# Oracle Banking Trade Finance Process Management Cloud Service Guarante of SRI C. Advice Internal Amendment

Guarantee/SBLC Advice Internal Amendment User Guide





Oracle Banking Trade Finance Process Management Cloud Service Guarantee/SBLC Advice Internal Amendment User Guide, Release 14.8.0.0.0

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# Contents

Purpose	i
Audience	i
Documentation Accessibility	i
Critical Patches	,
Structure	,
Diversity and Inclusion	
Conventions	,
Related Documents	V
Screenshot Disclaimer	\
Acronyms and Abbreviations	\
Basic Actions	\
Symbols and Icons	V
Oracle Banking Trade Finance Process Mana	agement Cloud Service
	agement Cloud Service
Guarantee Advise Internal Amendment	
Oracle Banking Trade Finance Process Mana Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage	2-
Guarantee Advise Internal Amendment  2.1 Registration	2-: 2-
Guarantee Advise Internal Amendment  2.1 Registration  2.1.1 Document Linkage	2 2 2-1
Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage  2.2 Data Enrichment	2 2 2-1: 2-1:
Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage  2.2 Data Enrichment 2.2.1 Main Details	2 2 2-1: 2-1: 2-2:
Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage  2.2 Data Enrichment 2.2.1 Main Details 2.2.2 Additional Fields	2 2 2-1: 2-1: 2-2: 2-2:
Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage  2.2 Data Enrichment 2.2.1 Main Details 2.2.2 Additional Fields 2.2.3 Advices	2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-
Guarantee Advise Internal Amendment  2.1 Registration 2.1.1 Document Linkage  2.2 Data Enrichment 2.2.1 Main Details 2.2.2 Additional Fields 2.2.3 Advices 2.2.4 Additional Details	2-1 2-1 2-1; 2-2; 2-2; 2-2; 2-4; 2-4;



Index

1

# **Preface**

- Purpose
- Audience

This document is intended for the following audience:

- Documentation Accessibility
- Critical Patches
- Structure

This manual is organized into the following chapters:

- Diversity and Inclusion
- 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 **Guarantee Advise Internal Amendment** 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



## Access to Oracle Support

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

## **Critical Patches**

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

## Structure

This manual is organized into the following chapters:

- Preface: Preface gives information on the intended audience, structure, and related documents for this User Manual.
- Chapters: The subsequent chapters provide an overview to the module.
- Screen Shot Disclaimer The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; information used in the interface or documents are dummy, it does not exist in real world, and its only for reference purpose.

# **Diversity and Inclusion**

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

## Conventions

The following text conventions are used in this document:

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



# **Related Documents**

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

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

# Screenshot Disclaimer

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

# Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

Abbreviation	Description
ОВТГРМ	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
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <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.
	Refer Codes are:
	R1- Documents missing
	<ul><li>R2- Signature Missing</li><li>R3- Input Error</li></ul>
	<ul><li>R4- Insufficient Balance/Limits</li><li>R5 - Others</li></ul>
Hold	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.
Cancel	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
Save & Close	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.
Next	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.
Submit	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

	1 .
Symbol/Icon	Function
J L	Minimize
7 F	
	Maximize
LJ	
×	Close
Q	Perform Search
•	Open a list
$\leftrightarrow$	Date Range
Ŧ	Add a new record
K	Navigate to the first record
X	Navigate to the last record
•	Navigate to the previous record
•	Navigate to the next record
88	Grid view
<b>=</b>	List view
G	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
	Calendar
Û	Alerts



Table 3 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
6	Unlock Option
₽	View Option
<b>₩</b>	Reopen Option

Table 4 Symbols and Icons - Widget

Symbol/Icon	Function
<b>G</b>	Open status
	Unauthorized status
Ľ <sub>×</sub>	Rejected status
<b>6</b>	Closed status
D	Authorized status
	Modification Number



1

# 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

**Benefits** 

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).

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.



## Guarantee Advise Internal Amendment

Guarantee Advice Internal Amendment allows the user to change the Limit/ Cash collateral details or to capture the MT 768 acknowledgment details received from Advise through bank.

Limits and Cash Collateral change are usually done when the Advising Bank or Advise through bank has confirmed the SBLC and in such cases the Limits/ Cash Collateral maintained by Issuing Bank is changed.

Following data can be changed during Internal Amendment

- Line ID
- CASA account for Cash Collateral
- Charges Simulated on account of this task
- Suppress of Advices generated on account of this task

Data received on account of Incoming MT 768 need to be captured as received.

This topic contains following subtopics:

Registration

This topic provides the systematic instructions to initiate the Registration stage of Guarantee Advise Internal Amendment request.

Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Guarantee Advise Internal Amendment** request.

Multi Level Approval

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

# 2.1 Registration

This topic provides the systematic instructions to initiate the Registration stage of Guarantee Advise Internal Amendment request.

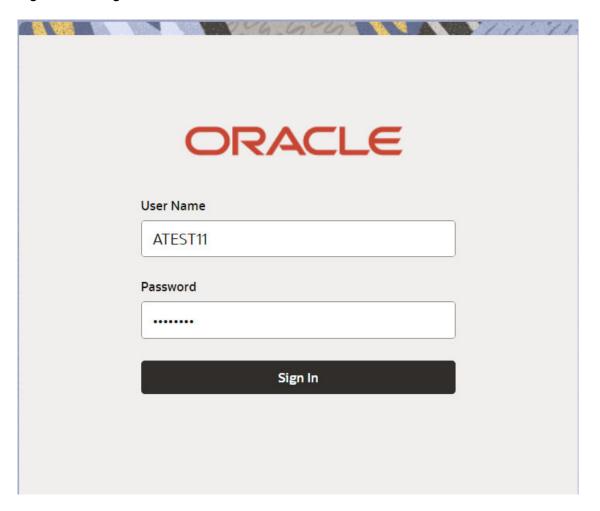
As a Registration user, you can register an internal amendment to a Guaranteed/SBLC Advised request, also can upload relevant documents and verify checklist items. If the request is received by mail/Courier, you can update the request.

The OBTFPMCS user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPMCS verifies the field 21 and 26E ( of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

The OBTFPMCS user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

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

Figure 2-1 LogIn Screen



- 1. On Home screen, click Trade Finance. Under Trade Finance, click Bank Guarantee Advise.
- 2. Under Bank Guarantee Advise, click Guarantee Advise Internal Amendment.



Menu Item Search... Q

V Bank Guarantee Advise
Guarantee Advise Amendment
Guarantee Advise Annendment
Guarantee Advise Consure
Guarantee Advise Consure
Guarantee Advise Consure
Guarantee Advise Consure
Guarantee Advise Colsure
Guarantee SBLC Advised-Claim
Settlement
Guarantee SBLC Advised-Claim
Update
Update
Lodge Claim - Guarantee Advised

I ligh Priority Task

I ligh Pr

Figure 2-2 Guarantee Advise Internal Amendment

The Guarantee Advise Internal Amendment screen appears.

The Guarantee Advise Internal Amendment - Registration stage has two sections Application Details and Guarantee Details. Let's look at the details of Registration screens below:

In case of STP of incoming SWIFT MT 768, a task should be directly created in Data Enrichment Stage after the required business validations and Registration stage is not applicable.

**Guarantee Advise Internal Amendment** Signatures Documents Remarks Customer Instruction Common Group Messages 7 L X ✓ Application Details Advising Bank Reference Number GOODCARE [3 GUAD221100018020 001044 PK2-Oracle Banking Trade Fina 🔻 Select Submission Mode Process Reference Number Issuing Bank Reference PK2GTAI000064910 001041 WELLS FAR 1122 April 20, 2022 Ħ View Guarantee/SBLC Events ✓ Guarantee Details 22D - Form of Undertaking 20 - Undertaking Number Product Code DGAR - Guarantee 32B - Undertaking Amount Amount In Local Currency 22K - Type of Undertaking User Reference Number GBP + GBP \* £100.00 £100.00 BILL - Bill of lading GUAD221100018020 22A - Purpose of Message 23X - File Identification 23X - Narrative 40C - Applicable Rules ADVI - Advice of issued undert 💌 URDG - Uniform rules for dema 59A - Beneficiary Name Co 001043 MARKS ANI 001044 GOODCARE [3 FIXD December 28, 2022 35G -Expiry Condition/ Event 51- Obligor/ Instructing Party Auto Close Closure Date 001185 RBS PLC D Hold Cancel Save & Close Submit

Figure 2-3 Guarantee Advise Internal Amendment - Registration - Application Details

 On Guarantee Advise Internal Amendment - Registration - Application Details screen, specify the fields.



Note:

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

Table 2-1 Guarantee Advise Internal Amendment - Registration - Application Details

Field	Description
Advising Bank Reference Number	Specify the advising bank reference number.
	Alternatively, click <b>Search</b> to search and select the advising bank reference number from the look-up.
	As part of search criteria; user can input the Advising Bank Ref, Beneficiary, Currency, Amount and User Reference Number.
Beneficiary	Read only field. Beneficiary name is auto-populated from Guarantee /SBLC Advise.
Branch	Read only field.
	Branch name will be auto-populated from Guarantee /SBLC Advise details.
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.  User can change the priority populated any time before submit of Registration stage.
Submission Mode	System defaults the submission mode of Guarantee Advise Internal Amendment request.
	By default the submission mode will have the value as 'Desk'.
	Desk - Request received through Desk
	Courier - Request received through Courier
	User can change the sunmission mode.
Process Reference	Read only field.
Number	Unique OBTFPMCS task reference number for the transaction.
	This is auto generated by the system based on process name and branch code.
Issuer	Read only field.
	System defaults the Issuing Bank as per the Guarantee Advice details.

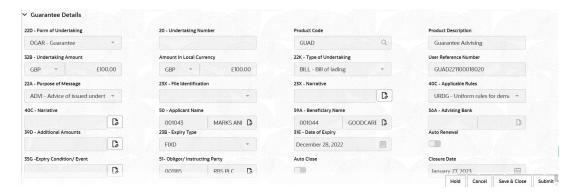


Table 2-1 (Cont.) Guarantee Advise Internal Amendment - Registration - Application Details

Field	Description
Issuing Bank Reference	Read only field.  System defaults the Issuing Bank reference from Guarantee Advice details.
Amendment Date	By default, the application will display branch's current date.

#### **Guarantee Details**

Registration user can view the latest LC values defaulted in the respective fields in the Guarantee Details in this section.



 On Guarantee Advise Internal Amendment - Registration - Guarantee Details screen, specify the fields.



The fields which are marked in asterisk are mandatory.

Table 2-2 Guarantee Advise Internal Amendment - Registration - SBLC/Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field.
	Form of Undertaking defaults from Guarantee Advice details.
Undertaking Number	Read only field.
	Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field. Product code defaults from Guarantee/ Standby Advise details.



Table 2-2 (Cont.) Guarantee Advise Internal Amendment - Registration - SBLC/ Guarantee Details - Field Description

Field	Description
Product Description	Read only field.
	This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.
Undertaking Amount	Read only field.
	System defaults the outstanding value available from Guarantee Advise details.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Type of Undertaking	Read only field.
	System defaults the type of undertaking value available from Guarantee Advise details.
User Reference Number	Read only field.
	System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System defaults the purpose of message from Guarantee/ Standby Advise.
File Identification	Read only field. The type of delivery channel and its associated file name or reference.
	System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicable Rules	Read only field.  This field displays the rules of the Guarantee/ Standby Advise.  System defaults the value from Guarantee Advise details.
Narrative	Read only field.
	System defaults the value from Guarantee Advise details.
Applicant Name	Read only field.  This field displays the details of the applicant from Guarantee Advise details.
Beneficiary Name	Read only field. System defaults the beneficiary from Guarantee/ SBLC Advise details.
Advising Bank	Read only field.
	System defaults the details of the advising bank from Guarantee/ SBLC Advise.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.



Table 2-2 (Cont.) Guarantee Advise Internal Amendment - Registration - SBLC/ Guarantee Details - Field Description

Field	Description
Expiry Type	Read only field. Indicates the validity of the guarantee. System defaults the expiry type from Guarantee/ SBLC Advise.
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.
Auto Renewal	Enable the option for auto renewal.  This field is enabled if <b>Applicable Rules</b> is 'URDG - Uniform rules for demand guarantees' and <b>Expiry Type</b> is 'OPEN'.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available. System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions.  Toggle Off: Displays that auto close is not required for that transactions.
	The user can enable or disbale the option.
Closure Date	System default the "Closure Date" value, if any, from the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same.
	If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the "Auto Close" toggle as "Yes".
	User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

#### 5. Click Submit.

The task will move to next logical stage of **Guarantee Advise Internal Amendment**. For more information on action buttons, refer to the field description table below.

Table 2-3 Guarantee Advise Internal Amendment - Registration - Action Buttons - Field Description

Field	Description
Signatures	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 available, system should display all the signatures.
Documents	Upload the documents received. Application displays mandatory documents to be uploaded for Guarantee Advise.Place holders are also available to upload additional documents submitted by the applicant



Table 2-3 (Cont.) Guarantee Advise Internal Amendment - Registration - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the Guarantee Advise Internal amendment. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following:  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.
View Guarantee/SBLC	Click View Guarantee/SBLC button to view the snapshot of latest Guarantee Advise Internal Amendment details.
Guarantee/SBLC Events	Click Guarantee/SBLC Events button to view the snapshot of various events under the Guarantee Advise Internal Amendment.
Hold	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.
Cancel	Cancels the Guarantee Advise Internal amendment task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee Advise Internal Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	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.

#### Document Linkage

This topic provides the systematic instructions to initiate the document linkage.

## 2.1.1 Document Linkage

This topic provides the systematic instructions to initiate the document linkage.

In Oracle Banking Trade Finance Process Management Cloud Service, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/ queried in the Process flow stage screens to link with the task by using the Document ID.

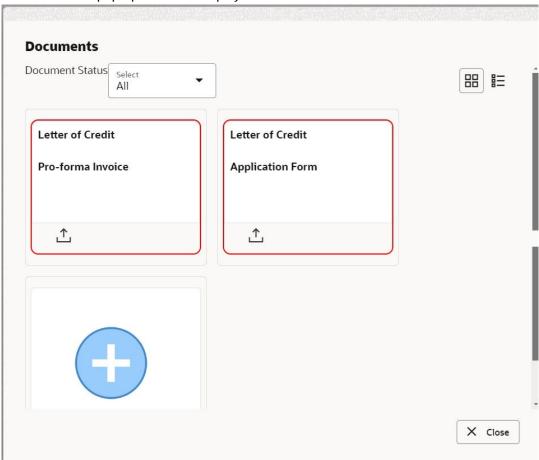


System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

Specify User ID and Password, and navigate to Registration screen.

1. On the header of **Registration** screen, click, **Documents**.

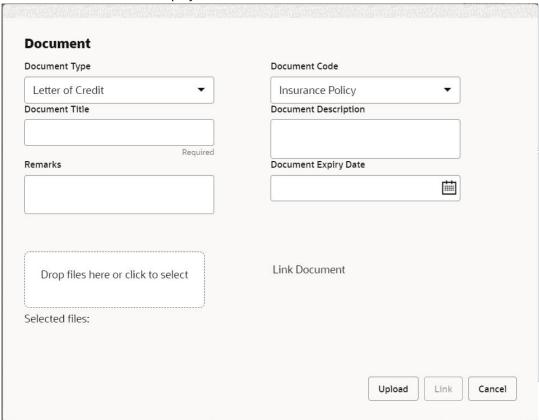
The **Document** pop-up screen is displayed.



2. Click the Add Additional Documents button/ link.



The **Document** screen is displayed.



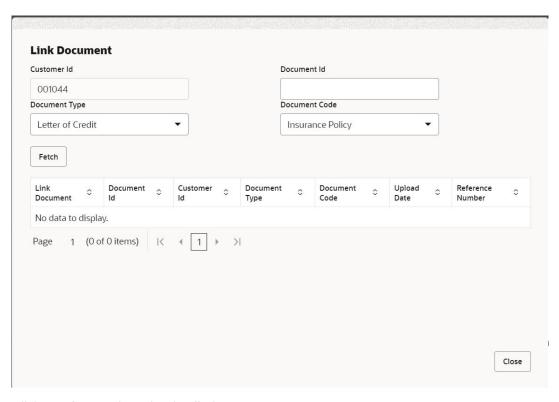
Field	Description
Document Type	Select the document type from list. Indicates the document type from metadata.
Document Code	Select the document Code from list. Indicates the document Code from metadata.
Document Title	Specify the document title.
<b>Document Description</b>	Specify the document description.
Remarks	Specify the remarks.
Document Expiry Date	Select the document expiry date.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.

3. Select the document to be uploaded or linked and click the **Link Document** link.

The link **Document** pop up screen is displayed.

The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.



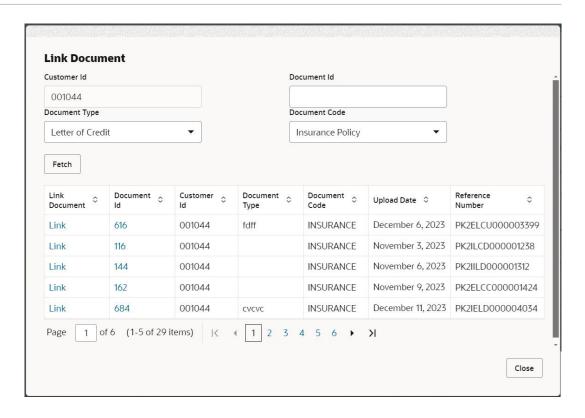


4. Click **Fetch** to retrieve the details from DMS.

System displays all the documents available for the given **Document Type** and **Document Code** for the customer.

Field	Description
Customer ID	This field displays the transaction Customer ID.
Document ID	Specify the document ID.
Document Type	Select the document type from list.
Document Code	Select the document Code from list.
Search Result	
Document ID	This field displays the document ID from metadata.
Customer ID	This field displays the transaction customer ID.
Document Type	This field displays the document type from metadata.
Document Code	This field displays the document code from metadata.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.
Upload Date	The field displays the upload date of the document.
Reference Number	The field displays the reference number of the document.

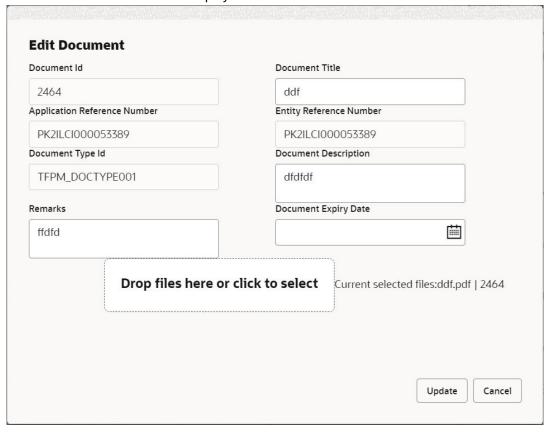
5. Click **Link** to link the particular document required for the current transaction.



Post linking the document, the user can View, Edit and Download the document.

Click Edit icon to edit the documents.

The **Edit Document** screen is displayed.





# 2.2 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Guarantee Advise Internal Amendment** request.

At this stage the user can register a request for Internal Amendment of Guarantee/SBLC Advised.

As part of Data Enrichment, user can update the details already captured in Registration stage. If details are not captured in DE stage, user can input the details.

If the request is received by mail/Courier, the user can update the request. The request will have the details entered during the Registration stage.

If the request is received by SWIFT, then the Internal Amendment task needs to be auto created and available for the user in the Dara Enrichment stage to handle.



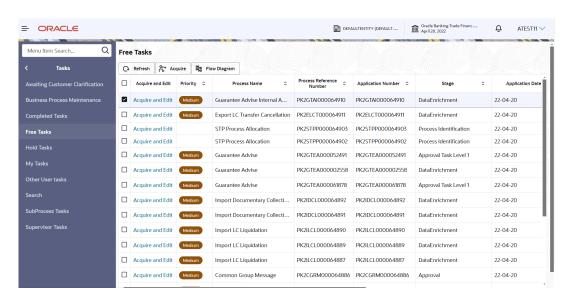
For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

Do the following steps to acquire a task which completed the registration and currently at Data enrichment stage.

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

- On Home screen, click, Tasks.
- Under Task, click Free Tasks.

Figure 2-4 Free Tasks

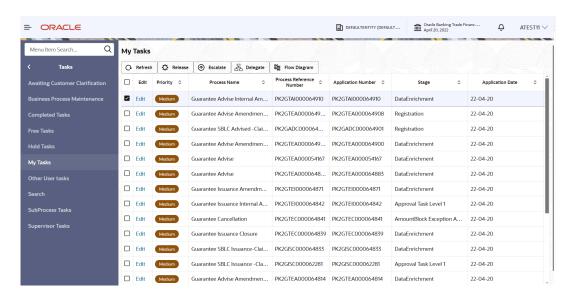


The Free Tasks screen displays.



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

Figure 2-5 My Tasks



Let's look at the details for Data Enrichment stage. User can enter/update the fields in Data Enrichment stage. Some of the fields that are already having value from Registration/ online channels may not be editable.

The Data Enrichment stage has the following hops for data capture:

#### Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Internal Amendment 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 of Guarantee Advise Internal Amendment process.

#### Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment process.

#### Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Internal Amendment request.

#### Summary

This topic provides the systematic instructions to view the summary of Guarantee Advise Internal Amendment request.



### 2.2.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Internal Amendment request.

Main details section has two sub section as follows:

- Application Details
- · Guarantee Details.

#### **Application Details**

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

Figure 2-6 Data Enrichment - Main Details

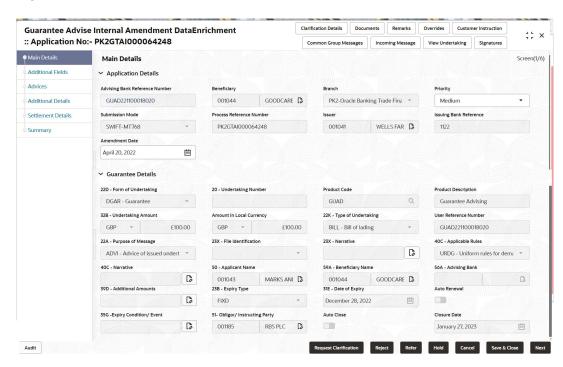


Table 2-4 Guarantee Advise Internal Amendment - Registration - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Read only field.  This field displays the advising bank reference number, as selected in Registration stage.
Beneficiary	Read only field.  Name of the customer or applicant will be auto populated from Guarantee /SBLC Advise.



Table 2-4 (Cont.) Guarantee Advise Internal Amendment - Registration - Application Details - Field Description

Field	Description
	Description
Branch	Read only field.
	Customer's home branch will be defaulted from Guarantee / SBLC Advise.
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Essential/ Critical /Low /Medium /High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Read only field.
	This field displays the submission mode of Guarantee Advise Internal Amendment request.
	By default the submission mode will have the value as 'Desk'.
	<ul> <li>Desk - Request received through Desk</li> <li>Courier - Request received through Courier</li> </ul>
Process Reference	Read only field.
Number	Unique OBTFPM task reference number for the transaction.
	This is auto generated by the system based on process name and branch code.
Issuer	Read only field.
	System defaults the Issuing Bank as per the Guarantee Advice details.
Issuing Bank Reference	Read only field.
	System defaults the Issuing Bank reference from Guarantee Advice details.

#### **Undertaking Details**

The fields listed under this section are same as the fields listed under the **Guarantee Details** section in Registration stage.

Figure 2-7 Guarantee Details

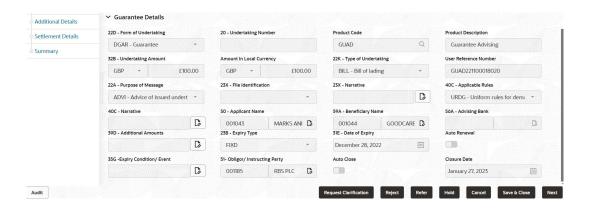


Table 2-5 Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field.
	This field displays the value for form of undertaking from Guarantee/ Standby Advise.
Undertaking Number	Read only field.
	Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field.
	This field displays the product code defaulted from Guarantee/ Standby Advise.
Product Description	Read only field.
	This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.
Undertaking Amount	Read only field.
	System defaults undertaking amount from Guarantee/ Standby Advise.
Amount In Local Currency	Read only field.
	This field displays the Local currency and amount value. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Type of Undertaking	Read only field.
	System defaults the type of undertaking value available from Guarantee Advise details.



Table 2-5 (Cont.) Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

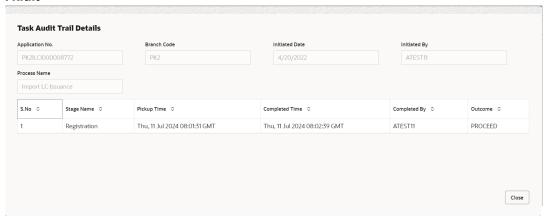
Field	Description
User Reference Number	Read only field.
	System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System dafaults the purpose of message from Guarantee/ Standby Advise. The values are: ISSU - Issue of Undertaking: ICCO - Issuance of counter-counter-undertaking: ISCO - Issuance of counter undertaking:
File Identification	Read only field. The type of delivery channel and its associated file name or reference. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicable Rules	Read only field. System defaults the value from Guarantee Advise details. The value can be:  URDG - Uniform rules for demand guarantees  UCPR - Uniform customs and Practices  ISPR - International standby Practices  NONE - Not subject to any rules  OTHR
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicant Name	Read only field.  This field displays the details of the applicant of the selected SBLC/Guarantee Number in <b>Registration</b> stage.
Beneficiary Name	Read only field. This field displays the beneficiary details of the selected Guarantee/ Standby Advise.
Advising Bank	Read only field.
	This field displays the details of the advising bank.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.
Expiry Type	Read only field. System dafaults the expiry type from guarantee Advise. This field indicates whether undertaking has specified expiry date or is open-ended.
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.



Table 2-5 (Cont.) Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

Field	Description
Auto Renewal	Enable the option for auto renewal.  This field is enabled if Applicable Rules is URDG - Uniform rules for demand guarantees and Expiry Type is OPEN.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available.
	System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions.  Toggle Off: Displays that auto close is not required for that transactions.
Closure Date	Read only field. This field displays the "Closure Date" defaulted by the system from the previous version of the contract.
	If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same.
	If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the "Auto Close" toggle as "Yes".
	User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

#### **Audit**



This button provides information about user initiated the transaction, initiated date, stage wise detail etc.

Table 2-6 Audit - Field Description

Field	Description
Application No.	This field displays the appliation number of the process.
Branch Code	This field displays the branch code.
Initiated Date	This field displays the date on which process is initiated.



Table 2-6 (Cont.) Audit - Field Description

Field	Description
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.
S. No	This field displays the serial number of the audit record.
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

#### 2. Click Next.

The task will move to next data segment.

Table 2-7 Main 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 Guarantee Advise internal amendment. 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  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.



Table 2-7 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798
	message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	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 available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  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.  Refer Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
Hold	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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.



Table 2-7 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
Next	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.

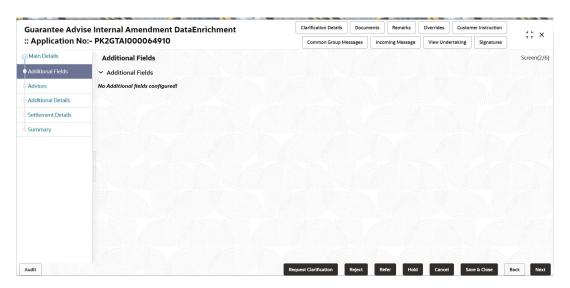
## 2.2.2 Additional Fields

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

This section displays the additional fields based on the User defined fields maintained in the system.

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

Figure 2-8 Additional Fields



#### Click Next.

The task will move to next data segment.

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

Table 2-8 Additional Fields - Action Buttons - Field Description

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



Table 2-8 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
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 guarantee issuance internal amendment. 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	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – 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>Transaction Level Instructions – 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>
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	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 available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.



Table 2-8 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <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.
	Refer Codes are:
	<ul> <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. 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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Next	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.

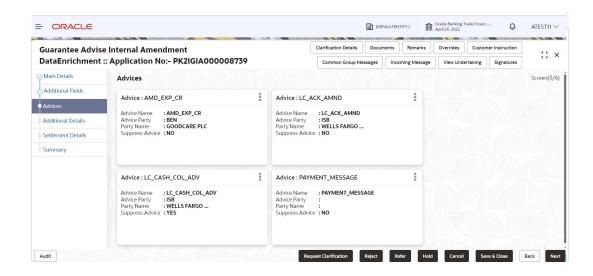
# 2.2.3 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee Advise Internal Amendment process.

This section defaults the advices maintained for the product based on the advices maintained at the Product level.

1. On **Advices** screen, click the 3 dots on any advice tile to view the advice details.

Figure 2-9 Advices



#### **Advice Details**

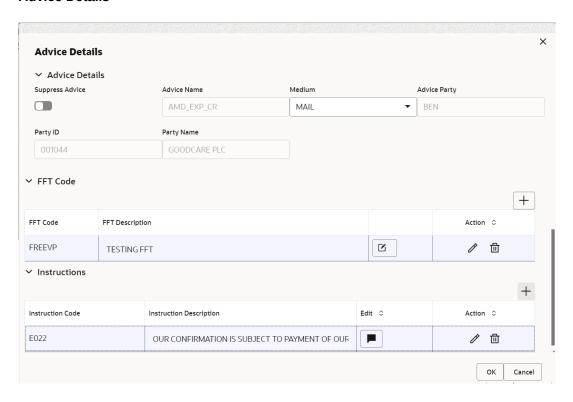


Table 2-9 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Select the advice name.
Medium	The medium of advices is defaulted from the system.



Table 2-9 (Cont.) Advice Details

Field	Description
Advice Party	The medium of advices is defaulted from the system.
	User can update, if required.
Party ID	Value be defaulted from Guarantee Advise.
	User can update, if required.
Party Name	Read only field.
	Value be defaulted from Guarantee Advise.
Free Format Text	Specify the free format text details.
+	Click plus icon to add new FFT code.
FTT Code	Click <b>Search</b> to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code.
	Click edit icon to edit the existing FFT code.
Instruction Details	Specify the Instruction Details details.
+	Click plus icon to add new instruction code.
Instruction Code	Click <b>Search</b> to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the selected Instruction code.
	Click edit icon to edit the existing instruction description.
Action	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.



Table 2-10 Advices - 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 guarantee advise internal amendment. 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  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.
	In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	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 available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.



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

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <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.
	Refer Codes are:
	R1- Documents missing
	<ul><li>R2- Signature Missing</li><li>R3- Input Error</li></ul>
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Next	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.

# 2.2.4 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment process.

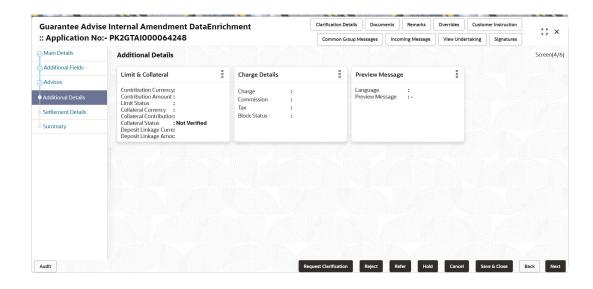
In the Additional details section, user can enter, update and verify the additional details Data Segment of Internal Amendment of Guarantee/ SBLC Issued request.

User can change the values in 'Limits and Collateral' section and 'Charges Details' section. Change to existing Line or cash collateral is applicable when the advising bank has also confirmed the SBLC and changes the details Issuing bank Line/ Cash Collateral.

 On Additional Details screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-10 Additional Details





### **Limits and Collaterals**

In this section user can to attach more than one line.

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 (OBTFPMCS) 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.

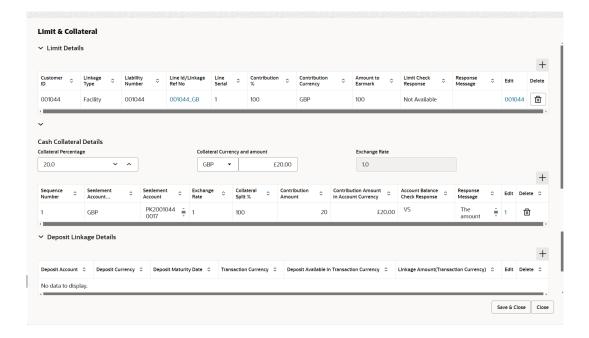




Figure 2-11 Limit Details

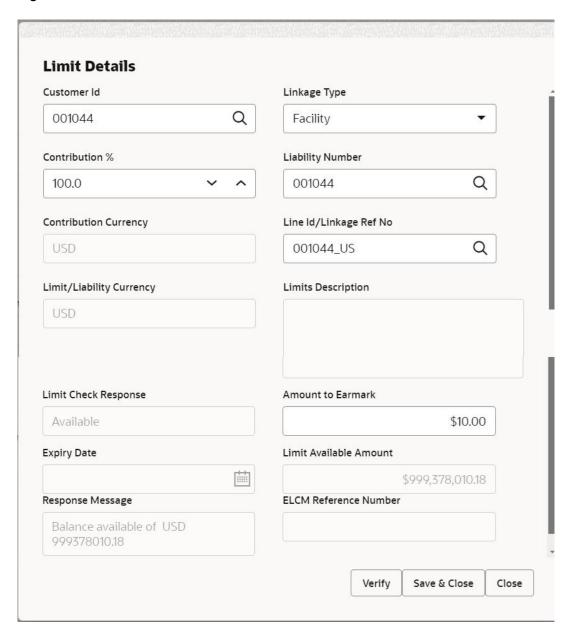


Table 2-11 Limit Details - Field Description

Field	Description
Limit Details	Specify the limit details.  Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.



Table 2-11 (Cont.) Limit Details - Field Description

Field	Description
Linkage Type	Select the linkage type. Linkage type can be: Facility Liability By default Linkage Type is "Facility".
Contribution %	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. 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.
Liability Number	Click Search to search and select the Liability Number from the look- up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. The LC currency will be defaulted in this field.
Line ID/ Linkage Ref No	Click Search to search and select from the various lines available and mapped under the customer id gets listed in the drop down.  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.  Note:  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.
Limit/ Liability Currency	This field is disabled and read only, if <b>Linkage Type</b> is <b>Liability</b> .  This field displays the limit currency.  Limit Currency will be defaulted in this field, when you select the
Limits Description	Read only field. This field displays the limits description.
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.  The value in this field appears, if you click the Verify button.
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.



Table 2-11 (Cont.) Limit Details - Field Description

Field	Description
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.
	The value in this field appears, if you click the Verify button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details - Grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Read only field. Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the edit link to edit the limit details.



Figure 2-12 Collateral Details

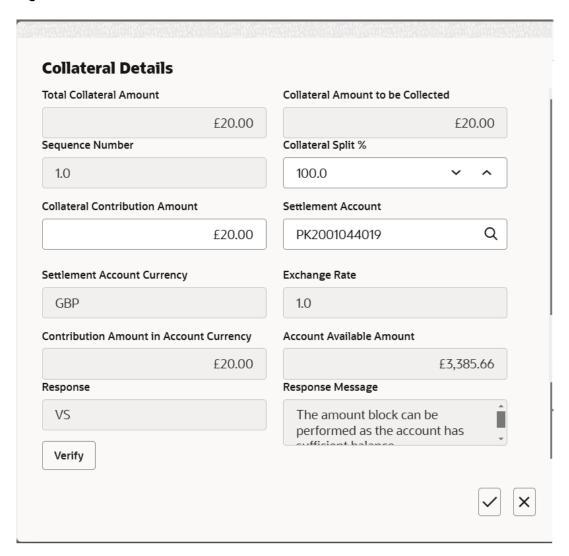


Table 2-12 Cash Collateral Details - Field Description

Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Cash Collateral Details pop-up screen	Below fields are displayed on the <b>Cash Collateral Details</b> pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.

Table 2-12 (Cont.) Cash Collateral Details - Field Description

Field	Description
Collateral Amount to be	Read only field.
Collected	This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. 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.
Settlement Account	Click <b>Search</b> to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency and will be auto-populated based on the Settlement Account selection.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
Response	Read only field. System populates the response on clicking the <b>Verify</b> button.
Response Message	Read only field. System populates the response message on clicking the <b>Verify</b> button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details - Grid	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
Collateral %	Specify 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.
L	<del>-</del>



Table 2-12 (Cont.) Cash Collateral Details - Field Description

Field	Description
Contribution Amount	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.
Account Balance Check Response	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.

Figure 2-13 Deposit Linkage Details

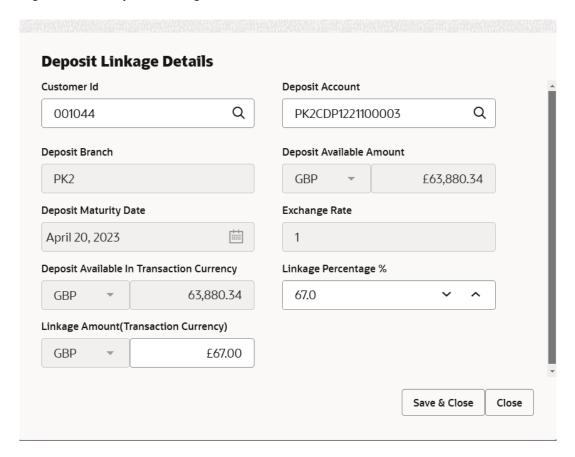


Table 2-13 Deposit Linkage Details

Field	Description
	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.



Table 2-13 (Cont.) Deposit Linkage Details

Field	Description
Deposit Account	Click <b>Search</b> to search and select deposit for linkage from the look- up. All the Deposits of the customer should be listed in the look-up search.
	User should be able to select the deposit for linkage.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account selection.
Exchange Rate	This field displays the latest exchange rate for deposit linkage.  This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	System to default the transaction amount user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details - grid	Below fields appear in the <b>Deposit Details</b> grid along with the above fields.
Deposit Currency	The currency will get defaulted in this field.
Transaction Currency	The currency will get defaulted in this field from the underlying task.
Edit	Click edit link to edit the deposit linkage details.

2. Click Save and Close to save the details and close the screen.

### **Charge Details**

This section displays charge details. On landing the additional tab, charges and tax if any will get defaulted from Back end simulation. 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.

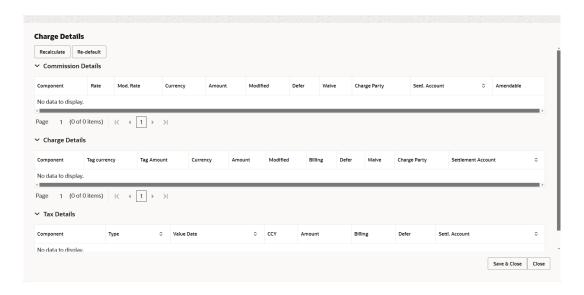




Table 2-14 Charge Details - Field Description

Field	Description
Commission Details	Specify the commission details.
	All charges, commission and margin are collected from the counterparty by default.
Component	This field displays the commission component.
Rate	This field 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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field 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.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.
Waive	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.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Account	Select the settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Specify the charge details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.



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

Field	Description
Modified	From the default value, if the rate is changed or the amount is
Modified	changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  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 OBTFPMCS.  The user can not enable/disable the option, if it is de-selected by
	default.  This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.  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 OBTFPMCS.
	The user can enable/disable the option the check box. On deselection the user has to click on 'Recalculate' charges button for resimulation.
Waive	Enble the toggle, if charges has to be waived.  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.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Select the settlement account.
Tax Details	Specify 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.
Component	This field displays the tax component.
Туре	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ссу	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled.  The user can enable/disable the option the check box. On deselection the user has to click on 'Recalculate' charges button for resimulation.



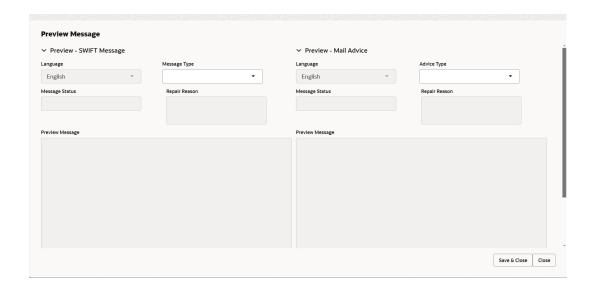
Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Settl. Account	System defaults the settlement account. The user can modify the settlement account.

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

#### **Preview Mesage**

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office. The preview message simulated from the back office and the user can view the message.



**Table 2-15 Preview Message - Field Description** 

Field	Description
Preview SWIFT Message	Displays the preview of SWIFT Messages.
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
Message Type	Select the message type from the drop-down.
Message Status	Read only field. Displays the message status of the draft message.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of the draft message.  Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.
Preview Mail Device	Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.



Table 2-15 (Cont.) Preview Message - Field Description

Field	Description
Language	Read only field.
	The language for the advice message.
	English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. Displays the message status of the mail advice.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of advice.

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

The task will move to next data segment.

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

Table 2-16 Additional 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 guarantee Advise internal amendment. 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 Instructions	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.



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

Field	Description
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. Click to allow parsing of MT 760 along with MT761(up to 7) messages together to create a Guarantee Advise.  In case of MT798, the User can click and view the MT798 message(784,760/761).  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the processtask
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	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 available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:
	<ul> <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.  Refer Codes are:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits
	R5 - Others



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

Field	Description
Hold	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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Next	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.

# 2.2.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Internal Amendment request.

The user can view the settlement details during internal amendment of Guarantee/SBLC Advised request.

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

Figure 2-14 Settlement Details

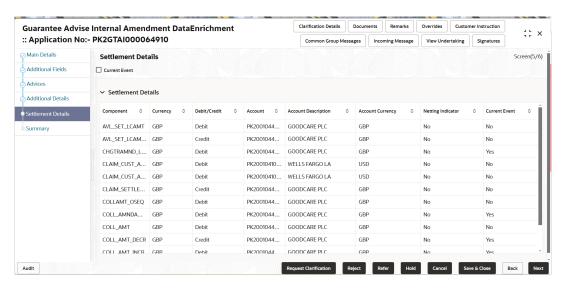


Table 2-17 Settlement Details – Field Description

Field	Description
Current Event	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
Component	This field displays the components based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.

2. Click any component in the grid.

# **Party Details**

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are:
Charge Details	Select the charge details for the transaction. The options are: Beneficiary All Charges Remitter Our Charges Remitter All Charges
Netting Indicator	Select the netting indicator for the component. The options are:
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.



Field	Description
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the receiver from the look up.

### **Payment Details**

Table 2-18 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**

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 2-19 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



Table 2-19 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description	
Remarks	Specify any additional information regarding the guarantee advise internal amendment. 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  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.	
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.	
View Undertaking	Clicking this button allows the user to view the undertaking details.	
Signatures	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 available, system should display all the signatures.	
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	



Table 2-19 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	<ul> <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. 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.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Next	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.

# 2.2.6 Summary

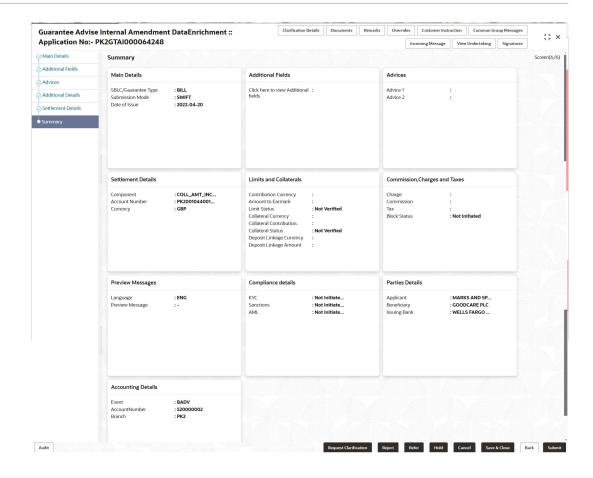
This topic provides the systematic instructions to view the summary of Guarantee Advise Internal Amendment request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Advise Internal Amendment request.

The Summary tiles must display a list of important fields with values. The tiles where fields have been amended is highlighted in different color, User can drill down from Summary Tiles into respective data segments.

1. On **Summary** screen, click the 3 dots on any tile to view the details.

Figure 2-15 Summary



#### Tiles Displayed in Summary

- Main Details User can view the application and Guarantee details. User can only view but cannot modify the details.
- · Additional Fields User can view the UDF maintained.
- Advices User can view the advice details.
- Settlement Details User can view the settlement details.
- Limits and Collaterals User can view limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes User can view the charge details. User can only view but cannot modify the details.
- Preview Messages User can have the preview of message.
- Compliance details User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details User can view party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details User can view the accounting entries generated by back office system.





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.

### 2. Click Submit.

The task will move to next logical stage.

Table 2-20 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'.
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 guarantee advise internal amendment. 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  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.  A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798
	message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.



Table 2-20 (Cont.) Summary - Action Buttons - Field Description

Field	Description	
Signatures	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 available, system should display all the signatures.	
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  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.  Refer Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others	
Hold	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.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Back	Clicking on Back button, takes the user to the previous screen.	
Next	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 Multi Level Approval

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

The Approval user can view the summary of details updated in multilevel approval stage and can approve a Guarantee Advise Internal Amendment request.

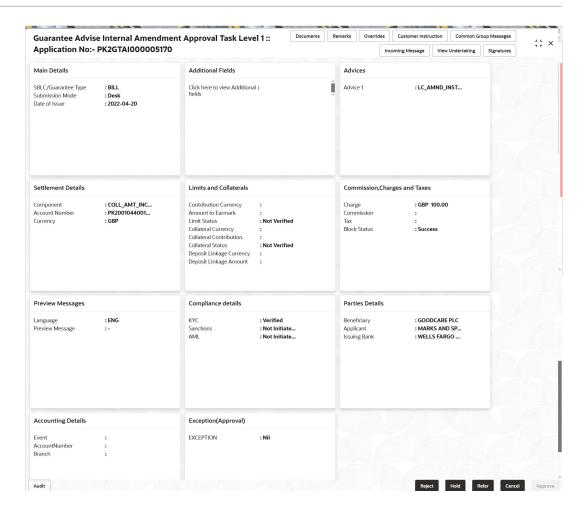
- 1. Log in into Oracle Banking Trade Finance Process Management Cloud Service application and on **Home** screen, click, **Task**.
- 2. Under Task, click Free Task.
- 3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
- 4. The acquired task will be available in My Tasks tab. Click Edit to approve the task.
  - The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.
- 5. Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.



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.

**Approval Summary** 





#### Tiles Displayed in Summary:

- Main Details User can view the application details and Guarantee details. User can
  only view but cannot modify the details.
- Additional Fields User can view the additional fields details, if any.
- Advices User can view the advice details.
- Settlement Details User can view the Settlement details.
- Limits and Collaterals User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes User can view the details provided for charges.
   User can only view but cannot modify the details.
- Preview Messages User can have the preview of message.
- Compliance details User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details User can view the party details like beneficiary, advising bank etc.
   User can only view but cannot modify the 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.

• Exception(Approval) - User can view the exception (approval) details.

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

Table 2-21 Approval Summary - Action Buttons - Field Description

Field	Description	
Documents	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 guarantee Advise internal amendment. 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  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – 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.	
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798	
View Undertaking	message (788-799) in this placeholder in Header of the process-task.	
View Undertaking	Clicking this button allows the user to view the undertaking details.	



Table 2-21 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Signatures	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 available, system should display all the signatures.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error     R4- Insufficient Balance/Limits
	R4- Insumcient Balance/Limits  R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	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.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits     R5 - Others
Cancel	Cancel the Guarantee Advise Internal Amendment approval. The
Garicei	details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	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.

# 6. Click Approve.

# Index

A	L
Additional Details, 2-28	Limits and Collaterals, 2-28
Additional Details - Action Buttons - Field Description, 2-28 Additional Fields, 2-22	M
Advices, 2-24 Advices - Action Buttons, 2-24 Application Details, 2-15 Approval Summary, 2-50	Main Details, 2-15 Main Details - Action Buttons, 2-15 Multi Level Approval, 2-50
Approval Summary - Action Buttons - Field Description, 2-50	O
	Overview, 1-1
Benefits, 1-1	Р
С	Preview Mesage, 2-28
Charge Details, 2-28	R
Commission Details, 2-28	Registration, 2-1
D	S
Data Enrichment, 2-13 Deposit Linkage Details, 2-28	Settlement Details, 2-42 Settlement Details - Action Buttons - Field Description, 2-42
G	Summary, 2-46
Guarantee Advise Internal Amendment - Registration - Action Buttons, 2-1	Summary - Action Buttons - Field Description, 2-46
Guarantee Advise Internal Amendment - Registration - Application Details, <i>2-1</i>	Т
Guarantee Details, 2-15	Tax Details, 2-28
K	U
Key Features, 1-1	Undertaking Details 2-1

