

Oracle Banking Trade Finance Process Management Cloud Service

Customer Standard Instructions User Guide



Release 14.8.0.0.0

G30024-01

April 2025

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

G30024-01

Copyright © 2025, 2025, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface

Purpose	iv
Audience	iv
Documentation Accessibility	iv
Critical Patches	v
Diversity and Inclusion	v
Structure	v
Conventions	v
Related Documents	v
Screenshot Disclaimer	v
Symbols and Icons	vi

1 Customer Standard Instructions

1.1 Create Customer Standard Instructions	1-1
1.2 View Customer Standard Instruction	1-2
1.2.1 Search Customer Standard Instruction	1-4

2 Authorization

Index

Preface

- [Purpose](#)
- [Audience](#)

This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)

This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Symbols and Icons](#)

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Customer Standard Instructions** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches](#), [Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

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.

Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

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.
<i>italic</i>	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.

Symbols and Icons

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

Table 1 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
	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

Table 1 (Cont.) Symbols and Icons - Common











Symbol/Icon	Function
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 2 Symbols and Icons - Widget

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

1

Customer Standard Instructions

This topic helps you quickly get acquainted with the Customer Standard Instructions maintenance process.

Customer needs to provide instructions in advance to the bank, which should be maintained as Standard Instructions in the system and should be referred at the time of transactions. At the time of initiating the transactions to the bank instructions can also be provided and the system should have place holders for these instructions.

This topic contains following sub-topics:

- [Create Customer Standard Instructions](#)
This topic provides the systematic instructions to create strategy configuration.
- [View Customer Standard Instruction](#)
This topic provides the systematic instructions to view Customer Standard Instruction.

1.1 Create Customer Standard Instructions

This topic provides the systematic instructions to create strategy configuration.

The **Create Customer Standard Instructions** screen allows the user to create Customer Standard Instructions.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Maintenance**.
2. Under **Maintenance**, click **Customer Standard Instructions**.
3. Under **Customer Standard Instructions**, click **Create Customer Standard Instruction**.

The **Create Customer Standard Instruction** screen appears.

Figure 1-1 Create Customer Standard Instructions

The screenshot displays the 'Create Customer Standard Instruction' interface. At the top, there's a title bar with 'Errors and Overrides' and window controls. The main area is titled 'Standard Instruction Maintenance' and contains several input fields: 'Customer Number' (8476406), 'Customer Name' (CIF855092710406), 'Module' (a dropdown menu), 'Product Type' (a dropdown menu), 'All Product' (a checkbox), 'Product Code' (with a search icon), and 'Product Description' (with a search icon). Below these fields is a table with the following columns: 'Instruction ID', 'Instruction', 'Instruction Date' (showing 'April 20, 2022'), 'Instruction Expiry Date', and 'Action'. The table currently has one row. At the bottom of the screen, there are 'Cancel' and 'Save' buttons, and a pagination indicator showing 'Page 1 of 1 (1 of 1 Items)'.

- On **Create Customer Standard Instruction** screen, specify the fields.

 **Note:**

The fields which are marked as **Required** are mandatory.

Field	Description
Customer Number	Click Search to search and select the customers from the list of open customers.
Customer Name	System displays the Customer Name on selecting the Customer ID.
Module	Select the module type from the drop-down list. The available options are: <ul style="list-style-type: none"> Letters of Credit and Guarantees (LC – OBTF Mapping) Drawings Documentary Collections (BC – OBTF Mapping) ALL (AL - OBTF Mapping)
Product Type	Click Search to search and select the product type.
All Product	Move the slider as Yes or No.
Product Code	Click to search and select the product code from look up. The search criteria are: <ul style="list-style-type: none"> Open and Authorized Product code Based on the Module code, Under LC flag and Product Type Select the product code based on the above criteria
Product Description	System defaults the Product Type Description on selecting the Product Type. For value “ALL” description should default as ALL. Below fields appear on tab out after entering the above information.
Instruction ID	System automatically generates the Instruction Serial No on adding a new record.
Instruction	Specify the Standard Instructions.
Instruction Date	System defaults the current branch date.
Instruction Expiry Date	Specify the Instruction Expiry Date.
Actions	Click the Edit / Delete icon to edit or delete the new record before save and to view the existing Standard Instructions.

- Click **Save** to save the details.

The customer standard instruction is successfully created and can be viewed using the **View Customer Standard Instruction** screen.

1.2 View Customer Standard Instruction

This topic provides the systematic instructions to view Customer Standard Instruction.

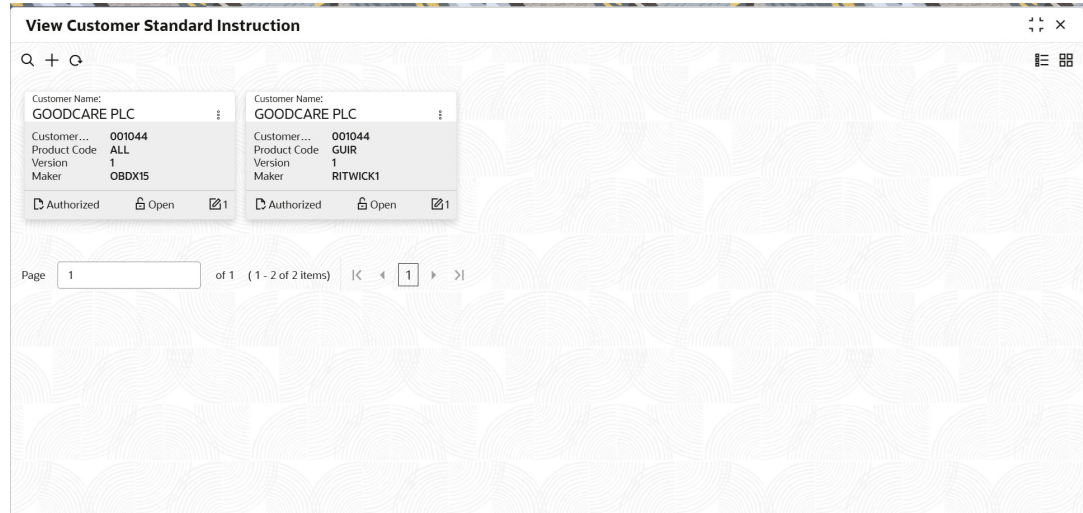
The **View Customer Standard Instruction** screen provides a list of Customer Instructions maintained for the customers. The user can view the summary or Edit or Authorize the Instructions maintained through the View Customer Standard Instruction screen screen.

Specify **User ID** and **Password**, and login to screen.

- Home**
- On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Maintenance**.
- Under **Maintenance**, click **Customer Standard Instructions**.

- Under **Customer Standard Instructions**, click **Create Customer Standard Instruction**.
The **View Customer Standard Instruction** screen appears.


Figure 1-2 View Customer Standard Instruction



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

Table 1-1 View Customer Standard Instruction – Field Description

Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.
Status	Displays the status of the record. Values are Authorized and Unauthorized.
Record Status	Displays the status of the record. Values are Open and Closed.

- Click the  icon, and then click **Authorize** to authorize the customer instructions.
 - Click **Open** to view the Customer Standard Instruction Maintenance screen.
 - Click **Delete** to delete the customer instructions.
 - Click **View** to view the customer instructions screen.
- [Search Customer Standard Instruction](#)
This topic provides systematic instructions to search the Customer Standard Instruction already created. The search can be done by entering the search criteria such as Customer Number, Module, Product Type, Product Code, Authorization status, Record Status (Drop down values – Open and Close).

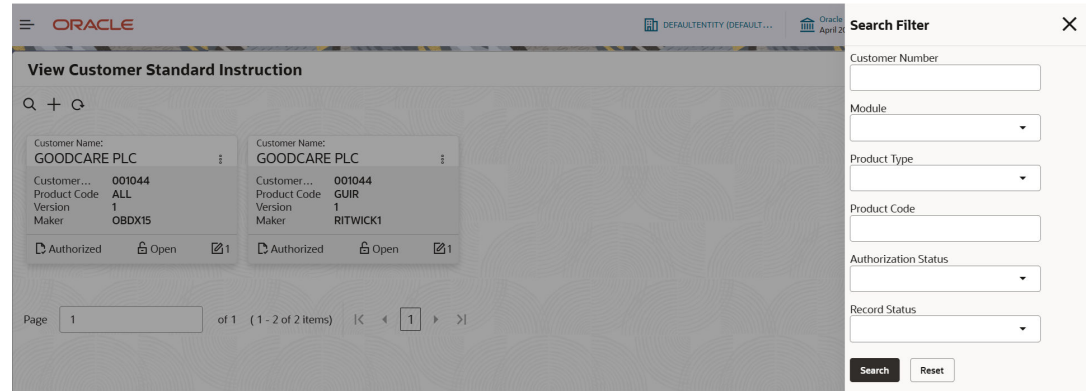
1.2.1 Search Customer Standard Instruction

This topic provides systematic instructions to search the Customer Standard Instruction already created. The search can be done by entering the search criteria such as Customer Number, Module, Product Type, Product Code, Authorization status, Record Status (Drop down values – Open and Close).

To search the Customer Standard Instruction, follow below steps,

1. Navigate to the **View Customer Standard Instruction** screen.
2. Click the search icon

The **View Customer Standard Instruction** screen appears with the records matching the search criteria.



3. On **View Customer Standard Instruction** screen, specify the fields.
For more information on fields, refer to the field description table below.

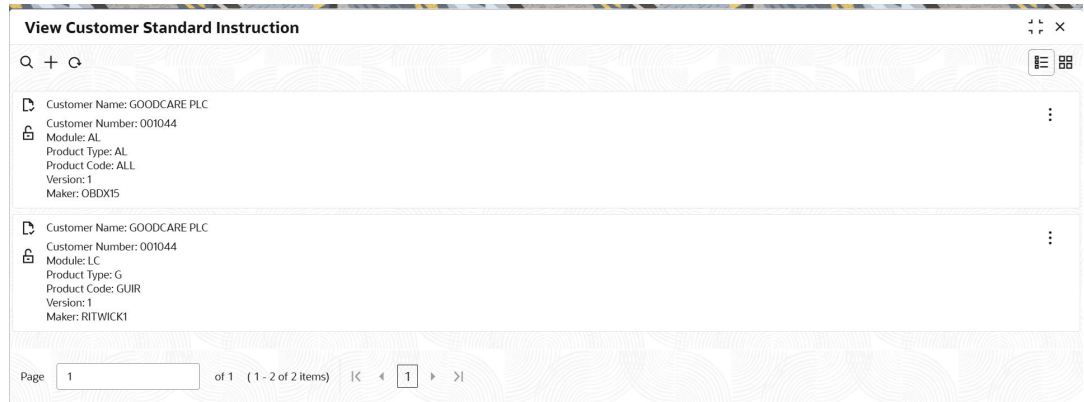
Table 1-2 View Customer Standard Instruction - Field Description

Field	Description
Customer Number	Specify the customers number.
Module	Select the module type from the drop-down list. The available options are: <ul style="list-style-type: none"> • Letters of Credit and Guarantees (LC – OBTF Mapping) • Drawings • Documentary Collections (BC – OBTF Mapping) • ALL (AL - OBTF Mapping)
Product Type	Select the product type.
Product Code	Specify the product code as a search criteria.
Authorization Status	Displays the authorization status of the record. Status (Mandatory for search – Authorized and Un authorized would be the drop-down values).
Record Status	Displays the status of the record. Values are Open and Closed.

4. Click the 'List' or 'Table' icon on the top right corner of the screen to view the **Customer Standard Instruction** screen items in the list or tabular form.

The **View Customer Standard Instruction** screen displays the record in tabular or list form as per selection.

Figure 1-3 Customer Standard Instruction - List View



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

Table 1-3 Customer Standard Instruction - List View – Field Description

Field	Description
Customer Name	System displays the name of the customer.
Customer Number	System displays the customer number.
Module	Select displays the module.
Product Type	System displays the product type.
Product Code	System displays the product code.
Version	System displays the Version number.
Maker	System displays the maker ID.

2

Authorization

This topic helps you quickly get acquainted with the authorization process.

Checker user has to authorize the maintenance from the “Standard Instructions View” screen. On authorization, system should handoff of the record details to the back office.

System should do Dedupe Checkup for items in work in progress for further modification. On authorization of the Maintenance, system would hand off the data to OBTF.

Index

A

Authorization, [2-1](#)

C

Create Customer Standard Instructions, [1-1](#)
Customer Standard Instructions, [1-1](#)

S

Search Customer Standard Instruction, [1-4](#)

V

View Customer Standard Instruction, [1-2](#)