

# Oracle Banking Trade Finance Process Management Cloud Service

## Export LC Reopen User Guide



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## 2 Export LC Reopen

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# 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](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Export LC Re-open** 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 [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 [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
<b>boldface</b>	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.
<code>monospace</code>	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:

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
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

## Basic Actions

Most of the screens contain Action Buttons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table 2 Common Action Buttons and its Definitions**

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

Table 2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## Symbols and Icons

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

Table 3 Symbols and Icons - Common






Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 3 (Cont.) Symbols and Icons - Common























Symbol/Icon	Function
	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
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget

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

# Oracle Banking Trade Finance Process Management Cloud Service

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service process.

Welcome to the Oracle Banking Trade Finance Process Management Cloud Service User Guide. This guide provides an overview on the OBTFPMCS application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPMCS:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

## Overview

Oracle Banking Trade Finance Process Management Cloud Service is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management Cloud Service enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

## Benefits

Oracle Banking Trade Finance Process Management Cloud Service helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPMCS allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

## Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

# 2

## Export LC Reopen

This process illustrates the update to an Export LC Reopen handled in Oracle Banking Trade Finance Process Management Cloud Service.

This process allows the user to register a request for an Export LC Reopen received at desk.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new **Export LC Reopen** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Reopen** request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Reopen request.
- [Exceptions](#)  
This topic helps you quickly get acquainted with the Exceptions process.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Customer - Acknowledgement](#)  
This topic helps you quickly get acquainted with the Customer Acknowledgement process.

### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Export LC Reopen** request.

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

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Initiate Task**.  
The **Initiate Task** screen appears.

**Figure 2-1 Initiate Task**

The screenshot shows the Oracle 'Initiate Task' screen for 'Registration'. On the left is a sidebar menu with 'Trade Finance' expanded, showing options like 'Administration', 'Bank Guarantee Advise', 'Bank Guarantee Issuance', 'Buyers Credit', 'Common Group Message', 'Enquiry', 'Export - Documentary Collection', 'Export - Documentary Credit', 'Import - Documentary Collection', 'Import - Documentary Credit', 'Initiate Task' (highlighted), and 'Limits Tree'. The main area has three input fields: 'Process Name' with a dropdown menu showing 'Export LC Reopen', 'LC Reference Number' with a text box containing 'PK2ELAT221106019' and a search icon, and 'Branch' with a dropdown menu showing 'PK2-Oracle Banking Trade Fine'. At the bottom right are 'Proceed' and 'Clear' buttons.

- On **Initiate Task** screen, specify the fields.

 **Note:**

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

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

**Table 2-1 Initiate Task - Field Description**

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>LC Reference Number</b>	Click <b>Search</b> to search and select the LC Reference Number.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

**Table 2-2 Action Buttons - Field Description**

Field	Description
<b>Proceed</b>	Task will get initiated to next logical stage.
<b>Clear</b>	Click to clear the contents update and enter the values again.

- Click **Proceed** to proceed to the next step.

## 2.2 Registration

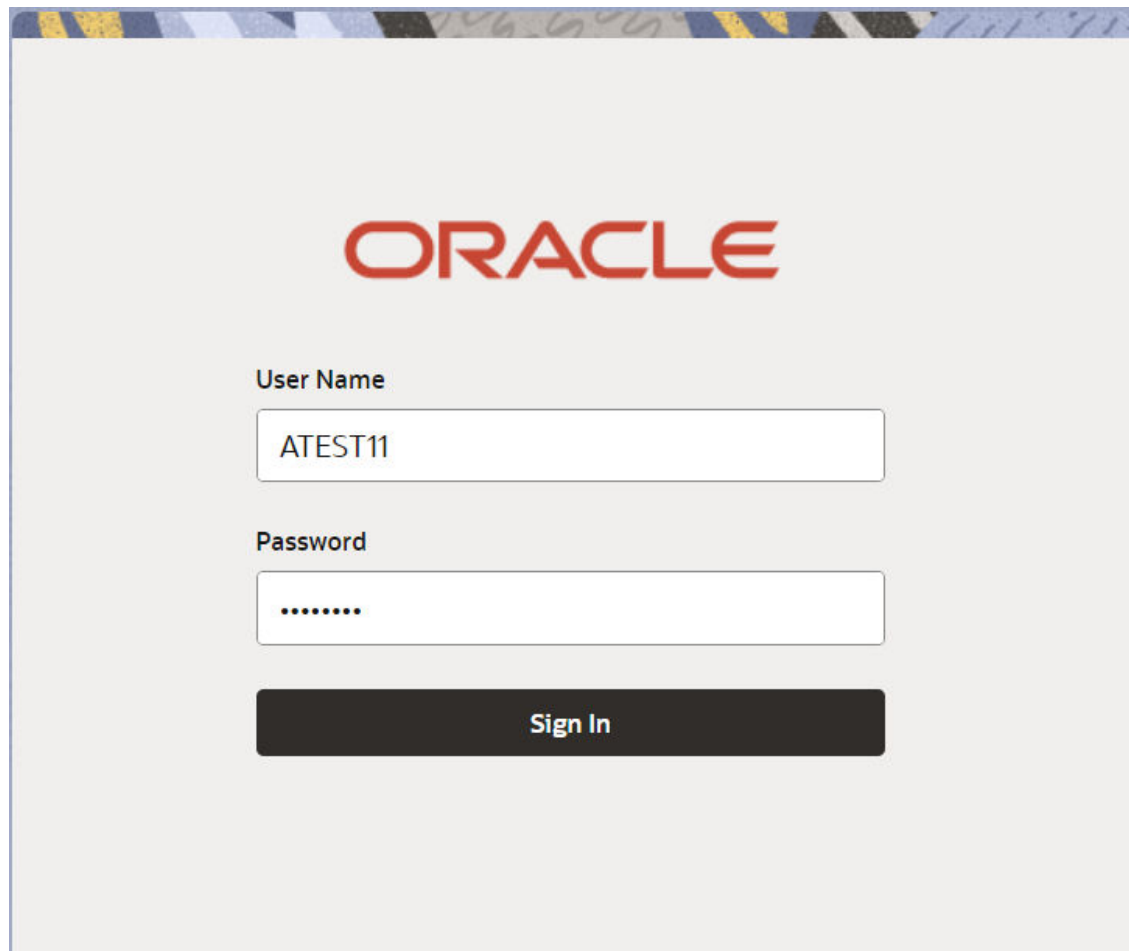
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Reopen** request.

At the Registration stage, the user can register request for an Export LC Reopen received at the front desk (as an application received physically/received by mail/fax). During Registration, user can capture the basic details of the application, check the signature of the applicant and upload related documents. On submit of the request, the customer should be notified with

acknowledgment and the request should be available for an LC expert to handle in the next stage.

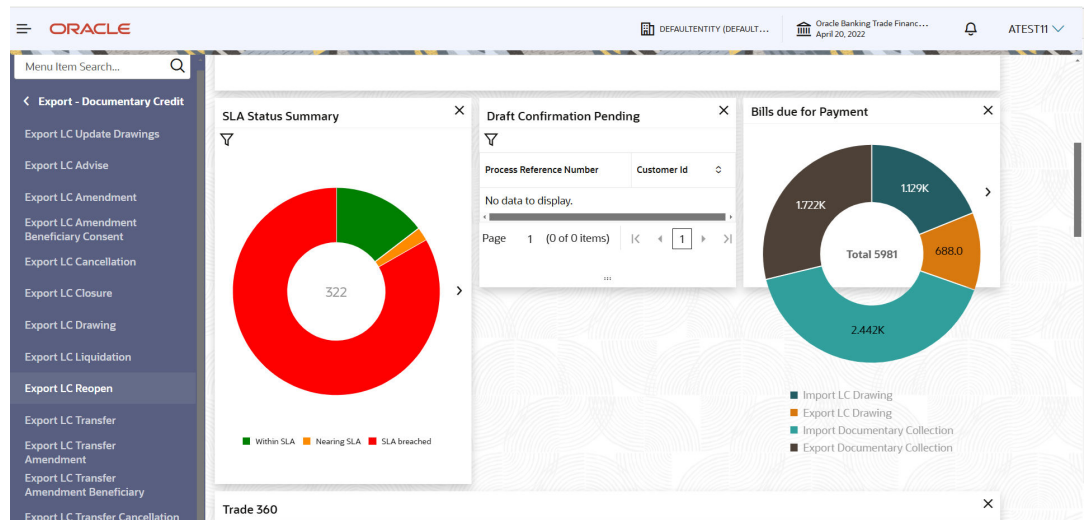
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2** LogIn Screen

The image shows the Oracle login screen. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first field is labeled "User Name" and contains the text "ATEST11". The second field is labeled "Password" and contains seven dots. Below these fields is a dark gray button with the text "Sign In" in white.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credit**, click **Export LC Reopen**.

**Figure 2-3** Export LC Reopen



The **Export LC Reopen** screen appears.

The Export LC Reopen - Registration stage has two sections Application Details and LC Details. Let's look at the details of Registration screens below:

**Figure 2-4 Export LC Reopen - Registration - Application Details**

The screenshot shows the 'Export LC Reopen Registration :: Application No:- PK2ELCR000001957' screen. It is divided into two main sections: 'Application Details' and 'LC Details'.

**Application Details:**

- Advising Bank Reference:** PK2ELAT2110ARFS
- Priority:** Medium
- Contract Reference Number:** PK2ELAT21164A0E1
- Submission Mode:** Desk
- Advising Date:** April 20, 2022
- Beneficiary:** 001044 GOODCAR
- S2B - Currency Code, Amount:** GBP £100.00
- Reopen Date:** April 20, 2022
- Branch:** PK2-Oracle Banking Trade Fina
- Process Reference Number:** PK2ELCR000001957
- Issuing Bank:** 001041 WELLS FAF

**LC Details:**

- LC Type:** Slight
- 40A/B - Form of Documentary Credit:** IRREVOCABLE
- 31C - Date of Issue:** June 15, 2021
- 51A - Applicant Bank:** 001186 CITIBANK
- 39C - Additional Amount Covered:**
- Advising Bank:** 001185 RBS PLC
- Form of Documentary Credit Details:** 40E - Applicable Rules: UCPURR LATEST VERSION
- Applicant:** 001043 MARKS AN
- Amount In Local Currency:**
- Product Code:** ELAT
- User Reference Number:** PK2ELAT21164A0E1
- Date of Expiry:** December 28, 2022
- 39A - Percentage Credit Amount Tolerance:** /
- Auto Close:** (checkbox)
- Product Description:** Export LC - advising ATB
- 23 - Reference To Pre-Advice:**
- 31D - Place of Expiry:** LONDON
- Limits/Collateral Required:** (checkbox)
- Closure Date:** January 27, 2023




Buttons at the bottom: Hold, Cancel, Save & Close, Submit.

- On **Export LC Reopen - Registration - Application Details** screen, specify the fields. For more information on fields, refer to the field description table below.

#### Note:

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

Table 2-3 Export LC Reopen - Registration - Application Details - Field Description

Field	Description
<b>Advising Bank Reference</b>	<p>Specify the advising bank reference number.</p> <p>Alternatively, click <b>Search</b> to search and select the advising bank reference number.</p> <p>In lookup search/advanced lookup search, user can input Export LC Reference Number, Beneficiary, Currency, Amount and User Reference to fetch the LC details.</p> <p>Based on the search result, select the applicable LC to be opened.</p> <div>  <b>Note:</b> System displays the LCs only which are in Closed status. </div>
<b>MT 720 – Transfer LC</b>	<p>Read only field.</p> <p>Switch  , if it is an Export LC Transfer Advise request.</p> <p>Switch  this option, if it is not an Export LC Transfer Advise request.</p>
<b>Beneficiary</b>	<p>Read only field.</p> <p>System displays the value available in export LC.</p>
<b>Branch</b>	<p>Read only field.</p> <p>Branch details will be auto-populated based on the selected LC.</p>
<b>Priority</b>	<p>System will populate the priority of the customer as Essential/Critical/Low/Medium/High, based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p> <p>User can change the priority populated any time before submit of Registration stage.</p>
<b>Submission Mode</b>	<p>Select the submission mode of Export LC Reopen request. By default the submission mode will have the value as 'Desk' for transactions created via registration.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> <li>• <b>Courier</b> - Request received through Courier</li> <li>• <b>Desk</b> - Request received through Desk</li> </ul>
<b>Currency Code, Amount</b>	<p>Read only field.</p> <p>This field displays the currency code of LC along with the currency details as per the latest LC details.</p>
<b>Process Reference Number</b>	<p>Read only field.</p> <p>Unique sequence number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>

**Table 2-3 (Cont.) Export LC Reopen - Registration - Application Details - Field Description**

Field	Description
<b>Customer Reference Number</b>	Read only field. Contract reference number is defaulted based on the selected LC.
<b>Advising Date</b>	Read only field. By default, the application will display branch's current date.
<b>Reopen Date</b>	Read only field. By default, the application will display branch's current date.
<b>Issuing Bank</b>	Read only field. Issuing Bank name is defaulted based on the selected LC.

**LC Details**

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.

The screenshot shows the 'LC Details' section of the application. It contains several fields organized into columns:

- LC Type:** A dropdown menu showing 'Sight'.
- 40A/B - Form of Documentary Credit:** A dropdown menu showing 'IRREVOCABLE'.
- 51C - Date of Issue:** A date field showing 'June 13, 2021'.
- 51A - Applicant Bank:** A field showing '001186 CITIBANK'.
- 59C - Additional Amount Covered:** A field showing '001186'.
- Advising Bank:** A field showing '001185 RBS PLC'.
- Form of Documentary Credit Details:** A field showing '40E - Applicable Rules' with a dropdown menu set to 'UCP600 LATEST VERSION'.
- Applicant:** A field showing '001043 MARKS AN'.
- Amount In Local Currency:** A field showing '001043'.
- Product Code:** A field showing 'ELAT'.
- User Reference Number:** A field showing 'PKZELAT2164ADE1'.
- Date of Expiry:** A date field showing 'December 28, 2022'.
- 59A - Percentage Credit Amount Tolerance:** A field showing '1'.
- Auto Close:** A toggle switch.
- Product Description:** A field showing 'Export LC - advising ATB'.
- 23 - Reference To Pre-Advice:** A field showing '23 - Reference To Pre-Advice'.
- 51D - Place of Expiry:** A field showing 'LONDON'.
- Limits/Collateral Required:** A toggle switch.
- Closure Date:** A date field showing 'January 27, 2023'.

At the bottom right, there are buttons: 'Hold', 'Cancel', 'Save & Close', and 'Submit'.

4. On **Export LC Reopen - Registration - LC Details** screen, specify the fields.

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



**Note:**

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

**Table 2-4 Export LC Reopen - Registration - LC Details - Field Description**

Field	Description
<b>LC Type</b>	Read only field. This field displays the LC type as per the latest LC details.
<b>Advising Bank</b>	Read only field. This field displays the advising bank details as per the latest LC.
<b>Product Code</b>	Read only field. This field displays the product code used during LC Reopen.
<b>Product Description</b>	Read only field. This field displays the description as in Export LC.
<b>Form of Documentary Credit</b>	Read only field. This field displays the form of documentary credit available in LC record.

Table 2-4 (Cont.) Export LC Reopen - Registration - LC Details - Field Description

Field	Description
<b>Form of Documentary Credit Details</b>	Read only field. This field displays the form of documentary credit details available in LC record.
<b>User Reference Number</b>	Read only field.  User reference number is defaulted based on the selected LC.
<b>Reference To Pre-Advice</b>	Read only field.  This field displays the details of Pre-Advice, if issued by the bank.
<b>Date of Issue</b>	Read only field. This field displays the issuance date of export LC.
<b>Applicable Rules</b>	Read only field. This field displays the applicable rule as per the latest LC details.
<b>Date of Expiry</b>	Read only field. This field displays the expiry date as per the latest LC details.
<b>Place of Expiry</b>	Read only field. This field displays the place of expiry as per the latest LC details.
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details as per the latest LC details.
<b>Applicant</b>	Read only field. This field displays the details of the applicant as per the latest LC details.
<b>Percentage Credit Amount Tolerance</b>	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.
<b>Limits/Collateral Required</b>	Read only field. Limits/Collateral applicable as per the latest LC details is displayed.
<b>Additional Amount Covered</b>	Read only field. This field displays any additional amount covered as per the latest LC details.
<b>Amount In Local Currency</b>	Read only field. Amount in local currency as per the latest LC details is displayed.
<b>Auto Close</b>	Read only field.  <div>  The option indicates Auto close is required for that transactions.. </div> <div>  The option indicates Auto close is not required for that transactions. </div>
<b>Closure Date</b>	Read only field. System default the "Closure Date" with the value "Expiry Date" + No of Closure days maintained in the respective Product in which the contract has been created.  System automatically close the contract on the specified "Closure Date" if "Auto Close" is selected as "Yes" for the specific contract.

- Click **Submit**.

The task will move to next logical stage of **Export LC Reopen**.  
For more information on action buttons, refer to the field description table below.

**Table 2-5 Export LC Reopen - Registration - Action Buttons - Field Description**

Field	Description
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
<b>Documents</b>	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Export LC Reopen. Place holders are also available to upload additional documents submitted by the applicant
<b>Remarks</b>	Specify any additional information regarding the reopening of export LC. This information can be viewed by other users processing the request.
<b>Overrides</b>	Click to view overrides, if any.
<b>Customer Instruction</b>	Click to view/ input the following: <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View LC</b>	Click to view the latest LC values displayed in the respective fields.
<b>View LC Events</b>	Click to view the details of LC events.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancels the Export LC Reopen task. Details entered will not be saved and the task will be removed.
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	Click Submit, task will get moved to next logical stage of Export LC Reopen. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	On clicking <b>Submit</b> checklist of items that needs to be completed and acknowledge appears. If mandatory checklist items are not selected, system will display an error on submit.

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Reopen request.

As part of Data Enrichment, user can enter/update new Export LC Reopen request. Export LC Reopen request that is received at the desk will move to DE stage post successful Registration stage. The transaction will have the details entered during the Registration stage.



### Note:

For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

Do the following steps to acquire a task currently at Data Enrichment stage:

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

1. On **Home** screen, click, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.

**Figure 2-5 Free Tasks**

	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Export LC Reopen	PK2ELCR000001957	PK2ELCR000001957	DataEnrichment	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Amendment...	PK2IEAM000007784	PK2IEAM000007784	Sanction Check Exceptiona...	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007832	PK2EDCB000007832	Sanction Check Exceptiona...	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007831	PK2EDCB000007831	Sanction Check Exceptiona...	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007829	PK2EDCB000007829	Approval Task Level 1	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007830	PK2EDCB000007830	Sanction Check Exceptiona...	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007826	PK2EDCB000007826	Sanction Check Exceptiona...		PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007825	PK2EDCB000007825	Sanction Check Exceptiona...		PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCB000007824	PK2EDCB000007824	Sanction Check Exceptiona...		PK2
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000007814	PK2ILCI000007814	Scrutiny	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000007810	PK2ILCI000007810	Scrutiny	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee SBLC Issua...	PK2GISCO000007790	PK2GISCO000007790	Registration	22-04-20	PK2
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Issuance A...	PK2GTEIO000007789	PK2GTEIO000007789	DataEnrichment	22-04-20	PK2

The **Free Tasks** screen is displayed.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Figure 2-6 My Tasks

	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Cust
<input checked="" type="checkbox"/>	Edit	Medium	Export LC Reopen	PK2ELCR000001957	PK2ELCR000001957	DataEnrichment	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Lodge Claim - Guaran...	PK2GTEC000007718	PK2GTEC000007718	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Lodge Claim - Guaran...	PK2GTEC000007715	PK2GTEC000007715	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Lodge Claim - Guaran...	PK2GTEC000007714	PK2GTEC000007714	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Lodge Claim - Guaran...	PK2GTEC000007713	PK2GTEC000007713	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Clai...	PK2GADC000007712	PK2GADC000007712	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Clai...	PK2GADC000007711	PK2GADC000007711	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Clai...	PK2GADC000007710	PK2GADC000007710	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Clai...	PK2GADC000007709	PK2GADC000007709	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Clai...	PK2GADC000007708	PK2GADC000007708	Registration	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	High	Import LC Issuance	PK2ILCI000007691	PK2ILCI000007691	Scrutiny	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Guarantee Cancellation	PK2GTEC000007640	PK2GTEC000007640	DataEnrichment	22-04-20	PK2	001044
<input type="checkbox"/>	Edit	Medium	Lodge Claim - Guaran...	PK2GTEC000007637	PK2GTEC000007637	Registration	22-04-20	PK2	001044

Let's look at the details for Data Enrichment stage. User can enter/update the following fields.

Do the following steps to acquire a task at Data Enrichment stage.

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Reopen request.
- [Availability Shipment](#)  
This topic provides the systematic instructions to capture the availability details.
- [Document Details](#)  
This topic provides the systematic instructions to capture the details of the documents received.
- [Payment Details](#)  
This topic provides the systematic instructions to initiate the Payment in export LC Reopen request.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of **Export LC Reopen** request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of Export LC Reopen update request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Reopen request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

### Application Details

All fields displayed under main details section, would be same as Registration stage. For more information on fields, refer **Registration** stage.

1. On **Data Enrichment - Main Details** screen, specify the fields that were not entered at Registration stage.

**Figure 2-7 Data Enrichment - Main Details**

**Table 2-6 Main Details - Application Details - Field Description**

Field	Description
<b>Advising Bank Reference</b>	Read only field. The Advising Bank Reference number as selected in the Registration stage.
<b>MT 720 – Transfer LC</b>	Read only field. Displayed as available from earlier stage.
<b>Beneficiary</b>	Read only field.  Displayed as available from earlier stage.

Table 2-6 (Cont.) Main Details - Application Details - Field Description

Field	Description
<b>Branch</b>	Read only field. Displayed as available from earlier stage.
<b>Priority</b>	Priority to default based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. Values are Essential, Critical, High, Medium and Low.
<b>Submission Mode</b>	Read only field. Displayed as available from earlier stage.
<b>Currency Code, Amount</b>	Read only field. This field displays the currency code of LC along with the currency details as per the latest LC details.
<b>Process Reference Number</b>	Read only field. Displayed as available from earlier stage.
<b>Customer Reference Number</b>	Read only field. Displayed as available from earlier stage.
<b>Advising Date</b>	Read only field. Displayed as available from earlier stage.
<b>Reopen Date</b>	Read only field. By default, the application will display branch's current date.
<b>Issuing Bank</b>	Read only field. Displayed as available from earlier stage.

**LC Details**

The fields listed under this section are same as the fields listed under the **LC Details** section in Registration. All fields displayed in LC details section are read only fields.

Figure 2-8 LC Details

The screenshot shows the 'LC Details' section of a software application. The form is organized into columns and rows. The first column contains 'LC Type' (Sight), '40A/B - Form of Documentary Credit' (IRREVOCABLE), '31C - Date of Issue' (June 15, 2021), '51A - Applicant Bank' (CITIBANK), and '39C - Additional Amount Covered'. The second column contains 'Advising Bank' (001185, RBS PLC), 'Form of Documentary Credit Details' (40E - Applicable Rules: UCPURR LATEST VERSION), 'Applicant' (001043, MARKS AN), and 'Amount In Local Currency'. The third column contains 'Product Code' (ELAT), 'User Reference Number' (PKJELAT216-4A0E1), 'Date of Expiry' (December 28, 2023), '39A - Percentage Credit Amount Tolerance', and 'Auto Close'. The fourth column contains 'Product Description' (Export LC - advising ATB), '25 - Reference To Pre-Advice', '31D - Place of Expiry' (LONDON), 'Limits/Collateral Required' (unchecked), and 'Closure Date' (January 27, 2023). At the bottom, there are buttons for 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', and 'Next'.

Table 2-7 Main Details - LC Details - Field Description

Field	Description
<b>LC Type</b>	Read only field. This field displays the LC type as per the latest LC details.
<b>Advising Bank</b>	Read only field. This field displays the advising bank details as per the latest LC.
<b>Product Code</b>	Read only field. This field displays the product code used during LC Reopen.
<b>Product Description</b>	Read only field. This field displays the description as in Export LC Reopen.
<b>Form of Documentary Credit</b>	Read only field. This field displays the form of documentary credit as per the selection done at the time of Export LC Reopen.
<b>Form of Documentary Credit Details</b>	Read only field. This field displays the form of documentary credit details.
<b>User Reference Number</b>	Read only field.  Displayed as available from earlier stage.
<b>Reference To Pre-Advice</b>	Read only field.  This field displays the details of Pre-Advice, if issued by the bank.
<b>Date of Issue</b>	Read only field. This field displays the issuance date of export LC.
<b>Applicable Rules</b>	Read only field. This field displays the applicable rule as per the latest LC details.
<b>Date of Expiry</b>	Read only field. This field displays the expiry date as per the latest LC details.
<b>Place of Expiry</b>	Read only field. This field displays the place of expiry as per the latest LC details.
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details as per the latest LC details.
<b>Applicant</b>	Read only field. This field displays the details of the applicant as per the latest LC details.
<b>Percentage Credit Amount Tolerance</b>	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.
<b>Limits/Collateral Required</b>	Read only field. Limits/Collateral applicable as per the latest LC details is displayed.
<b>Additional Amount Covered</b>	Read only field. This field displays any additional amount covered as per the latest LC details.
<b>Amount In Local Currency</b>	Read only field. Amount in local currency as per the latest LC details is displayed.

**Table 2-7 (Cont.) Main Details - LC Details - Field Description**

Field	Description
<b>Auto Close</b>	Read only field. Enable the toggle indicates Auto close is required for that transactions. Disable the toggle indicates Auto close is not required for that transactions.
<b>Closure Date</b>	Read only field. System default the "Closure Date" with the value "Expiry Date" + No of Closure days maintained in the respective Product in which the contract has been created. System automatically close the contract on the specified "Closure Date" if "Auto Close" is selected as "Yes" for the specific contract.

2. Click **Next**.

The task will move to next data segment.

**Table 2-8 Main Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the various overrides that have been generated and accepted.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View LC</b>	Click to view the latest LC summary with the latest LC details values.
<b>View LC Events</b>	Click to view the LC Events.
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

**Table 2-8 (Cont.) Main Details - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.2 Availability Shipment

This topic provides the systematic instructions to capture the availability details.

In this section user can view the basic details of Availability, Shipment and Goods description in the Export LC Reopen request.

1. On **Availability Shipment** screen, specify the fields.

**Figure 2-9 Availability Shipment**

ORACLE (DEFAULT) Oracle Banking Trade Finance April 20, 2022 ATEST11

Export LC Reopen DataEnrichment :: Application No:- PK2ELCR000001957

Clarification Details Documents Remarks Overrides Customer Instruction

Screen(2/9)

Main Details Availability Shipment

Availability Details

41a-Available with CITIZB2LXXX

41a-Available By BY NEGOTIATION

42C-Drafts At

Drawee

42 P/M - Payment Details

Shipment Details

43P-Partial Shipments NOT ALLOWED

43T-Transshipment NOT ALLOWED

44A-Place of Taking in Charge NEW YORK

44E-Port of Loading NEW YORK

44F-Port of Discharge LONDON

44B-Place of Final Destination LONDON

44C-Latest Date of Shipment June 13, 2021

44D-Shipment Period

45A-Description of Goods and/or Services

INCO Terms CIF

INCO Terms Description Cost, Insurance and Freight (named -

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
MACHINE1	G		10	£10.00	£100.00	

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-9 Availability Shipment - Field Description**

Field	Description
<b>Availability Details</b>	
<b>Available with</b>	Read only field. This field identifies the bank with which the credit is available.
<b>Available By</b>	Read only field.  This field displays how the credit is available.  The Available By values can be: <ul style="list-style-type: none"> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul>
<b>Drafts At</b>	Read only field. This field displays drafts as per the latest LC details.
<b>Drawee</b>	Read only field. This field displays drawee as per the latest LC details.
<b>Payment Details</b>	Read only field. This field displays the payment details.
<b>Shipment Details</b>	
<b>Partial Shipments</b>	Read only field. This field displays the partial shipment, as per the latest LC details.
<b>Transshipment</b>	Read only field. This field displays the transshipment, as per the latest LC details.
<b>Place of Taking In Charge</b>	Read only field. This field displays the place of taking in charge, as per the latest LC details.
<b>Port of Loading</b>	Read only field. This field displays the port of loading, as per the latest LC details.

**Table 2-9 (Cont.) Availability Shipment - Field Description**

Field	Description
<b>Port of Discharge</b>	Read only field. This field displays the Airport/Port of discharge, as per the latest LC details.
<b>Place of Final Destination</b>	Read only field. This field displays the place of final destination, as per the latest LC details.
<b>Latest Date of Shipment</b>	Read only field. This field displays the the latest date of shipment, as per the latest LC details.
<b>Shipment Period</b>	Read only field. This field displays the shipment period, as per the latest LC details.
<b>Description of Goods and/or Services</b> This field contains a description of the goods and/or services.	
<b>INCO Terms</b>	Read only field. This field displays the default INCO terms, as per the latest LC details.
<b>INCO Terms Description</b>	Read only field. This field displays the default INCO term description, as per the latest LC details.
<b>Goods Code</b>	Read only field. This field displays the goods code.
<b>Goods Type</b>	Read only field. This field displays the the goods type depending on goods code.
<b>Goods Description</b>	Read only field. This field displays the description of goods based on goods code.
<b>No of Units</b>	Read only field. Number of units being imported or exported.
<b>Price per Unit</b>	Read only field. The value for price per unit.
<b>Total Amount</b>	Read only field. System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).
<b>Action</b>	Edit icon - This button is disabled. Delete icon - This button is disabled.

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-10 Availability Shipment - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-10 (Cont.) Availability Shipment - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-10 (Cont.) Availability Shipment - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.3 Document Details

This topic provides the systematic instructions to capture the details of the documents received.

User can view the Documents and conditions details for Export LC reopen. The below fields can be amended in DE stage:

- Document Details
- Additional Conditions

### Document Details

Documents details as per the latest LC details is displayed in this section.

1. On **Document Details** screen, specify the fields.

**Figure 2-10 Document Details**

**Export LC Reopen DataEnrichment :: Application No:- PK2ELCR000064435**

Documents Remarks Overrides Customer Instruction

Main Details Availability Shipment **Document Details** Payment Details Additional Fields Advices Additional Details Settlement Details Summary

Screen(5/9)

Code	Document Description	Copy	Original	Clause Details	Original Doc.Required	Action
AIRDOC	Air Way	<input checked="" type="checkbox"/>		AIRDOC	<input type="checkbox"/>	
INSDOC	Insurance	<input checked="" type="checkbox"/>		INSDOC	<input type="checkbox"/>	
INVDOC	Invoice	<input checked="" type="checkbox"/>		INVDOC	<input type="checkbox"/>	
MARDOC	Sea Way	<input checked="" type="checkbox"/>		MARDOC	<input type="checkbox"/>	
OTHERDOC	OTHERDOC	<input checked="" type="checkbox"/>		OTHERDOC	<input type="checkbox"/>	

**Additional Conditions**

FFT Code	FFT Description	Action
No data to display.		

Audit Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-11 Document Details - Field Description**

Field	Description
<b>Document Details</b>	
<b>Code</b>	Document code is auto-populated from the latest LC.
<b>Document Description</b>	Description of the document is auto-populated from the latest LC.
<b>Copy</b>	Number of duplicate copies of documents as required in LC.
<b>Original</b>	Number of documents in original as required in LC.
<b>Clause Details</b>	Description of the clause required as per LC. Click the link to view the clause details.
<b>Original Doc. Required</b>	System defaults the value to display whether original documents are required or not.
<b>Action</b>	Edit icon - This button is disabled. Delete icon - This button is disabled.

**Additional Conditions**

Additional conditions as per the latest LC details is displayed

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

**Table 2-12 Additional Conditions - Field Description**

Field	Description
<b>FFT Code</b>	This field displays the FFT code as per the latest LC.
<b>FFT Description</b>	This field displays the description of the FFT code as per the latest LC.
<b>Action</b>	Edit icon - This button is disabled. Delete icon - This button is disabled.

2. Click **Next**.

The task will move to next data segment.

**Table 2-13 Document Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-13 (Cont.) Document Details - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-13 (Cont.) Document Details - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.4 Payment Details

This topic provides the systematic instructions to initiate the Payment in export LC Reopen request.

In this section, user can input and view the Payment data segment for Export LC Reopen request. The user can verify the basic details available in the Export LC reopen request. In case the request is received through online channel, user verifies the details populated.

1. On **Payment Details** screen, specify the fields.

**Figure 2-11 Payment Details**

**Export LC Reopen DataEnrichment :: Application No:- PK2ELCR000064435**

Documents Remarks Overrides Customer Instruction

Screen(4/9)

**Payment Details**

49G-Special Payment conditions for beneficiary 49H-Special Payment conditions for receiving bank 48-Period for Presentation 49-Confirmation Instructions

Partial Confirmation Allowed Confirmation % Confirmation Amount Requested Confirmation Party Type

58A - Requested Confirmation Party 53A - Reimbursing Bank 57A-Advise Through Bank 78-Instructions to P/A/N Bank

72-Sender to Receiver Information 71 D Charges max length

MT730 - Acknowledgement Sent

72-Sender to Receiver Information 79Z Narrative Issuing Bank Account No Charges to be Claimed

71 D Charges max length Issuing Bank Date 57a - Account with Bank

MT710 - Information to Advise Through Bank

72-Sender to Receiver Information 78D - Instructions to Intermediary Bank

Audit Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-14 Payment Details - Field Description**

Field	Description
<b>Payment Details</b>	Specify the Payment Details based on the description in the following table.
<b>Special Payment conditions for beneficiary</b>	Read only field. This field displays the special payment condition for beneficiary as per the latest LC details.
<b>Special Payment conditions for receiving bank</b>	Read only field. This field displays the special payment condition for receiving bank as per the latest LC details.
<b>Period for Presentation</b>	Read only field. This field displays the period of presentation, as per the latest LC details.
<b>Confirmation Instructions</b>	Read only field. This field displays the confirmation instruction, as per the latest LC details.
<b>Partial Confirmation Allowed</b>	Read only field. This field displays the partial confirmation allowed/not allowed as per the latest LC details .
<b>Confirmation %</b>	Read only field. This field displays the confirmation percent as per the latest LC details.
<b>Confirmation Amount</b>	Read only field. This field displays the confirmation amount as per the latest LC details.
<b>Requested Confirmation Party</b>	Read only field. This field displays the requested Confirmation Party, as per the latest LC details.
<b>Requested Confirmation Party</b>	Read only field. This field displays the requested Confirmation Party as per the latest LC details.
<b>Reimbursing Bank</b>	Read only field. This field displays the reimbursing bank details as per the latest LC details.
<b>Advise Through Bank</b>	Read only field. This field displays the advise through bank, as per the latest LC details.
<b>Instructions to P/A/N Bank</b>	Read only field. This field displays the instructions to P/A/N Bank, as per the latest LC details.
<b>Sender to Receiver Information</b>	Read only field. This field displays the sender to receiver information, as per the latest LC details.
<b>Charges</b>	Read only field. This field displays the charges, as per the latest LC details.

Table 2-14 (Cont.) Payment Details - Field Description

Field	Description
<b>MT730- Acknowledgement Sent</b>	Specify the <b>MT730- Acknowledgement Sent</b> details.
<b>Sender to Receiver Information</b>	Read only field. This field displays the sender to receiver information.
<b>Narrative</b>	Read only field. This field displays narrative.
<b>Issuing Bank Account No</b>	Read only field. This field displays the issuing bank account number.
<b>Charges to be Claimed</b>	Read only field. This field displays the charges that is to be claimed as per the latest LC details.
<b>Charges</b>	Read only field. This field displays the charges details as per the latest LC details.
<b>Issuing Bank Date</b>	Read only field. This field displays the date of issuing as per the latest LC details.
<b>Account with Bank</b>	Read only field. This field displays the account with bank details as per the latest LC details.
<b>MT710 - Information to Advise Through Bank</b>	Specify the <b>MT710 - Information to Advise Through Bank</b> details.
<b>Sender to Receiver Information</b>	Read only field. This field displays the sender to receiver information.
<b>Instructions to Intermediary Bank</b>	Read only field. This field displays the instructions to Intermediary Bank.

2. Click **Next**.

The task will move to next data segment.

Table 2-15 Payment Details - Action Buttons - Field Description

Field	Description
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-15 (Cont.) Payment Details - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.

**Table 2-15 (Cont.) Payment Details - Action Buttons - Field Description**

Field	Description
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.5 Additional Fields

This topic provides the systematic instructions to capture the additional fields.

In this section, the user can input in the additional fields implemented by the bank for Export LC Reopen.

Any user defined fields maintained at the bank level should be available in this Additional field details.

1. On **Additional Fields** screen, specify the fields, if any.

**Figure 2-12 Additional Fields**

2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#)

**Table 2-16 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-16 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-16 (Cont.) Additional Fields - Action Buttons - Field Description**

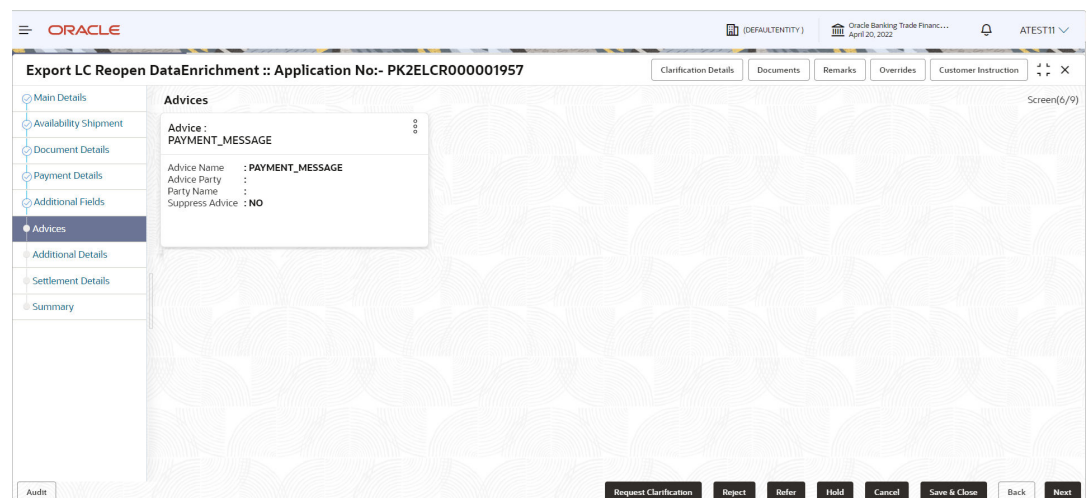
Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.6 Advices

This topic provides the systematic instructions to capture the advices details.

DE user can view the Advices generated during Export LC Reopen request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of LC closure, payment message, etc.

1. On **Advices** screen, click  on any advice tile to view the advice details.

**Figure 2-13 Advices**

### Advice Details



Table 2-17 (Cont.) Advice Details

Field	Description
<b>Action</b>	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
<b>Instructions</b>	Specify the instruction details based on the following table. Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
Edit icon	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-18 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-18 (Cont.) Advices - Action Buttons - Field Description**


Field	Description
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.7 Additional Details

This topic provides the systematic instructions to capture the additional details.

A Data Enrichment user can view the additional details available for the Export LC Reopen request. Some of the possible details could be related to:

- Revolving Details
- Limits and Collateral (Verification Applicable)
- Commission, Charges and Taxes
- Tracer Details

- Preview Messages
  - FX Linkage.
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

**Figure 2-14 Additional Details**

2. Click the 3 dots on **Revolving Details** tiles to view the **Revolving Details** screen.

### Revolving Details

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

**Table 2-19 Revolving Details - Field Description**

Field	Description
<b>Revolving</b>	This field displays the revolving details of the LC.
<b>Revolving In</b>	Indicates the mode of revolving in this field. The LC can revolve with Time or Units.

**Table 2-19 (Cont.) Revolving Details - Field Description**

Field	Description
<b>Revolving Frequency</b>	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.
<b>Revolving Units</b>	This field indicates the units by which the LC revolves.
<b>Next Reinstatement Date</b>	This field displays the date of next reinstatement for the LC based on the revolving frequency selected.
<b>Cumulative</b>	This field indicates, if the LC value has to be cumulative or not on reinstatement.
<b>Automatic Reinstatement</b>	This field enables the user to have automatic reinstatement on the reinstatement day without manual intervention.

3. Click **Save and Close** to save the details and close the screen.

### Limits and Collaterals

On Approval, system should not release the Earmarking against each limit line and system should handoff the "Limit Earmark Reference Number" to the back office. On successful handoff, back office will make use of these "Limit Earmark Reference Number" to release the Limit Earmark done in the mid office (OBTFFPMCS) and should Earmark the limit from the Back office.

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.

**Limits and Collaterals**

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	View
No data to display.										

Cash Collateral Details

Collateral Percentage

Collateral Currency and amount

Exchange Rate

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	View
No data to display.									

Save & Close
 Close

**Figure 2-15 Limit Details**

### Limit Details

Customer Id	001044	Linkage Type	Facility
Contribution %	100.0	Liability Number	001044
Contribution Currency	GBP	Line Id/Linkage Ref No	001044
Limit/Liability Currency	GBP	Limits Description	
Limit Check Response	Available	Amount to Earmark	£200.00
Expiry Date		Limit Available Amount	£999,994,192,910.01
Response Message	Balance available of GBP 999994192	ELCM Reference Number	

Verify Save & Close Close

Figure 2-16 Collateral Details

### Collateral Details

Total Collateral Amount	£10.00	Collateral Amount to be Collected	£10.00
Sequence Number	1.0	Collateral Split %	100.0
Collateral Contribution Amount	£10.00	Settlement Account	PK2001044028
Settlement Account Currency	USD	Exchange Rate	2.5
Contribution Amount in Account Currency	\$25.00	Account Available Amount	\$136,400.00
Response	VS	Response Message	The amount block can be performed as the account has sufficient balance
<button>Verify</button>		<button>✓ Save &amp; Close</button> <button>✗ Cancel</button>	

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

**Table 2-20 Field Description - Limit Details**

Field	Description
<b>Limit Details</b>	Below fields are displayed on the Limit Details pop-up screen.
<b>Customer ID</b>	Displays the applicant's/applicant bank customer ID defaulted from the application.
<b>Linkage Type</b>	The linkage type. Linkage type can be: <ul style="list-style-type: none"><li>• <b>Facility</b></li><li>• <b>Liability</b></li></ul> By default Linkage Type should be <b>Facility</b> .

Table 2-20 (Cont.) Field Description - Limit Details



Field	Description
<b>Contribution %</b>	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div>  <b>Note:</b> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message “Defaulted Collateral Percentage modified.”</p> </div>
<b>Liability Number</b>	Displays the liability number mapped to the customer.
<b>Contribution Currency</b>	Displays the contribution currency.
<b>Line ID/Linkage Ref No</b>	<p>Displays the various lines available and mapped under the customer id gets listed in the drop-down.</p> <p>LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div>  <b>Note:</b> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default “The Earmarking cannot be performed as the Line ID is Expired” in the “Response Message” field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	Displays the limit currency, when the user select the <b>Liability Number</b> .
<b>Limits Description</b>	Displays the limits description.
<b>Limit Check Response</b>	<p>Displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Amount to Earmark</b>	<p>This field defaults the amount to earmark value.. Amount to earmark value will default based on the contribution %. User can change the value.</p> <p>User can change the value.</p>
<b>Expiry Date</b>	Displays the date up to which the Line is valid.

Table 2-20 (Cont.) Field Description - Limit Details

Field	Description
<b>Limit Available Amount</b>	Displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.
<b>Response Message</b>	Displays the detailed response message.
<b>ELCM Reference Number</b>	Displays the ELCM reference number.
<b>Limit Details</b> grid	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
<b>Edit/View</b>	Click the link to edit/view the <b>Limit Details</b> .
<b>Cash Collateral Details</b>	This section displays the <b>Cash Collateral Details</b> .
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified. User can modify the exchange rate.
<b>Collateral Details</b> pop-up screen	Below fields are displayed on the <b>Collateral Details</b> pop-up screen.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Indicates the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Indicates the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	Indicates the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.

Table 2-20 (Cont.) Field Description - Limit Details

Field	Description
<b>Account Balance Check Response</b>	Read only field. System populates the account balance check response value.
<b>Response</b>	Read only field. System populates the response. Response can be 'Success' or 'Amount not Available'.
<b>Response Message</b>	Read only field. System populates the detailed response message.
<b>Cancel</b>	Click to cancel the entry.
<b>Cash Collateral Details</b> grid	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
<b>Collateral %</b>	Indicates the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account.
<b>View Link</b>	Click the View link to view the collateral details.

4. Click **Save and Close** to save the details and close the screen.

#### Commission,Charges and Taxes

In Additional Details section, default commission, charges and tax if any, will get populated.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

**Commission, Charges and taxes**

Recalculate Re-default

▼ Commission Details

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
No data to display.										
Page 1 (0 of 0 items)  < < 1 > >										

▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCROPCH G	GBP	0	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Page 1 of 1 (1 of 1 items) |< < 1 > >|

▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
-----------	------	------------	-----	--------	---------	-------	----------------

Save & Close Close

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

**Table 2-21 Commission,Charges and Taxes - Field Description**


Field	Description
<b>Commission Details</b>	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
<b>Component</b>	Displays the commission component.
<b>Rate</b>	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	Displays the currency in which the commission have to be collected.
<b>Amount</b>	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPMCS.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	Switch to  for charges/commissions has to be deferred and collected at any future step.

Table 2-21 (Cont.) Commission,Charges and Taxes - Field Description


















Field	Description
<b>Waive</b>	 Switch to  to waive the charges/commissions. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
<b>Split</b>	 Switch to  for splitting the Commission.  Switch to  if splitting of commission is not required.
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settl. Account</b>	The settlement account.
<b>Amend</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	This section displays the charge details.
<b>Component</b>	Displays the charge component type.
<b>Tag Currency</b>	Displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	Displays the tag amount that is maintained under the product code.
<b>Currency</b>	Displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Billing</b>	 Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFSMCS. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	 Switch to  to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFSMCS. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
<b>Waive</b>	 Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if <b>Defer</b> toggle is enabled.

Table 2-21 (Cont.) Commission,Charges and Taxes - Field Description

Field	Description
<b>Split</b>	Switch to  for splitting the Commission. Switch to  , if splitting of commission is not required.
<b>Charge Party</b>	Displays the charge party. By default the charge party is 'Applicant'.
<b>Settlement Account</b>	Click <b>Search</b> icon to search and select the settlement account.
<b>Tax Details</b>	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
<b>Component</b>	Displays the tax component.
<b>Type</b>	Displays the type of tax component.
<b>Value Date</b>	Displays the value date of tax component.
<b>Ccy</b>	Displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
<b>Billing</b>	Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	Switch to  to defer the taxes and collect at any future step. Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.
<b>Settl. Account</b>	System defaults the settlement account. The user can modify the settlement account.
<b>Split Settlement</b>	This section displays the Split Settlement. This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice. The default parties in Split row should be fetched from OBTF.
<b>Select</b>	The option to select the split settlement record.
<b>Component</b>	Displays the split component type eligible for Split .
<b>Currency</b>	Displays the currency of split settlement.
<b>Amount</b>	Displays the amount of split settlement.
<b>Split Settlement Details</b>	This section displays the Split Settlement details. Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.
<b>Sequence</b>	Displays the sequence number is auto populated with the value, generated by the system.
<b>Component</b>	Displays the split component type eligible for Split.

**Table 2-21 (Cont.) Commission,Charges and Taxes - Field Description**

Field	Description
<b>Amount</b>	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount. More than two splits are not allowed.
<b>Customer</b>	Indicates the ID of the Customer in Split Settlement Details section.
<b>GL Account</b>	The system defaults the GL account.
<b>Account</b>	The system defaults the Settlement account. User can modify the settlement account. System initiates a call to common core tables within OBTFPMCS to select the account.
<b>Account Currency</b>	This field defaults the currency of the account.
<b>Branch</b>	Indicates the branch of the customer where transaction is getting processed.
<b>Percentage</b>	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed. The bank user can modify the amount. The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Original Exchange Rate</b>	Displays the Original Exchange Rate as simulated in split settlement details section.
<b>Party Type</b>	Displays the party type in split settlement details section.
<b>Negotiation Reference</b>	Specify the negotiation reference number.
<b>AR-AP Tracking</b>	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.
<b>Loan/Finance Account</b>	Displays the loan account.
<b>Negotiation Rate</b>	Displays the negotiation rate.
<b>Negotiation Reference</b>	Displays the negotiation reference.

5. Click **Save and Close** to save the details and close the screen.

#### Tracer Details

This section enables the user to view the default Tracer details from back end application. It also allows the user to edit the Tracer details.

**Tracer Details**

▼ Tracer Details



Tracer Code	Description	Party Type	Required	Maximum Tracers	Number Sent	Start Days	Last Sent On	Medium	Frequency	Template Id	Action
CON_TRACE		AS3	<input checked="" type="checkbox"/>	11	5	5		MAIL	5	ACK_TRACER	

Page 1 of 1 (1 of 1 items) |< < 1 > >|

Save & Close Close

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

**Table 2-22 Tracer Details - Field Description**

Field	Description
<b>Tracer Code</b>	Read only field. Tracer code is auto-populated from the latest LC.
<b>Description</b>	Read only field. Tracer description is auto-populated from the latest LC.
<b>Party Type</b>	Party type is auto-populated from the latest LC. The user can change the party type.
<b>Required</b>	Switch on  to capture the tracer details. Switch off  , if user does not require to capture tracer details.
<b>Maximum Tracers</b>	Specify the value for maximum number of tracers.
<b>Number Sent</b>	Specify the number of tracers sent
<b>Start Days</b>	Specify the tracer start days.
<b>Last Sent On</b>	Read only field. The date on which the tracer is last sent.
<b>Medium</b>	Select the tracer medium from the drop-down. <ul style="list-style-type: none"> <li>Mail</li> <li>Swift</li> </ul>
<b>Frequency</b>	System defaults the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc. The user can change the frequency.
<b>Template ID</b>	Click <b>Search</b> icon to search and select the party type of the template ID from the lookup.
<b>Action</b>	Click the edit icon to edit the tracer details.

- Click **Save and Close** to save the details and close the screen.

#### Preview Messages

The bank user can view a preview of the message and advice simulated from back office which is based on the details captured in the previous screen.

**Preview Messages**

▼ Preview - SWIFT Message

Language: English

Message Type:

Message Status:

Repair Reason:

Preview Message:

▼ Preview - Mail Advice

Language: English

Advice Type: LC\_AMND\_INSTR

Message Status: GENERATED

Repair Reason:

Preview Message:

```

20-APR-22
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GOODCARE PLC
sajant.l@oracle.com
lane no 4
London

PAGE : 1

AMENDMENT OF
DOCUMENTARY CREDIT
-----
CURRENT REFERENCE

```

Save & Close Close

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

Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT Messages fields.
<b>Language</b>	Select the language for the SWIFT message.
<b>Message Type</b>	Select the message type.
<b>Message Status</b>	Read only field. Display the message status of draft message of liquidation details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of LC reopening details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of Mail Advice fields.
<b>Language</b>	Select the language for the advice message.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of draft message of LC reopening details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of liquidation details.
<b>Preview Message</b>	This field displays a preview of the draft message.

- Click **Save and Close** to save the details and close the screen.

### FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the Bill.

**FX Linkage**

FX Linkage

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FNDF20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	

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Average FX Rate  
0

Save & Close Cancel

Figure 2-17 FX Linkage Details

**FX Linkage**

FX Reference Number

000FNDF20076A9N9

Contract Amount

USD ▼ \$4,000.00

Linkage Amount

USD ▼ \$4,000.00

FX Amount in Local Currency

▼ £2,962.96

FX Delivery Period From

Currency

USD

Available FX Contract Amount

USD ▼ \$4,000.00

Rate

1.35

FX Expiry Date

March 19, 2020

FX Delivery Period To

Save & Close Close

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

Table 2-23 FX Linkage - Field Description

Field	Description
<b>FX Linkage</b>	Click + to add multiple <b>FX Details</b> . Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.
<b>FX Reference Number</b>	Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
<b>Currency</b>	Read only field. This field displays the FX BOT currency from the linked FX contract.
<b>Contract Amount</b>	This field displays the FX BOT currency and Amount. The user can change the currency.
<b>Available FX Contract Amount</b>	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount BOT currency and Amount is displayed.
<b>Linkage Amount</b>	System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
<b>Rate</b>	Read only field. This field displays the rate at which the contract is booked.
<b>FX Amount in Local Currency</b>	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
<b>FX Expiry Date</b>	Read only field. This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	Read only field. This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	Read only field. This field displays the date to which the contract is valid for utilization.
<b>FX Linkage grid</b>	Below fields appear in the FX linkage grid along with the above fields.
<b>Bought Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	Read only field. This field displays the currency from the linked FX contract.

Table 2-23 (Cont.) FX Linkage - Field Description

Field	Description
<b>Available Contract Amount</b>	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
<b>Total Utilized Amount</b>	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
<b>Average FX Rate</b>	Read only field. Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

8. Click **Next**.

The task will move to next data segment.

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

Table 2-24 Additional Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

Table 2-24 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.8 Settlement Details

This topic provides the systematic instructions to capture the settlement details of **Export LC Reopen** request.

The user can view the settlement details for Export LC Reopen request. The following are the list of fields to be displayed.

1. On **Settlement Details** screen, specify the fields.

**Figure 2-18 Settlement Details**

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

**Table 2-25 Settlement Details – Field Description**

Field	Description
<b>Current Event</b>	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event
<b>Component</b>	This field displays the components based on the product selected.
<b>Currency</b>	This field displays the default currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.

Table 2-25 (Cont.) Settlement Details – Field Description

Field	Description
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Deal Reference Number</b>	System defaults the exchange deal reference number.

- Click any component in the grid.

**Party Details**

Table 2-26 Party Details – Field Description

Field	Description
<b>Transfer Type</b>	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• <b>Customer Transfer</b></li> <li>• <b>Bank Transfer for own account</b></li> <li>• <b>Direct Debit Advice</b></li> <li>• <b>Managers Check</b></li> <li>• <b>None</b></li> <li>• <b>Customer Transfer with Cover</b></li> <li>• <b>Bank Transfer</b></li> </ul>
<b>Charge Details</b>	Select the charge details for the transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Beneficiary All Charges</b></li> <li>• <b>Remitter Our Charges</b></li> <li>• <b>Remitter All Charges</b></li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Ordering Customer</b>	Click search icon to search and select the ordering customer from the look up.
<b>Ordering Institution</b>	Click search icon to search and select the ordering institution from the look up.
<b>Senders Correspondent</b>	Click search icon to search and select the senders correspondent from the look up.
<b>Receivers Correspondent</b>	Click search icon to search and select the receivers correspondent from the look up.
<b>Intermediary Institution</b>	Click search icon to search and select the intermediary institution from the look up.
<b>Account with Institution</b>	Click search icon to search and select the account with institution from the look up.
<b>Beneficiary Institution</b>	Click search icon to search and select the beneficiary institution from the look up.
<b>Ultimate Beneficiary</b>	Click search icon to search and select the ultimate beneficiary from the look up.
<b>Intermediary Reimbursement Institution</b>	Click search icon to search and select the intermediary reimbursement institution from the look up.
<b>Receiver</b>	Click search icon to search and select the Receiver from the look up.

**Payment Details**

**Table 2-27 Payment Details - Field Description**

Field	Description
Sender to Receiver 1	Specify the sender to receiver message.
Sender to Receiver 2	Specify the sender to receiver message.
Sender to Receiver 3	Specify the sender to receiver message.
Sender to Receiver 4	Specify the sender to receiver message.
Sender to Receiver 5	Specify the sender to receiver message.
Sender to Receiver 6	Specify the sender to receiver message.

**Remittance Information****Table 2-28 Remittance Information – Field Description**

Field	Description
Payment Detail 1	Specify the payment details.
Payment Detail 2	Specify the payment details.
Payment Detail 3	Specify the payment details.
Payment Detail 4	Specify the payment details.

**3. Click Next.**

The task will move to next data segment.

**Table 2-29 Settlement Details - Action Buttons - Field Description**

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-29 (Cont.) Settlement Details - Action Buttons - Field Description


Field	Description
<b>Customer Instructions</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.9 Summary

This topic provides the systematic instructions to view the summary of Export LC Reopen update request.

User can review the summary of details updated in Data Enrichment stage of Export LC Reopen request.

The tiles must display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

1. On **Summary** screen, click  on any tile to view the details.

**Figure 2-19 Summary**

Export LC Reopen DataEnrichment :: Application No:- PK2ELCR000064435

Documents Remarks Overrides Customer Instruction

Screen(9/9)

**Summary**

**Main Details**

Form of LC : IRREVOCABLE  
Submission Mode : Desk  
Date of Issue : 2022-04-20

**Availability Shipment**

Available With : fdfdf  
Available By : NEGOTIATION  
Port of Loading :  
Port of Discharge :

**Document Details**

Document 1 : AIRDOC  
Document 2 : INSDOC  
Document 3 : INVDOC  
Document 4 : MARDOC  
Document 5 : OTHERDOC

**Payment Details**

Period of Present. :  
Confirmation Instr. : WITHOUT

**Additional Fields**

Click here to view Additional :  
fields

**Advices**

Advice 1 : LC\_AMND\_INST...

**Revolving Details**

Revolving : N  
Revolving In :  
Revolving Frequency :

**Limits and Collaterals**

Contribution Currency :  
Amount to Earmark :  
Limit Status : Not Verified  
Collateral Currency : GBP  
Collateral Contribution :  
Collateral Status : Not Verified  
Deposit Linkage Currency :  
Deposit Linkage Amount :

**Commission, Charges and taxes**

Charge : GBP 50.00  
Commission :  
Tax :  
Block Status : Not Initiated

**Tracer Details**

Tracer Code :  
Required :  
Medium :  
Frequency :

**Preview Messages**

Language : ENG  
Preview Message : -

**Parties Details**

Applicant : MARKS AND SP...  
Issuing Bank : WELLS FARGO ...  
Beneficiary : GOODCARE PLC

**Compliance details**

KYC : Not Initiate...  
Sanctions : Not Initiate...  
AML : Not Initiate...

**Accounting Details**

Event :  
AccountNumber :  
Branch :

**Settlement Details**

Component : COLLAMT\_OSEQ  
Account Number : PK2001044001...  
Currency : GBP

**FX Linkage**

Reference Number :  
Linkage Amount :  
Contract Currency :

Audit

Reject Refer Hold Cancel Save & Close Back Submit

#### Tiles Displayed in Summary

- Main Details - User can view the application and LC details.
- Availability Shipment - User can view already captured availability and shipment details.
- Document Details: User can to view the details of documents and conditions.
- Payment Details: User can View all details related to payment.
- Additional Fields - User can view the additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Tracer Details - User can view the tracer details.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message “Value Date is different from Transaction Date for one or more Accounting entries.

- Settlement Details - User can view the settlement details.
- FX Linkage - User can view the FX linkage details.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-30 Summary - Action Buttons - Field Description**

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.

Table 2-30 (Cont.) Summary - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Request Clarification</b>	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-30 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Submit</b>	Task will get moved to next logical stage of Export LC Reopen. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents, system will terminate the process after handing off the details to back office.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

On submit of DE Stage, if Limits Earmark or Amount block fails, system should park the task in Limit Exception stage or Amount Block exception stage as required.

## 2.4 Exceptions

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

The Export LC Reopen request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

### Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage

Log in into OBTFPMCS application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of updated available fields with values.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

### Amount Block Exception

Export LC Reopen AmountBlock Exception Approval :: Application No:-  
PK2IELR000064448

DocumentsRemarksOverridesCustomer Instruction

Amount Block ExceptionSummary

Amount Block Exception

Amount Block Exception Details

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Cash Collateral	GBP	0	PK20010440017	PK2	GBP			
Charge	GBP	50	PK20010440017	PK2	GBP		Failed	

Audit

RejectReferHoldApproveNext

This section will display the amount block exception details.

### Summary

**Export LC Reopen AmountBlock Exception Approval :: Application No:- PK2IELR000064448**

Documents Remarks Overrides Customer Instruction

Screen(2/2)

**Summary**

**Main Details**

Form of LC : **IRREVOCABLE**  
 Submission Mode : **Desk**  
 Date of Issue : **2022-01-03**

**Availability Shipment**

Available With : **BANK**  
 Available By : **PAYMENT**  
 Port of Loading :  
 Port of Discharge :

**Document Details**

Document 1 : **AIRDOC**  
 Document 2 : **INSDOC**  
 Document 3 : **INVDOC**  
 Document 4 : **MARDOC**  
 Document 5 : **OTHERDOC**

**Payment Details**

Period of Present. :  
 Confirmation Instr. : **WITHOUT**

**Additional Fields**

Click here to view Additional fields

**Advices**

Advice 1 : **PAYMENT\_MESS...**

**Revolving Details**

Revolving : **N**  
 Revolving In :  
 Revolving Frequency :

**Limits and Collaterals**

Contribution Currency :  
 Amount to Earmark :  
 Limit Status : **Not Verified**  
 Collateral Currency : **GBP**  
 Collateral Contribution :  
 Collateral Status : **Not Verified**  
 Deposit Linkage Currency :  
 Deposit Linkage Amount :

**Commission, Charges and taxes**

Charge : **GBP 50.00**  
 Commission :  
 Tax :  
 Block Status : **Failed**

**Tracer Details**

Tracer Code : **CON\_TRACER**  
 Required : **No**  
 Medium :  
 Frequency :

**Preview Messages**

Language : **ENG**  
 Preview Message : -

**Parties Details**

Applicant : **PK2WALKIN1**  
 Issuing Bank : **CITIBANK**  
 Beneficiary : **GOODCARE PLC**

**Compliance details**

KYC : **Not Initiate...**  
 Sanctions : **Verified**  
 AML : **Verified**

**Accounting Details**

Event :  
 AccountNumber :  
 Branch :

**FX Linkage**

Reference Number :  
 Linkage Amount :  
 Contract Currency :

Audit

Reject Refer Hold Approve Back

#### Tiles Displayed in Summary:

- Main Details - User can view the details about application details and LC details.
- Availability Shipment - User can view already captured availability and shipment details.
- Document Details: User can to view the details of documents and conditions.
- Payment Details: User can View all details related to payment.
- Additional Fields - User can view the additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Tracer Details - User can view the tracer details.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries."

- FX Linkage - User can view the FX linkage details.
1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

**Table 2-31 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC reopening. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-31 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

**Exception - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

Export LC Reopen KYC Exceptional approval :: Application No:- PK2ELCR000064435

Documents Remarks Overrides Customer Instruction

KYC EXCEPTION APPRO Summary

KYC EXCEPTION APPROVAL Screen(1/2)

KYC Details

Party ID	KYC Status	KYC Verified On	KYC Verified Till
No data to display.			

Audit Reject Refer Hold Approve Next

1. Log in into OBTFPMCS application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.  
User can pick up a transaction and do the following actions:

**Approve**

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

**Summary**

Export LC Reopen KYC Exceptional approval :: Application No:- PK2ELCR000064435

Documents Remarks Overrides Customer Instruction

KYC EXCEPTION APPR... Summary Screen(2/2)

**Main Details**

Form of LC : **IRREVOCABLE**  
 Submission Mode : **Desk**  
 Date of Issue : **2022-04-20**

**Availability Shipment**

Available With : **fdidf**  
 Available By : **NEGOTIATION**  
 Port of Loading :  
 Port of Discharge :

**Document Details**

Document 1 : **AIRDOC**  
 Document 2 : **INSDOC**  
 Document 3 : **INVDOC**  
 Document 4 : **MARDOC**  
 Document 5 : **OTHERDOC**

**Payment Details**

Period of Present. :  
 Confirmation Instr. : **WITHOUT**

**Additional Fields**

Click here to view Additional :  
 fields

**Advices**

Advice 1 : **LC\_AMND\_INST...**

**Revolving Details**

Revolving : **N**  
 Revolving In :  
 Revolving Frequency :

**Limits and Collaterals**

Contribution Currency :  
 Amount to Earmark :  
 Limit Status : **Not Verified**  
 Collateral Currency : **GBP**  
 Collateral Contribution :  
 Collateral Status : **Not Verified**  
 Deposit Linkage Currency :  
 Deposit Linkage Amount :

**Commission, Charges and taxes**

Charge : **GBP 50.00**  
 Commission :  
 Tax :  
 Block Status : **Not Initiated**

**Tracer Details**

Tracer Code :  
 Required :  
 Medium :  
 Frequency :

**Preview Messages**

Language : **ENG**  
 Preview Message : **-**

**Parties Details**

Issuing Bank : **WELLS FARGO ...**  
 Beneficiary : **GOODCARE PLC**  
 Applicant : **MARKS AND SP...**

**Compliance details**

KYC : **Not Initiate...**  
 Sanctions : **Not Initiate...**  
 AML : **Not Initiate...**

**Accounting Details**

Event :  
 AccountNumber :  
 Branch :

**FX Linkage**

Reference Number :  
 Linkage Amount :  
 Contract Currency :

Audit

Reject Refer Hold Approve Back

#### Tiles Displayed in Summary:

- Main Details - User can view the details about application details and LC details.
- Availability Shipment - User can view already captured availability and shipment details.
- Document Details: User can to view the details of documents and conditions.
- Payment Details: User can View all details related to payment.
- Additional Fields - User can view the additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Tracer Details - User can view the tracer details.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries."

- FX Linkage - User can view the FX linkage details.

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

**Table 2-32 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the LC reopening. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-32 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

**Exception - Limit Check/Credit**

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

1. Log in into OBTFPMCS application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue.
2. Click **My Task**. The summary tiles displays summary of important fields with values.

Limit check Exception approver can do the following actions:

**Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

**Refer**

- Refer back to DE providing alternate limit id to map

- Refer additional collateral to be mapped

### Reject

The transaction due to non-availability of limits capturing reject reason.

### Limit/Credit Check

This section will display the amount block exception details.

### Summary

Tiles Displayed in Summary:

- Main Details - User can view the details about application details and Collection details.
- Closure/Return Details - User can view return details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details
- Commission, Charges and Taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

#### Note:

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries."

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

**Table 2-33 Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>

Table 2-33 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Remarks	Specify any additional information regarding the LC reopening. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFCMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
Hold	The details provided will be saved and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

1. Click **Approve**. The task will move to next logical stage.

## 2.5 Multi Level Approval

This topic helps you quickly get acquainted with the Multi Level Approval process.

This stage allows the approver user to review and approve the Export LC Reopen request. The Approval summary screen displays the summary tiles. The tiles displays a list of important fields with values. User must be able to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

1. Log in into OBTFPMCS application and acquire the task available in the approval stage in free task queue. The user can view the Summary tiles which displays list of important fields with values.
2. Click each tile to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

 **Note:**

The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

### Authorization Re-Key (Non-Online Channel)

For non-online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.


Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:


- Currency
- Contract Amount


Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.

**Figure 2-20 Authorization Re-Key**

## Approval Rekey

 View Signature

 Documents

 Remarks

Currency

GBP

✓

Contract Amount

GBP

✓

£20,000.00

Refer

Close

Proceed

### Approval Summary

**Export LC Reopen Approval Task Level 1 :: Application No:- PK2ELCR000064435**

Documents Remarks Overrides Customer Instruction

<b>Main Details</b> Form of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date of Issue : <b>2022-04-20</b>	<b>Availability Shipment</b> Available With : <b>fdfdf</b> Available By : <b>NEGOTIATION</b> Port of Loading : Port of Discharge :	<b>Document Details</b> Document 1 : <b>AIRDOC</b> Document 2 : <b>INSDOC</b> Document 3 : <b>INVDIC</b> Document 4 : <b>MARDOC</b> Document 5 : <b>OTHERDOC</b>
<b>Payment Details</b> Period of Present. : Confirmation Instr. : <b>WITHOUT</b>	<b>Additional Fields</b> Click here to view Additional : fields	<b>Advices</b> Advice 1 : <b>LC_AMND_INST...</b>
<b>Revolving Details</b> Revolving : <b>N</b> Revolving In : Revolving Frequency :	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : <b>GBP</b> Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : <b>GBP 50.00</b> Commission : Tax : Block Status : <b>Not Initiated</b>
<b>Tracer Details</b> Tracer Code : Required : Medium : Frequency :	<b>Preview Messages</b> Language : <b>ENG</b> Preview Message : -	<b>Parties Details</b> Applicant : <b>MARKS AND SP...</b> Beneficiary : <b>GOODCARE PLC</b> Issuing Bank : <b>WELLS FARGO ...</b>
<b>Compliance details</b> KYC : <b>Not Initiate...</b> Sanctions : <b>Verified</b> AML : <b>Verified</b>	<b>Accounting Details</b> Event : AccountNumber : Branch :	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :

Audit Reject Hold Refer Cancel Approve

#### Tiles Displayed in Summary:

- Main Details - User can view the application and LC details.
- Availability Shipment - User can view already captured availability and shipment details.
- Documents Details: User can to view the details of documents and conditions.
- Payment Details: User can View all details related to payment.
- Additional Fields - User can view the details of additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.

- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Tracer Details - User can view the tracer details.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries."

- Settlement Details - User can view the settlement details.
- FX Linkage - User can view the FX linkage details.

**Table 2-34 Multi Level Approval Details - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-34 (Cont.) Multi Level Approval Details - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Cancel</b>	Cancel the Approval stage.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

## 2.6 Customer - Acknowledgement

This topic helps you quickly get acquainted with the Customer Acknowledgement process.

Customer Acknowledgment is generated every time a new Export LC Reopen is requested from the customer. The acknowledgment letter format is as follows.

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your LC Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Reopen of Export LC with the below details: CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REFERENCE NUMBER>

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

We have registered your request. Please quote our reference < PROCESS REF NUMBER> in any future correspondence.

This acknowledgement does not constitute Reopen of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

- [Customer - Reject Format](#)  
This topic helps you quickly get acquainted with the Customer - Reject format.

## 2.6.1 Customer - Reject Format

This topic helps you quickly get acquainted with the Customer - Reject format.

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows.

FROM:

<BANK NAME>>

<BANK ADDRESS

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Export LC Reopen Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Import LC Reopen application request dated <Application Date -DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to reopen the required LC.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to reopen the LC due to the below reason

1. < Reject Reason >
2. < Reject Reason >
3. < Reject Reason >

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

Authorized Signatory

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