displays the name of the maker who created the Additional Conditions.

2. Perform any one of the following actions:
   - Click **Manage** to edit the Additional Conditions.
   - Click **Back** to navigate back to previous screen.

33.3 Additional Conditions Maintenance - Edit

This topic provides the systematic instructions to edit the Additional Conditions Maintenance in the application.

Using this option corporate user can edit the details of selected additional condition, maintained in the application.

To edit the Additional Conditions Maintenance:

1. Navigate to **Additional Conditions Maintenance** screen.

   All the conditions mapped to the party id is displayed on the screen.

2. Select the record whose details you want to edit and click ▶

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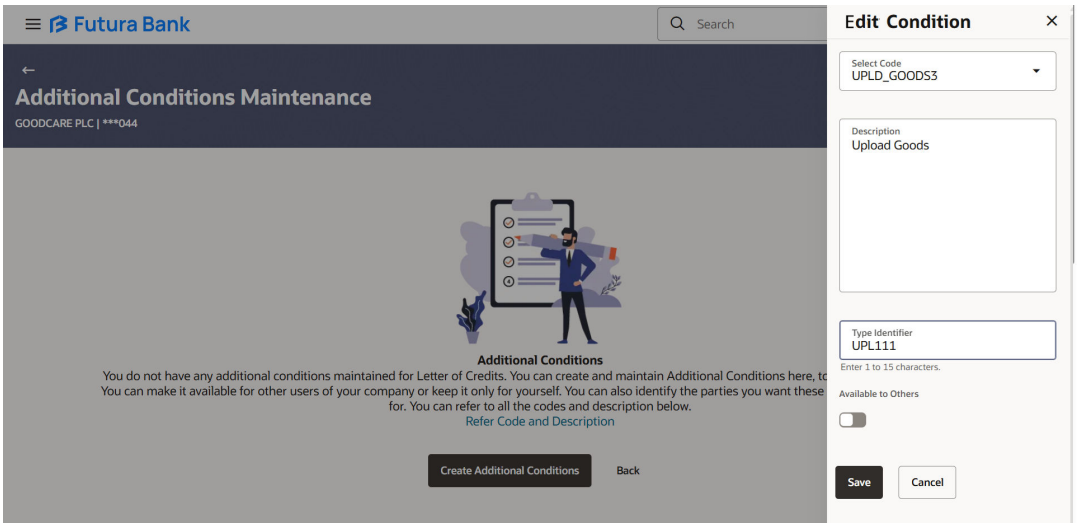
3. Click ⋮ to access more options.
4. Click **Edit**.

   The **Edit Conditions** overlay screen is displayed.

Figure 33-4 Edit Conditions



For more information refer to the field description table below:

Table 33-4 Edit Conditions - Field Description

Field Name	Description
Select Code	Select a code from the list for which you want to add the new condition.
Description	Specify the description of the selected code.
Type Identifier	Specify an identifier for the description under the code.
Available to Others	Enable the slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

5. Modify the required details.
6. Perform any one of the following actions:
   - Click **Save** to save the beneficiary details.

     The **Review Additional Conditions Maintenance** screen appears.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate to the previous screen
7. Verify the details, and click **Confirm**.

   The success message of additional Conditions modification appears along with the reference number.

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33.4 Additional Conditions Maintenance - Delete

This topic provides the systematic instructions to delete the Additional Conditions Maintenance in the application.

Using this option, corporate user can search and delete an existing Additional Conditions.

To delete the Additional Conditions Maintenance:

1. Navigate to **Additional Conditions Maintenance** screen.

   All the conditions mapped to the party id is displayed on the screen.

2. Select the record whose details you want to edit and click ▶

3. Click ⋮ to access more options.

4. Click **Delete**.

   The **Additional Conditions Maintenance** screen with **Delete Warning** pop-up message is displayed.

5. Perform any one of the following actions:

   - Click **Yes** to confirm the deletion of the Additional Conditions details.

     The **Additional Conditions Maintenance** screen with the successful deletion message appears

   - Click **No** to cancel the transaction.

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34
Clause Maintenance

This topic provides the systematic instructions to maintain Clause in the application.

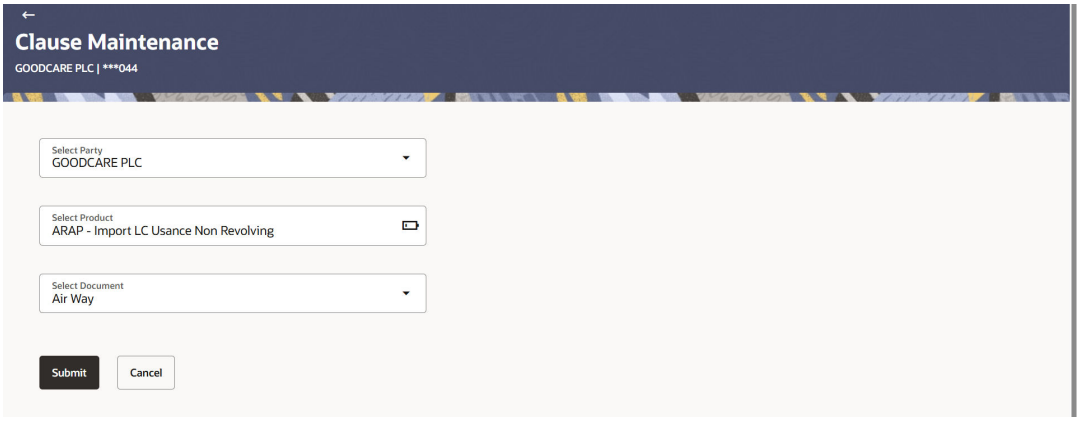
Using this option, a corporate user can save the clauses under documents, so that it can use the same as and when required while initiating an LC. User also have an option to mark it to be available to other users of corporate.

Pre-requisites
User must have a valid corporate party Id and login credentials in place.

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Maintenance**. Under **Maintenance**, click **Clause Maintenance**.

   The **Clause Maintenance** screen appears.

Figure 34-1 Clause Maintenance



For more information refer to the field description table below:

Table 34-1 Clause Maintenance - Field Description

Field Name	Description
Party Name	Displays the name of the applicant is displayed.
Party ID	Displays the party Id is displayed in a masked format.
Select Party	Select the party Id for which you want to create a clause.
Select Product	Select the product from the list.
Document	Select the document from the list.

2. Select the party Id for which you want to create a clause from **Select Party** list.
3. Select the product from the **Select Product** list.
4. Select the document from **Document** list.

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5. Perform any one of the following actions:
   - Click **Submit** to add new condition.

     The **Clause Maintenance - Create** screen appears.
   - Click **Cancel** to cancel the transaction.

- Clause Maintenance - Create
  This topic provides the systematic instructions to create Clause in the application.
- Clause Maintenance - View
  This topic provides the systematic instructions to view the Clause maintained in the application.
- Clause Maintenance - Edit
  This topic provides the systematic instructions to edit the Clause Maintenance in the application.
- Clause Maintenance - Delete
  This topic provides the systematic instructions to delete the Clause Maintenance in the application.
- Clause Maintenance - Duplicate
  This topic provides the systematic instructions to delete the Clause Maintenance in the application.

34.1 Clause Maintenance - Create

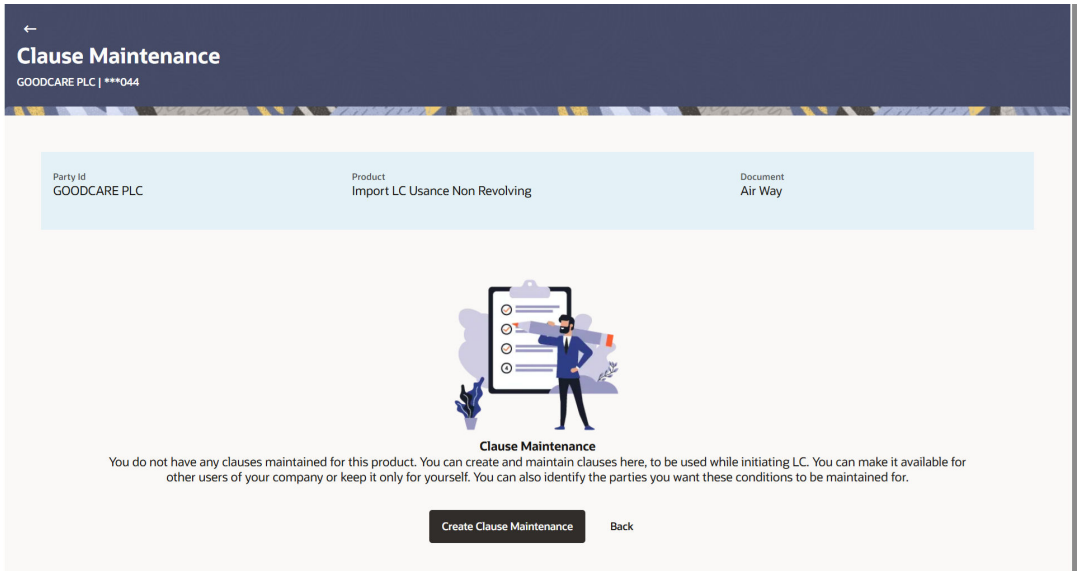
This topic provides the systematic instructions to create Clause in the application.

The user can create the ClauseMaintenance in the application.
To create Clause Maintenance:

1. On **Clause Maintenance** screen, specify the fields.
2. Click **Submit**.

   The **Clause Maintenance - Create** screen appears.

Figure 34-2 Clause Maintenance - Create



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For more information refer to the field description table below:

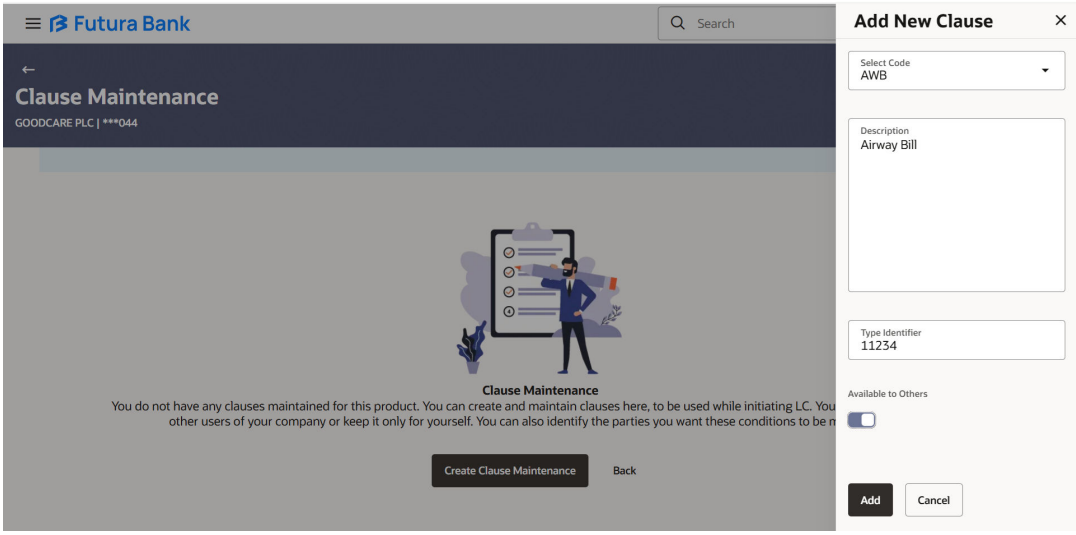
Table 34-2 Clause Maintenance - Create - Field Description

Field Name	Description
Party ID	Displays the party Id is displayed in a masked format.
Product	Displays the product from the list.
Document	Displays the document from the list.

3. On **Clause Maintenance** screen, click **Create Clause Maintenance**.

   The **Add New Clause** overlay screen is displayed on the Clause Maintenance screen.

Figure 34-3 Clause Maintenance - Add New Clause



For more information refer to the field description table below:

Table 34-3 Additional Condition Maintenance - Add New Condition - Field Description

Field Name	Description
Select Code	Select a code from the list for which you want to add the new clause.
Description	Specify the description of the selected code.
Type Identifier	Specify an identifier for the description under the code.
Available to Others	Enable the slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

4. Select a code from the **Select Code** list.
5. Specify the the description of the code **Description** field.
6. Specify an identifier for the description in the **Type Identifier** field.
7. Move the **Available to Others** slider to allow the code to be visible to the user

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8. Perform any one of the following actions:
   - Click **Add** to add new condition.

     The **Review Clause Maintenance** screen appears.
   - Click **Cancel** to cancel the transaction.
9. Verify the details, and click **Confirm**.

   The success message of clause maintenance appears along with the reference number.

34.2 Clause Maintenance - View

This topic provides the systematic instructions to view the Clause maintained in the application.

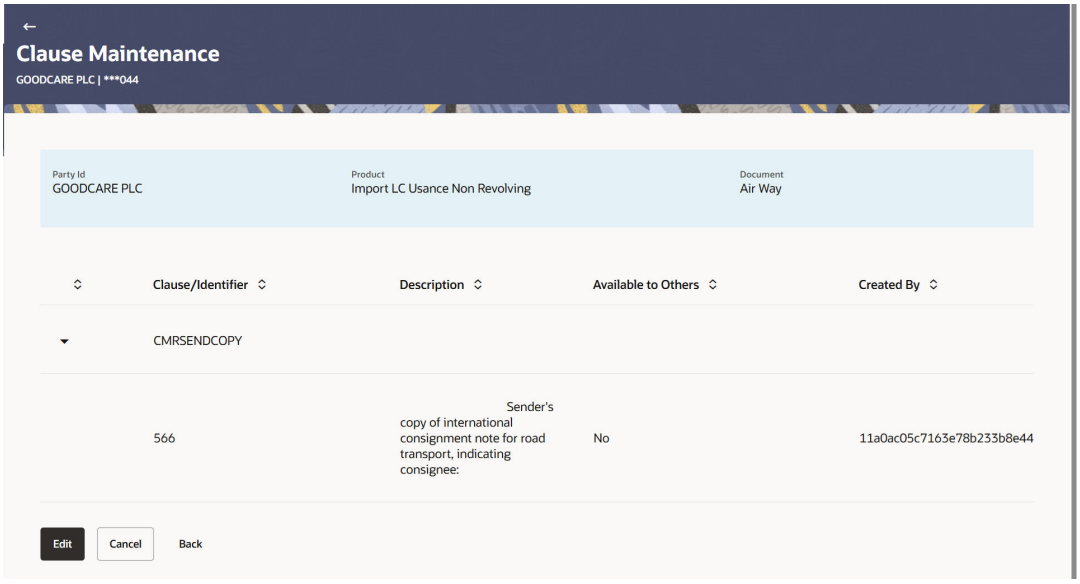
Using this option, corporate user can view the details of any Clause maintained.

To view the Clause Maintenance:

1. Navigate to **Clause Maintenance** screen.

   All the clause mapped to the party id is displayed on the screen.

Figure 34-4 Clause Maintenance - View



For more information refer to the field description table below:

Table 34-4 Clause Maintenance - View - Field Description

Field Name	Description
Party Name	Displays the name of the applicant is displayed.
Party ID	Displays the party Id is displayed in a masked format.
Party ID	Displays the party Id is displayed in a masked format.
Product	Displays the product from the list.

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Table 34-4 (Cont.) Clause Maintenance - View - Field Description

Field Name	Description
Document	Displays the document from the list.
Clause/ Identifier	Displays the identifier of the conditions of the documentary credit..
Description	Displays description of the selected clause.
Available to Others	Displays **Yes** or **No** depending if the condition was set to be available for others.
Created by	Displays the name of the maker who created the Clause.

2. Perform any one of the following actions:
   - Click ▶ to expand and view the clause details
   - Click **Edit** to edit the Clause.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to previous screen.

34.3 Clause Maintenance - Edit

This topic provides the systematic instructions to edit the Clause Maintenance in the application.

Using this option corporate user can edit the details of selected clause, maintained in the application.

To edit the Clause Maintenance:

1. Navigate to **Clause Maintenance** screen.

   All the Clause mapped to the party id is displayed on the screen.

2. Select the record whose details you want to edit and click ▶
3. Click ⋮ to access more options.
4. Click **Edit**.

   The **Edit Clause** overlay screen is displayed.

Figure 34-5 Edit Conditions

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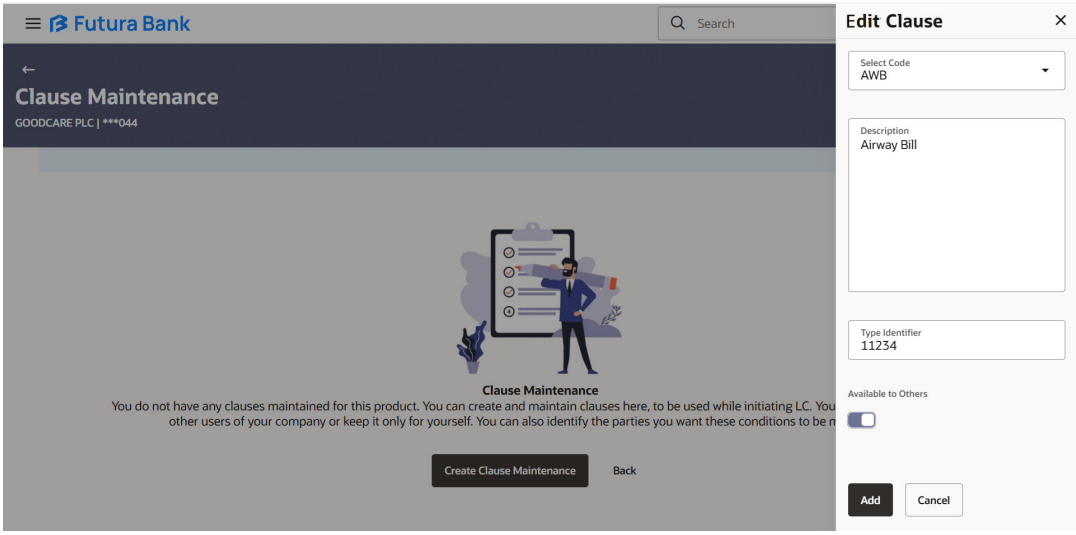

For more information refer to the field description table below:

Table 34-5 Edit Clause - Field Description

Field Name	Description
Select Code	Select a code from the list for which you want to add the new clause.
Description	Specify the description of the selected Clause.
Type Identifier	Specify an identifier for the description under the code.
Available to Others	Enable the slider to allow the code to be visible to the users of the corporate. If it is not made available to others, this identifier would be available only for the user to use.

5. Modify the required details.
6. Perform any one of the following actions:
   - Click **Save** to save the beneficiary details.

     The **Review Clause Maintenance** screen appears.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate to the previous screen
7. Verify the details, and click **Confirm**.

   The success message of Clause maintenance appears along with the reference number.

34.4 Clause Maintenance - Delete

This topic provides the systematic instructions to delete the Clause Maintenance in the application.

Using this option, corporate user can search and delete an existing Clause.

To delete the Clause Maintenance:

1. Navigate to **Clause Maintenance** screen.

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All the Clause mapped to the party id is displayed on the screen.

2. Select the record whose details you want to edit and click ▶
3. Click ⋮ to access more options.
4. Click **Delete**.

   The **Clause Maintenance** screen with **Delete Warning** pop-up message is displayed.
5. Perform any one of the following actions:
   - Click **Yes** to confirm the deletion of the Additional Conditions details.

     The **Clause Maintenance** screen with the successful deletion message appears
   - Click **No** to cancel the transaction.

34.5 Clause Maintenance - Duplicate

This topic provides the systematic instructions to delete the Clause Maintenance in the application.

Using this option, corporate user can duplicate an existing Clause.

To duplicate the Clause Maintenance:

1. Navigate to **Clause Maintenance** screen.

   All the Clause mapped to the party id is displayed on the screen.
2. Select the record whose details you want to duplicate and click ▶
3. Click ⋮ to access more options.
4. Click **Duplicate**.

   The record gets duplicated.

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35

Trade Finance Application Tracker

This topic provides the systematic instructions to track the applications.

The Application Tracker enables you to view the progress of submitted applications and also to retrieve and complete applications that have been saved as Draft. You can search for the required application using the application number or draft name. The Trade Finance Application tracker currently supports Initiate Import LC and Initiate Outward Guarantee, Initiate LC Amendment and Customer Acceptance – Bills & LC which are going to be processed through Trade Finance mid office.

Through the application tracker, you can perform the following actions:

- **View and update application in draft**: While filling out an application form, if you opt to save the application instead of submitting it, the application is saved in the app tracker as an ‘In Draft application’. You can select any of the applications available under this widgets in order to complete not yet started stages and submit that application.
- **View submitted application**: The application tracker enables you to view details of submitted applications, which includes viewing status history, application summary and uploaded documents.
- **View applications with Pending Clarifications**: the application tracker enables you to look into the applications which has received certain clarifications from bank. User can choose to respond from there,
- **View application in progress**: The application form that are picked up by the mid-office user and are under processing, comes under "In progress" state.
- **View approved application**: The application tracker enables you to view details of applications that are approved by the approver.
- **View rejected application**: The application tracker enables you to view details of applications that are rejected by the approver.

To track the applications:

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Application Tracker**. Under **Maintenance**, click **Clause Maintenance**.

   The **Trade Finance Application Tracker** screen is displayed with all the Letter of Credit and guarantees applications.

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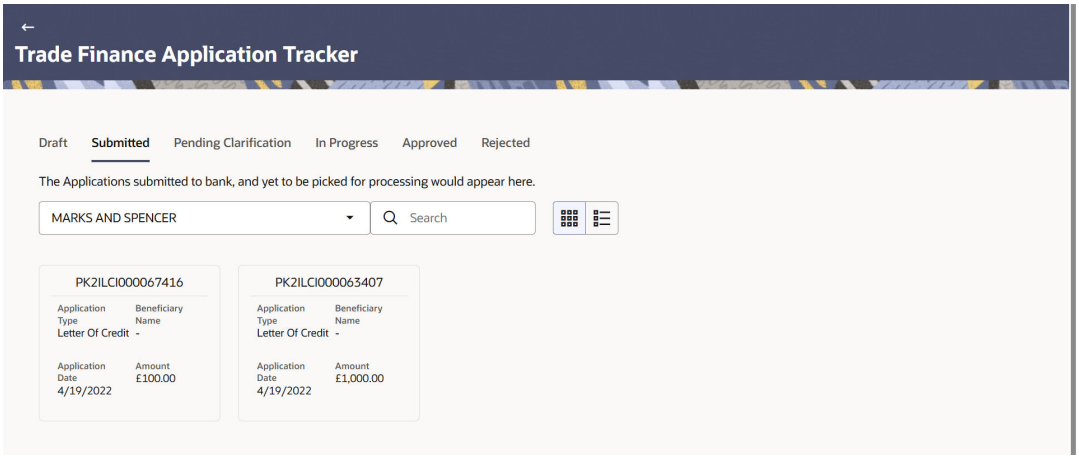
Figure 35-1 Trade Finance Application Tracker



For more information refer to the field description table below:

Table 35-1 Trade Finance Application Tracker - Field Description

Field Name	Description
Party	Select the party of the product for which you want to track the application.
Search	Specify the **Application Number** or **Beneficiary Name** of the application to search and view its details. In case of draft applications you can search by name of the draft.
Application Cards	The Application card displays the following application details.
Application Number	Displays the application reference number as generated by the bank at the time the application was submitted.
Application Type	Displays the type of trade finance application that is Letter of Credit or Bill Guarantee.
Beneficiary Name	Displays the beneficiary's name against whom LC is to be created.
Application Date	Displays the date and time on which the application was submitted. This is applicable for all application status except "Drafts".
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
Draft Name	Displays the name of Draft which was used to save the application. This is applicable when application status is "Drafts".

2. Select the Party of the product for which you want to track the application.
3. Select and click the Application card whose details you want to view.
4. Specify the name of the specific Application card in the **Search** field whose details you want to view.

   The specific Application card record appears.
5. Perform any one of the following actions:
   - Click or to view the Application card as Summarized or Tabular view
   - Click on the "**Draft**" tab, it opens the all applications cards with Draft status.

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Click on an application card, details screen with pre-populated details that you have already entered and saved as draft will appear, you can update those details and fill any other details required in the application form and submit it.

Figure 35-2 Initiate Letter of Credit - Draft

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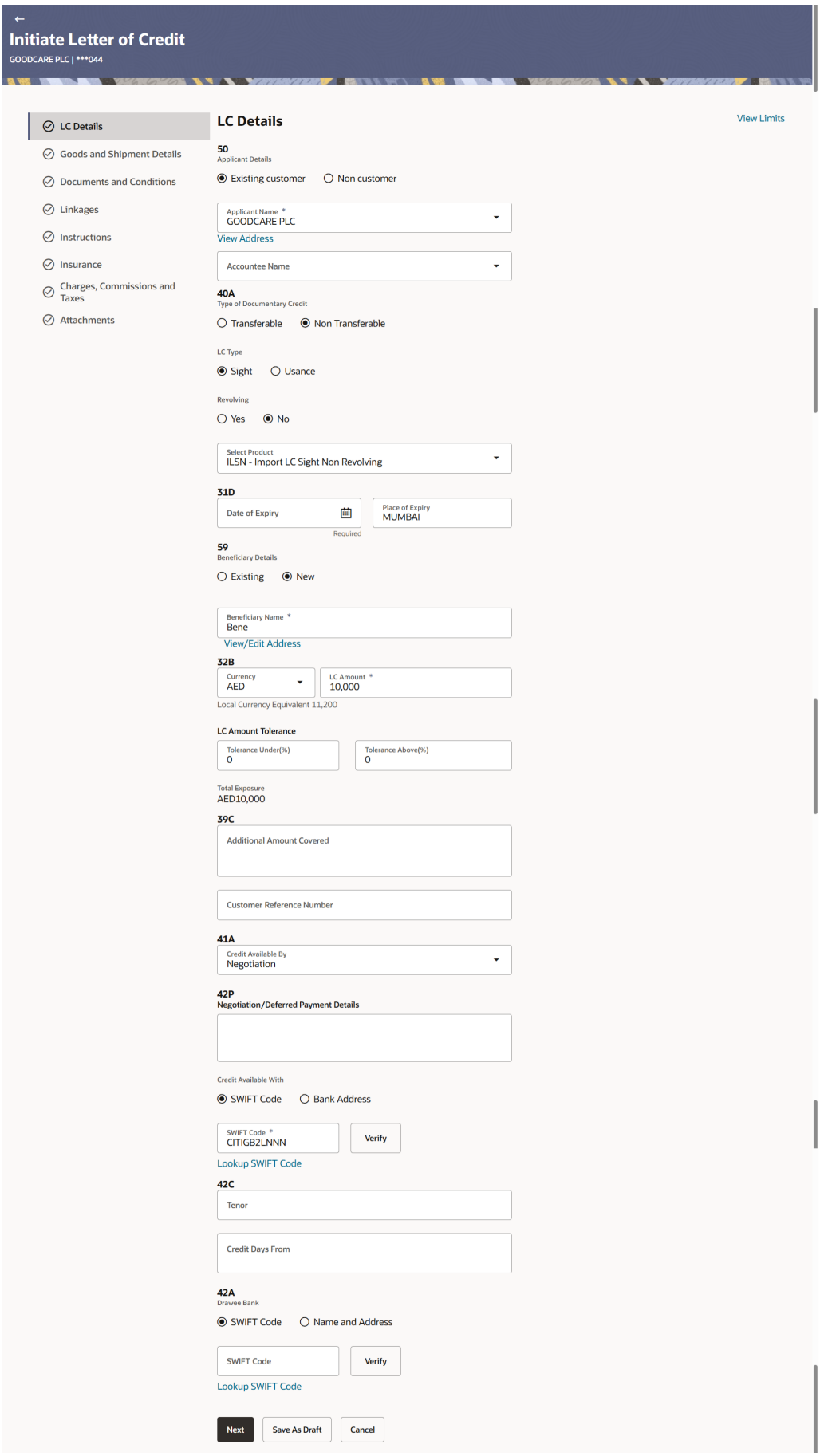

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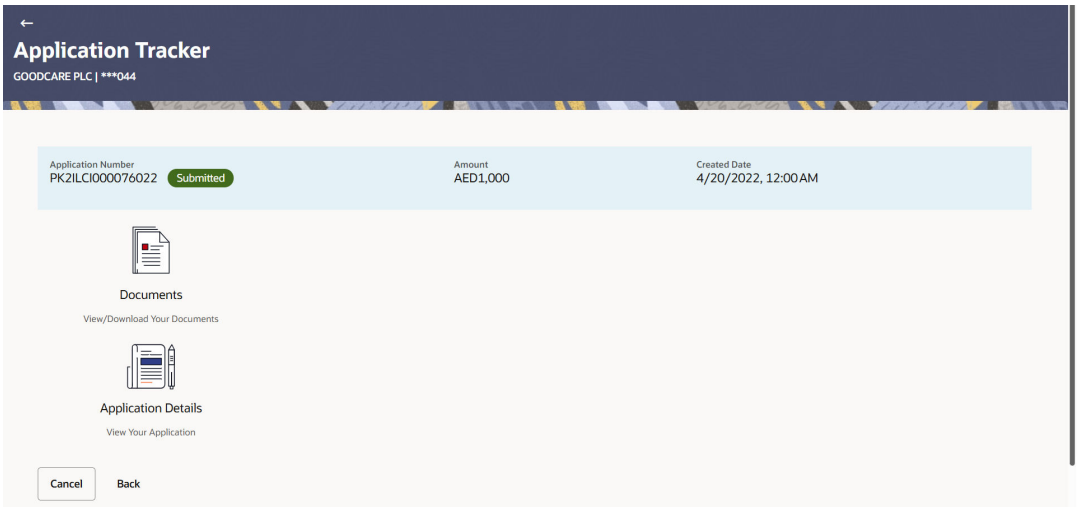
- Click **Submit** tab, it opens the all applications widgets with **Submit** status.

6. Click on an application card, it opens the application details screen as "submitted" by the customer.
7. Perform any one of the following actions:
   - Click the **Documents (View/ Download Your Documents)** icon to view and download the documents that are submitted.
   - Click the **Application Details (View Your Application)** icon to view your submitted application. Refer **Initiate LC** or **Initiate Guarantee** transactions for more details.
   - Click **Close** to cancel the operation and to navigate back to **Dashboard**.
   - Click **Back** to navigate back to the previous screen.

Figure 35-3 View Application Details - Submitted



For more information refer to the field description table below:

Table 35-2 Field Description

Field Name	Description
Application Number	Displays the application reference number as generated by the bank at the time the application was submitted.
Status	Displays the current application's progress as submitted.
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
Created Date	Displays the date and time on which the application was submitted.
Country	Indicates the country of the applicant. This field is input field, if **Non customer** option is selected in **Applicant Details** field.
Limits	Indicates the available limits for applicant under the selected Line. The limit details are also represented in a graphical manner with available, sanctioned and utilized limit details for the users.

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Table 35-2 (Cont.) Field Description

Field Name	Description
View Limit Details	Click the link to open the Facility Summary screen.
Country	Displays the country of the LC applicant.
Accountee Name	Select from the list of all accountees mapped to a party.
Address	Displays the accountee's address.
Country	Displays the country of the accountee.
Type of Documentary Credit	Move the slider to select the type of documentary credit. The type of documentary credit are: • **Transferable** • **Non Transferable**
LC Type	Indicates the type of LC. The options are: • **Sight** • **Usance**
Revolving	Indicates whether the product is revolving or not. The options are: • **Yes** • **No**
Select Product	Select the LC product.
Auto Reinstatement	This option indicates that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: • **Yes** • **No** This field is enabled if **Yes** option is selected in the **Revolving** field.
Revolving Type	The option to select the revolving type. The options are: • **Value**: LC revolves in value. • **Time** : LC revolves in time This field is enabled if **Yes** option is selected in the **Revolving** field.
Cumulative	Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs. The options are: • **Yes** • **No** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Repeat Frequency	Select the time duration of revolving frequency. Specify the values for: • **Days** • **Month** This field is enabled if **Time** option is selected in the **RevolvingType** field.
Date of Expiry	Specify or select the expiry date of the LC. The expiry date must be later than the application date.
Place of Expiry	Specify the place where LC would expire.

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Table 35-2 (Cont.) Field Description

Field Name	Description
Beneficiary Details	The option to select the beneficiary type. The options are: • **Existing** • **New**
Beneficiary Name	The name of the LC beneficiary. This field allows the user to select the beneficiary name from drop-down, if **Existing** option is selected in the **Beneficiary Details** field. This field allows the user to specify the beneficiary name, if **New** option is selected in the **Beneficiary Details** field.
Address	Specify the address of the LC beneficiary. This field is enabled to enter the address details, if **New** option is selected in the **Beneficiary Details** field.
Country	Specify the country of the LC beneficiary. This field is enabled to enter the country name, if **New** option is selected in the **Beneficiary Details** field.
Currency	Specify the currency under which the LC can be issued.
LC Amount	Specify the amount for the Letter of Credit. The user can see the equivalent amount in the local currency, if the application is in foreign currency.
LC Amount Tolerance	Specify the tolerance relative to the documentary credit amount as a percentage plus and/or minus that amount. Specify the values for: • **Under (-) %** • **Above (+) %**
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Additional Amounts Covered	Specify any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Customer Reference Number	Specify the customer reference number.
Credit Available By	Select the value credit available by. Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • **Acceptance** • **Deferred Payment** • **Mixed Payment** • **Negotiation** • **Sight Payment**
Negotiation/ Deferred Payment Details	Specify the details of Negotiation/ Deferred Payment. This field is enabled if the **Negotiation/ Deferred Payment** option is selected in the **Credit Available By** field.
Mixed Payment Details	Specify the details of mixed payment. This field is enabled if the **Mixed Payment** option is selected in the **Credit Available By** field.

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Table 35-2 (Cont.) Field Description

Field Name	Description
Credit Available With	The option to select the details of Bank where credit would become available. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Bank Address**
Lookup SWIFT Code	Select the SWIFT code of the issuing bank. This field is enabled if the **SWIFT Code** option is selected in the **Credit Available With** field.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	The facility to lookup bank details based on SWIFT code.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Swift Code	Displays the list of SWIFT codes as fetched on the basis of the search criteria specified.
Bank Details	Specify the name and address of the bank where credit would be available. This field is enabled if the **Bank Address** option is selected in the **Credit Available With** field.
Tenor (In Days)	Specify the tenor of drafts to be drawn under the documentary credit.
Credit Days From	Specify the days from which the draft tenor is to be counted. Indicates the days from which the draft tenor is to be counted.
Drawee Bank	Select the drawee bank of the LC. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code or click the **Lookup SWIFT Code** to search and select the SWIFT code. System fetches the SWIFT code details on the basis of the search criteria specified.
Draft Amount	The various drafts amount for the LC application.
Action	The various drafts amount for the LC application.

- Pending Clarification
  This topic provides the systematic instructions to search an view the transactions pending for clarifications.

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35.1 Pending Clarification

This topic provides the systematic instructions to search an view the transactions pending for clarifications.

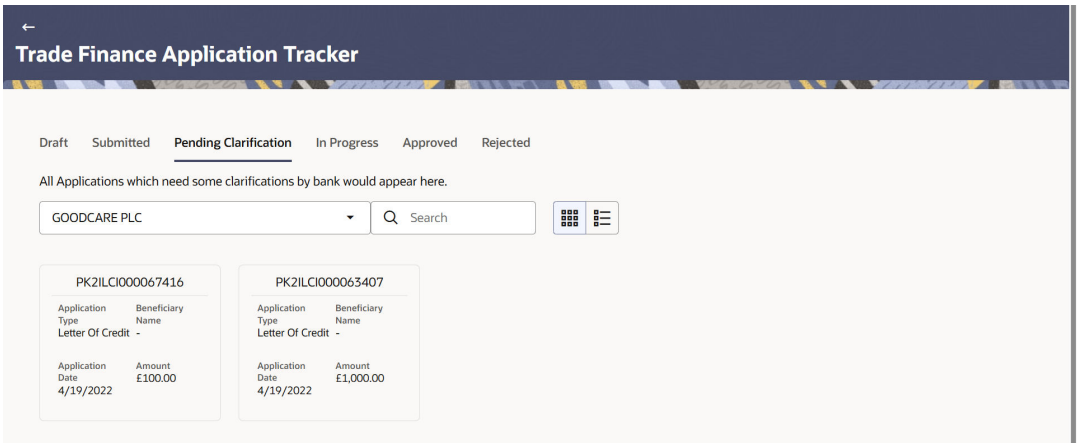
The Bank will request for an online clarification from the user and the user receives requests for clarification. The pending for clarification requests are displayed as card. The user can click the individual card to view the details.

The transactions that are not initiated by OBDX and a clarification has been raised by mid office bankers, the same application can be seen at OBDX and the clarifications be responded, however the details of application will not be visible.

To search the pending for clarifications:

1. Navigate to **Trade Finance Application Tracker**.
2. Click the **Pending Clarification** tab.
3. Select and click the Pending Clarification card whose details you want to view.

   The **Pending Clarification** detailed screen appears.



4. Select and click the Pending Clarification whose details you want to view.

   The **Application Tracker - Pending Clarification** detailed screen appears.

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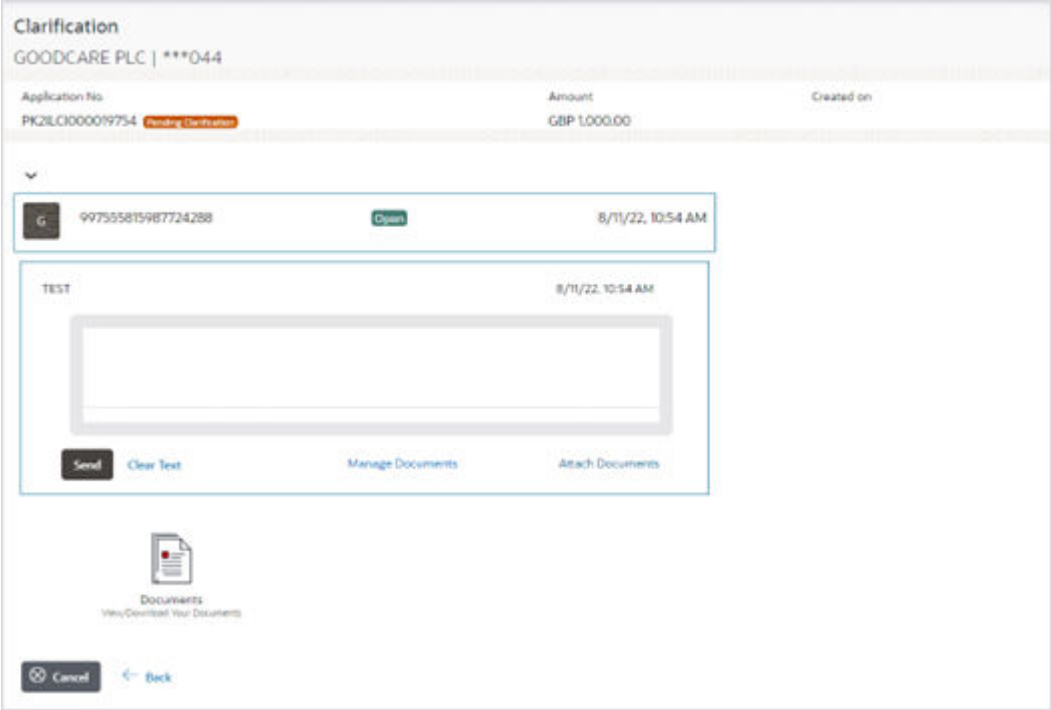
Figure 35-4 Pending Clarification



For more information refer to the field description table below:

Table 35-3 Pending Clarification - Field Description

Field Name	Description
Application Number	Displays the application reference number as generated by the bank at the time the application was submitted.
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
Status	Displays the current application's progress as Pending.
Amount	Displays the amount for the Letter of Credit or Bill Guarantee is applied for.
Created Date	Displays the date and time on which the application was submitted.
Bank Message Window	The window displays the banks message which requires clarification.
Clarification Window	Specify the clarifications in the Clarification Window. The user can also attach the supporting documents for clarification. Once the clarification has been provided, user will not be able to modify the clarification or provide further clarification until bank sends a revised clarification request.
List of Clarifications	The previous communication between the bank and the user appears as list. Click and view the details.

5. Specify the clarifications in the **Clarification Window**.
6. Click the Attach Documents icon to attach the supporting documents.
7. Perform one of the following actions:

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- Click **Send** to send the clarification to the bank.
- Click **Clear Text** to clear the entered details
- Click the previous clarification list to view the earlier communication.

8. Perform any one of the following actions:
   - Click the **Documents (View/ Download Your Documents)** icon to view and download the documents that are submitted.
   - Click the **Application Details (View Your Application)** icon to view your submitted application. Refer **Initiate LC** or **Initiate Guarantee** transactions for more details.
   - Click **Close** to cancel the operation and to navigate back to **Dashboard**.
   - Click **Back** to navigate back to the previous screen.

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36
Assign Proceeds

This topic provides the systematic instructions to maintain the Assignee in the application.

Using this option, user who is a beneficiary can assign the proceeds to assignee (third parties) which has to be received from the issuing or confirming bank.

The user can search an export LC against which he wants to assign the proceeds, he can verify the LC and view its summary of LC for reference. Post that he can provide the details of assignee such as name, address and account details and then add multiple assignees to a single Export LC with varying amount.

Once he submits the assignment, it proceeds to OBTFPM for entry in the contract.

The user can view the assignment done to the Export LC and have the facility to modify them until any bill has been booked/submitted. The user can also view and change the amount in the assignment details of all the bills under the export LC.

Pre-requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single Outward Guarantee should exist for the party ID and party must having view rights for it

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **View Export LC Assignment of Proceeds**.

  The **Assign Proceeds** screen appears.

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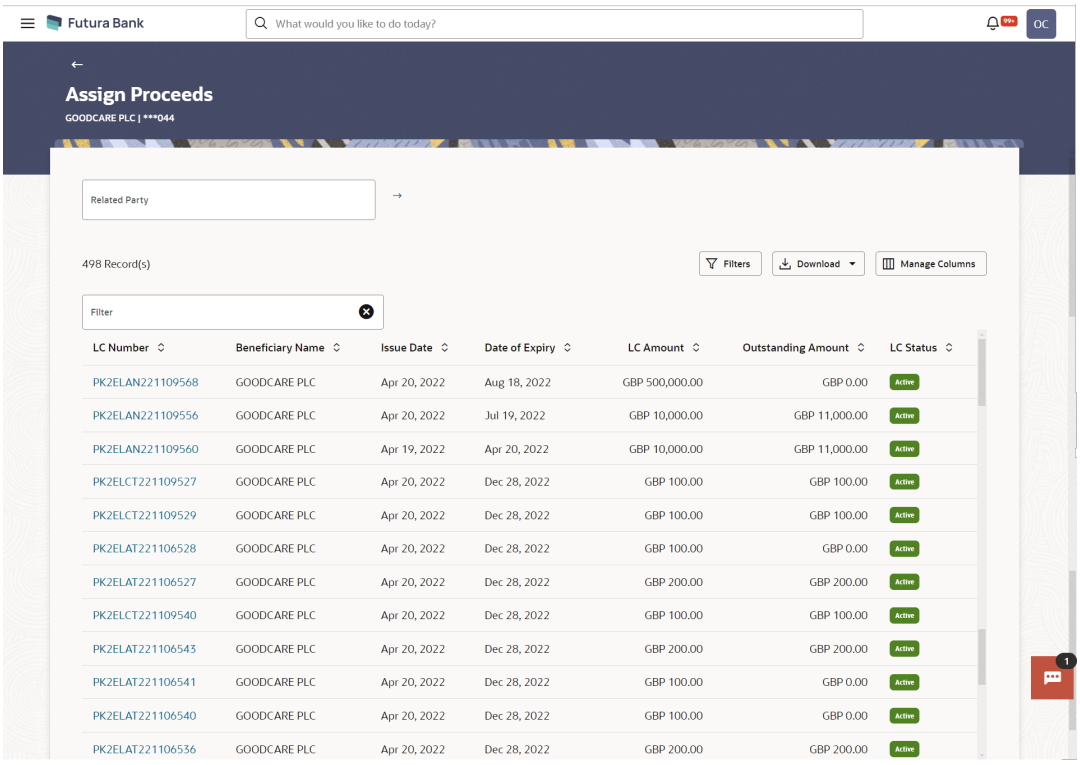
Figure 36-1 Assign Proceeds



For more information refer to the field description table below:

This topic contains following sub-topics:

- Assign Proceeds - Search
  This topic provides the systematic instructions to search an view the details of existing Assignment.
- Assign Proceeds - Assignee Details
  This topic provides the systematic instructions to view the Assignee details maintained in the application.
- Assign Proceeds - Assignee Details
  This topic provides the systematic instructions to add Assignee Details in the application.
- Assign Proceeds - Assignee Details - Modify
  This topic provides the systematic instructions to modify Assignee Details in the application.

36.1 Assign Proceeds - Search

This topic provides the systematic instructions to search an view the details of existing Assignment.

User can search the list existing assignment using filter LC Number/Currency/ LC Amount From-To/Expiry Date From-To.

To search the assignment of proceeds:

1. Perform any one of the following actions:

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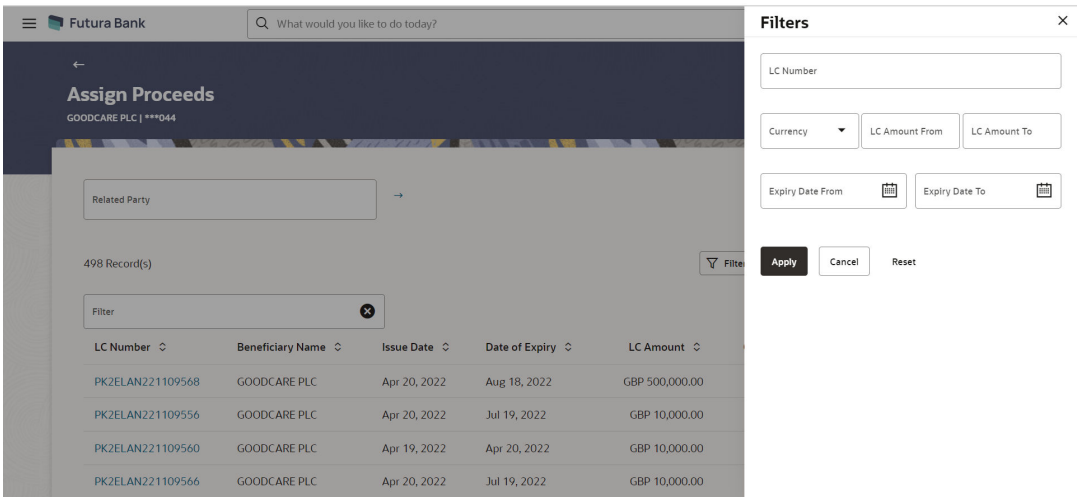
- From the **Related Party** list, select the appropriate option.
- Specify the LC Number/Beneficiary Name/LC Amount/Outstanding Amount/LC Status in the **Filter** field.
- Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 36-2 Assign Proceeds - Filter



For more information refer to the field description table below:

Table 36-1 Assign Proceeds - Filter - Field Description

Field Name	Description
LC Number	Specify the LC reference number.
Currency	Select the currency of LC to filter the record based on currency.
LC Amount From- Amount To	Specify the amount range for searching the Letter of Credit.
Expiry Date From- To	Specify the expiry date range used for searching the LC.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

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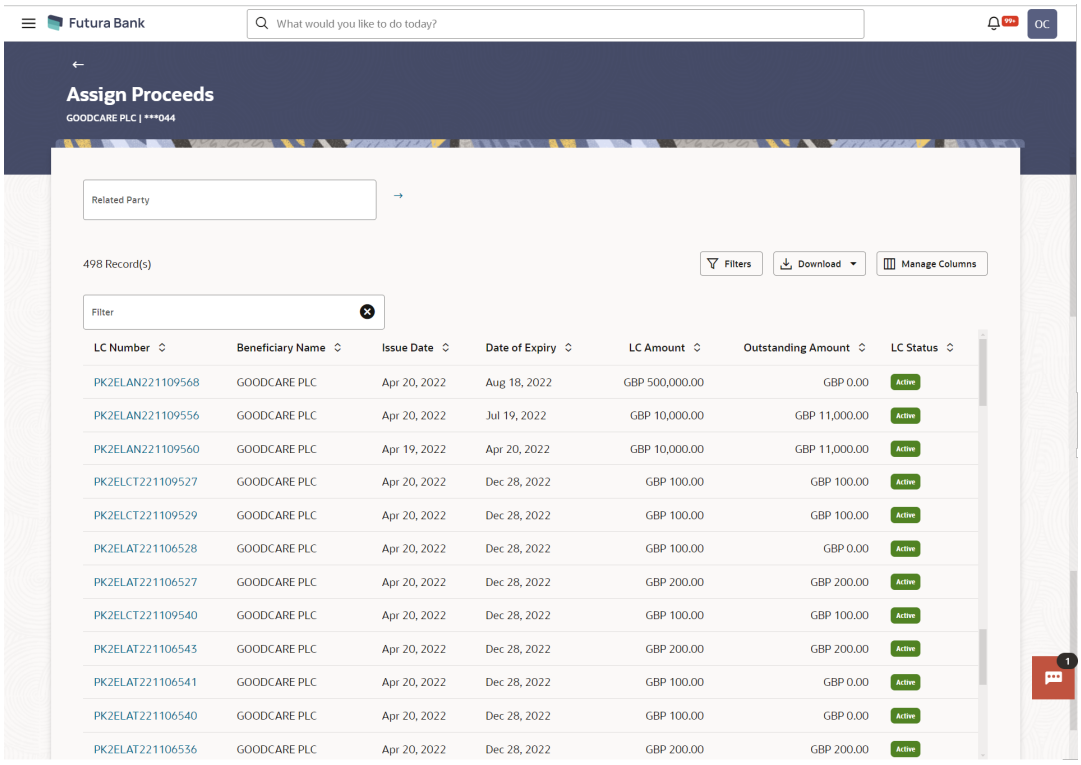
Figure 36-3 Assign Proceeds



For more information refer to the field description table below:

Table 36-2 Assign Proceeds - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	LC Number/Beneficiary Name/LC Amount/Outstanding Amount/LC Statusto view the Assign Proceeds.
Filter Results	This section displays the filter results.
LC Number	Displays the LC reference number. Displays the link to view the details of the LC.
Beneficiary Name	Displays the name of the beneficiary who assigns the proceeds to assignee.
Issue Date	Displays the issue date of the LC.
Date of Expiry	Displays the date on which the LC expires.
LC Amount	Displays the LC amount along with the currency.
Outstanding Amount	Displays any outstanding amount available along with the currency.
LC Status	Displays the status of the LC. The status can be: • All • Active • Closed

3. Perform one of the following actions:

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- Click on the desired **LC Number** link to view the LC details. The **Assign Proceeds** screen appears.
- Click the Download icon to download the records in CSV & PDF format.
- Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

36.2 Assign Proceeds - Assignee Details

This topic provides the systematic instructions to view the Assignee details maintained in the application.

User can search and view the created assign of proceeds.

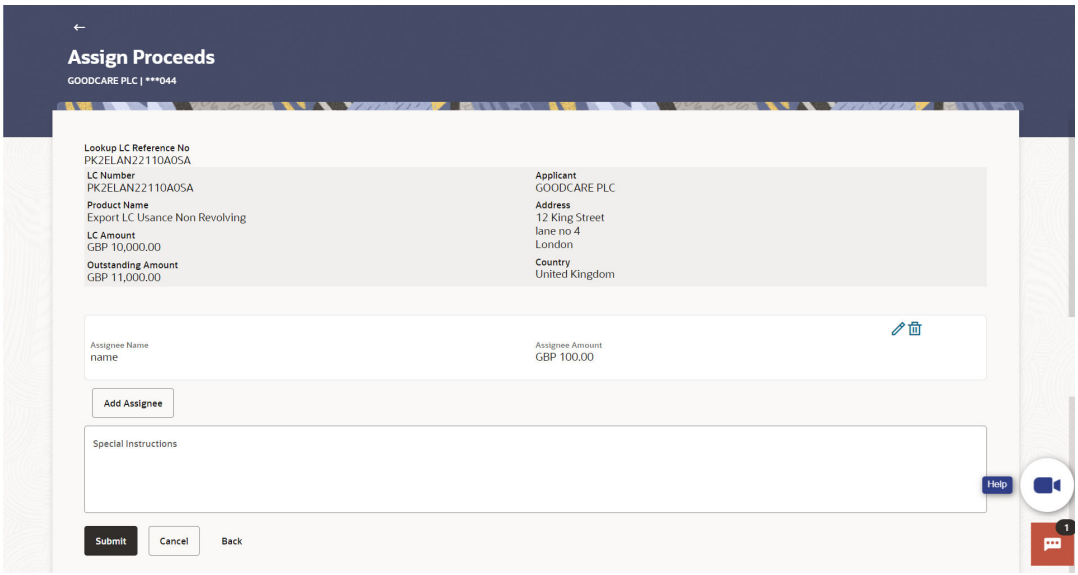
To view the assign of proceeds:

1. Navigate to **Assign Proceeds** screen.
2. Specify the search criteria in the **Search** field.
3. Click the **Search** icon.

   The assign of proceeds appears based on search criteria
4. Click on the **LC Number** whose details you want view.

   The **Assign Proceeds** screen appears.

Figure 36-4 Assign Proceeds



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For more information refer to the field description table below:

Table 36-3 Assign Proceeds - Assignee Details - Field Description

Field Name	Description
Lookup LC Reference Number	Displays the LC reference number.
LC Number	Displays the LC reference number. Displays the link to view the details of the LC.
LC Amount	Displays the LC amount along with the currency.
Outstanding Amount	Displays any outstanding amount available along with the currency.
Applicant	Displays the LC applicant name based on the selected LC reference number.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Assignee Name	Displays the name of the assignee to whom the proceeds is to be assigned.
Assignee Amount	Displays the amount that needs to be proceeds to the assignee.
Special Instructions	Specify the special instructions for the bank users.

5. Click the **Add Assignee Details** link to add the assignee.

   The **Assign Proceeds** screen with added assignee details is displayed.
6. Click **Add Assignee** if you want to add more assignees.
7. Click to modify the assignee details.
8. Click to delete the assignee details.
9. Specify the special instructions for the bank users in the **Special Instructions** field.
10. Perform any one of the following actions:
    - Click **Submit** to edit the assignee details.

      The **Assign Proceeds – Review** screen appears. It displays all the sections with added assignee details.
    - Click **Cancel** to delete the assignee details to cancel the transaction.
    - Click **Back** to navigate back to previous screen.
11. Verify the details, and click **Confirm**.

    The success message of assignment of proceeds submission appears.

36.3 Assign Proceeds - Assignee Details

This topic provides the systematic instructions to add Assignee Details in the application.

Using this option, user can add the assignee details.

To add the assignee details:

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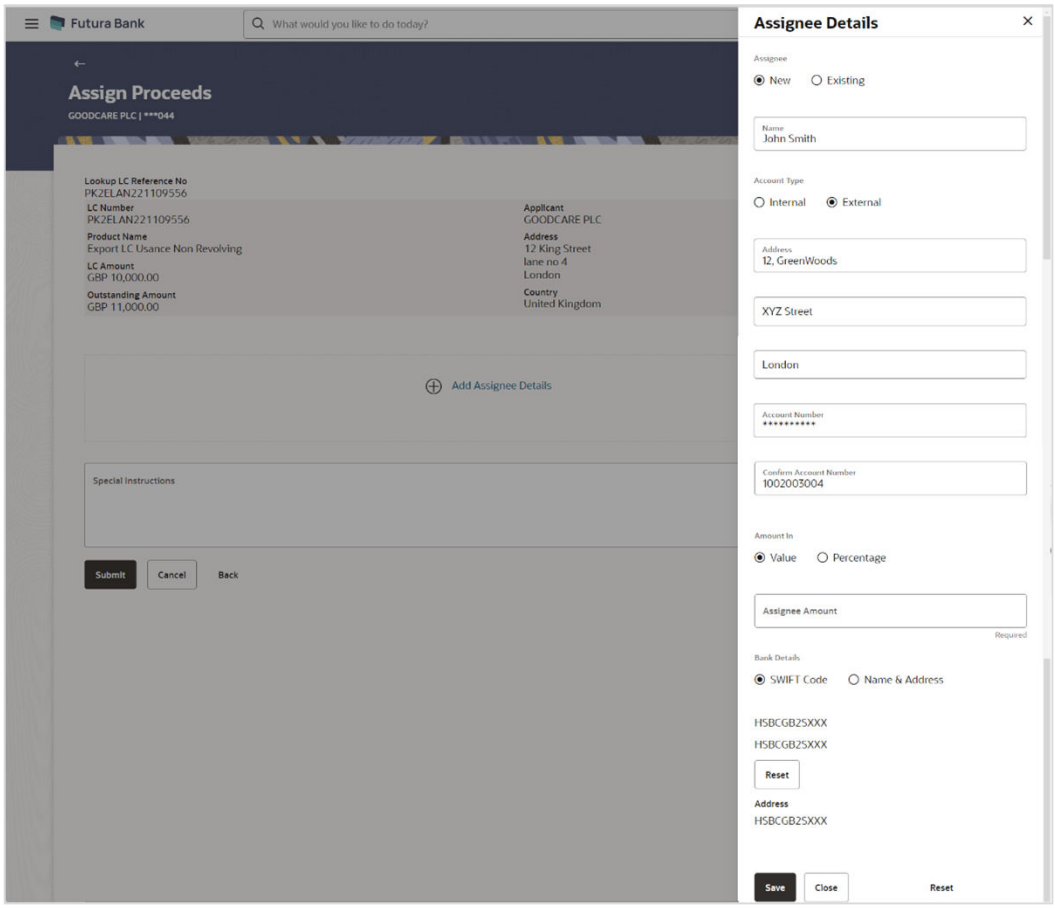
1. On **Assign Proceeds - Assignee Details** screen, click **Add Assignee Details** link.

   The **Assignee Details** overlay screen is displayed.

Figure 36-5 Assign Proceeds - Assignee Details



For more information refer to the field description table below:

Table 36-4 Assign Proceeds - Assignee Details - Field Description

Field Name	Description
Assignee	The option to select the assignee type. The options are: • **Existing** • **New**
Assignee Name	Specify the name of the assignee to whom the proceeds is to be assigned. This field appears if **New** option is selected in the **Assignee** field.
Assignee Name	Displays the name of the assignee to whom the proceeds is to be assigned. This field is a read only if **Existing** option is selected in the **Assignee** field.

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Table 36-4 (Cont.) Assign Proceeds - Assignee Details - Field Description

Field Name	Description
Account Type	Select the assignee account type. The options are: • **Internal** • **External** This field read only if **Existing** option is selected in the **Assignee** field.
Name	Specify the Assignee name.
Address	Specify the address of the Assignee.
Account Number	Specify the assignee account number.
Confirm Account Number	Specify the assignee account number to confirm.
Amount in	Select the value from amount that needs to be proceeds to the assignee. The options are: • **Value** • **Percentage**
Assignee Amount	Specify the amount. This field is appears if **Value** option is selected in the **Amount In** field.
Percentage	Specify the percentage of assignee amount. This field appears if **Percentage** option is selected in the **Amount** field.
Bank Details	Select the bank details. The options are: • **SWIFT Code** • **Name and Address** This field appears if you select **External** option from **AccountType** field.
Name & Address	Specify the bank address of the assignee Bank
SWIFT Code	Specify the SWIFT ID of the assignee bank. Click **Lookup SWIFT Code** if required, to search and select the bank details, available in the application.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	Select the SWIFT code from the look up.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.

2. Select the assignee type from **Assignee** field.
3. If you select **Existing** option, select the name of the assignee from the **Assignee Name** list.
4. If you select **New** option, enter the name of the assignee in the **Name** field.

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5. Select the assignee account type from **Account Type** list.
   a. Specify the Address of the assignee, if you have selected **External** option, in the Account Type field.
   b. Specify the account number of the assignee, in the **Account Number** field.
   c. Specify the assignee account number to confirm the entered account number in **Confirm Account Number** field.
6. Select the appropriate value **Amount in** field.
7. Specify the Assignee name in the **Name** field.
8. Specify the amount to be assigned in the **Assignee Amount** field, if you select **Value** option.
9. Specify the value in the **Percentage** field, if you select **Percentage** option.
10. Specify the bank address of the Assignee Bank in the **Address** field, if you have selected **External** option in **Account Type** field.
11. Select the appropriate option in **Bank Details** field, , if you have selected **External** option in the Account Type field:
12. If you have selected **SWIFT Code** option in **Bank Details** field.
    a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up,
    b. Click **Verify** to fetch bank details based on Bank Code (BIC).
13. If you have selected **Name & Address** option in **Bank Details** field:
    a. Specify the name of the issuing bank in the **Name** field.
    b. Specify the address of the issuing bank in **Address** field.
14. If you have selected **Internal** option from the **Account Typ** list:
    a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up,
    b. Click **Verify** to fetch bank details based on Bank Code (BIC).
15. Perform any one of the following actions:
    - Click **Save** to add new condition.

      The added assignee details appear as Assignee Details in the **AssignProceeds**.
    - Click **Close** to close the screen
    - Click **Reset** to clear the entered details.

36.4 Assign Proceeds - Assignee Details - Modify

This topic provides the systematic instructions to modify Assignee Details in the application.

Using this option, user can modify the assignee details.

To modify the assignee details:

1. Navigate to **Assign Proceeds** screen.
2. Select the appropriate LC reference number from the **Look Up Reference No** fields.
3. Perform any one of the following actions:
   - Click **View**.

     The summary of LC appears on the Assign Proceeds screen.

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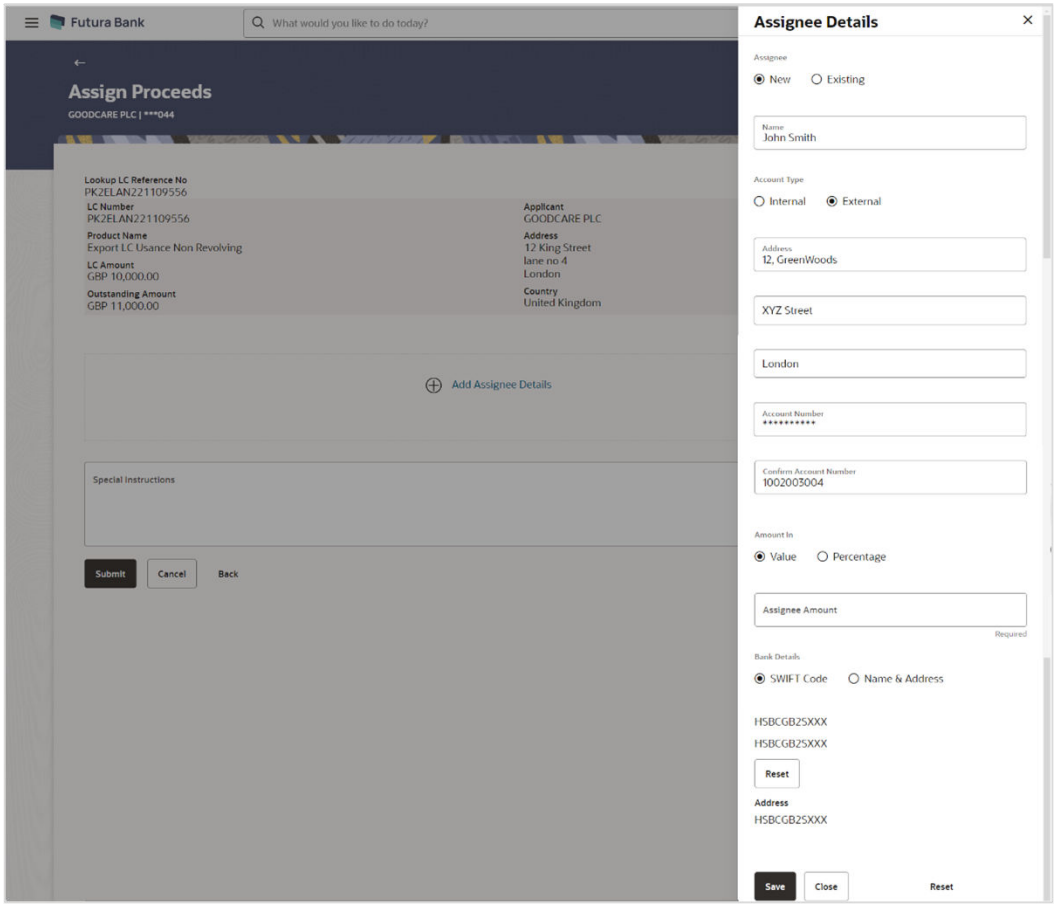
- Click the **Advanced Lookup** to search the LC

Figure 36-6 Assign Proceeds - Assignee Details - Modify



4. Modify the fields, if required.
5. Perform any one of the following actions:
   - Click **Save** to add new condition.

     The modified assignee details appear as Assignee Details in the **Assign Proceeds**.
   - Click **Close** to close the screen
   - Click **Reset** to clear the entered details.

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37
Assignee Maintenance

This topic provides the systematic instructions to maintain the Assignee in the application.

Using this option, you can create (if maintenance is not already there), view and edit the assignee.

Pre-requisites
User must have a valid corporate party Id and login credentials in place.

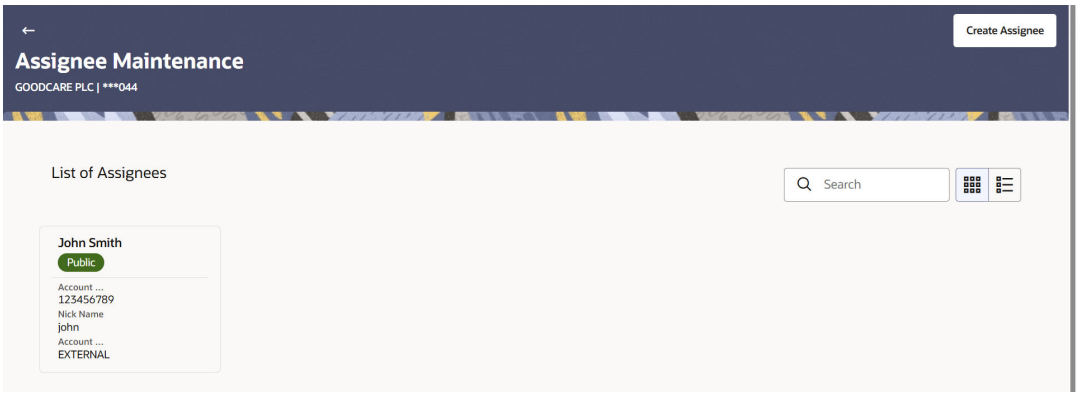
1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Maintenance**. Under **Maintenance**, click **Assignee Maintenance**.

   The **Assignee Maintenance** screen appears.
   Assignee Maintenance - Summarized View

   This is a default view; the user is landed on this screen on accessing **Assignee Maintenance** menu option.

   The summary of all the assignee maintained are listed with basic information of assignee. User can choose to check the complete details of a specific assignee by clicking on a card.

Figure 37-1 Assignee Maintenance



For more information refer to the field description table below:

Table 37-1 Assignee Maintenance - Field Description

Field Name	Description
Party Name	Displays the name of the applicant is displayed.
Party ID	Displays the party Id is displayed in a masked format.
Search	Specify the name of the assignee to search and view its details. Partial search is allowed.
List of Assignees	Displays the list of assignees as card.

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Table 37-1 (Cont.) Assignee Maintenance - Field Description

Field Name	Description
Assignee Template Card	The assignee template card displays the name of the assignee template along with the other details like account number, name of the assignee and account type.
Assignee Template Card Details	Following details are displayed on each Assignee Template card.
Assignee Name	Displays the name using which template is stored and can be used to create assignee.
Access Type	Displays the access type assigned to the Assignee, that is **Private** or **Public**.
Account Number	Displays the assignee account number.
Assignee Nick Name	Displays the Assignee nick name.
Account Type	Displays the corresponding account type and as supported by Host.

2. Perform one of the following actions:
   - Click **Create Assignee** to create a new Assignee template.
   - Click or to view the Assignee template as Summarized or Tabular view
   - Click to delete the Assignee template card.

   This topic contains following sub-topics:

- Assignee Maintenance - Create
  This topic provides the systematic instructions to create Assignee Maintenance in the application.
- Assignee Maintenance - Assignee Details
  This topic provides the systematic instructions to view the Assignee maintained in the application.
- Edit Assignee
  This topic provides the systematic instructions to edit the Assignee details in the application.
- Assignee Details - Delete
  This topic provides the systematic instructions to delete the Assignee details in the application.

37.1 Assignee Maintenance - Create

This topic provides the systematic instructions to create Assignee Maintenance in the application.

Using this option, you can create an assignee in the application.

To create Assignee:

1. On **Assignee Maintenance** screen, click **Create Assignee**.

   The **Assignee Maintenance** screen is displayed.

Figure 37-2 Assignee Maintenance - Create

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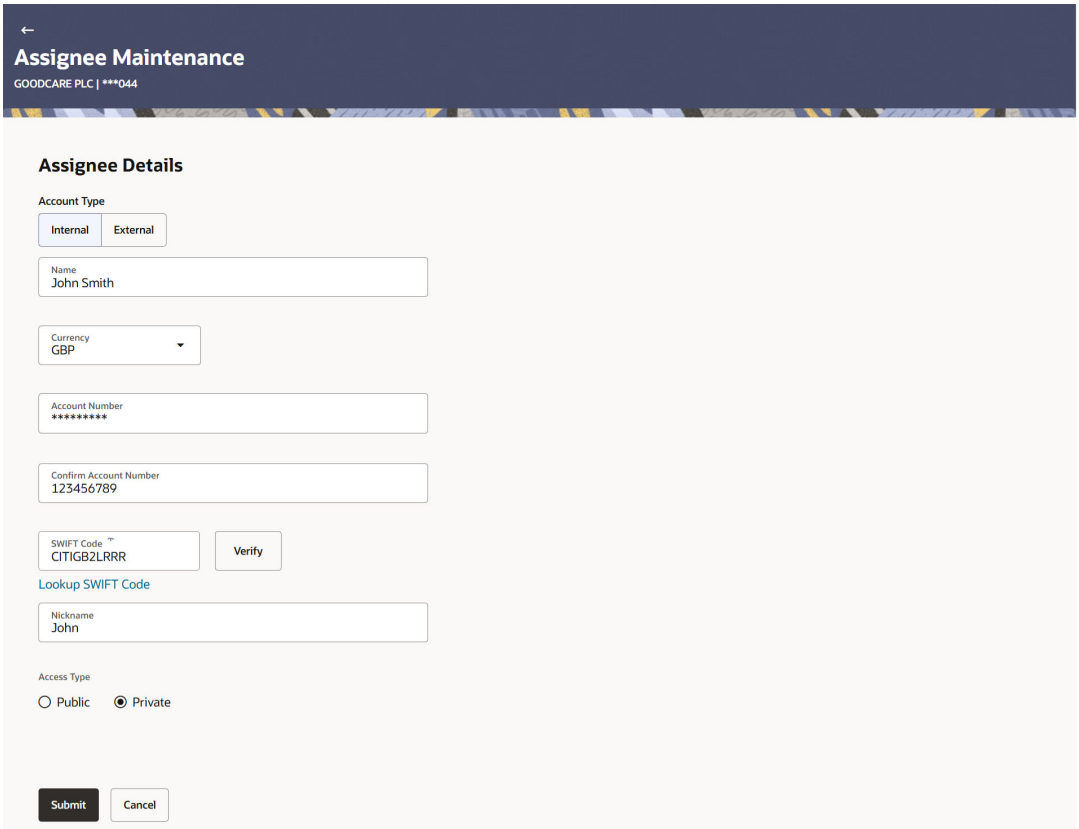

For more information refer to the field description table below:

Table 37-2 Assignee Maintenance - Create - Field Description

Field Name	Description
Account Type	Select the assignee account type. The options are: • **Internal** • **External**
Name	Specify the Assignee name.
Address	Specify the bank address of the Assignee Bank. This field appears if you select **External** option from **AccountType** field.
Currency	Select the currency of the assignee account.
Account Number	Specify the assignee account number.
Confirm Account Number	Specify the assignee account number to confirm.
SWIFT Code	Specify the SWIFT ID of the assignee bank. Click **Lookup SWIFT Code** if required, to search and select the bank details, available in the application.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	Select the SWIFT code from the look up.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.

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Table 37-2 (Cont.) Assignee Maintenance - Create - Field Description

Field Name	Description
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Access Type	Select the access type to be assigned to the other party, that is **Private** or **Public**.

2. Select the assignee account type from **Account Type** list.
3. Specify the Assignee name in the **Name** field.
4. Specify the bank address of the Assignee Bank in the **Address** field, if you have selected **External** option in **Account Type** field.
5. Specify the assignee account number in the **Account Number** field.
6. Specify the assignee account number to confirm the entered account number in **Confirm Account Number** field.
7. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
8. Click **Verify** to fetch bank details based on Bank Code (BIC).
9. Select the appropriate **Access Type**.
10. Perform any one of the following actions:
    - Click **Submit** to add new condition.

      The **Review Assignee Maintenance** screen appears.
    - Click **Cancel** to cancel the transaction.
11. Verify the details, and click **Confirm**.

    The success message of creation of assignee appears along with the status.

37.2 Assignee Maintenance - Assignee Details

This topic provides the systematic instructions to view the Assignee maintained in the application.

User can search and view the created assignee using assignee Name.

To view the Assignee Maintenance:

1. Navigate to **Assignee Maintenance** screen.
2. Specify the nick name/Account Number/ Name in the **Search** field.
3. Click the **Search** icon.

   The created assignee appears based on search criteria
4. Click on the assignee card whose details you want view.

   The **Assignee Details** screen appears.

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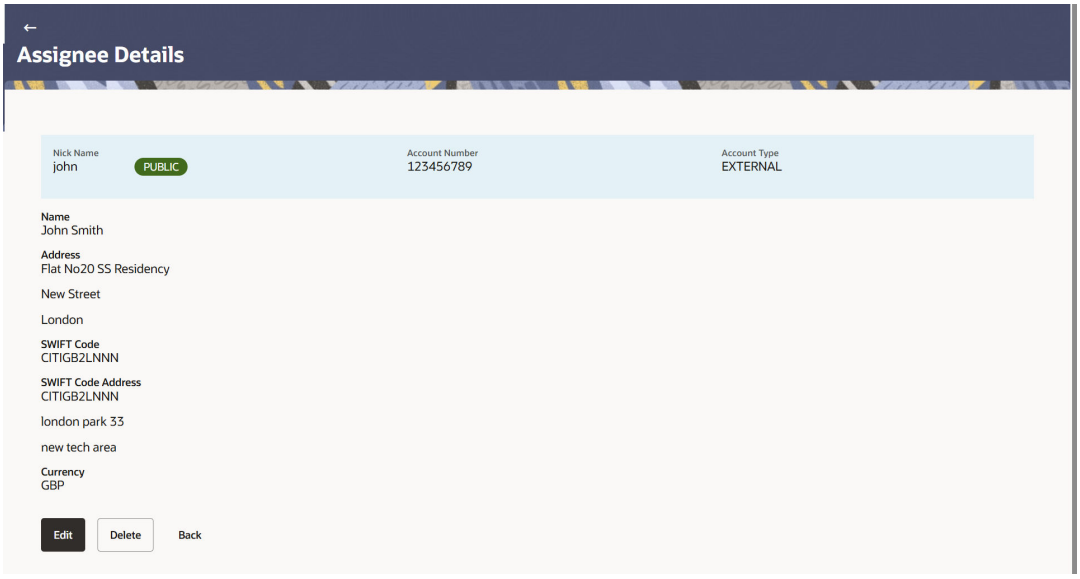
Figure 37-3 Assignee Details



For more information refer to the field description table below:

Table 37-3 Assignee Maintenance - Assignee Details - Field Description

Field Name	Description
Assignee Nick Name	Displays the Assignee nick name.
Access Type	Displays the access type assigned to the Assignee, that is **Private** or **Public**.
Account Number	Displays the assignee account number.
Account Type	Displays the corresponding account type and as supported by Host.
Name	Displays the Assignee name.
Address	Displays the bank address of the Assignee Bank. This field appears for **External** option in **Account Type** field.
SWIFT Code	Displays the SWIFT ID of the assignee bank.
SWIFT Code Address	Displays the SWIFT Code Address as per SWIFT Code.
Currency	Displays the currency of the assignee account.

5. Perform any one of the following actions:
   - Click **Edit** to edit the assignee details.
   - Click **Delete** to delete the assignee details.
   - Click **Back** to navigate back to previous screen.

37.3 Edit Assignee

This topic provides the systematic instructions to edit the Assignee details in the application.

Using this option user can edit the details of the selected assignee, maintained in the application.

To edit the Assignee Details:

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1. Navigate to **Assignee Maintenance** screen.

   All the conditions mapped to the party id is displayed on the screen.
2. Specify the search criteria in the **Search** field.
3. Click the **Search** icon.

   The assignee appears based on search criteria
4. Click on the assignee card whose details you want edit.

   The **Assignee Details** screen appears.
5. Click **Edit**.

   The **Edit Assignee** screen is displayed.

Figure 37-4 Edit Assignee

For more information refer to the field description table below:

Table 37-4 Edit Assignee - Field Description

Field Name	Description
Name	Displays the Assignee name.
Account Type	Displays the corresponding account type and as supported by Host.
Account Number	Displays the assignee account number.
Nick Name	Displays the Assignee nick name.

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Table 37-4 (Cont.) Edit Assignee - Field Description

Field Name	Description
Access Type	Displays the access type assigned to the Assignee, that is **Private** or **Public**. The user can edit the field.
Address	Displays the bank address of the Assignee Bank. This field appears for **External** option in **Account Type** field.
SWIFT Code	Displays the SWIFT ID of the assignee bank.
SWIFT Code Address	Displays the SWIFT Code Address as per SWIFT Code.

6. Modify the required details.
7. Perform any one of the following actions:
   - Click **Save** to save the beneficiary details.

     The **Review Edit Assignee** screen appears.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate to the previous screen
8. Verify the details, and click **Confirm**.

   The success message appears along with the reference number.

37.4 Assignee Details - Delete

This topic provides the systematic instructions to delete the Assignee details in the application.

Using this option, corporate user can search and delete an existing assignee.
To delete the Assignee details:

1. Navigate to **Assignee Maintenance** screen.

   All the conditions mapped to the party id is displayed on the screen.
2. Specify the search criteria in the **Search** field.
3. Click the **Search** icon.

   The assignee appears based on search criteria
4. Click on the assignee card whose details you want delete.

   The **Assignee Details** screen appears.
5. Click **Delete**.

   The **Assignee Details** screen with **Delete Warning** pop-up message is displayed.

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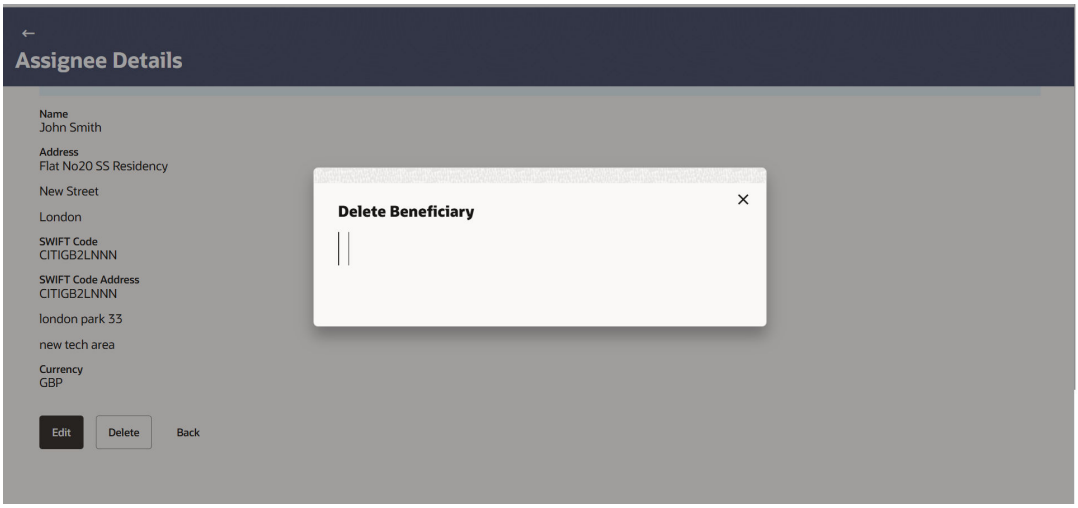
Figure 37-5 Assignee Details - Delete



6. Perform any one of the following actions:
   - Click **Yes** to confirm the deletion of the Additional Conditions details.

     The **Assignee Details** screen with the successful deletion message appears
   - Click **No** to cancel the transaction.

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38

Transfer Letter of Credit

This topic provides the systematic instructions view the details of existing Transfer Letter of Credit in the application.

Using this option, a corporate user can initiate transferring an Export Letter of Credit (LC) received from issuing bank to the second beneficiary.

User can search the required LC which has to be transferred and enter the details required for the application such as second beneficiary details etc. and then submit the application to OBTFPM. Once submitted, the application can be tracked under app tracker and will follow bidirectional flow.

Pre-requisites
User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **Initiate Transfer LC**.

  The **Transfer Letter of Credit** screen appears.

Figure 38-1 Transfer Letter of Credit

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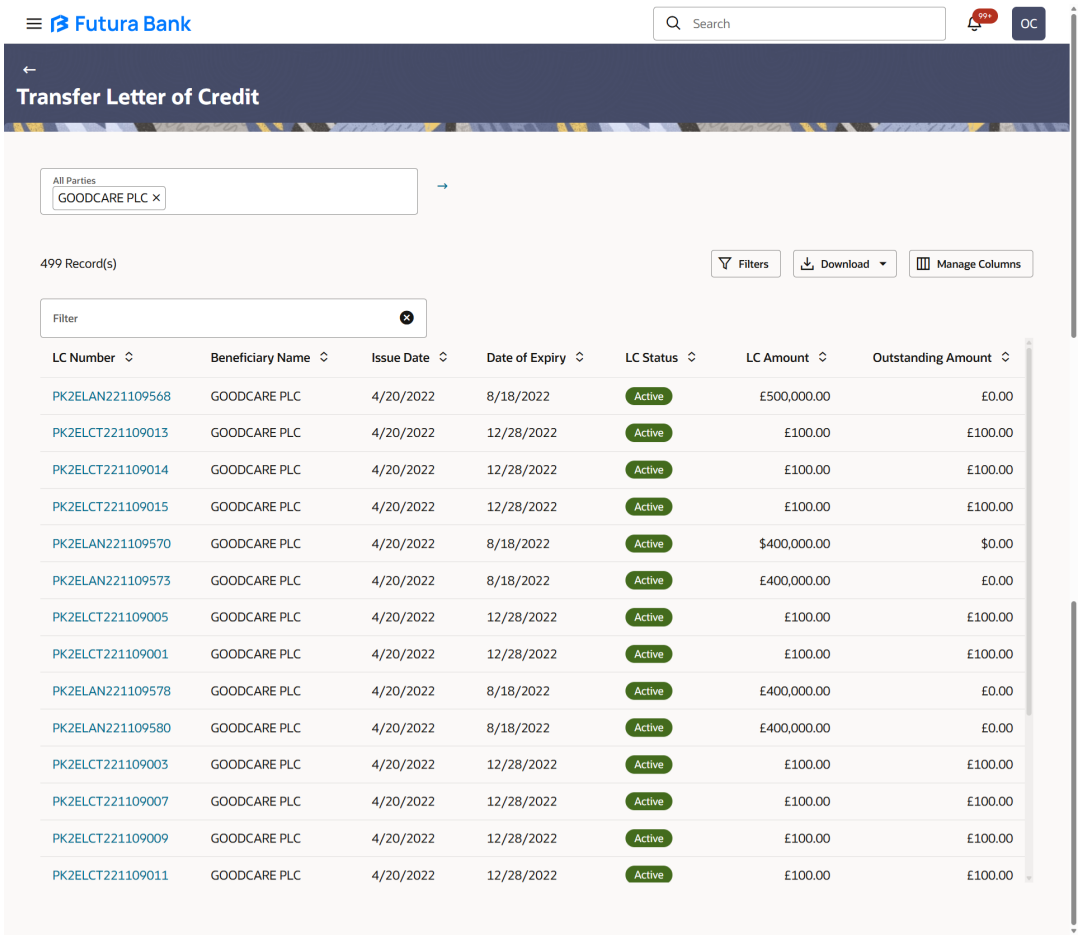

This topic contains following sub-topics:

- Transfer Letter of Credit - Search
  This topic provides the systematic instructions to search an view the details of existing Transfer Letter of Credit
- Transfer Letter of Credit - Add Second Beneficiary Details
  This topic provides the systematic instructions to add the Second Beneficiary Details in the application.
- Transfer Letter of Credit - Goods, Shipment & LC Details
  This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.
- Transfer Letter of Credit - Documents and Conditions
  This topic provides the systematic instructions to specify the Documents and Condition details in the application.
- Transfer Letter of Credit - Instructions
  This topic provides the systematic instructions to capture the Instructions details in the application.
- Transfer Letter of Credit - Charges Commissions and Taxes
  This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.

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- Transfer Letter of Credit - Attachments
  This topic provides the systematic instructions to capture the LC Attachments details in the application.

38.1 Transfer Letter of Credit - Search

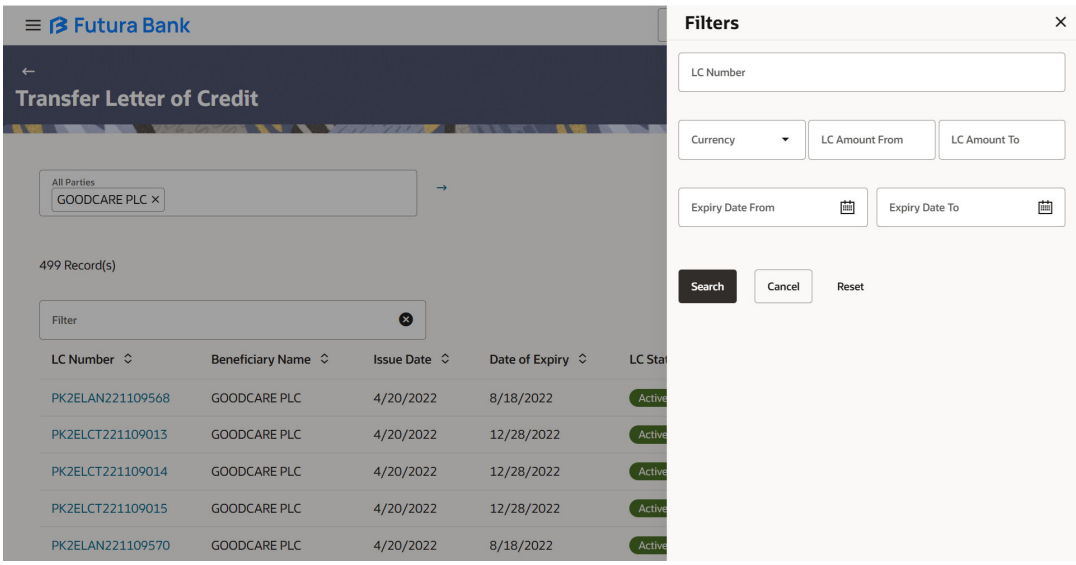
This topic provides the systematic instructions to search an view the details of existing Transfer Letter of Credit

User can search the list existing Transfer Letter of Credit using Second Beneficiary Name, Currency, LC Amount From- Amount To, Issue Date From - Issue Date To and Expiry Date From - Expiry DateTo.

To search the existing Transfer Letter of Credit:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the LC Number, Beneficiary Name, LC Status, LC Amount and Outstanding Amount to view the Transfer LC in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 38-2 Transfer Letter of Credit - Filter



For more information refer to the field description table below:

Table 38-1 Transfer Letter of Credit - Filter - Field Description

Field Name	Description
LC Number	Specify the LC reference number.

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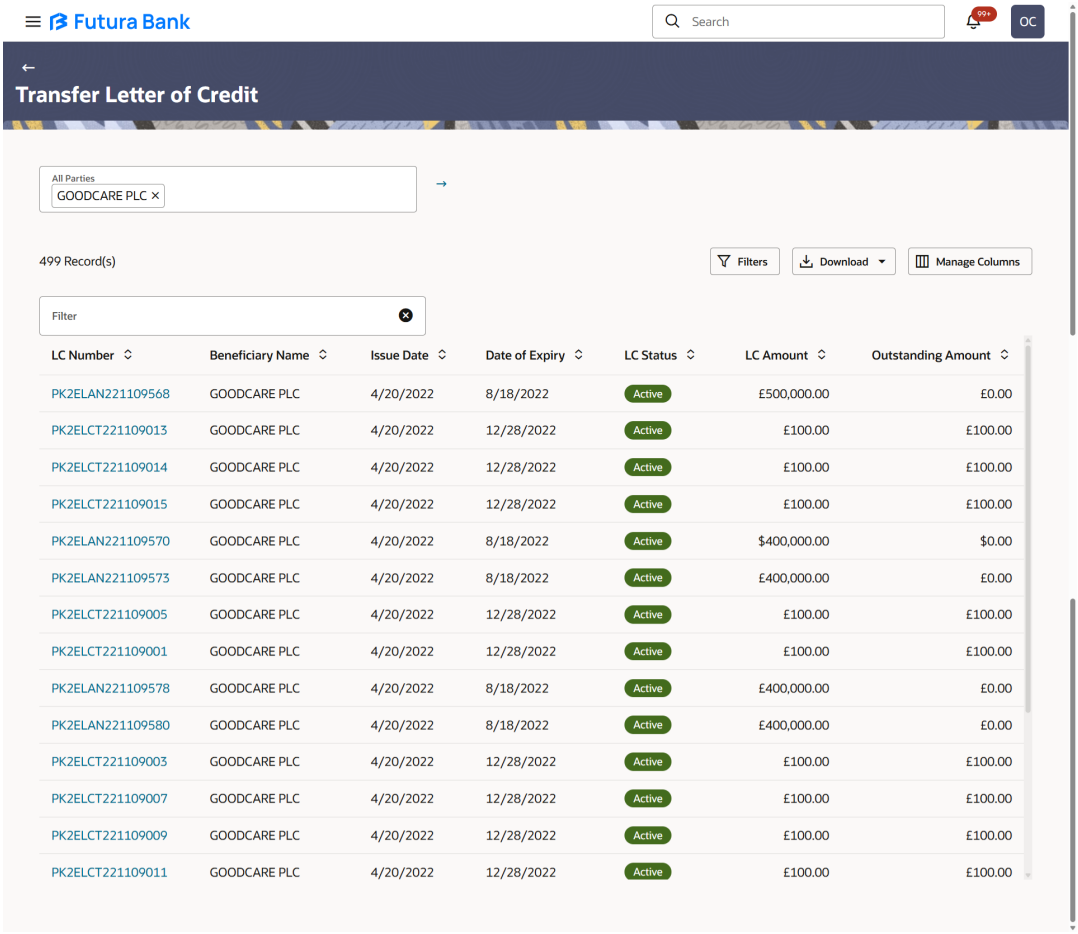
Table 38-1 (Cont.) Transfer Letter of Credit - Filter - Field Description

Field Name	Description
Beneficiary Name	Specify the name of the LC beneficiary.
Currency	Select the currency of transfer LC to filter the record based on currency.
LC Amount From - LC Amount To	Specify the amount range for searching the transfer Letter of Credit.
Expiry Date From - Expiry Date To	Specify the expiry date range used for searching the LC.

2. Click **Search**.

   The searched results are displayed based on the parameters provided.

Figure 38-3 Transfer Letter of Credit - Search Result



For more information refer to the field description table below:

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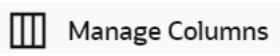
Table 38-2 View Transfer Letter of Credit - Filter Results - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the LC Number, Beneficiary Name, LC Status, LC Amount and Outstanding Amount to view the Transfer LC.
Filter Results	This section displays the filter results.
LC Number	Displays the LC number. Displays the link to view the details of the Transfer Letter of Credit.
Beneficiary Name	Displays the name of the beneficiary of Transfer LC.
Issue Date	Displays the issue date of the Transfer LC.
Date of Expiry	Displays the Transfer LC expiry date.
LC Status	Displays the status of the Transfer LC.
LC Amount	Displays the Transfer LC amount.
Outstanding Amount	Displays any outstanding amount available along with the currency.

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **Transfer Letter of Credit- Credit - Secondary Beneficiary Details** screen appears.
   - Click the

icon to download the records in CSV & PDF format.
   - Click the 

icon to setup a column preference by rearranging or removing columns.

38.2 Transfer Letter of Credit - Add Second Beneficiary Details

This topic provides the systematic instructions to add the Second Beneficiary Details in the application.

In this section, user can add the details of secondary beneficiary of the LC transfer application process. Maximum five (configured) beneficiaries and their details for LC can be added in a single transaction.

To add the details of secondary beneficiary:

1. Navigate to **Transfer Letter of Credit** screen.
2. Specify the search criteria and click **Search**.

   The searched results are displayed based on the parameters provided.
3. Click on the desired **LC Number** link to view the LC details.

   The **Transfer Letter of Credit - Second Beneficiary Details** screen appears.
4. On the **Transfer Letter of Credit - Second Beneficiary Details** screen, click the **Add Second Beneficiary** link.

   The **Add Secondary Beneficiary** overlay screen appears.

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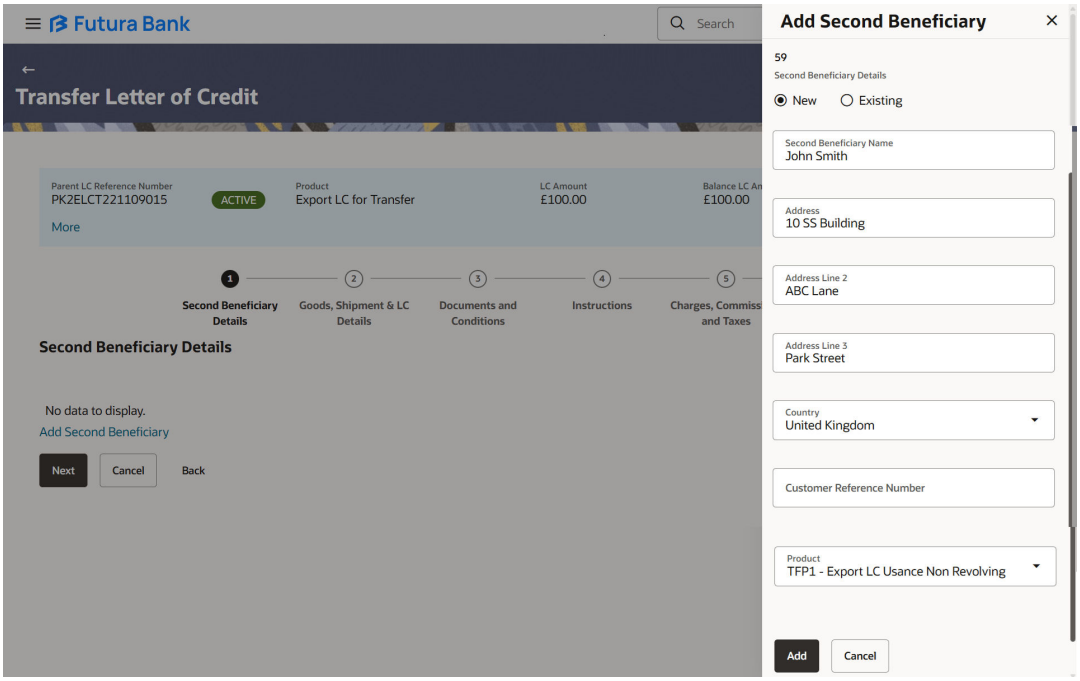
Figure 38-4 Transfer Letter of Credit - Add Second Beneficiary



For more information refer to the field description table below:

Table 38-3 Transfer Letter of Credit - Add Second Beneficiary - Field Description

Field Name	Description
Second Beneficiary Details	Select the Second Beneficiary details. The options are: • **Existing** • **New**
Second Beneficiary Name	Specify the name of the Second Beneficiary of Transfer LC. This field is enabled if **New** option is selected in the **Second Beneficiary Details** field. This field is a read only if **Existing** option is selected in the **Second Beneficiary Details** field.
Address	Specify the address of the Second Beneficiary of Transfer LC. This field is enabled if **New** option is selected in the **Second Beneficiary Details** field. This field is a read only if **Existing** option is selected in the **Second Beneficiary Details** field.
Country	Select the country of the Second Beneficiary of Transfer LC. This field is enabled if **New** option is selected in the **Second Beneficiary Details** field. This field is a read only if **Existing** option is selected in the **Second Beneficiary Details** field.
Customer Reference Number	Specify the customer reference number for secondary beneficiary.
Product	Select the transfer LC product name under which the LC is created.

5. Select the Second Beneficiary type from **Second Beneficiary Details** field.

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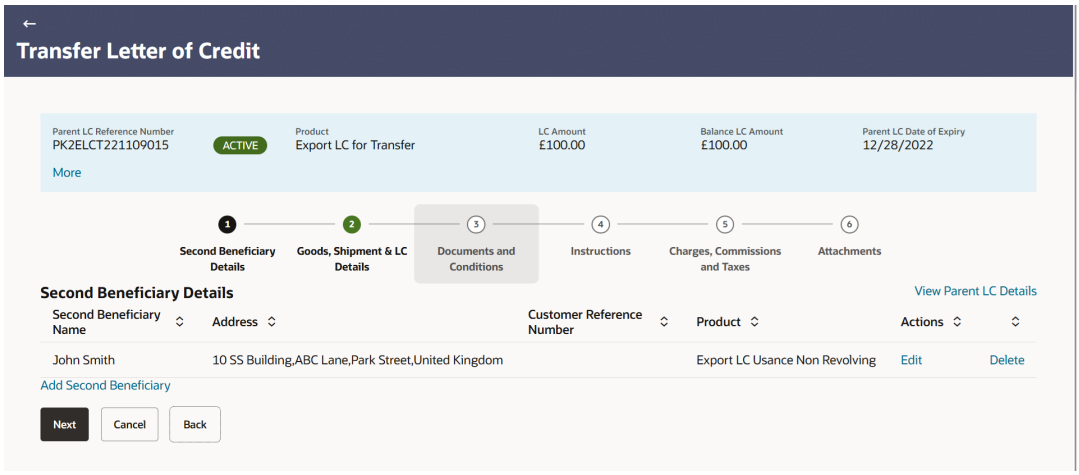
6. If you select **Existing** option, select the name of the beneficiary from the **Second Beneficiary Name** list.
7. If you select **New** option, specify the name of the assignee in the **Second Beneficiary Name** field.
8. Specify the Address of the beneficiary, if you have selected **New** option in the **Second Beneficiary Details** field.
9. Select the country of the Second Beneficiary of Transfer LC, if you have selected **New** option in the **Second Beneficiary Details** field.
10. Specify the customer reference number for secondary beneficiary.
11. Select the transfer LC product name in the **Product** field.
12. Click **Add** to add the second beneficiary details.

    The added beneficiary details get displayed on the **Transfer Letter of Credit - Second Beneficiary Details** screen

Figure 38-5 Transfer Letter of Credit - Second Beneficiary Details



13. Click the **View Parent LC Details** link to view the parent LC details.

    The **Parent LC Details** for LC overlay screen appears.
    For more information refer to the field description table below:

Table 38-4 Transfer Letter of Credit - Second Beneficiary Details - Field Description

Field Name	Description
Parent LC Reference Number	Displays the Parent LC Reference Number.
Product	Displays the transfer LC product name under which the LC is created.
LC Amount	Displays the LC Amount.
Balance LC Amount	Displays the balance currency and the amount for the transfer Letter of Credit.
Parent LC Date of Expiry	Displays the expiry date of the parent LC.
Last Shipment Date	Displays the last shipment date for the transfer Letter of Credit. This field appears if you click **More** link.

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Table 38-4 (Cont.) Transfer Letter of Credit - Second Beneficiary Details - Field Description

Field Name	Description
Second Beneficiary Details	This section displays the Second Beneficiary Details.
Second Beneficiary Name	Displays the name of the Second Beneficiary of Transfer LC.
Address	Displays the address of the Second Beneficiary of Transfer LC.
Country	Displays the country of the Second Beneficiary of Transfer LC.
Customer Reference Number	Displays the customer reference number for secondary beneficiary.
Product	Select the transfer LC product name under which the LC is created.
Action	Click to edit the secondary beneficiary details.
Delete	Click to delete the secondary beneficiary details.

14. Click the **Add Second Beneficiary** link to add the other secondary beneficiary details, if required.
15. Click the **Edit** link to edit the secondary beneficiary details.

    The **Add Second Beneficiary** overlay screen appears.
16. Click the **Delete** link to remove already added beneficiary details.
17. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level tab.
    - Click **Back** to navigate back to previous screen.
    - Click **Cancel** to cancel the transaction.

38.3 Transfer Letter of Credit - Goods, Shipment & LC Details

This topic provides the systematic instructions to specify the Goods and Shipment Details in the application.

This tab captures the goods and shipment details of the LC transfer application process.

There will be separate tabs dedicated for each second beneficiary onthe screen, and having same fields which user can input things specific for that transaction.

1. Specify the Goods, Shipment and LC details.

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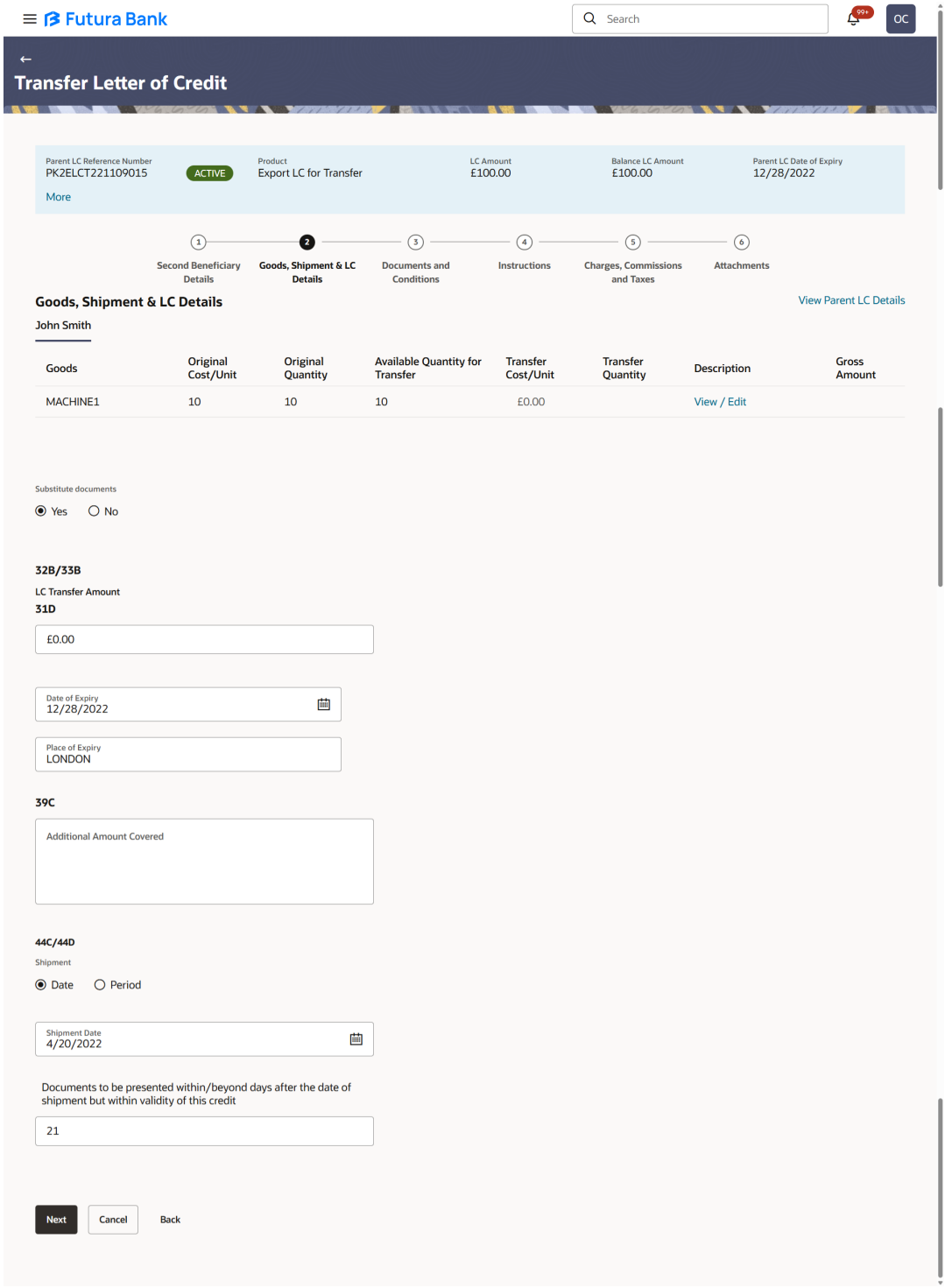
Figure 38-6 Transfer Letter of Credit - Goods, Shipment & LC Details



> **Note**
>
> The fields which are marked as **Required** are manadatory.

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For more information refer to the field description table below:

Table 38-5 Transfer Letter of Credit - Goods, Shipment & LC Details - Field Description

Field Name	Description
Second Beneficiary Name	Displays the name of the added second beneficiary. There will be separate tabs dedicated for each second beneficiary onthe screen, and having same fields which user can input things specific for that transaction.
Goods, Shipment & LC Details	Section to add or remove the goods traded under the LC.
Goods	Type of good being shipped.
Cost / Unit	The price per unit of the good covered under the LC.
Available Quantity for Transfer	The original quantity of goods.
Transfer Cost/Unit	Specify the price per unit of the good covered under the LC Transfer.
Transfer Quantity	Specify the quantity of goods transferred.
Description	Click the **View and Edit** the description by clicking the **View/Edit** link.
Gross Amount	System calculates and displays the gross amount under the LC based on the specified **Quantity** and **Cost/Unit**.
LC Available Amount to Transfer	Displays the available LC amount to transfer
Total Amount to be Transferred	Displays the total LC amount to be transferred.
Place of Taking	Specify the place of receipt from where shipment will be done.
Place of Final Destination	Specify the place of dispatch or taking in charge of the goods or loading on board.
Substitute Documents	Select whether the document to be substituted or not.
LC Transfer Amount	Specify the amount for the Letter of Credit.
Date of Expiry	Specify or select the date of expiry of Transfer LC. The expiry date must be later than the application date.
Place of Expiry	Specify the place where LC would expire.
Additional Amount Covered	Specify any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc.
Shipment	The option to select the shipment. The options are: • **Date** • **Period**

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Table 38-5 (Cont.) Transfer Letter of Credit - Goods, Shipment & LC Details - Field Description

Field Name	Description
Shipment Date	Specify or select the shipment date. Shipment Date is the latest date for shipment loading goods on board/ dispatch/ taking in charge. The Latest Date for Shipment should not be later than the LC Expiry Date. This field is displayed when you select **Date** option in **Shipment** field. **Note** It is mandatory to enter the values either in the **Shipment Date** or **Shipment Period** field.
Shipment Period	Specify the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge. This field is displayed when you select **Period** option in **Shipment** field.
Documents to be presented within/beyond days after the date of shipment but within validity of this credit	Specify the number of days after the date of shipment when the documents will be presented to bank. On adding these days to the date of application, it should be within validity period.

2. In the **Goods** section, specify the transfer price per unit of the goods in the **Transfer Cost/ Unit** field.
3. Specify the quantity of goods transferred in the **Transfer Quantity** field.
4. Select whether the document to be substituted or not in the **Substitute Documents** field.
5. Specify the amount for the Letter of Credit in the **LC Transfer Amount** field.
6. Specify the date of expiry of and place of expiry of Transfer LC in **Date of Expiry** and **Place of Expiry** fields, respectively.
7. Specify any additional amounts available to the beneficiary in the **Additional Amount Covered** field.
8. Specify the **Shipment Date** or **Shipment Period** depending on the type of shipment selected.
9. Specify the number of days after the date of shipment when the documents will be presented to bank. field.
10. Perform any one of the following actions:
    - Click **Next** to save the entered details and proceed to the next level.

      The **Documents and Conditions** tab appears in the **Transfer Letter of Credit** screen.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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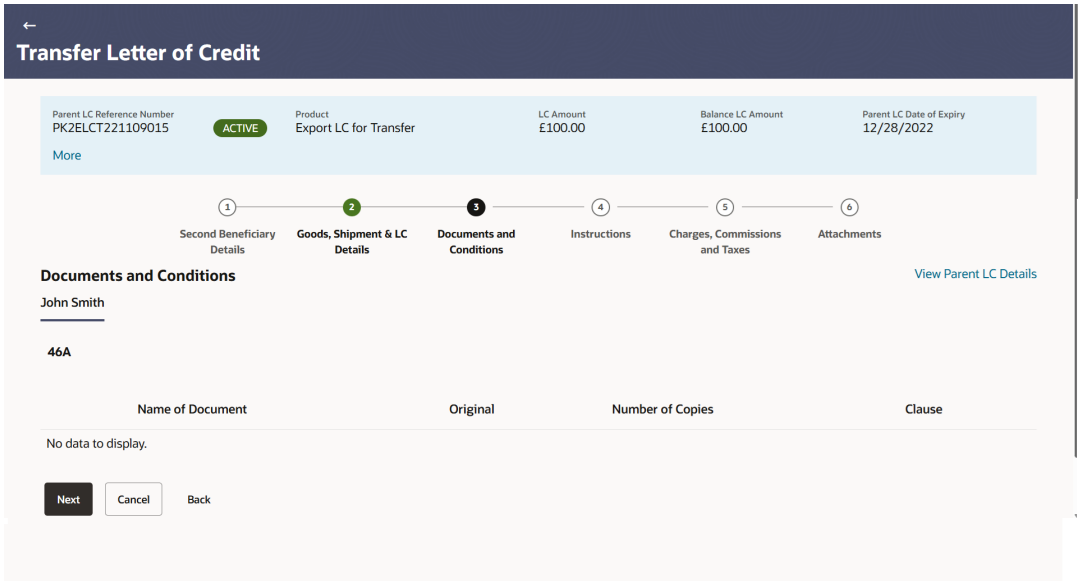
38.4 Transfer Letter of Credit - Documents and Conditions

This topic provides the systematic instructions to specify the Documents and Condition details in the application.

This tab includes the INCO terms (International Commercial Terms) and required document details along with the clauses list related to the documents. . The document list on this tab are populated based on the default LC product(s) mapped. It also provides an option to add a additional conditions in which corporate user can enter the details to have a clause customized to his/her requirement.

1. Specify the Documents and Conditions details.

Figure 38-7 Transfer Letter of Credit - Documents and Conditions tab



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 38-6 Transfer Letter of Credit - Documents and Conditions - Field Description

Field Name	Description
Name of Document	Displays the name of the document to be sent along with the LC.
Original	Specify the required number of original documents required for the selected document. It is provided as m/n, where m out of n available documents would be submitted to bank.

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Table 38-6 (Cont.) Transfer Letter of Credit - Documents and Conditions - Field Description

Field Name	Description
Number of Copies	Specify the required number of copies required for the selected document..
Clause	The clauses maintained in the bank application for each of the document. A document can have multiple clauses. Click the **View/Edit** link to view the clause maintained in the bank application for each of the document or to modify as per needs. • **Date** • **Period**
View Clause	This section appears if you select a document and click the **View Clause** link. In this section a user can view already maintained clause or can modify them as per his needs. User can select the pre-maintained clause using the identifiers under each clause. In a blank clause, corporate user can enter the details to have a clause customized to his/her requirement.
Clause	Specify the name of the clause.
Identifier	Select the maintained identifier of the conditions of the documentary credit.
Clause Description	Display the description and number of the selected clause.

2. Specify the number of originals required for the selected document in the **Original** field.
3. Specify the number of copies required for the selected document in the **Number of Copies** field.
4. In the Clauses section, list of clauses for each document will be listed and a check box is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document and click the View/ Edit Clauses link. The View Clause overlay screen appears, if the clause is already maintained.
   - If Clauses are not maintained, click the Add Clause link.

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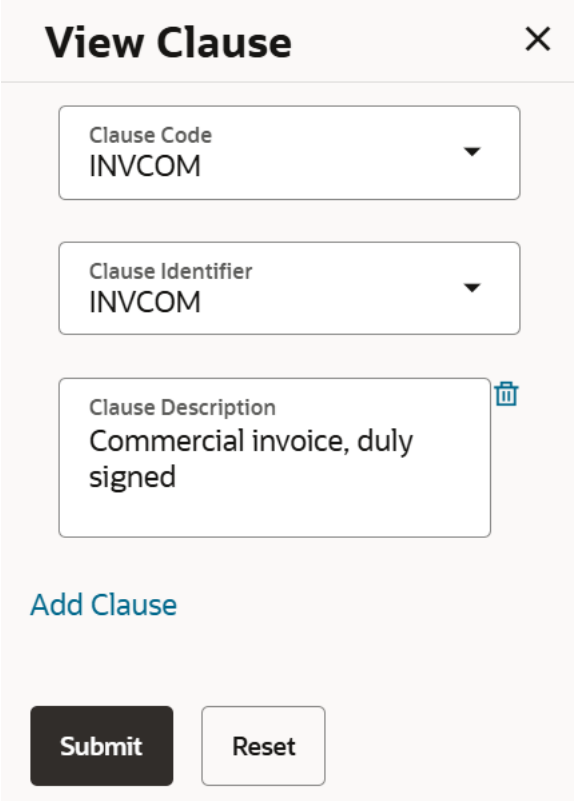
Figure 38-8 View Clause



For more information refer to the field description table below:

Table 38-7 View Clause - Field Description

Field Name	Description
Clause Code	Select the clause code.
Clause Identifier	Select the clause identifer.
Clause Description	Displays the clause description based on selected clause code. The user can edit and delete the clause description, if required.

a. Select the clause code, from the **Clause** list.

b. Select the clause identifer, from the **Identifier** list.

c. In the **Clause Description** field, view and modify the description of the clause, if required.

d. Click to remove the clause description that are already added.

e. Perform any one of the following:

- Click **Submit**. The clause description are saved.
- Click **Reset** to reset and discard the changes.
- Click the **Add Clause** link to add a new clause.

5. Perform any one of the following actions:

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- Click **Next** to save the entered details and proceed to the next level.

  The **Linkages** tab appears in the **Transfer Letter of Credit** screen.
- Click **Cancel** to cancel the transaction.

  The **Dashboard** appears.
- Click **Back** to go back to previous screen.

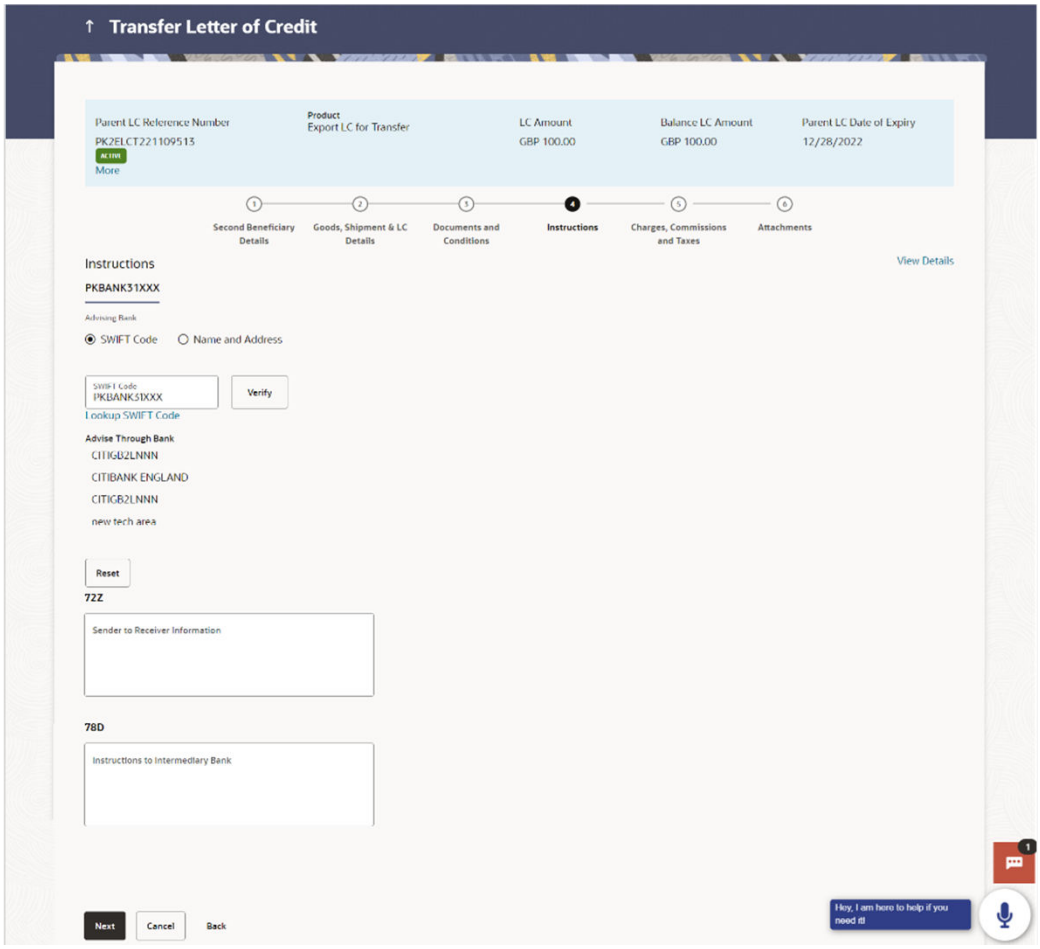
38.5 Transfer Letter of Credit - Instructions

This topic provides the systematic instructions to capture the Instructions details in the application.

This tab includes the miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the bank (not forming part of LC).

1. Specify the Instruction details.

Figure 38-9 Transfer Letter of Credit - Instructions



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 38-8 Transfer Letter of Credit - Instructions - Field Description

Field Name	Description
Advising Bank	The option to select the mode of advising bank. It is captured by Bank's SWIFT code. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code of the advising bank, available in the application. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected in the **Advising Bank** field.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Advise Through Bank	The option to select the details of advise through bank. The options are: • **SWIFT Code** • **Name and Address**
SWIFT Code	Specify the SWIFT code of the advising bank, available in the application. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected in the **Advise Through Bank** field.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected in the **Advise Through Bank** field.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advise Through Bank** field.
Special Payment Conditions for Beneficiary	Specify the special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.

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Table 38-8 (Cont.) Transfer Letter of Credit - Instructions - Field Description

Field Name	Description
Special Payment Conditions for Bank Only	Specify the special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request / conditions.
Confirmation Instructions	The option to select the confirmation instructions for the requested confirmation party. The options are: • **Confirm** - The requested confirmation party is requested to confirm the credit • **May Add** - The requested confirmation party may add its confirmation to the credit • **Without** - No confirmation is requested
Requested Confirmation Party	Select the bank which is requested to add its confirmation or may add its confirmation. The options are: • **Advising Bank** • **Advise Through Bank** • **Confirming Bank** This field is enabled if the **May Confirm** or **Confirm** option is selected in the **Confirmation Instruction** list.
Confirming Bank	The option to confirming party is the Confirming bank. The options are: • **SWIFT Code** • **Bank Address**
SWIFT Code	Specify the SWIFT code of the confirming bank or Advise through Bank. Or Click the **Lookup SWIFT Code** link to search and select the link. The user can specify the SWIFT Code, City and Bank Name as search criteria. This field is enabled if the **SWIFT Code** option is selected.
Name	Specify the name of banks. This field is enabled if the **Name and Address** option is selected.
Address	Specify the complete address of the bank. This field is enabled if the **Name and Address** option is selected in the **Advising Bank** field.
Sender to Receiver Information	Specify the additional information for the receiver.
Instructions to Intermediary Bank	Specify the instructions that needs to be given to the intermediary bank.

2. In the **Advising Bank** field, if you select **SWIFT Code** option:
   a. In the **SWIFT Code** field, specify the SWIFT code or select it from the look-up.
   b. Click **Verify** to fetch bank details based on Bank Code (BIC).
3. If you select **Name and Address** option:
   a. In the **Name** field, enter the name of the advising bank.
   b. In the **Address (1-3)** field, enter the address of the advising bank.
4. In the **Advising Through Bank** field, select the appropriate option and specify the fields accordingly.

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5. In the **Sender to Receiver Information** field, specify the additional information for the receiver.
6. In the **Instructions to Intermediary Bank** field, specify the instructions that needs to be given to the intermediary bank.
7. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Charges, Commissions and Taxes** tab appears in the **Transfer Letter of Credit** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

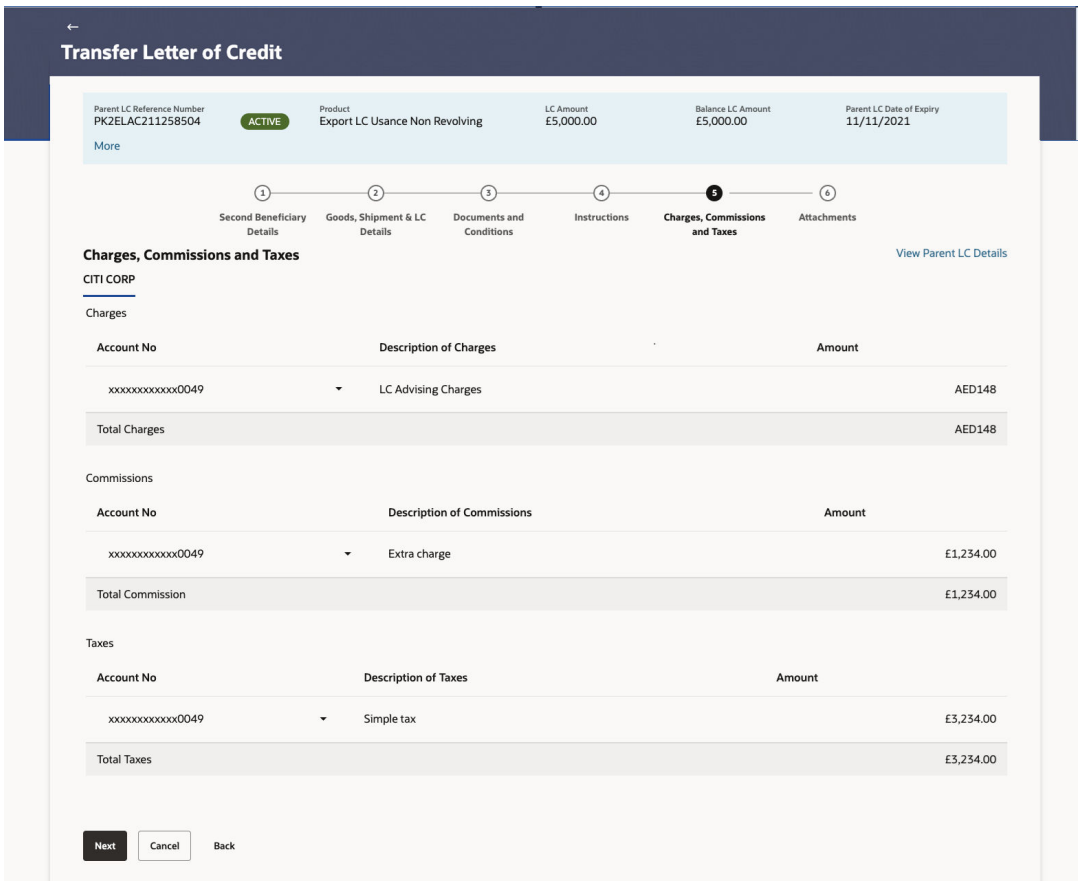
38.6 Transfer Letter of Credit - Charges Commissions and Taxes

This topic provides the systematic instructions to capture the Charges Commissions and Taxes details in the application.

This tab defaults the charges details, if charges, commissions and taxes are available under the product.

1. Specify the Charges Commissions and Taxes details.

Figure 38-10 Transfer Letter of Credit - Charges Commissions and Taxes



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 38-9 Transfer Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Select the account which will be charged for the specific charge.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charge.
Total Charges	Displays the total charge that will be levied in the transaction.
Taxes	This section displays the Taxes details.
Account No	Select the account from which the taxes will be taken.
Description of Taxes	Displays the description taxes applicable.
Amount	Displays the amount that is maintained under the taxes.
Total Taxes	Displays the total Taxes amount.
Commissions	This section displays the Commission details.
Account No	Select the account from which the commission will be taken.
Description of Commissions	Displays the description commission applicable.
Amount	Displays the amount that is maintained under the commission.
Total Commission	Displays the total commission amount.

2. In the **Charges Commissions and Taxes** section, select the appropriate account, from the **Account No** list.
3. Perform any one of the following actions:
   - Click **Next** to save the entered details and proceed to the next level.

     The **Attachments** tab appears in the **Transfer Letter of Credit** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

38.7 Transfer Letter of Credit - Attachments

This topic provides the systematic instructions to capture the LC Attachments details in the application.

Displays the list of documents presented to initiate the Transfer LC. The document list on this tab are populated based on the default LC product mapped.

To Attach Documents:

1. Specify the LC Attachments details.

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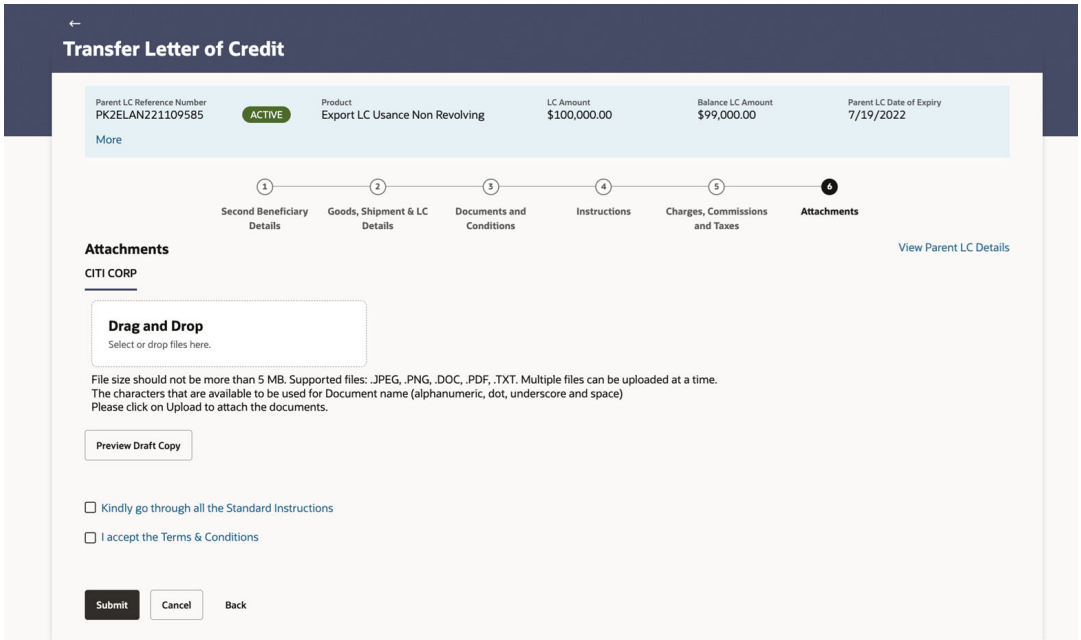
Figure 38-11 Transfer Letter of Credit - Attachments



> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 38-10 Transfer Letter of Credit - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents. Displays the link to download the attached document.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

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The **Attach Document** popup window appears

3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the **Kindly Go through all the Standard Instructions**, check box. This is a mandatory check for proceeding with the application.
8. Click the **Kindly Go through all the Standard Instructions** link to view the customer instructions maintained by bank from back office.
9. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
10. Click **Preview Draft Copy** to have a preview of draft.
11. Click **Submit**.

    The transaction is saved and the **Transfer Letter of Credit – Review** screen appears. It displays all the 4 sections with their respective fields namely Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments with an option to edit them individually.
12. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of LC creation appears along with the reference number. Click **OK**,to complete the transaction.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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39

Amend Transfer Letter of Credit

This topic provides the systematic instructions to view an initiate amendment of existing Transfer LC in the application.

Using this option, you can apply for amendment of an existing Letter of Credit (LC) in the application. The users can amend the Transfer LC amount, including any tolerance, and update the Total Exposure value.

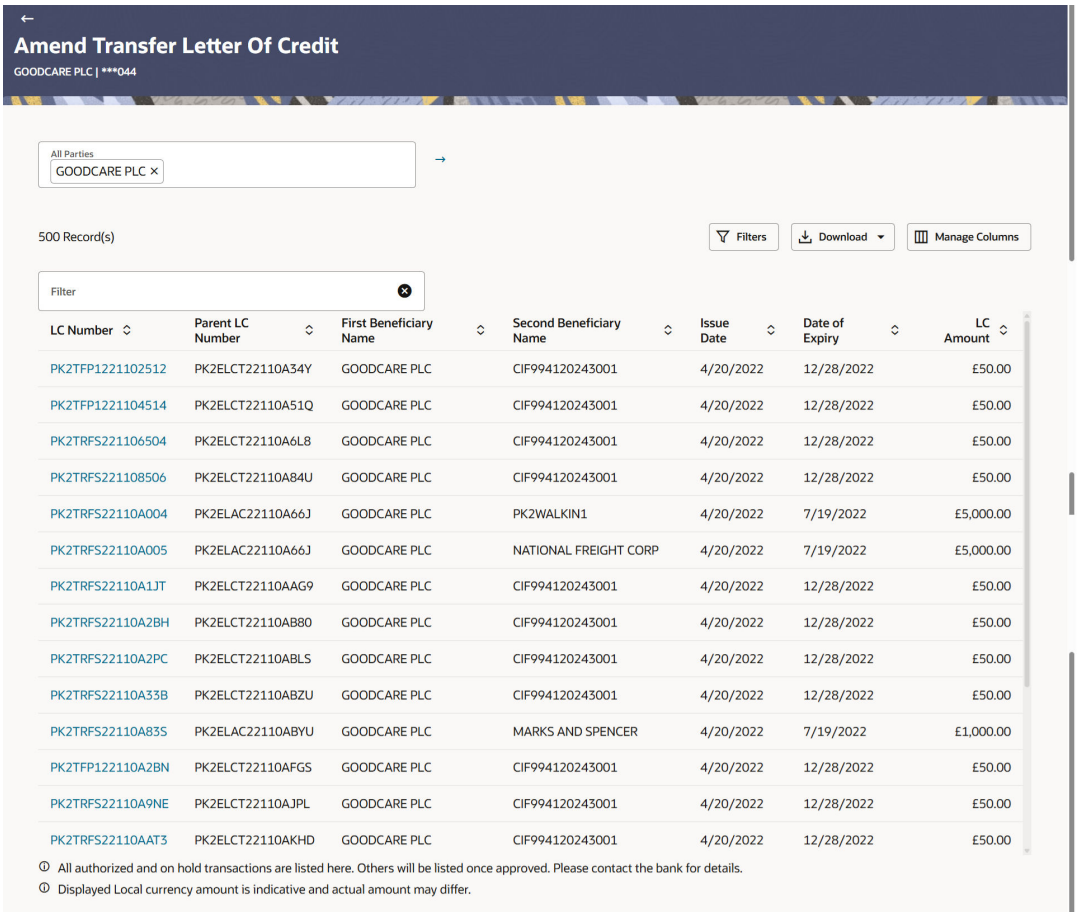
Pre-requisites

- User must have a valid corporate party Id and login credentials in place.
- User must have certain Export LCs received by his bank under his party ID.

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **Amend Transfer LC**.

  The **Amend Transfer Letter of Credit** screen appears.

Figure 39-1 Amend Transfer Letter of Credit



LC Number	Parent LC Number	First Beneficiary Name	Second Beneficiary Name	Issue Date	Date of Expiry	LC Amount
PK2TFP1221102512	PK2ELCT22110A34Y	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TFP1221104514	PK2ELCT22110A51Q	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS221106504	PK2ELCT22110A6L8	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS221108506	PK2ELCT22110A84U	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A004	PK2ELAC22110A66J	GOODCARE PLC	PK2WALKIN1	4/20/2022	7/19/2022	£5,000.00
PK2TRFS22110A005	PK2ELAC22110A66J	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TRFS22110A1JT	PK2ELCT22110AAG9	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A2BH	PK2ELCT22110AB80	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A2PC	PK2ELCT22110ABLS	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A33B	PK2ELCT22110ABZU	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A83S	PK2ELAC22110ABYU	GOODCARE PLC	MARKS AND SPENCER	4/20/2022	7/19/2022	£1,000.00
PK2TFP122110A2BN	PK2ELCT22110AFGS	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A9NE	PK2ELCT22110AJPL	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110AAT3	PK2ELCT22110AKHD	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00

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This topic contains following sub-topics:

- Amend Transfer Letter of Credit - Search
  This topic provides the systematic instructions to search an Import LC Amendments in the application.
- Amend Transfer Letter of Credit - LC Details
  This topic provides the systematic instructions to view Amend Transfer Letter of Credit - LC Details in the application.

39.1 Amend Transfer Letter of Credit - Search

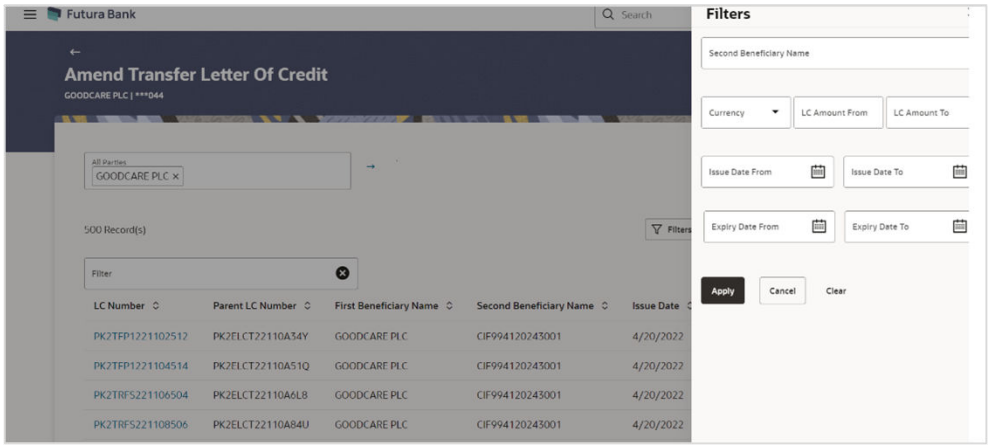
This topic provides the systematic instructions to search an Import LC Amendments in the application.

User can search the list existing LC application using LC Number, Applicant Name, and Beneficiary Name and apply for amendments.

To search the LC Amendments:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the the LC Number/Parent LC Number/First Beneficiary Name /Second Beneficiary Name/Customer Reference Number/LC Amount/Equivalent LC Amount/LC Status in the **Filter** field.
   - Click Filter to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 39-2 Amend Transfer Letter of Credit - Search



For more information refer to the field description table below:

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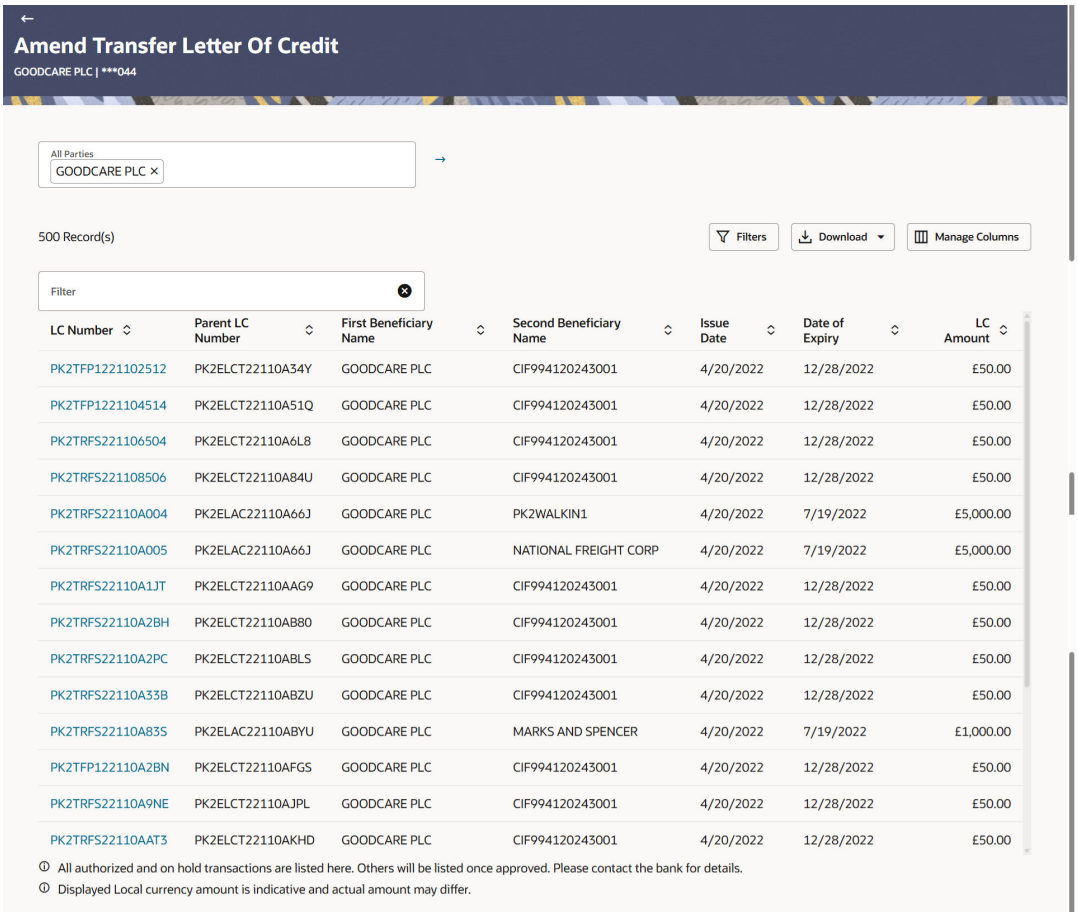
Table 39-1 Amend Transfer Letter of Credit - Filter - Field Description

Field Name	Description
Second Beneficiary Name	Specify the name of the Second Beneficiary of Transfer LC.
Currency	Select the currency to filter the record based on currency.
LC Amount From- Amount To	Specify the amount range for searching the Transfer Letter of Credit.
Issue Date From- To	Specify the date of the issue date range used for searching the Transfer LC.
Expiry Date From- To	Specify the expiry date range used for searching the Transfer LC.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 39-3 Amend Transfer Letter of Credit - Search Result



LC Number	Parent LC Number	First Beneficiary Name	Second Beneficiary Name	Issue Date	Date of Expiry	LC Amount
PK2TFP1221102512	PK2ELCT22110A34Y	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TFP1221104514	PK2ELCT22110A51Q	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS221106504	PK2ELCT22110A6L8	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS221108506	PK2ELCT22110A84U	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A004	PK2ELAC22110A66J	GOODCARE PLC	PK2WALKIN1	4/20/2022	7/19/2022	£5,000.00
PK2TRFS22110A005	PK2ELAC22110A66J	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TRFS22110A1JT	PK2ELCT22110AAG9	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A2BH	PK2ELCT22110AB80	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A2PC	PK2ELCT22110ABLS	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A33B	PK2ELCT22110ABZU	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A83S	PK2ELAC22110ABYU	GOODCARE PLC	MARKS AND SPENCER	4/20/2022	7/19/2022	£1,000.00
PK2TFP122110A2BN	PK2ELCT22110AFGS	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110A9NE	PK2ELCT22110AJPL	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFS22110AAT3	PK2ELCT22110AKHD	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00

For more information refer to the field description table below:

Table 39-2 Amend Transfer Letter of Credit - Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.

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Table 39-2 (Cont.) Amend Transfer Letter of Credit - Field Description

Field Name	Description
Filter	Specify the LC Number/Parent LC Number/First Beneficiary Name/ Second Beneficiary Name of LC for whom amendments to be made.
Filter Results	This section displays the filter results.
LC Number	Displays the LC reference number generated while creating a Transfer LC. Displays the link to details of the Transfer LC.
Parent LC Number	Displays the Parent LC Number of the Transfer LC.
First Beneficiary Name	Displays the name of the first Beneficiary of Transfer LC.
Second Beneficiary Name	Displays the name of the second Beneficiary of Transfer LC.
Issue Date	Displays the issue date of the Transfer Letter of Credit.
Date of Expiry	Displays the expiry date of the Transfer LC.
LC Amount	Displays the Transfer LC amount.

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **Amend Transfer Letter of Credit - LC Details** screen appears.
   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

39.2 Amend Transfer Letter of Credit - LC Details

This topic provides the systematic instructions to view Amend Transfer Letter of Credit - LC Details in the application.

Amend Transfer Letter of Credit Details tab captures the general details of the LC application process.

To view the Amend Transfer Letter of Credit - LC Details:

1. Navigate to **Amend Transfer Letter of Credit** screen.
2. Search the required Transfer LC whose details you want to view.
3. Click on the **LC Number** link to view the LC details. T

   The **Amend Transfer Letter of Credit - LC Details** screen appears.

Figure 39-4 Amend Transfer Letter of Credit - LC Details

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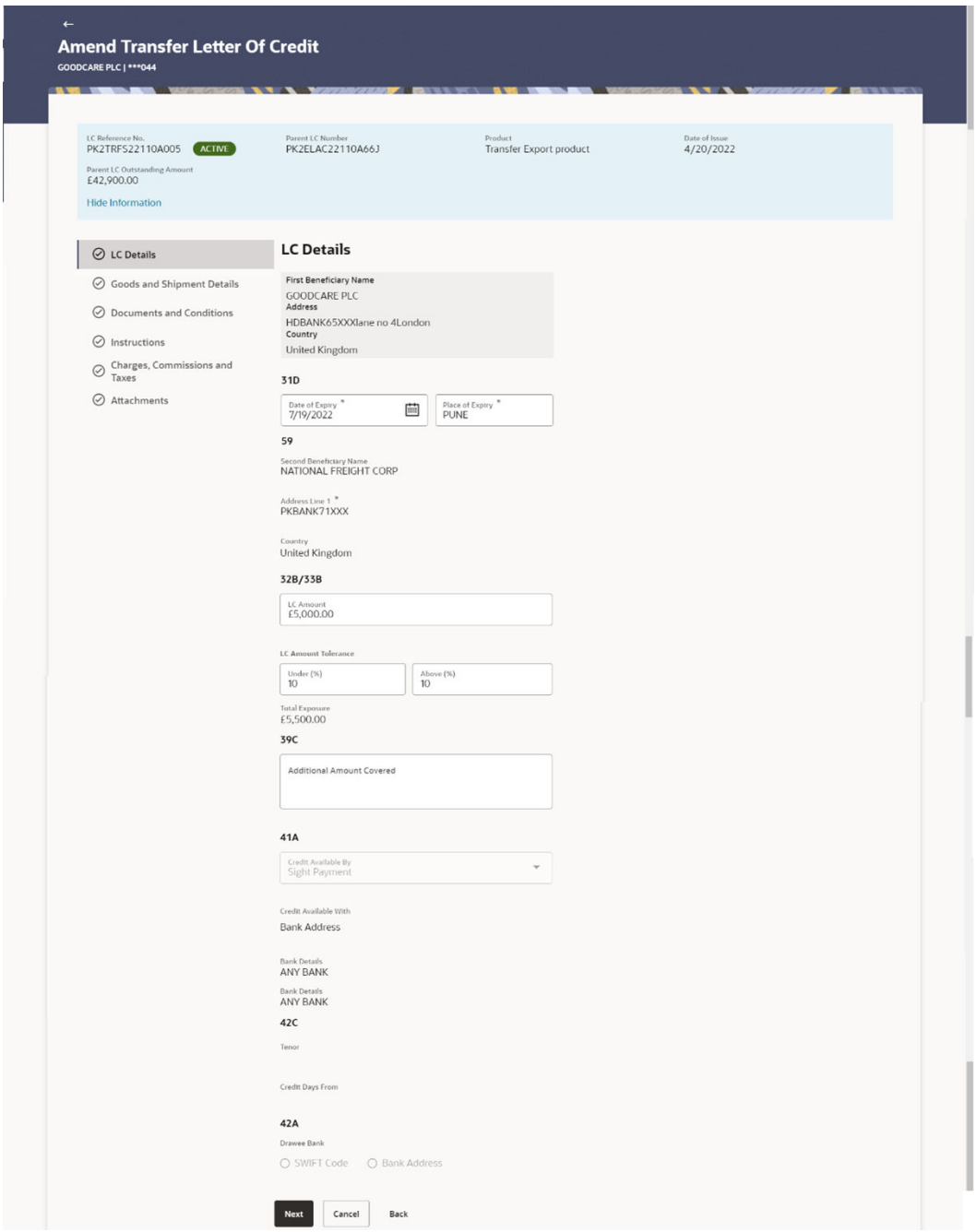

For more information refer to the field description table below:

Table 39-3 Amend Transfer Letter of Credit - Field Description

Field Name	Description
LC Reference No.	Displays the transfer reference number of the LC.
Parent LC No.	Displays the parent LC reference number.
Product	Displays the transfer LC product name under which the LC is created.
Date of Issue	Displays the issue date of the Transfer Letter of Credit.

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Table 39-3 (Cont.) Amend Transfer Letter of Credit - Field Description

Field Name	Description
Parent LC Outstanding Amount	Displays the Parent LC outstanding amount. This field appears if you click the **More Information** link.
LC Details	This section displays the Transfer Letter of Credit - LC details.
First Beneficiary Name	Displays the name of first beneficiary of transfer LC.
Address	Displays the address of the first beneficiary.
Country	Displays the country of the first beneficiary.
Date of Expiry	Specify the expiry date of the Transfer LC.
Place of Expiry	Specify the place of Transfer LC expiry.
Second Beneficiary	Displays the name of second beneficiary of transfer LC.
Address	Displays the address of the second beneficiary.
Country	Displays the country of the second beneficiary.
LC Amount	Specify the amount of transfer LC.
LC Amount Tolerance Under (%), Above (%)	Specify the tolerance of the transfer LC, if tolerance is allowed. This field appears if you click the **More Information** link.
Total Exposure	System calculates and displays the total exposure value depending on the values entered in **LC Amount Tolerance** field.
Additional Amounts Covered	Specify any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc. This field appears if you click the **More Information** link.
Credit Available By	The manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • **Acceptance** • **Deferred Payment** • **Mixed Payment** • **Negotiation** • **Sight Payment**
Negotiation/ Deferred Payment Details	Indicates the details of Negotiation/ Deferred Payment. This field is enabled if the **Negotiation/ Deferred Payment** option is selected in the **Credit Available By** field.
Mixed Payment Details	Indicates the details of mixed payment. This field is enabled if the **Mixed Payment** option is selected in the **Credit Available By** field.
Credit Available With	Displays the details of Bank where credit is currently available with. This field appears if you click the **More Information** link.
SWIFT Code	Specify the SWIFT ID of the assignee bank. Click **Lookup SWIFT Code** if required, to search and select the bank details, available in the application.
SWIFT code Look up	The following fields appear on a pop up window if the **Lookup SWIFT Code** link is clicked.
Swift Code	Select the SWIFT code from the look up.
Bank Name	The facility to search for the SWIFT code based on the bank name.
Country	The facility to search for the SWIFT code based on the country.
City	The facility to search for the SWIFT code based on city.
SWIFT Code Lookup Search Results	This section displays the SWIFT Code lookup search results.

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Table 39-3 (Cont.) Amend Transfer Letter of Credit - Field Description

Field Name	Description
Bank Name	Displays the names of banks as fetched on the basis of the search criteria specified.
Address	Displays the complete address of each bank as fetched on the basis of the search criteria specified.
Tenor (In Days)	Displays the tenor of drafts to be drawn under the documentary credit.
Credit Days From	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted. The options are: • **Invoice Date** • **B/L Date** • **Others**
Drawee Bank	Displays the drawee bank of the LC.
Drafts Amount	Displays the various drafts amount for the LC application.
Action	Click delete icon to delete the record

4. Specify the expiry date of the Transfer LC in **Date of Expiry** field.
5. Specify the place of expiry of the Transfer LC in **Place of Expiry** field.
6. Specify the amount of transfer LC in **LC Amount** field.
7. Specify the tolerance of the transfer LC in **LC Amount Tolerance Under (%), Above (%)** field.
8. Specify any additional amounts available to the beneficiary in **Additional Amounts Covered** field.
9. Perform any one of the following actions:
   - Click **Next** to proceed to the next tab.

     The **Goods and Shipment Details** tab appears in the **Amend Transfer Letter of Credit** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to navigate back to previous screen.

> **Note**
>
> For Goods and Shipment Details, Document and Condition, Instructions and Charges details, refer **Initiate Transfer Letter of Credit** transaction.

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40

View Transfer Letter of Credit

This topic provides the systematic instructions view the details of existing Export Transfer Letter of Credit in the application.

Using this option, you can view the details of existing Export Transfer Letters of Credit - Islamic in the application. You can search the required Transfer LC using different search criteria and download the LC list in pdf.

The LC details include First Beneficiary and Second Beneficiary along with the details, LC Amount, Date of Expiry, Place of Expiry, LC Amount, bank details, Type of Documentary Credit, LC Type, Product and Shipment/Goods/Documents and Instruction details. You can also view the Amendment details, Bills presented under the LC, Charges, Commission and Taxes details, SWIFT Messages and Advice details. You can also download the Transfer LC list in pdf formats.

> **Note**
>
> Whenever the API services are called by the OBDX, then OBTF pass only those incoming and outgoing SWIFT messages details that are flagged as External by the bank in the “Trade Finance Message Type Maintenance” screen.

Pre-requisites

- User must have a valid login credentials
- User must have certain Transfer LCs received by his bank under his party ID

- From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Letter of Credit**. Under **Letter of Credit**, click **Export Letter of Credit** and then click **View Transfer LC**.

  The **View Transfer Letter of Credit** screen appears.

Figure 40-1 View Transfer Letter of Credit

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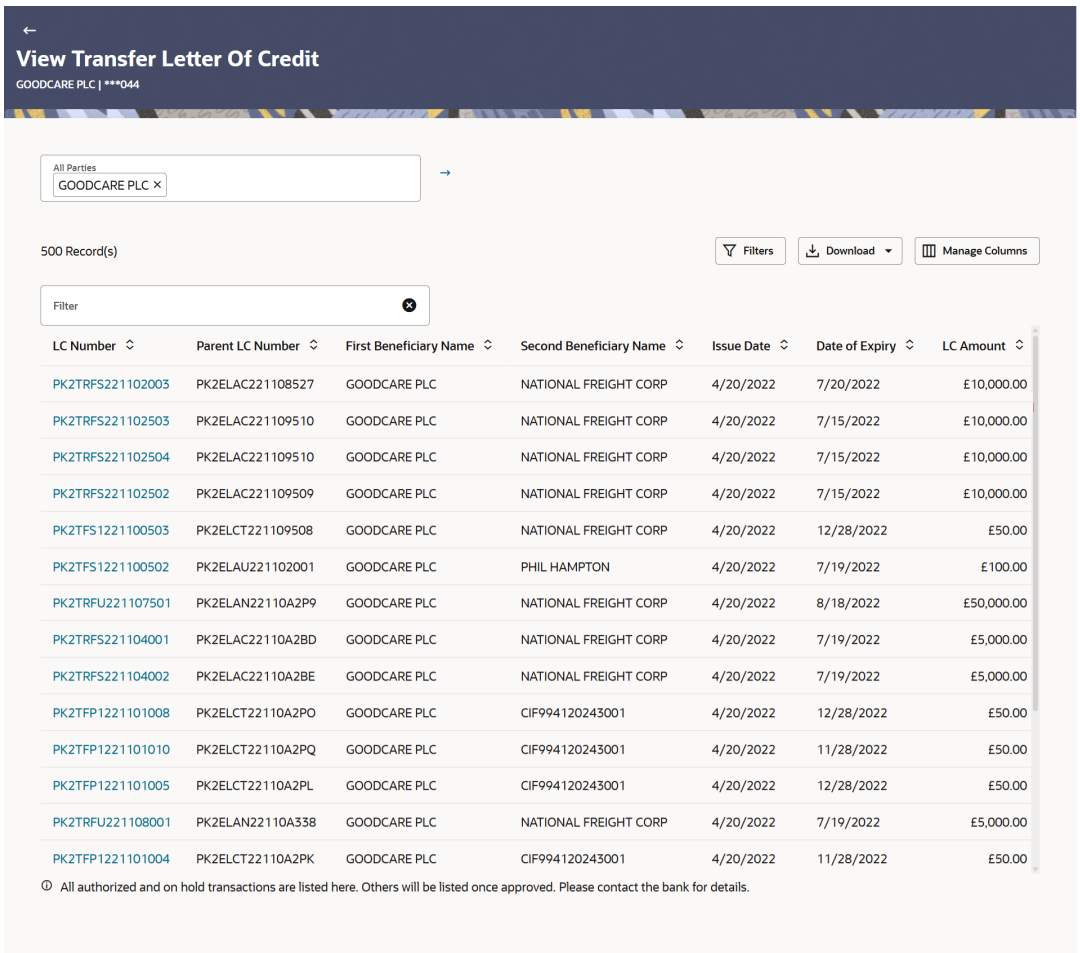

LC Number	Parent LC Number	First Beneficiary Name	Second Beneficiary Name	Issue Date	Date of Expiry	LC Amount
PK2TRFS221102003	PK2ELAC221108527	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/20/2022	£10,000.00
PK2TRFS221102503	PK2ELAC221109510	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TRFS221102504	PK2ELAC221109510	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TRFS221102502	PK2ELAC221109509	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TFS1221100503	PK2ELCT221109508	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	12/28/2022	£50.00
PK2TFS1221100502	PK2ELAU221102001	GOODCARE PLC	PHIL HAMPTON	4/20/2022	7/19/2022	£100.00
PK2TRFU221107501	PK2ELAN22110A2P9	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	8/18/2022	£50,000.00
PK2TRFS221104001	PK2ELAC22110A2BD	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TRFS221104002	PK2ELAC22110A2BE	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TFP1221101008	PK2ELCT22110A2PO	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TFP1221101010	PK2ELCT22110A2PQ	GOODCARE PLC	CIF994120243001	4/20/2022	11/28/2022	£50.00
PK2TFP1221101005	PK2ELCT22110A2PL	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFU221108001	PK2ELAN22110A338	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TFP1221101004	PK2ELCT22110A2PK	GOODCARE PLC	CIF994120243001	4/20/2022	11/28/2022	£50.00

This topic contains following sub-topics:

- View Transfer Letter of Credit - Search
  This topic provides the systematic instructions to search an view the details of existing Transfer Letter of Credit
- View Transfer Letter of Credit - LC Details
  This topic provides the systematic instructions to view an Transfer Letter of Credit - LC Details in the application.
- View Transfer Letter of Credit - Attached Documents
  This topic provides the systematic instructions to view and download the transfer LC Attachments in the application.
- View Transfer Letter of Credit - Amendments
  This topic provides the systematic instructions to view the amendments done to the transfer LC in the application.
- View Transfer Letter of Credit - Bills
  This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.
- View Transfer Letter of Credit - Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

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- SWIFT Messages
  This topic provides the systematic instructions to view the SWIFT Messages details in the application.
- Advice
  This topic provides the systematic instructions to view the Advice details in the application.

40.1 View Transfer Letter of Credit - Search

This topic provides the systematic instructions to search an view the details of existing Transfer Letter of Credit

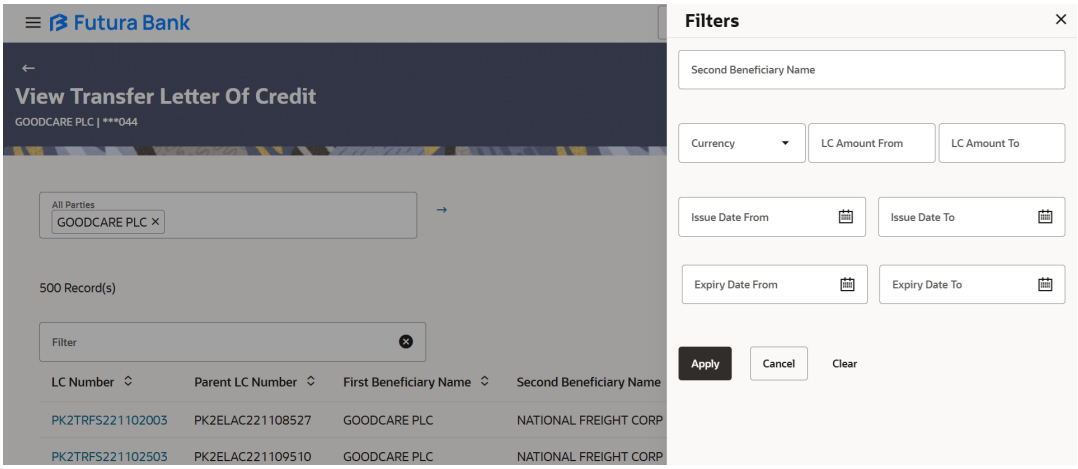
User can search the list existing Transfer Letter of Credit using Second Beneficiary Name, Currency, LC Amount From- Amount To, Issue Date From - Issue Date To and Expiry Date From - Expiry DateTo.

To search the existing Transfer Letter of Credit:

1. Perform any one of the following actions:
   - From the **Related Party** list, select the appropriate option.
   - Specify the LC Number/Parent LC Number/Second Beneficiary Name/Beneficiary Name/LC Amount/Equivalent LC/Outstanding Amount/ Equivalent Outstanding Amount/LC Status in the **Filter** field.
   - Click

   to specify the filter criteria. The Filter overlay screen appears. Based on the defined criteria you can view transactions.

Figure 40-2 View Transfer Letter of Credit - Filter



For more information refer to the field description table below:

Table 40-1 View Transfer Letter of Credit - Filter - Field Description

Field Name	Description
Second Beneficiary Name	Specify the name of the second beneficiary.

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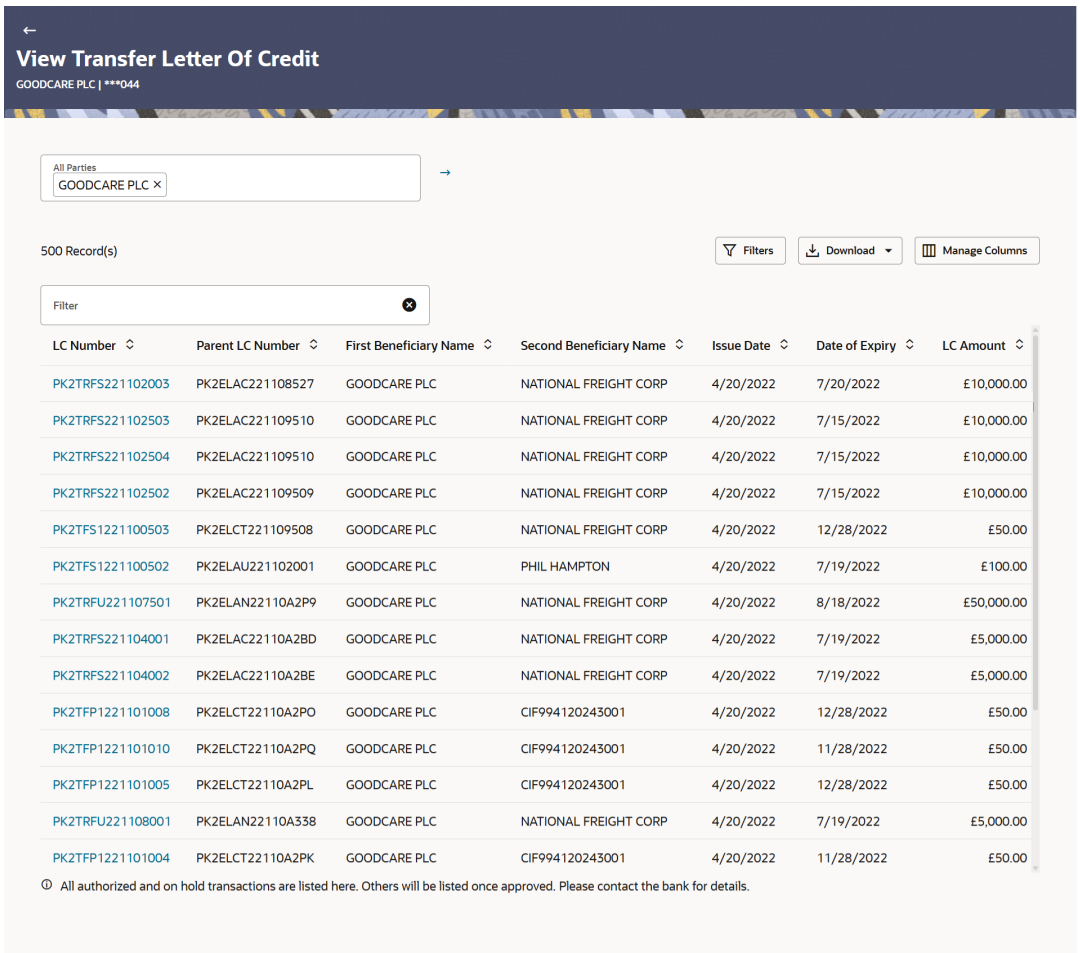
Table 40-1 (Cont.) View Transfer Letter of Credit - Filter - Field Description

Field Name	Description
Currency	Select the currency of transfer LC to filter the record based on currency.
LC Amount From - LC Amount To	Specify the amount range for searching the transfer Letter of Credit.
Issue Date From - Issue Date To	Specify the date of the issue date range used for searching the LC.
Expiry Date From - Expiry Date To	Specify the expiry date range used for searching the LC.

2. Click **Apply**.

   The searched results are displayed based on the parameters provided.

Figure 40-3 View Transfer Letter of Credit - Search Result



LC Number	Parent LC Number	First Beneficiary Name	Second Beneficiary Name	Issue Date	Date of Expiry	LC Amount
PK2TRFS221102003	PK2ELAC221108527	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/20/2022	£10,000.00
PK2TRFS221102503	PK2ELAC221109510	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TRFS221102504	PK2ELAC221109510	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TRFS221102502	PK2ELAC221109509	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/15/2022	£10,000.00
PK2TFS1221100503	PK2ELCT221109508	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	12/28/2022	£50.00
PK2TFS1221100502	PK2ELAU221102001	GOODCARE PLC	PHIL HAMPTON	4/20/2022	7/19/2022	£100.00
PK2TRFU221107501	PK2ELAN22110A2P9	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	8/18/2022	£50,000.00
PK2TRFS221104001	PK2ELAC22110A2BD	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TRFS221104002	PK2ELAC22110A2BE	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TFP1221101008	PK2ELCT22110A2PO	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TFP1221101010	PK2ELCT22110A2PQ	GOODCARE PLC	CIF994120243001	4/20/2022	11/28/2022	£50.00
PK2TFP1221101005	PK2ELCT22110A2PL	GOODCARE PLC	CIF994120243001	4/20/2022	12/28/2022	£50.00
PK2TRFU221108001	PK2ELAN22110A338	GOODCARE PLC	NATIONAL FREIGHT CORP	4/20/2022	7/19/2022	£5,000.00
PK2TFP1221101004	PK2ELCT22110A2PK	GOODCARE PLC	CIF994120243001	4/20/2022	11/28/2022	£50.00

For more information refer to the field description table below:

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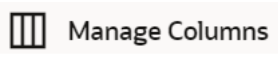
Table 40-2 View Transfer Letter of Credit - Filter Result Field Description

Field Name	Description
Related Party	Specify the Related Party name to filter the LC by **Party Name**.
Filter	Specify the LC Number, Parent LC Number, First Beneficiary Name, Second Beneficiary Name, LC Amount to view the Transfer LC.
Filter Results	This section displays the filter results.
LC Number	Displays the LC number. Displays the link to view the details of the Transfer Letter of Credit.
Parent LC Number	Displays the parent LC number.
First Beneficiary Name	Displays the name of the First Beneficiary of Transfer LC.
Second Beneficiary Name	Displays the name of the Second Beneficiary of Transfer LC.
Issue Date	Displays the issue date of the Transfer LC.
Date of Expiry	Displays the Transfer LC expiry date.
LC Amount	Displays the Transfer LC amount.

3. Perform one of the following actions:
   - Click on the desired **LC Number** link to view the LC details. The **View Transfer Letter of Credit** screen appears.
   - Click the

icon to download the records in CSV & PDF format.
   - Click the 

icon to setup a column preference by rearranging or removing columns.

> **Note**
>
> If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

40.2 View Transfer Letter of Credit - LC Details

This topic provides the systematic instructions to view an Transfer Letter of Credit - LC Details in the application.

View Transfer Letter of Credit Details tab captures the general details of the LC application process.

To view the Transfer Letter of Credit (LC):

1. Navigate to **View Transfer Letter of Credit** screen.

   On navigation to **View Transfer Letter of Credit** screen, user lands to **LC Details** tab screen.

Figure 40-4 View Transfer Letter of Credit - LC Details

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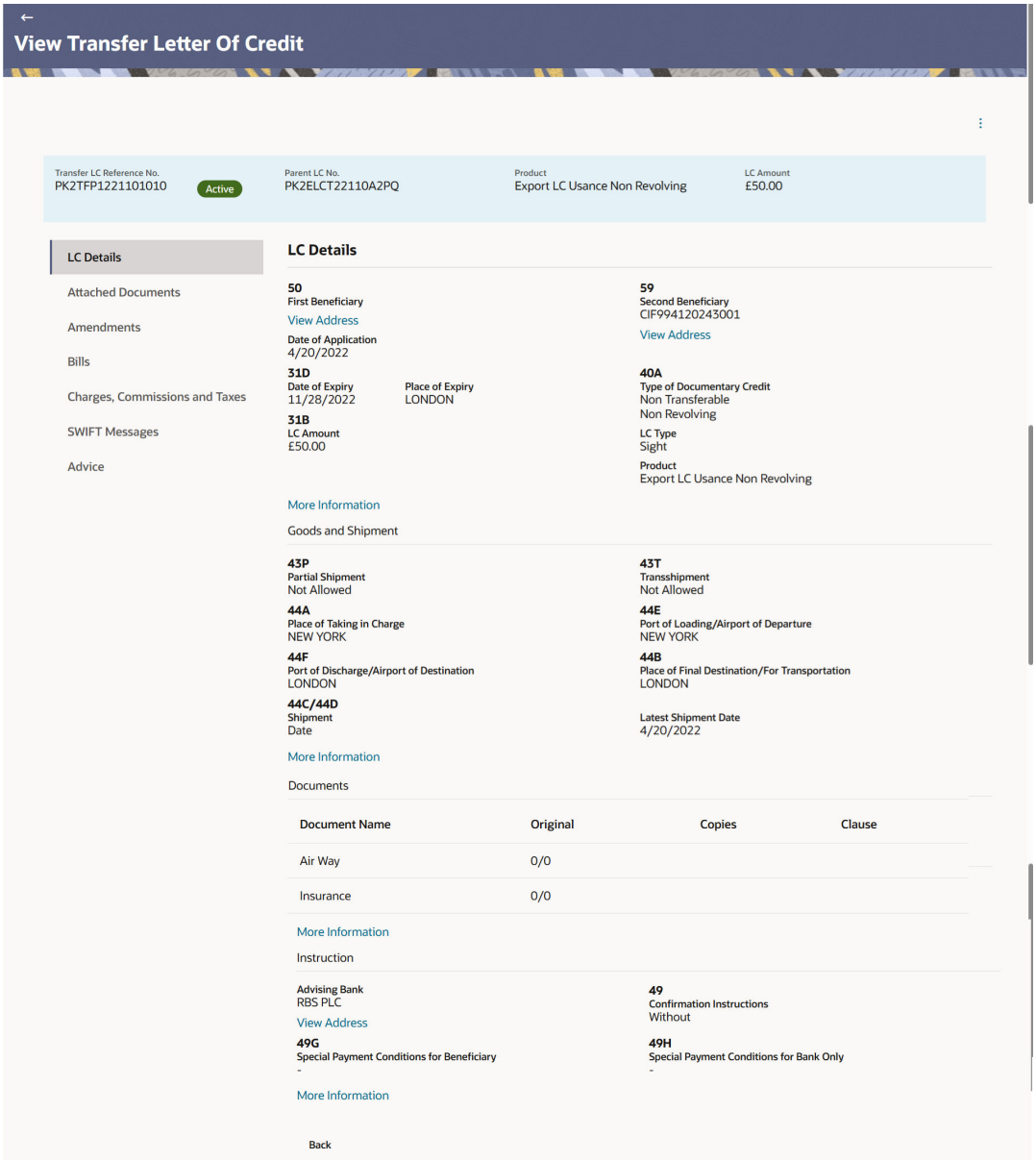

For more information refer to the field description table below:

Table 40-3 View Transfer Letter of Credit - Field Description

Field Name	Description
Transfer LC Reference No.	Displays the transfer reference number of the LC.
Parent LC No.	Displays the parent LC reference number.
Product	Displays the transfer LC product name under which the LC is created.
LC Amount	Displays the amount of transfer LC.
LC Details	This section displays the View Transfer Letter of Credit - LC details.
First Beneficiary	Displays the name of first beneficiary of transfer LC.

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Table 40-3 (Cont.) View Transfer Letter of Credit - Field Description

Field Name	Description
View Address	Click the link to view the address and country of the first beneficiary of the transfer LC in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the beneficiary coming from Host.
Date of Application	Displays the date of transfer LC application.
Date of Expiry	Displays the expiry date of the Transfer LC.
Place of Expiry	Displays the place of Transfer LC expiry.
LC Amount	Displays the amount and currency of the LC.
Second Beneficiary	Displays the name of second beneficiary of transfer LC.
View Address	Click the link to view the address and country of the second beneficiary of the transfer LC in Structured/Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete dress details of the second beneficiary coming from Host.
Type of Documentary Credit	Displays the type of documentary credit of the contract.
LC Type	Displays the type of LC.
Product	Displays the transfer LC product under which the LC is created.
LC Amount Tolerance Under (%), Above (%)	Displays the tolerance of the transfer LC, if tolerance is allowed. This field appears if you click the **More Information** link.
Total Exposure	Displays the total transfer LC amount including the positive tolerance, with the currency. This field appears if you click the **More Information** link.
Credit Available By	Displays the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. This field appears if you click the **More Information** link.
Credit Available With	Displays the details of Bank where credit is currently available with. This field appears if you click the **More Information** link.
Draft	Displays the draft.
Additional Amounts Covered	Displays any additional amounts available to the beneficiary under the terms of the credit, such as insurance, freight, interest, etc. This field appears if you click the **More Information** link.
Drafts At	Displays the number of drafts available.
Credit Days From	Displays the date from which the Draft tenure shall be counted. This field appears if you click the **More Information** link.
Drawee	Displays the name of drawee, which would represent draft for claiming money against LC. This field appears if you click the **More Information** link.
Goods & Shipment	This section displays the Goods & Shipment details.
Partial Shipment	Displays whether partial shipments is allowed or not or is conditional.
Transshipment	Displays whether transshipment is allowed or not or is conditional under the documentary credit.
Place of Taking in Charge	Displays the place of receipt from where shipment will be done.
Port of Loading/Airport of Departure	Displays the port of loading or airport of departure to be indicated on the transport document.
Port of Discharge/Airport of Destination	Displays the port of discharge or airport of destination to be indicated on the transport document.

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Table 40-3 (Cont.) View Transfer Letter of Credit - Field Description

Field Name	Description
Place of Final Destination/For Transportation	Displays the place of delivery of goods or port of discharge.
Shipment Date	Displays the shipment date for loading on board/ dispatch/ taken in charge.
Latest Shipment Date	Displays the latest shipment date is the date on which the goods are loaded on board /dispatched /taken in charge.
Shipment	Displays the period of shipment during which the goods are to be loaded on board /dispatched /taken in charge.
More Information	Following Goods related fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Goods	Displays the type of good being shipped.
Description of Goods	Displays the description of goods.
Units	Displays the number of units of the goods.
Price Per Unit	Displays the price per unit of the goods.
Total Amount	Displays the total amount.
Documents	This section displays the Document details. Documents list have the list of documents along with the number of original or copies submitted and clauses they cater too.
Document Name	Displays the lists of all the documents required to be represented.
Original	Displays the number “n” out of “m” original documents will be provided to bank.
Copies	Displays the number of copies that will be submitted as a set of documents for LC.
Clause	Displays the default description of clauses. Click the **View** link to view the clause maintained in the bank application.
Additional Conditions	Displays the additional condition details of the documentary credit. Following Additional conditions related fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Condition Code	Displays the condition code of further conditions of the documentary credit.
Description	Displays the description of further conditions of the documentary credit.
Documents to be presented within/beyond days after the date of shipment but within validity of this credit	Displays the number of days after the date of shipment when the documents will be presented to bank. On adding these days to the date of application, it should be within validity period.
Incoterms	Displays the INCO terms for the LC application.
Instruction	This section displays the Instruction details.
Advising Bank	Displays the name of the advising bank along with the address.
View Address	Click the link to view the address of the advising bank in Structured/ Hybrid and Unstructured format. Clicking the link, displays Address overlay screen with complete address details of the advising bank coming from Host.

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Table 40-3 (Cont.) View Transfer Letter of Credit - Field Description

Field Name	Description
Special Payment Conditions for Beneficiary	Displays the special payment conditions applicable to the beneficiary, for example, post financing request/ conditions.
Confirmation Instructions	Displays the confirmation instructions for the requested confirmation party.
Special Payment Conditions for Bank Only	Displays the special payment conditions applicable to bank without disclosure to the beneficiary, for example, post-financing request / conditions.
More Information	Following fields appear if you click the More Information link. Click the **Hide Information** link to hide the fields.
Sender to Receiver Information	Displays the additional information for the receiver. This field appears if you click the **More Information** link.
Charges	Displays the details specify charges to be borne by the beneficiary. This field appears if you click the **More Information** link.
Special Instructions	Displays the special instructions, if any. This field appears if you click the **More Information** link.

2. Click the **View Availments** link to view the availments for LC.

   The Availments for LC overlay screen appears.

Figure 40-5 Availments for LC

For more information refer to the field description table below:

Table 40-4 Availments for LC - Field Description

Field Name	Description
No	Displays the serial no. of the availment record.
Date	Displays the date of availment.
Description	Displays the description of availment under an LC.
Amount	Displays the amount of availment against the LC.
Total Availments	Displays the total availment amount against the LC.

3. Click ⋮ icon at the top right corner of the screen and then, click the **Initiate Amendment** link to initiate the amendment.
4. Perform any one of the following actions:

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- Click **Attached Documents** tab to view the attached documents.
- Click **Back** to navigate back to previous screen.

40.3 View Transfer Letter of Credit - Attached Documents

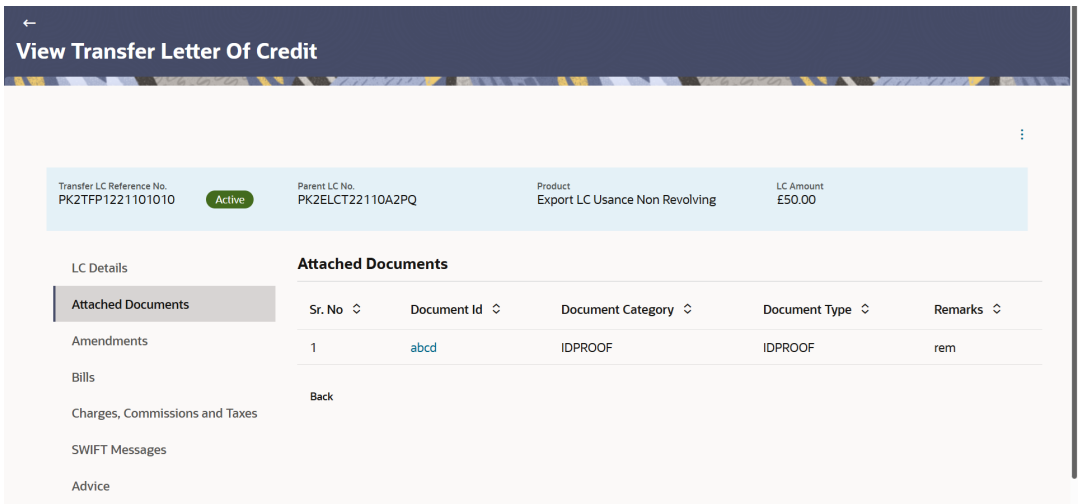
This topic provides the systematic instructions to view and download the transfer LC Attachments in the application.

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected Transfer Letter of Credit.

To View and download the attach documents:

1. Navigate to the **Attached Documents** tab.

Figure 40-6 View Transfer Letter of Credit - LC Attached Documents



For more information refer to the field description table below:

Table 40-5 View Transfer Letter of Credit - LC Attached Documents - Field Description

Field Name	Description
Sr No	Displays the serial number of the attached document record.
Document Id	Displays the unique identification number for the attached document. Displays the link to download the attached document.
Document Category	Displays the category of the document uploaded.
Document Type	Displays the type of the document uploaded.
Remarks	Displays the notes added, if any, for attaching the document.
Action	Action to be taken that is delete the attached document.

2. Click the required link in the **Document ID** column to download the attached document.
3. Click **Amendments** tab to view the amendment details.

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4. Click **Back** to go back to previous screen.

40.4 View Transfer Letter of Credit - Amendments

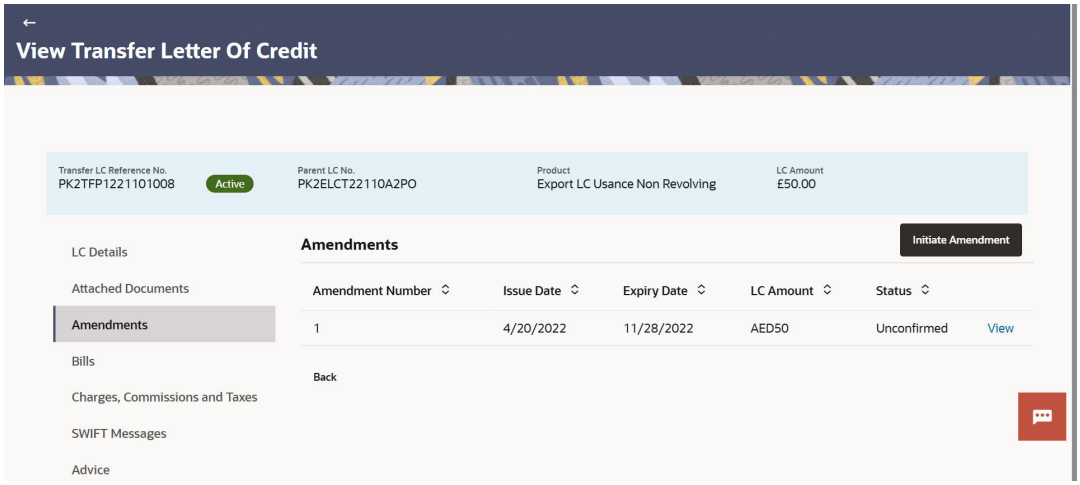
This topic provides the systematic instructions to view the amendments done to the transfer LC in the application.

This tab displays the amendments done to the transfer LC such as shipment date, LC amount etc.

To View the amendments:

1. Navigate to the **Amendments** tab.

Figure 40-7 View Transfer Letter of Credit - Amendments tab



For more information refer to the field description table below:

Table 40-6 View Transfer Letter of Credit - Amendments - Field Description

Field Name	Description
Amendment Number	Displays the amendment number of the transfer LC. Displays the link to view details of the LC amendment.
Issue Date	Displays the issue date of the transfer LC.
Expiry Date	Displays the modified expiry date of the transfer LC.
LC Amount	Displays the modified amount of the LC.
Status	Displays the status of raised amendment.

2. Click the required link in the **View** column.

   The **View Transfer LC Amendment – Detailed** screen with detailed issued Amendments appears.

3. Click the **Bills** tab to go to the view the bills detail.
4. Click **Back** to go back to previous screen.

   View Transfer LC Amendment – Detailed

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This screen allows the user to view the details of the amendment done under selected amendment number.

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View Transfer LC Amendment

GOODCARE PLC | ***044

LC Reference No.	Back to Back LC No.	Product	LC Amount
PK2TFP1221105013	PK2ELCT22110A52C	Export LC Usance Non Revolving	AED50

Date of Issue
4/20/2022

LC Details

Compare with Previous Values

50
First Beneficiary

Address

Country

Date of Application
4/20/2022

59
Second Beneficiary
CIF994120243001

Address
ETIHAEAD
ENGLAND
UK - IND7

Country
India

31D Modified

Date of Expiry
11/28/2022

Place of Expiry
LONDON

32B
LC Amount
AED50

40A
Type of Documentary Credit

Revolving
No

Cumulative
No

Transferable
No

39A
LC Amount Tolerance
Under (%)

Above (%)

Total Exposure

41A
Credit Available By
Sight Payment

Credit Available With

42C
Credit Days From

39C
Additional Amount Covered

Customer Reference Number
NONE

Goods and Shipment

Compare with Previous Values

43P
Partial Shipment
Not Allowed

43T
Transshipment
Not Allowed

44A
Place of Taking in Charge
NEW YORK

44E
Port of Loading/Airport of Departure
NEW YORK

44F
Port of Discharge/Airport of Destination
LONDON

44B
Place of Final Destination/For Transportation
LONDON

44C/44D
Shipment
Date

Latest Shipment Date
4/20/2022

Goods Table

MACHINE1	View	5	£10.00

Documents

Compare with Previous Values

46B
Selected Documents

47B
Additional Conditions

48
Documents to be presented within/beyond {noOfDays} days after the date of shipment but within validity of this credit.
21

Incoterms
CIF-Cost, Insurance and Freight (named destination port)

Instruction

Compare with Previous Values

RBS PLC
RBOSGB2L
United Kingdom

49G
Special Payment Conditions for Beneficiary

49H
Special Payment Conditions for Bank Only

49
Confirmation Instructions
Without

58A
Requested Confirmation Party

72Z
Sender to Receiver Information

71D
Charges

71N
Amendment Charge Payable By

Back

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40.5 View Transfer Letter of Credit - Bills

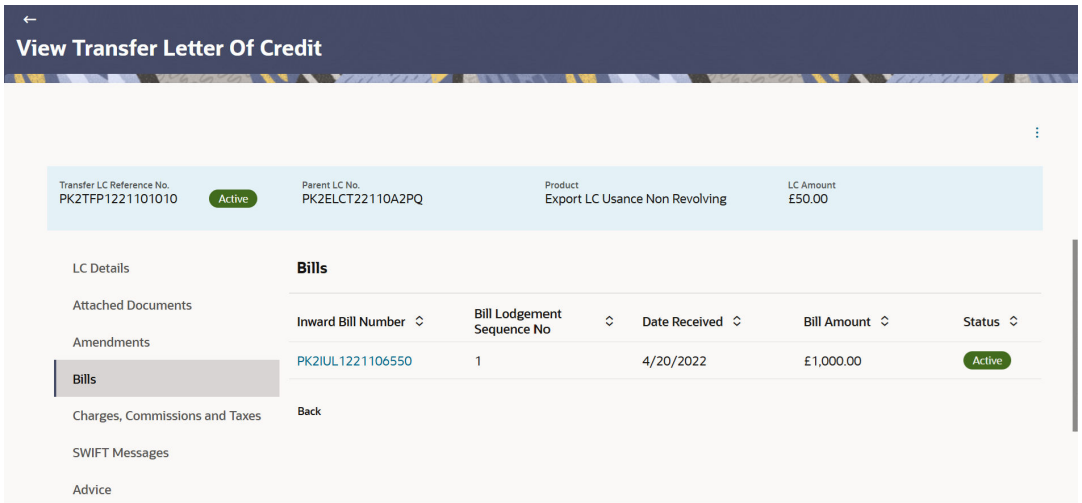
This topic provides the systematic instructions to view the Bills raised by the beneficiary in the application.

This tab displays the list of Bills raised by the beneficiary.

To view the bills:

1. Navigate to the **Bills** tab.

Figure 40-8 View Transfer Letter of Credit - Bills tab



For more information refer to the field description table below:

Table 40-7 View Transfer Letter of Credit - Bills - Field Description

Field Name	Description
Inward Bill Number	Displays the inward bill number. Displays the link to view the Inward Bill details.
Bill Lodgement Sequence No	Displays the sequence in which bill was lodged.
Date Received	Displays the date on which the Bill is received.
Bill Amount	Displays the bill amount with currency for the LC.
Status	Displays the status of the bill received.

2. Click the **Inward Bill Number** to view the Inward Bill details.
3. Click **Charges, Commisson and Taxes** tab to view the Charges, Commisson and Taxes details.
4. Click **Back** to go back to previous screen.

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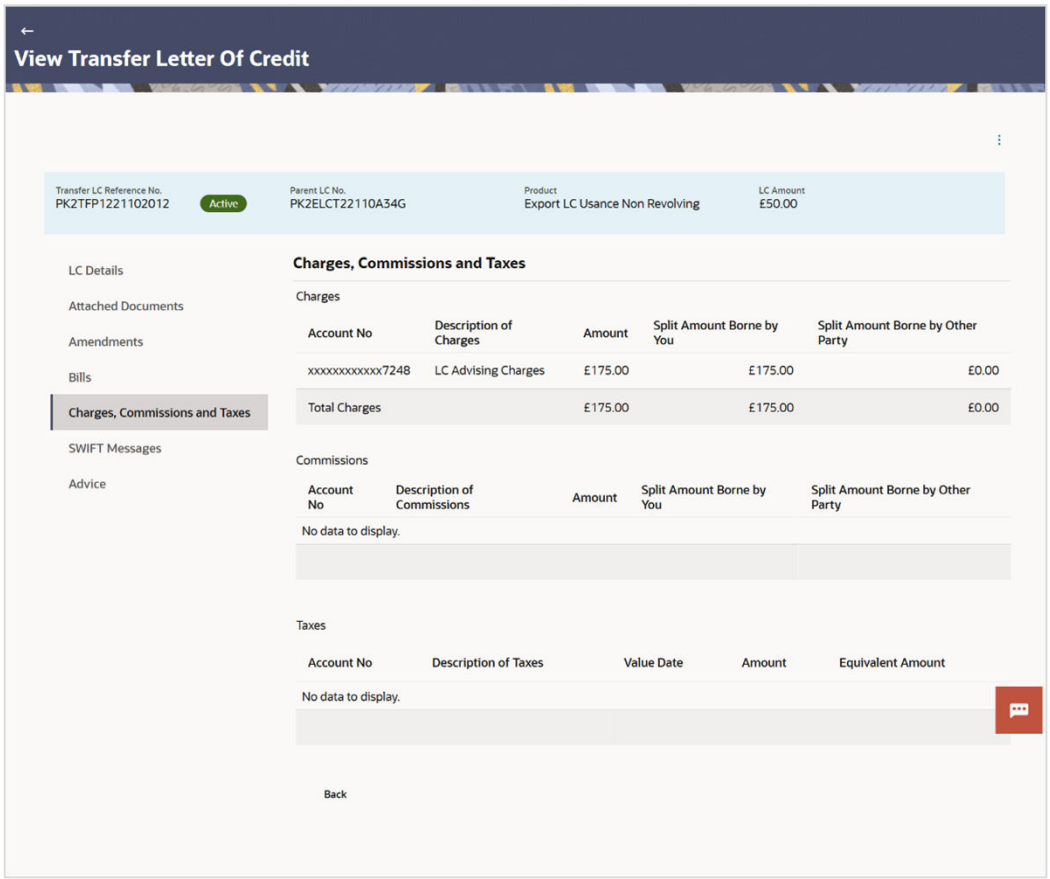
40.6 View Transfer Letter of Credit - Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This tab lists charges, Commission and Taxes against LC such as LC making, SWIFT or Amendment charges.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 40-9 View Transfer Letter of Credit - Charges Commissions and Taxes



For more information refer to the field description table below:

Table 40-8 View Transfer Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the debit account number for levying Cancellation Charges / Export Advice Charges.

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Table 40-8 (Cont.) View Transfer Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Description of Charges	Displays the reason/ narration of charges levied for various LC processes.
Amount	Displays the amount charged for the process.
Split Amount Borne by You	Displays the split charge amount which is to be paid by you.
Split Amount Borne by Other	Displays the split charge amount which is to be paid by other party.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the applicant.
Description of Commissions	Displays the description of commission applicable.
Amount	Displays the amount of commission.
Split Amount Borne by You	Displays the split commission amount which is to be paid by you.
Split Amount Borne by Other	Displays the split commission amount which is to be paid by other party.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Value Date	Displays the value date of the taxes.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

Note

a. If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

b. The charges related to Transfer LC issue can be viewed through Export LC View.

2. Click **SWIFT Messages** tab to view the SWIFT Messages details.
3. Click **Back** to go back to previous screen.

40.7 SWIFT Messages

This topic provides the systematic instructions to view the SWIFT Messages details in the application.

This tab lists and displays list of all SWIFT messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Transfer LC for Amendment/Cancel/Closure process.

To view the SWIFT Messages details:

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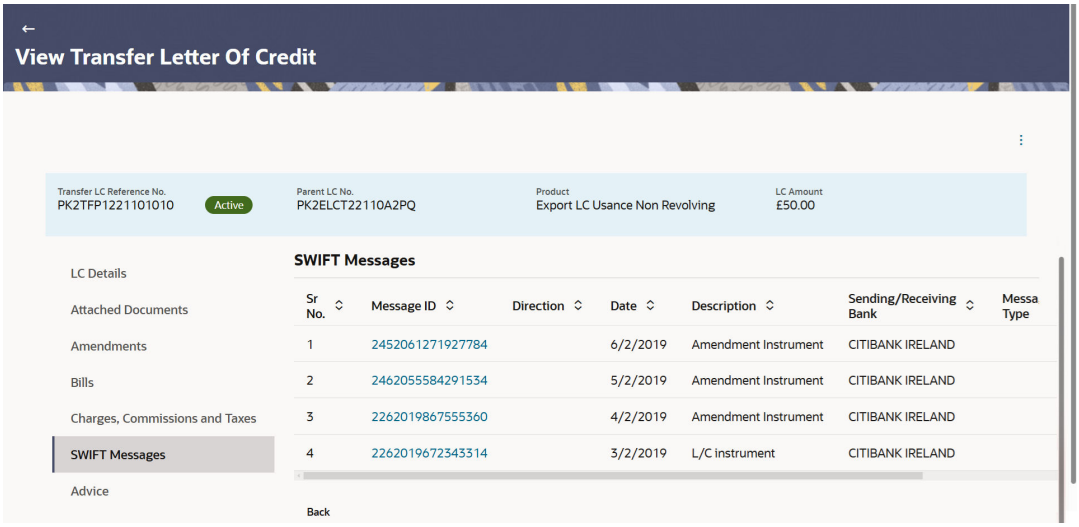
1. Navigate to the **SWIFT Messages** tab. The summary of all the all SWIFT messages between both the parties appears.

Figure 40-10 View Transfer Letter of Credit - SWIFT Messages tab



For more information refer to the field description table below:

Table 40-9 View Transfer Letter of Credit - SWIFT Messages - Field Description

Field Name	Description
Sr No.	Displays the serial number of the all the SWIFT Messages.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the SWIFT messages.
Date	Displays the date of sending SWIFT messages.
Description	Displays the SWIFT message detailed description.
Sending/ Receiving Bank	Displays the name of bank who has sent/received the message.
Message Type	Displays the type of message sent/received.
Action	Displays the action to be taken that is to download the SWIFT details

2. Click required link in the **Message ID** column to view the respective SWIFT details.

   The **View SWIFT Message** pop up screen with SWIFT detail appears along with the event date and description.

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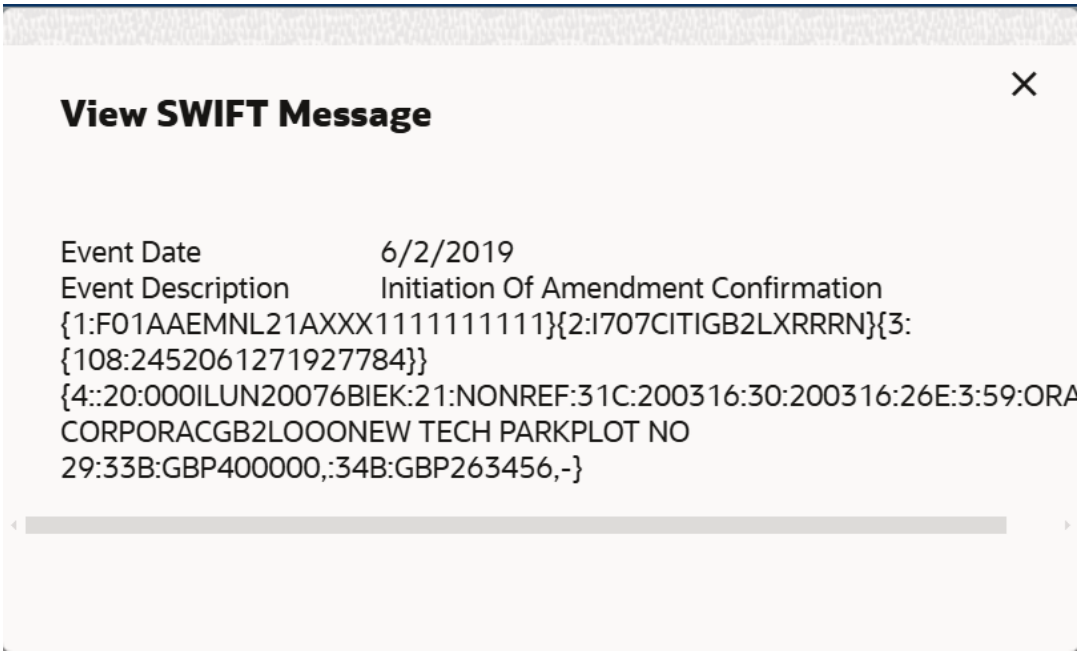
Figure 40-11 View SWIFT Message



For more information refer to the field description table below:

Table 40-10 View SWIFT Message - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the SWIFT message.

> **Note**
>
> Only SWIFT messages in which ACK has been received by bank is being displayed.

3. Click the **Download** link in the Action column of the SWIFT record to download the SWIFT messages in selected format, like PDF, if required. This is a password protected document.
4. Click **Advice** tab to view the advice details.
5. Click **Back** to go back to previous screen.

40.8 Advice

This topic provides the systematic instructions to view the Advice details in the application.

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Transfer LC Amendment/ Cancel/ Closure.

To view the Advice details:

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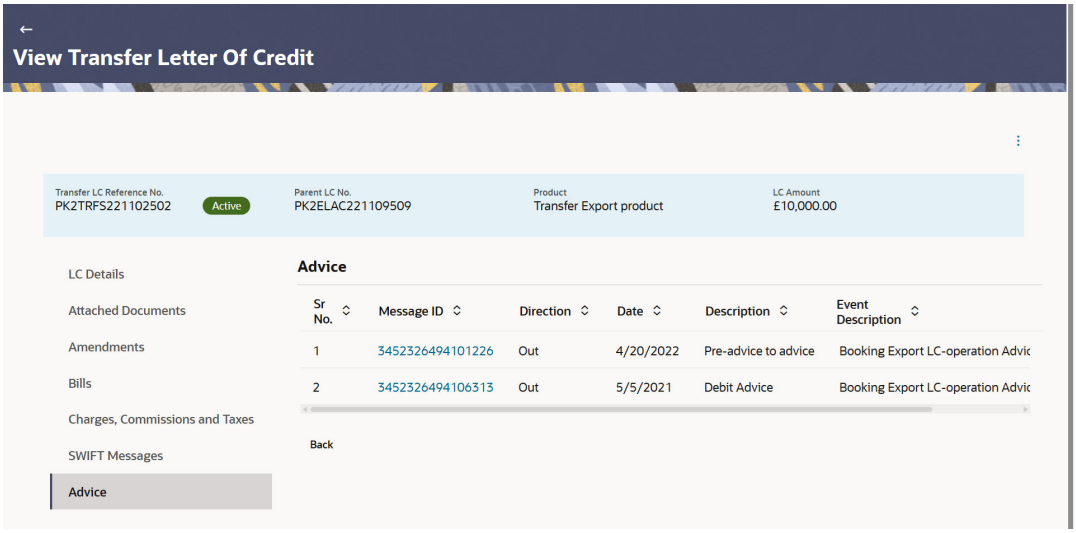
1. Navigate to the **Advice** tab. The summary of all the Advices being exchanged appears.

Figure 40-12 View Transfer Letter of Credit - Advice tab



For more information refer to the field description table below:

Table 40-11 View Transfer Letter of Credit - Advice - Field Description

Field Name	Description
Sr No.	Displays the serial number of the Advices record.
Message ID	Displays the unique identification number for the message.
Direction	Displays the direction of the advice.
Date	Displays the date of sending Advice.
Description	Displays the description of the advice.
Event Description	Displays the detail description of the event of the advice.
Action	Displays the action to be taken that is to download the Advice details

2. Click required link in the **Message ID** column to view the respective Advice details.

   The **View Advice** pop up screen with Advice detail appears along with the event date and description.

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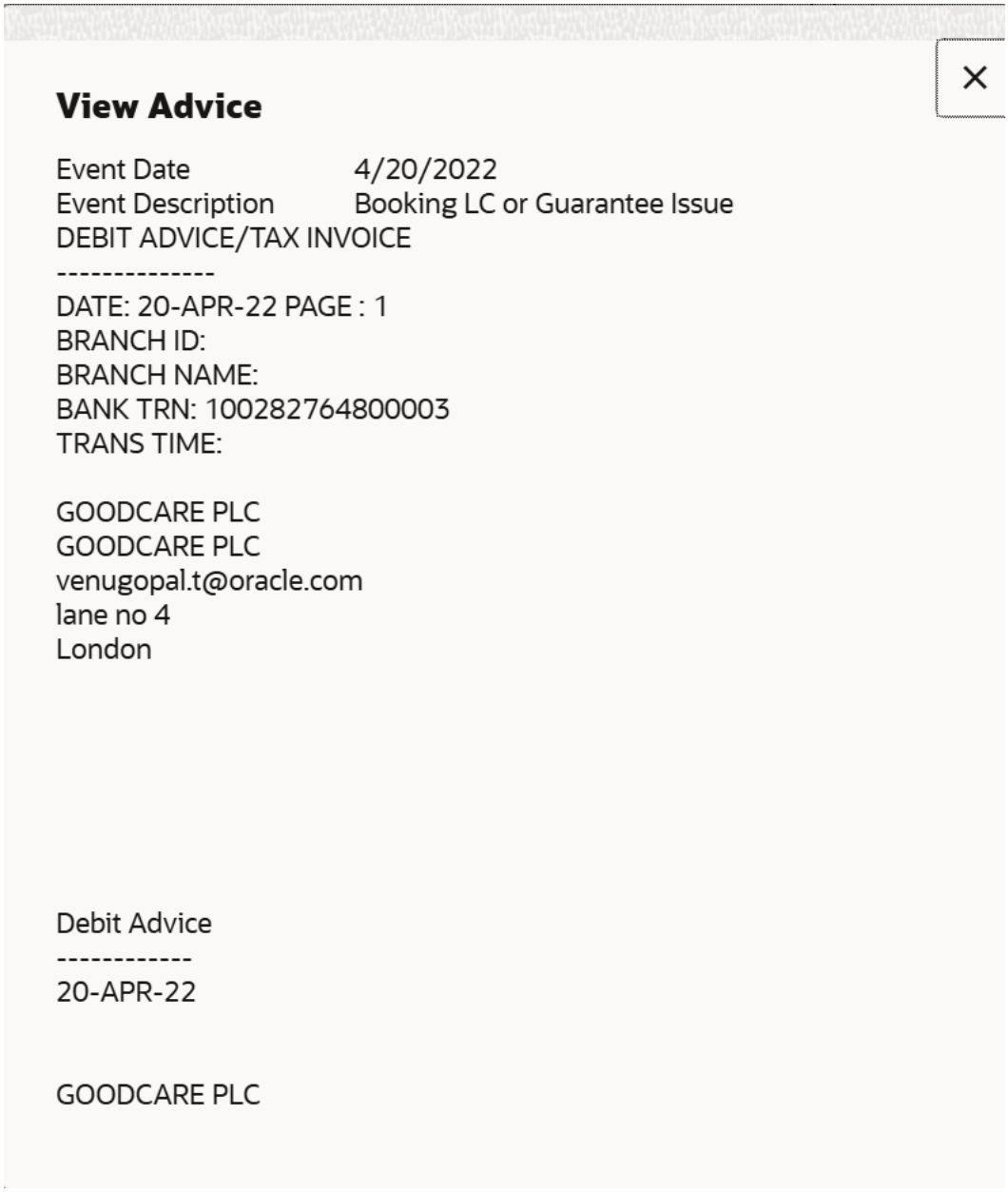
Figure 40-13 View Advice



For more information refer to the field description table below:

Table 40-12 View Advice - Field Description

Field Name	Description
Event Date	Displays the event date.
Event Description	Displays the description of the events.
Description	Displays the details of the Advice.

3. Click the **Download** link in the Action column of the Advice record to download the Advice messages in selected format, like PDF, if required. This is a password protected document.

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> **Note**
>
> Advice related to Transfer LC Issuance to be viewed through View Export LC.

4. Click **Back** to go back to previous screen.

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41

Cancel Transfer Letter of Credit

This topic provides the systematic instructions to cancel the issued Transfer Letter of Credit.

Using this option, user can apply for cancellation of Transfer Letter of Credit and accept the requests for cancellation of existing Transfer Letter of Credit in the application.

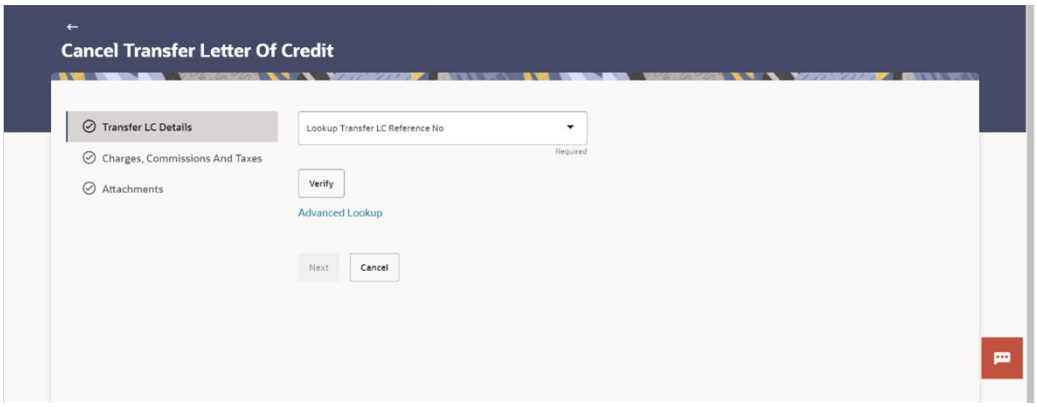
Pre-requisites

- User must have a valid login credentials
- User must have certain Export LCs received by his bank under his party ID

1. From the **Dashboard**, click **Menu**, then click **Trade Finance**, and then click **Export Letter of Credit**. Under **Export Letter of Credit**, click **Cancel Transfer LC** and then click **Cancel Transfer Letter of Credit**.

   The **Cancel Transfer Letter of Credit** screen appears.

Figure 41-1 Cancel Transfer Letter of Credit



For more information refer to the field description table below:

Table 41-1 Cancel Transfer Letter of Credit - Field Description

Field Name	Description
Lookup Transfer LC Reference No	Select the Transfer LC reference numberr. Only active Transfer LC Reference Numbers are listed in the search list.

2. Perform any one of the following actions:
   - Select the appropriate transfer LC reference numberfrom the **Lookup Transfer LC Reference No**
     list, for cancellation.

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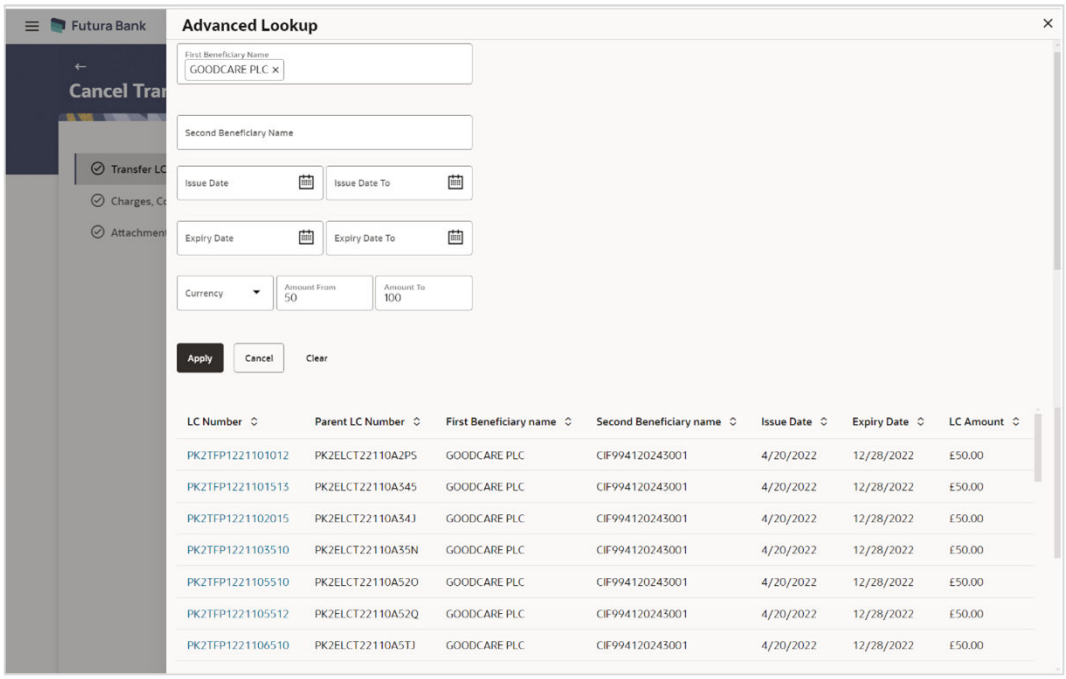
- Click the **Advanced Lookup** link.
  The Advanced Lookup overlay screen appears.

Advanced Lookup



For more information refer to the field description table below:

Table 41-2 Cancel Transfer Letter of Credit - Field Description

Field Name	Description
Advanced Lookup	This section displays the advance look up fields to search the Transfer LC.
First Beneficiary Name	Select the name of the first beneficiary of the Transfer LC.
Second Beneficiary Name	Specify the name of the second beneficiary of the Transfer LC.
Issue Date From - Issue Date To	Specify the start date and end date of the Issue date range used for searching the Transfer LC.
Expiry Date From - Expiry Date To	Specify the start date and end date date range in which the Transfer LC expires.
Currency	Select the currency under the Transfer LC.
Amount From - Amount To	Specify the Transfer LC amount range used for searching the Transfer LC.
Search Results	Below fields are displayed when the user clicks Apply button.
LC Number	Displays the reference number of the LC.
Parent LC Number	Displays the parent LC number of the Transfer LC.
First Beneficiary Name	Displays the name of the first beneficiary of the Transfer LC.
Second Beneficiary Name	Displays the name of the second beneficiary of the Transfer LC.
Issue Date	Displays the issue date of the Transfer LC.
Expiry Date	Displays the expiry date of the Transfer LC.
LC Amount	Displays the LC amount of the Transfer LC.

3. Specify the filter criteria.

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4. Click **Apply**. Based on the defined criteria you can view the results.
5. Click **Cancel** to cancel the transaction. The Dashboard appears.
6. Click **Clear** to clear the filter criteria
7. Click **Verify**. The Bank Guarantee Details appear.
8. Click **Reset** to clear the search.

This topic contains following sub-topics:

- Cancel Transfer Letter of Credit - LC Details
  This topic provides the systematic instructions to view an Transfer Letter of Credit - LC Details in the application.
- Cancel Transfer Letter of Credit - Charges Commissions and Taxes
  This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.
- Cancel Transfer Letter of Credit - Attachments
  This topic provides the systematic instructions to capture the Attachments details in the application.

41.1 Cancel Transfer Letter of Credit - LC Details

This topic provides the systematic instructions to view an Transfer Letter of Credit - LC Details in the application.

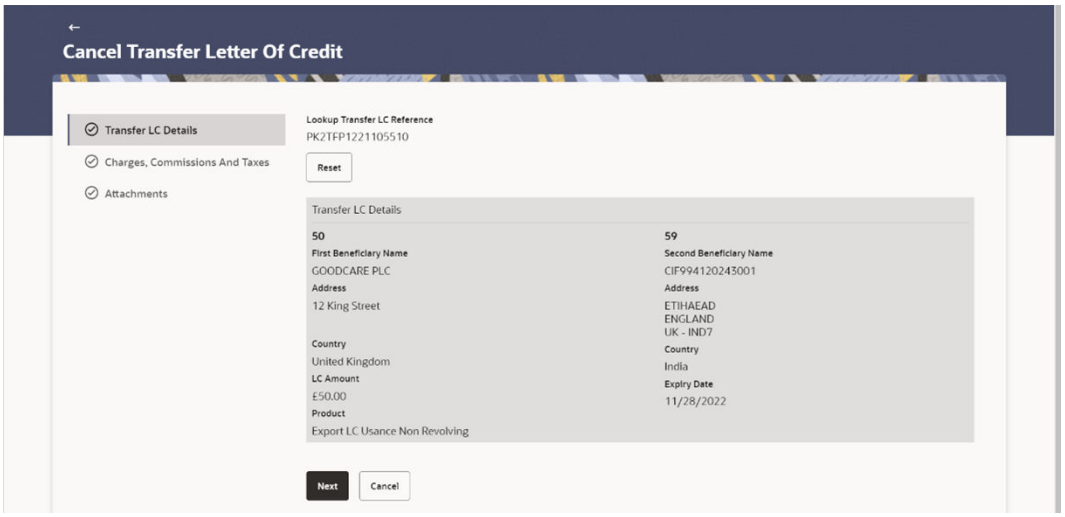
View Transfer Letter of Credit Details tab captures the general details of the LC application process.

To view the Cancel Transfer Letter of Credit - LC Details:

1. Navigate to **Cancel Transfer Letter of Credit** screen.

   On navigation to **Cancel Transfer Letter of Credit** screen, user lands to **LC Details** tab screen.

Figure 41-2 Cancel Transfer Letter of Credit



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For more information refer to the field description table below:

Table 41-3 Cancel Transfer Letter of Credit - Field Description

Field Name	Description
Lookup Transfer LC Reference No.	Displays the transfer reference number of the LC.
Transfer LC Details	Displays the Transfer LC details of the selected Transfer LC.
First Beneficiary	Displays the name of the first beneficiary of transfer LC.
Address	Displays the address of the first beneficiary.
Country	Displays the country of the first beneficiary.
LC Amount	Displays the amount and currency of the transfer LC.
Product	Displays the product type as coming from Host.
Second Beneficiary Name	Displays the name of second beneficiary of transfer LC.
Address	Displays the address of the second beneficiary.
Country	Displays the country of the second beneficiary.
Expiry Date	Displays the expiry date of the transfer LC.

2. Perform any one of the following actions:
   - Click **Next** tab to proceed to the next tab.

     The **Charges** tab appears in the **Cancel Transfer Letter of Credit** screen.
   - Click **Charges, Commissions and Taxes** tab.

     The **Charges, Commissions and Taxes** tab appears in the **Cancel Transfer Letter of Credit** screen.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.

41.2 Cancel Transfer Letter of Credit - Charges Commissions and Taxes

This topic provides the systematic instructions to view the Charges Commissions and Taxes details in the application.

This screen allows the user to validate the charges fetched from Back office.

1. Navigate to the **Charges Commissions and Taxes details** tab.

Figure 41-3 Cancel Transfer Letter of Credit - Charges Commissions and Taxes tab

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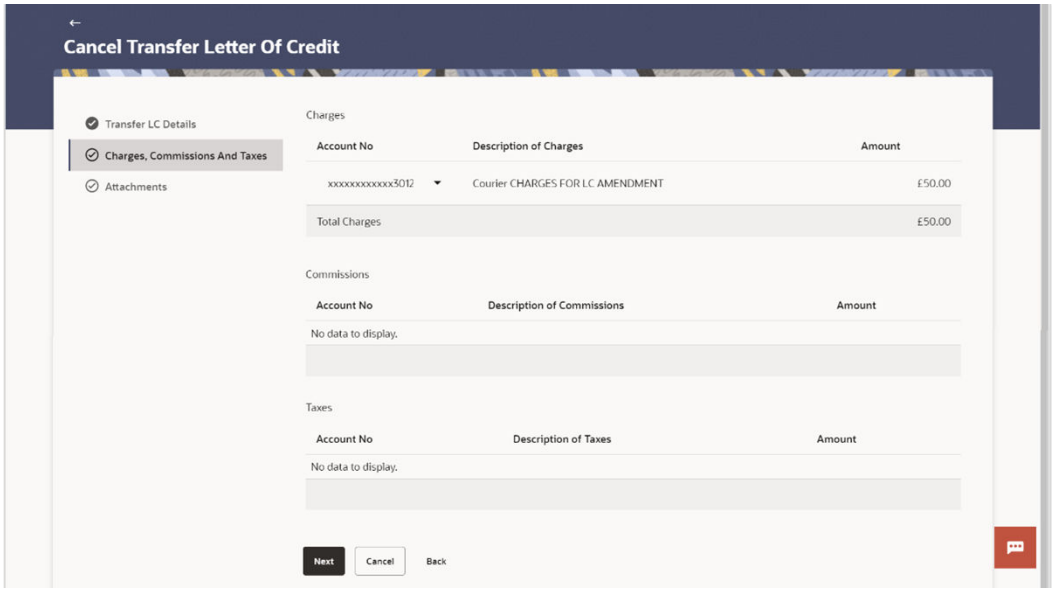

For more information refer to the field description table below:

Table 41-4 Cancel Transfer Letter of Credit - Charges Commissions and Taxes - Field Description

Field Name	Description
Charges	This section displays the Charges details.
Account No	Displays the account number of the beneficiary.
Description of Charges	Displays the description of the charges.
Amount	Displays the amount that is maintained under the charges.
Total Charges	Displays the total charge amount.
Commissions	This section displays the Commission details.
Account No	Displays the debit account number of the beneficiary.
Description of Commissions	Displays the description of commissions charged by bank.
Amount	Displays the amount of commission.
Total Commission	Displays the total commission amount.
Taxes	This section displays the Taxes details.
Account No	Displays the debit account number of the applicant.
Description of Taxes	Displays the description of taxes applicable.
Amount	Displays the amount of taxes.
Equivalent Amount	Displays the equivalent amount of taxes.
Total Taxes	Displays the total Taxes amount.

Note

If there is a Relationship pricing maintained for the customer, the same would be reflected in the charges instead of the standard pricing.

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2. Select appropriate account from the **Account No** list.
3. Perform any one of the following actions:
   - Click **Next** to proceed to the next level.

     The **Attachments** tab appears in the **Cancel Transfer Letter of Credit** screen.
   - Click **Attachments** tab to view list of commissions and charges for the Cancel Transfer Letter of Credit.
   - Click **Cancel** to cancel the transaction.

     The **Dashboard** appears.
   - Click **Back** to go back to previous screen.

41.3 Cancel Transfer Letter of Credit - Attachments

This topic provides the systematic instructions to capture the Attachments details in the application.

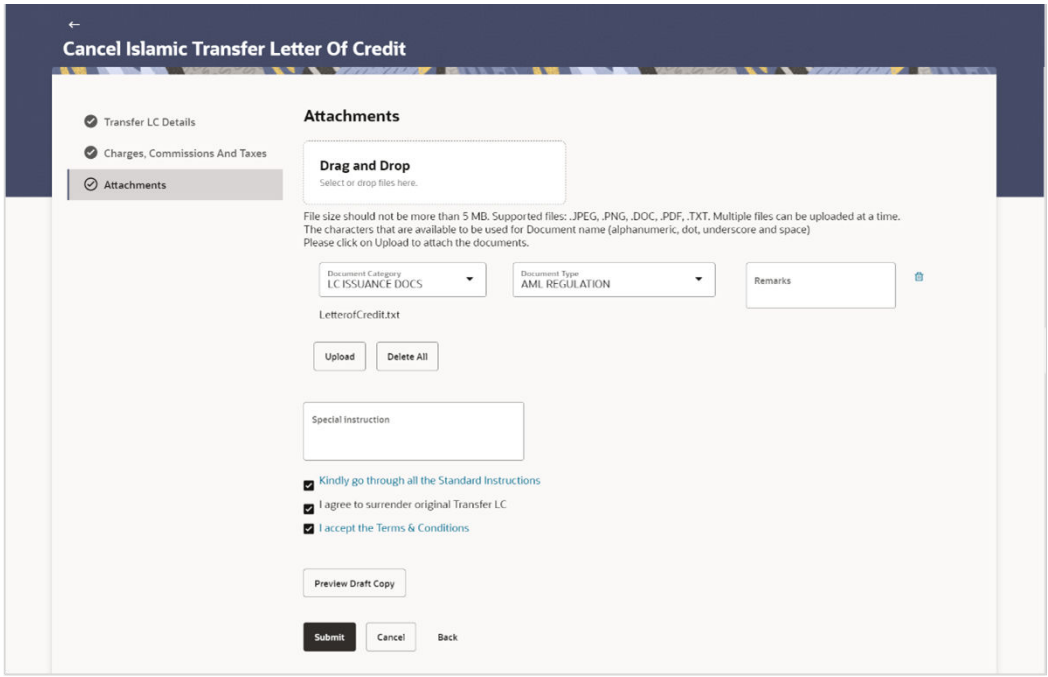
The user can attach any documents, view and check standard instructions, and accept the terms and conditions to cancel the Outward Transfer LC contract using this tab.

The user can preview the draft copy and view the draft MT707 preview (Authenticated MT707 will be initiated from OBTFPM once submitted transaction from OBDX has been validated and Transfer LC cancel request approved from OBTFPM).

To Attach Documents:

1. Specify the Transfer Letter of Credit Attachments details.

Figure 41-4 Cancel Transfer Letter of Credit - Attachments



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> **Note**
>
> The fields which are marked as **Required** are manadatory.

For more information refer to the field description table below:

Table 41-5 Cancel Transfer Letter of Credit - Attachments - Field Description

Field Name	Description
Drag and Drop	Click to browse and select the file to be uploaded or drag and drop the file to be uploaded. **Note** File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.
Document Category	Select the category of the document uploaded.
Document Type	Select the type of the document uploaded for the selected category.
Remarks	Displays the notes added, if any, for attaching the document.
	Click the icon to remove the attached document.
Document Name	Displays the name of the attached documents.
Special Instructions	Specify the special instructions for the bank users.
Kindly Go through all the Standard Instructions	The option to accept that the user is gone through all the standard instructions. Click the link to view the customer instructions maintained by bank from back office.
I agree to surrender original Transfer LC	The option to accept that the user has surrendered the original Transfer LC to the bank.
I accept the Terms & Conditions	The option to accept standard terms and conditions of the bank. Click the link to view the maintained standard terms and conditions by bank.

2. Click **Drag and Drop** to browse and select the required document present on your computer.

   The **Attach Document** pop-up window appears
3. Select the required document present on your computer to upload.
4. Click **Upload** to upload document.
5. Click to remove the attached document.
6. Click **Delete All** to delete all the attachments.
7. Select the appropriate option from the **Document Category**.

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8. Select the appropriate option from the **Document Type**.
9. Specify the narrative in the **Remarks** field to add notes for attaching documents.
10. Specify special instructions, if any in the **Special Instructions** field.
11. Select the **Kindly Go through all the Standard Instructions**, check box.
12. Select the **I agree to surrender original Transfer LC** check box to accept the agreement to surrender the original guarantee.
13. Select the **I accept the Terms and Conditions** check box to accept the Terms and Conditions.
14. Click **Preview Draft Copy** to have a preview of draft.
15. Click **Submit**.

    The transaction is saved and the **Cancel Transfer Letter of Credit – Review** screen appears.
16. Perform any one of the following actions:
    - Verify the details, and click **Confirm**.

      The success message initiation of Transfer Letter of Credit cancellation appears along with the reference number.
    - Click **Cancel** to cancel the transaction.

      The **Dashboard** appears.
    - Click **Back** to go back to previous screen.

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