

# Oracle® Banking Trade Finance Process Management

## Lodged Claim - Guarantee/SBLC Advised - Islamic User Guide



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

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Oracle Banking Trade Finance Process Management Lodged Claim - Guarantee/SBLC Advised - Islamic User Guide, Release 14.7.5.0.0

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Primary Authors: (primary author), (primary author)

Contributing Authors: (contributing author), (contributing author)

Contributors: (contributor), (contributor)

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# Preface

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

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

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

## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Lodge Claim - Guarantee Advised Islamic** 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

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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 [Oracle Software Security Assurance](#).

## Diversity and Inclusion

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

## Structure

This manual is organized into the following chapters:

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

## 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

## Conventions

The following text conventions are used in this document:

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

## 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
OBTFFPM	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

## Symbols and Icons

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

**Table 2 Symbols and Icons - Common**






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

Table 2 (Cont.) Symbols and Icons - Common























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



Table 3 Symbols and Icons - Widget

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

## 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 4 Common Action Buttons and its Definitions

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

Table 4 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	<p>Click <b>Cancel</b> to cancel the transaction input midway without saving any data.</p>
<b>Save &amp; Close</b>	<p>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.</p>
<b>Next</b>	<p>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.</p>
<b>Submit</b>	<p>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.</p>

# 1

## Oracle Banking Trade Finance Process Management

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

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM 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 OBTFPM:

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

### Overview

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

### Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

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

### Key Features

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

# 2

## Lodge Claim - Guarantee Advised Islamic

This User Manual describes the various stages of Lodge Claim - Guarantee Advised Islamic process.

The beneficiary of the Guarantee/SBLC can raise a claim under the Guarantee/SBLC within the validity period of Guarantee/SBLC.

The system is enabled to process the claim for the Bank Guarantee which is not advised by the bank.

The various stages involved for Claim under Guarantees Advised process are:

- Receive and verify documents (Non Online Channel)- Registration stage
- Input application details
- Upload of related mandatory and non-mandatory documents
- Input/Modify (On-Line/Non-Online) details of Claim - Data Enrichment stage
- Check balance availability for amount block
- Check for sanctions & KYC status
- Create amount block for charges
- Capture remarks for other users to check and act
- Hand off request to back office

The design, development and functionality of the Islamic Guarantee Advice Lodge Claim process flow is similar to that of conventional Guarantee Advice process flow.

In the subsequent sections, let's look at the details for Lodge Claim - Guarantee Advised Islamic process:

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Data Enrichment](#)
- [Exceptions](#)
- [Multi Level Approval](#)
- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new **Lodge Claim Guarantee Advised** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Lodge Claim Guarantee Advised Islamic request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Lodge Claim Guarantee Advised Islamic request.

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

## 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Lodge Claim Guarantee Advised** request.

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

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

**Figure 2-1 Initiate Task**

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

 **Note:**

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

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

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

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

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

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

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

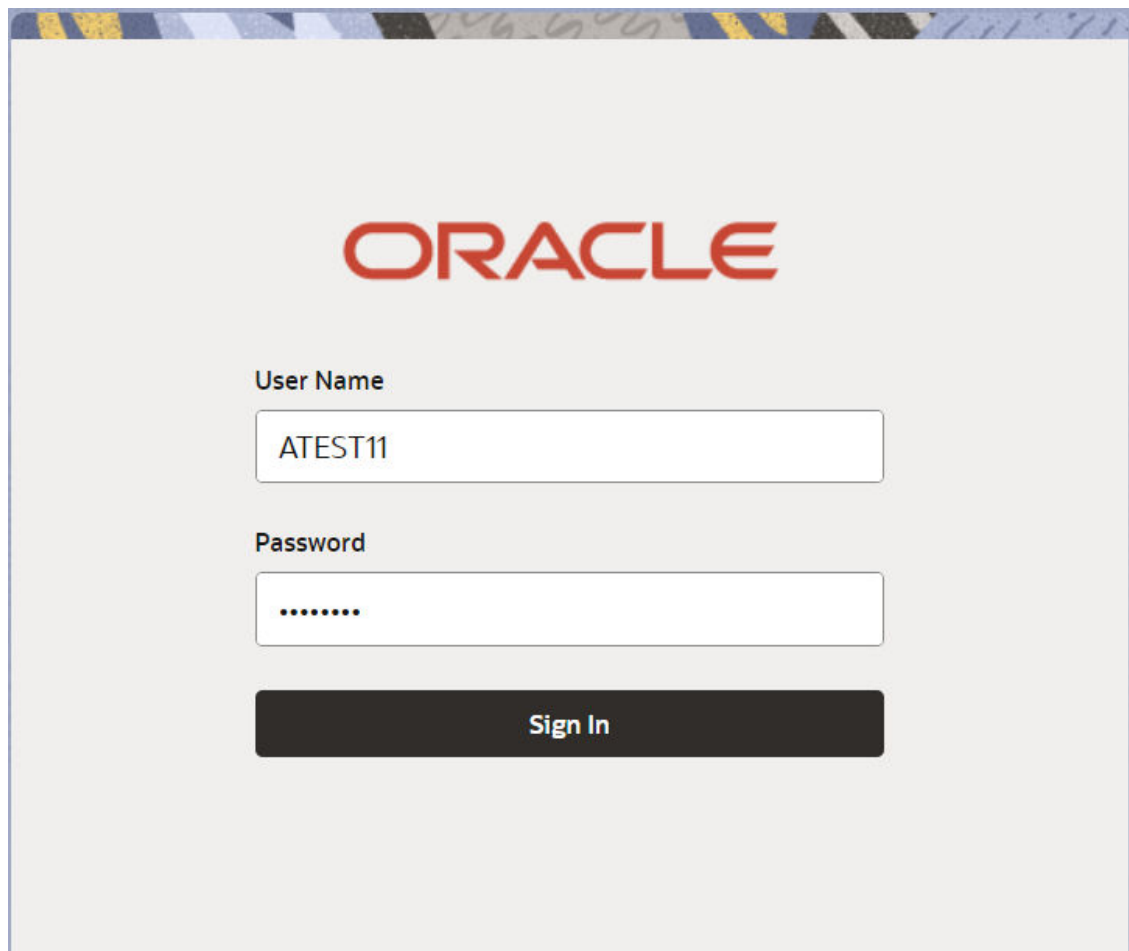
## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Lodge Claim Guarantee Advised Islamic request.

During the Registration stage, the user can register a claim request against the Guarantee/SBLC advised Islamic.

The user can capture the basic details of the application, check the signature of the applicant and upload the related documents of the applicant.

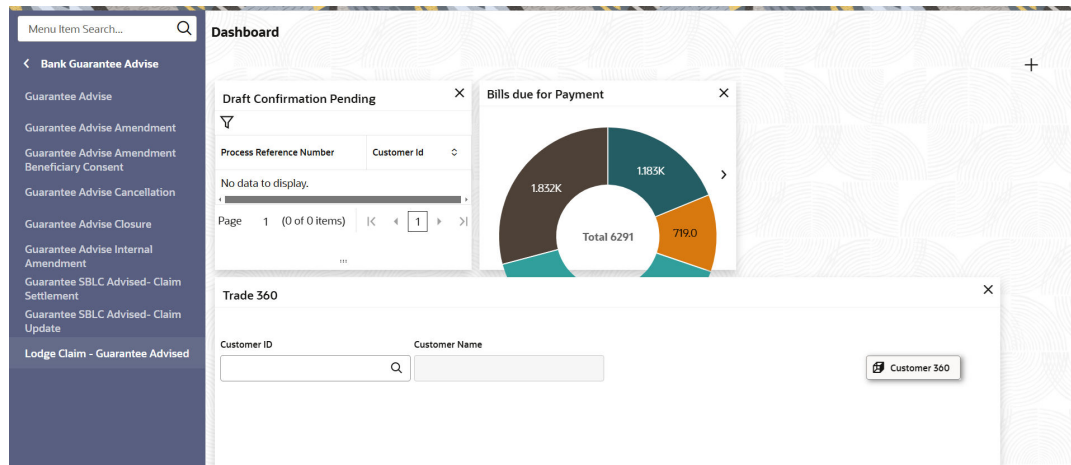
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2 Login Screen**

The screenshot shows the Oracle login interface. At the top center is the Oracle logo in red. Below it, the text "User Name" is followed by a text input field containing "ATEST11". Underneath, the text "Password" is followed by a text input field containing seven dots. At the bottom, there is a black button with the text "Sign In" in white.

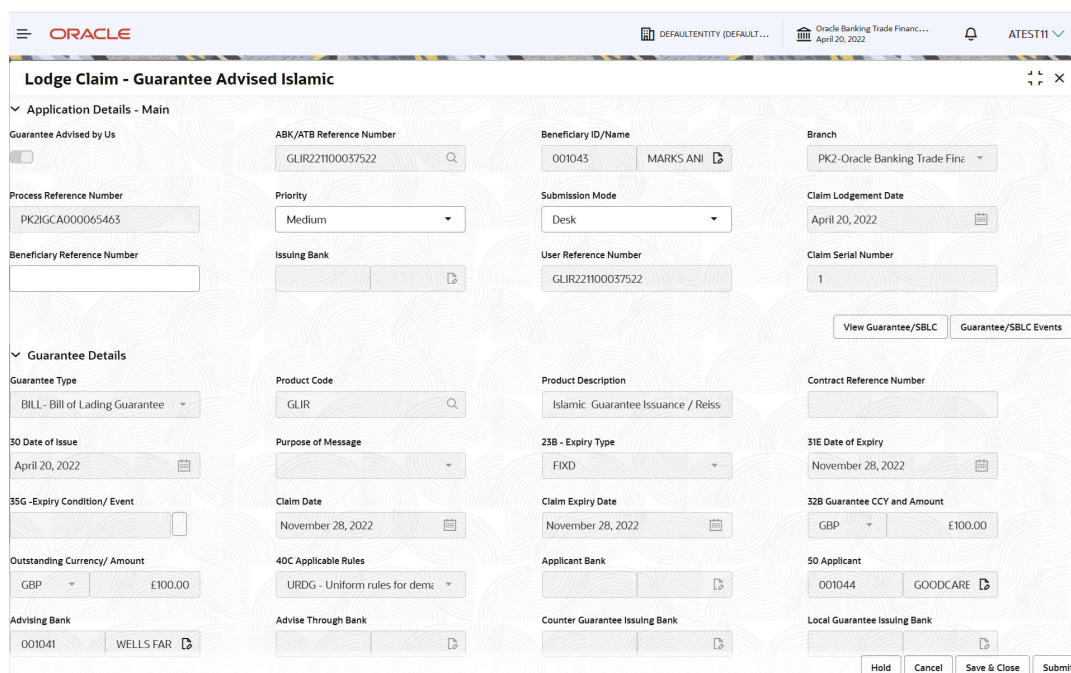
1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Lodge Claim Guarantee Advised - Islamic**.

**Figure 2-3 Lodge Claim Guarantee Advised Islamic**



The **Lodge Claim Guarantee Advised Islamic** screen appears. The Lodge Claim Guarantee Advised Islamic - Registration stage has two sections Application Details and Guarantee Details. Let's look at the details of Registration screens below:

**Figure 2-4 Lodge Claim Guarantee Advised Islamic - Registration - Application Details**



3. On **Lodge Claim Guarantee Advised Islamic - Registration - Application Details** screen, specify the fields.

 **Note:**

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

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

**Table 2-3 Lodge Claim Guarantee Advised Islamic - Registration - Application Details**

Field	Description
<b>Guarantee Advised by Us</b>	Disable the option, if Guarantee not Advised by us. If the toggle is disabled, system enables the input of values for all the fields in the Main Details section. System also hide/disable the ABK/ATB Reference Number. By default this Toggle button is enabled.
<b>ABK/ATB Reference Number</b>	Specify the Advising Bank/Advise Through Bank Guarantee Reference number.  Alternatively, click <b>Search</b> to search and select the Advising Bank/Advise Through Bank Guarantee Reference number from the look-up.  This field is disabled, if <b>Guarantee Advised by Us</b> toggle is disabled.
<b>Beneficiary ID/Name</b>	Read only field.  System defaults the beneficiary ID/ Name from Guarantee/SBLC Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.  Specify the beneficiary Id/name or click <b>Search</b> to search and select the customer id value from the look up, if <b>Guarantee Advised by Us</b> toggle is disabled.  Once user input or select the customer id value from the look-up and on tab out, the process reference number will be generated.
<b>Branch</b>	Read only field.  System defaults the branch name from Guarantee /SBLC Advise.  Customer's home branch will be displayed.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Priority</b>	Priority maintained will be populated as either 'Low or Medium or High or Essential or Critical'. If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority. User can change the priority populated any time before submit of Registration stage.



**Table 2-3 (Cont.) Lodge Claim Guarantee Advised Islamic - Registration - Application Details**

Field	Description
<b>Submission Mode</b>	<p>Submission Mode is defaulted as per maintenance.</p> <p>If not maintained, then system is to populate the default submission mode. By default the submission mode will have the value as <b>Desk</b>.</p> <p>Select the submission mode of Guarantee advise request from the drop-down list.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Fax</b>- Request received through Fax</li> <li>• <b>Email</b>- Request received through Email</li> <li>• <b>Courier</b> - Request received through Courier</li> <li>• <b>SWIFT-Non STP</b> - Request received through SWIFT-Non STP</li> </ul>
<b>Claim Lodgement Date</b>	<p>Read only field.</p> <p>By default, the application will display branch's current date.</p>
<b>Beneficiary Reference Number</b>	<p>Specify the Beneficiary Reference Number, if <b>Guarantee Advised by Us</b> toggle is disabled.</p> <p>System defaults the Beneficiary Reference number, if <b>Guarantee Advised by Us</b> toggle button is enabled.</p> <p>User can change the Beneficiary Reference number.</p>
<b>Issuing Bank</b>	<p>Read only field.</p> <p>System defaults the issuing bank from Guarantee/ SBLC Advise (applicable for CTB,LTB), if <b>Guarantee Advised by Us</b> toggle button is enabled.</p> <p>Specify the Beneficiary Reference Number, if <b>Guarantee Advised by Us</b> toggle is disabled.</p> <p>Specify or click <b>Search</b> to search and select the the issuing bank id value from the look-up. User to input the Customer Reference Number to capture the Issuing Bank's Reference. Except Customer Id and Customer Name, other fields are editable. In case of walk in id, customer name can also be editable.</p>
<b>User Reference Number</b>	<p>Read only field.</p> <p>System defaults the user reference number, depending on the selection of product codeABK/ATB Reference Number.</p>
<b>Claim Serial Number</b>	<p>Read only field.</p> <p>System defaults the claim serial number from Guarantee/ SBLC Advise, if <b>Guarantee Advised by Us</b> toggle button is enabled. This should be the latest claim number available in back-end system +1.</p> <p>Specify the claim serial number (to validate with Back office system if data is available), if <b>Guarantee Advised by Us</b> toggle is disabled.</p> <p>This field will be editable when the toggle button <b>Guarantee Advised by Us</b> is disabled. This is a mandatory field.</p>

**Guarantee Details**

Registration user can provide Guarantee details in this section. Alternately, guarantee details can be provided by Scrutiny user.

- On **Lodge Claim Guarantee Advised Islamic - Registration - Guarantee Details** screen, specify the fields.

**Note:**

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

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

**Table 2-4 Lodge Claim Guarantee Advised Islamic - Registration - Guarantee Details - Field Description**

Field	Description
<b>Guarantee Type</b>	<p>Read only field.</p> <p>Guarantee type defaults from Guarantee/ Standby Advise, if <b>Guarantee Advised by Us</b> toggle button is enabled.</p> <p>Select the type of Guarantee, if <b>Guarantee Advised by Us</b> toggle is disabled from the following drop-down.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>• <b>APAY- Advance Payment Guarantee</b></li> <li>• <b>BILL- Bill of Lading Guarantee</b></li> <li>• <b>CUST- Customs Guarantee</b></li> <li>• <b>DPAY- Direct pay Guarantee</b></li> <li>• <b>INSU- Insurance Guarantee</b></li> <li>• <b>JUDI- Judicial Guarantee</b></li> <li>• <b>LEAS- Lease Guarantee</b></li> <li>• <b>OTHR- Other Guarantee</b></li> <li>• <b>PAYM- Payment Guarantee</b></li> <li>• <b>PERF- Performance Guarantee</b></li> <li>• <b>RETN- Retention Guarantee</b></li> <li>• <b>SHIP- Shipping Guarantee</b></li> <li>• <b>TEND- Tender Guarantee</b></li> <li>• <b>WARR- Warranty/Maintenance</b></li> </ul>
<b>Product Code</b>	<p>click <b>Search</b> to search and select the product codes related to Product Type A (Guarantee Advise) and B (SBLC Advise) from the look-up if <b>Guarantee Advised by Us</b> toggle is disabled.</p> <p>System defaults the product code, if <b>Guarantee Advised by Us</b> toggle is enabled.</p>


**Table 2-4 (Cont.) Lodge Claim Guarantee Advised Islamic - Registration - Guarantee Details - Field Description**

Field	Description
<b>Product Description</b>	<p>Read only field.</p> <p>Product description is populated depending on the product code selection, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>System defaults the product description, if <b>Guarantee Advised by Us</b> toggle is enabled.</p>
<b>Contract Reference Number</b>	<p>Read only field.</p> <p>The system will generate the Guarantee Number once the product code is selected by the user.</p>
<b>Date of Issue</b>	<p>Read only field.</p> <p>System defaults the date of issue from Guarantee /SBLC Advise.</p> <p>This field is editable, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>The system to default it to branch date, User can modify it.</p>
<b>Purpose of Message</b>	<p>Read only field.</p> <p>System defaults the purpose of message from Guarantee/ Standby Advise.</p> <p>ACNF - Advice and confirmation of issued undertaking is not applicable. Hence, the system will default the Purpose of Message as ADVI - Advice of issued undertaking, if <b>Guarantee Advised by Us</b> toggle button is disabled</p>
<b>Expiry Type</b>	<p>Read only field.</p> <p>System defaults the expiry type from Guarantee /SBLC Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field indicates whether undertaking has specified expiry date or is open-ended.</p> <p>System defaults the expiry type from Guarantee/ SBLC Advised.</p> <p>This field is editable if <b>Guarantee Advised by Us</b> toggle button is disabled. Select the type of Expiry from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Fixed</b></li> <li>• <b>Open</b></li> <li>• <b>Conditional</b></li> </ul>
<b>Date of Expiry</b>	<p>Read only field.</p> <p>System defaults the expiry date of the Guarantee Advised, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>Specify the expiry date.</p>



Table 2-4 (Cont.) Lodge Claim Guarantee Advised Islamic - Registration -  
Guarantee Details - Field Description

Field	Description
<b>Expiry Condition/Event</b>	<p>Read only field.</p> <p>System defaults the value from Guarantee Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>This field is enabled, if <b>Expiry Type</b> is Conditional, this field will appear and user needs to input the condition</p>
<b>Claim Date</b>	<p>Read only field.</p> <p>System defaults the claim date from Guarantee/ SBLC Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>Specify the claim date, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p>
<b>Claim Expiry Date</b>	<p>Read only field.</p> <p>System defaults the claim expiry date from Guarantee/ SBLC Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>Specify the claim expiry date, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>.</p>
<b>Outstanding Currency/ Amount</b>	<p>Read only field.</p> <p>System defaults outstanding currency and amount from Guarantee/ Standby Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>Specify the contract amount and select the currency from the drop-down list of available currency codes, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>.</p>
<b>Applicable Rules</b>	<p>Read only field.</p> <p>System defaults the rules of the Guarantee/ Standby Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>It will be defaulted from Product Maintenance. User can change to following values using look-up:</p> <ul style="list-style-type: none"> <li>• <b>ISPR - International Standby Practices</b></li> <li>• <b>UCPR - Uniform customs and Practices</b></li> <li>• <b>URDG - Uniform rules for demand guarantees</b></li> <li>• <b>NONE - Not subject to any rules</b></li> <li>• <b>OTHR - Others</b></li> </ul> <p>value from Guarantee issuance details.</p>

**Table 2-4 (Cont.) Lodge Claim Guarantee Advised Islamic - Registration - Guarantee Details - Field Description**

Field	Description
<b>Applicant Bank</b>	<p>Read only field.</p> <p>This system defaults the applicant bank details available in Guarantee Advise.</p> <div style="border: 1px solid #0070c0; padding: 5px; background-color: #e6f2ff;"> <p> <b>Note:</b></p> <p>This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled.</p> </div>
<b>Applicant</b>	<p>Read only field.</p> <p>System defaults the applicant from Guarantee Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>Specify the applicant details.</p>
<b>Advising Bank</b>	<p>Read only field.</p> <p>System defaults the details of the advising bank, if available from Guarantee Advise, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>Specify the Customer Reference Number to capture the Advising Bank's Contract Reference Number. Except Customer Id and Customer Name, other fields are editable. In case of walkin id, customer name can also be editable. If toggle button is enabled, this field should capture the Advising Bank (if any) and is grayed out.</p>
<b>Advising Through Bank</b>	<p>Read only field.</p> <p>System defaults the value of advising through bank defaults from Guarantee/ Standby Advise, if available, if <b>Guarantee Advised by Us</b> toggle is enabled.</p> <p>This field is editable, if <b>Guarantee Advised by Us</b> toggle button is disabled.</p> <p>Specify the Advise through bank details manually. If toggle button is enabled, this field should capture the Advising Bank (if any) and is greyed out.</p>

**Table 2-4 (Cont.) Lodge Claim Guarantee Advised Islamic - Registration - Guarantee Details - Field Description**

Field	Description
<b>Counter Guarantee Issuing Bank</b>	<p>Read only field. System defaults the counter guarantee issuing through bank, if available.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled.</p> </div>
<b>Local Guarantee Issuing Bank</b>	<p>Read only field. System defaults the local guarantee issuing bank, if available.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled.</p> </div>

5. Click **Submit**.

The task will move to next logical stage of Lodge Claim Guarantee Advised Islamic.  
For more information on action buttons, refer to the field description table below.

**Table 2-5 Lodge Claim Guarantee Advised Islamic- Registration - Action Buttons - Field Description**

Field	Description
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
<b>Documents</b>	<p>Upload the documents received. Application displays mandatory documents to be uploaded for Lodge Claim Guarantee Advised Islamic. Place holders are also available to upload additional documents submitted by the applicant</p>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised Islamic. This information can be viewed by other users processing the request.</p>

**Table 2-5 (Cont.) Lodge Claim Guarantee Advised Islamic- Registration - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	Click to view/ input the following: <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Guarantee/SBLC</b>	Clicking this button allows the user to view the underlying Guarantee/SBLC from the back office system.
<b>Guarantee/SBLC Events</b>	Clicking Guarantee/SBLC Events button allows the user to view the snapshot of various events under the Lodge Claim Guarantee Advised Islamic.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Lodge Claim Guarantee Advised Islamic task. Details entered will not be saved and the task will be removed.
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Lodge Claim Guarantee Advised Islamic.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Lodge Claim Guarantee Advised Islamic request.

At this stage the user can register a request for Lodge Claim Guarantee Advised Islamic. As part of Data Enrichment, user can update the various fields of the claim request. The user can also input the transaction details.

For claims initiated through Registration stage, the user can verify/update details in Data Enrichment stage. For Claims received through MT 765/Internet Banking/MT 798 upload, the task will be created directly in Data Enrichment stage for further processing.

 **Note:**

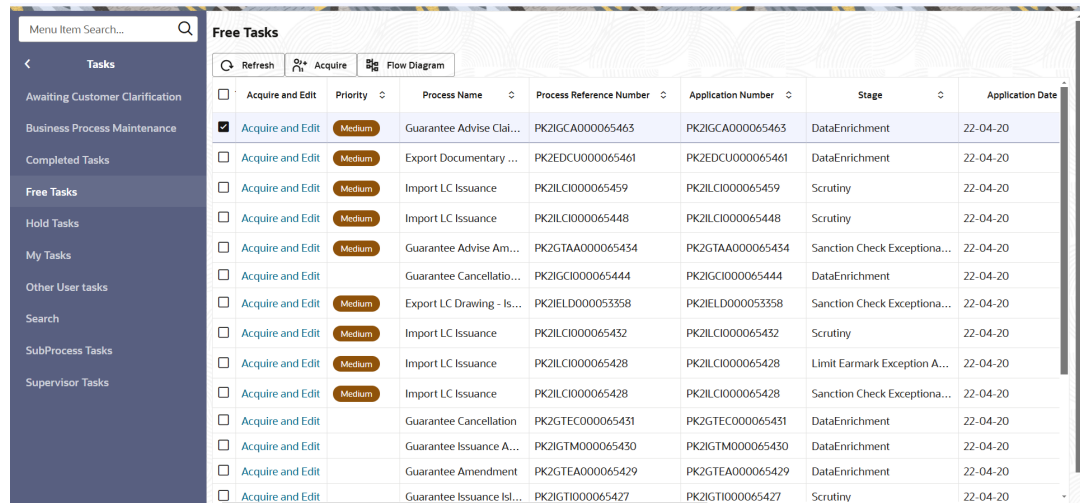
For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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

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

**Figure 2-5 Free Task**



<input type="checkbox"/>	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Clai...	PK2IGCA000065463	PK2IGCA000065463	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export Documentary ...	PK2EDCU000065461	PK2EDCU000065461	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065459	PK2ILCI000065459	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065448	PK2ILCI000065448	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise Am...	PK2GTAA000065434	PK2GTAA000065434	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Cancellatio...	PK2IGCI000065444	PK2IGCI000065444	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Drawing - Is...	PK2IELD000053358	PK2IELD000053358	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065432	PK2ILCI000065432	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065428	PK2ILCI000065428	Limit Earmark Exception A...	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065428	PK2ILCI000065428	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Acquire and Edit		Guarantee Cancellation	PK2GTCE000065431	PK2GTCE000065431	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit		Guarantee Issuance A...	PK2IGTM000065430	PK2IGTM000065430	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit		Guarantee Amendment	PK2GTEA000065429	PK2GTEA000065429	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit		Guarantee Issuance Isl...	PK2IGTI000065427	PK2IGTI000065427	Scrutiny	22-04-20

The **Free Task** screen appears.

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

**Figure 2-6 My Task**



Process Name	Process Reference	Application Number	Stage	Application Date
Guarantee Advise Claim Lodging Isla...	PK2IGCA00...	PK2IGCA000065463	DataEnrichment	22-04-20
Guarantee SBLC Advised -Claim Settl...	PK2GADC00...	PK2GADC000065401	Registration	22-04-20
Guarantee Advice Closure	PK2GTAC00...	PK2GTAC000065399	Registration	22-04-20
Guarantee SBLC Advised -Claim Settl...	PK2GADC00...	PK2GADC000065398	Registration	22-04-20
Guarantee SBLC Advised -Claim Settl...	PK2GADC00...	PK2GADC000065395	Registration	22-04-20
Guarantee Issuance Internal Amend...	PK2GTEI00...	PK2GTEI000065379	DataEnrichment	22-04-20
Guarantee Amendment	PK2GTEA00...	PK2GTEA000065312	DataEnrichment	22-04-20
Guarantee Advise Amendment	PK2GTAA00...	PK2GTAA000065302	DataEnrichment	22-04-20
Islamic Shipping Guarantee Issuance	PK2ISGI000...	PK2ISGI000052499	Approval Task Level 1	22-04-20
Guarantee Issuance Amendment Isla...	PK2IGTM00...	PK2IGTM000065151	DataEnrichment	22-04-20
Guarantee Issuance Islamic	PK2IGTI000...	PK2IGTI000065092	DataEnrichment	22-04-20
Export Documentary Collection Book...	PK2EDCU00...	PK2EDCU000065041	DataEnrichment	22-04-20
Guarantee Advise	PK2GTEA00...	PK2GTEA000064953	Scrutiny	22-04-20

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

- [Main Details](#)
- [Claim Details](#)
- [Document Details](#)
- [Advices](#)
- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

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.

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Lodge Claim Guarantee Advised Islamic request.
- [Claim Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Lodge Claim Guarantee Advised Islamic process.
- [Document Details](#)  
This topic provides the systematic instructions to capture the document details in Data Enrichment stage of Lodge Claim Guarantee Advised Islamic process.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details of Lodge Claim Guarantee Advised process.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Lodge Claim Guarantee Advise Islamic request.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Lodge Claim Guarantee Advised Islamic request.

- [Summary](#)  
This topic provides the systematic instructions to view the summary of Lodge Claim Guarantee Advised Islamic request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Lodge Claim Guarantee Advised Islamic request.

Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

### Application Details

The Details input in Registration Stage will be automatically populate in Application Details and Guarantee Details Sections (Main Details).

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

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

In case of SWIFT MT 765, the bank/ Financial institution can lodge a claim under a Guarantee/SBLC.

STP of MT 765 for Guarantee/SBLC advised is triggered when an incoming claim is received by the advising bank from the Presenting bank or Advise through bank or Beneficiary through SWIFT.

The incoming MT 765 should be parsed and the system should create a task directly in Data Enrichment Stage. Once the user clicks on the free task, the system should display the following fields.

 **Note:**

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

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

**Table 2-6 Data Enrichment - Main Details - Application Details**

Field	Description
<b>Guarantee Advised by Us</b>	Read only field. System defaults the value from <b>Registration</b> stage.
<b>ABK/ATB Reference Number</b>	Read only field. System defaults the undertaking number from the incoming SWIFT MT 765, Tag 21 Related Reference.
<b>Beneficiary ID/Name</b>	Read only field. System defaults the application ID/ Name and address from the underlying Guarantee/SBLC details from Back office.
<b>Branch</b>	Read only field. System defaults the branch code and name as applicable from Guarantee /SBLC Advise. Customer's home branch will be displayed.
<b>Process Reference Number</b>	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Priority</b>	Priority maintained will be populated as either 'Low or Medium or High or Essential or Critical'. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
<b>Submission Mode</b>	Submission Mode is defaulted as per maintenance. If not maintained, then system is to populate the default submission mode. By default the submission mode will have the value as 'Desk'. Select the submission mode of Guarantee advise request from the drop-down list. The values are: <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Fax</b>- Request received through Fax</li> <li>• <b>Email</b> - Request received through Email</li> <li>• <b>Courier</b> - Request received through Courier</li> <li>• <b>SWIFT-Non STP</b> - Request received through SWIFT-Non STP</li> </ul>

**Table 2-6 (Cont.) Data Enrichment - Main Details - Application Details**

Field	Description
<b>Claim Lodgement Date</b>	Read only field. By default, the application will display branch's current date.
<b>Beneficiary Reference Number</b>	System populates Tag 23 - Beneficiary Reference Number from the Incoming MT 765. User can change the Beneficiary Reference number.
<b>Issuing Bank</b>	Read only field. System defaults the issuing bank from Guarantee/ SBLC Advise (applicable for CTB,LTB), if <b>Guarantee Advised by Us</b> toggle button is enabled. Specify the Beneficiary Reference Number, if <b>Guarantee Advised by Us</b> toggle is disabled. Specify or click <b>Search</b> to search and select the the issuing bank id value from the look-up. User to input the Customer Reference Number to capture the Issuing Bank's Reference. Except Customer Id and Customer Name, other fields are editable. In case of walkin id, customer name can also be editable.
<b>User Reference Number</b>	Read only field. System defaults the user reference number, depending on the selection of product codeABK/ATB Reference Number.
<b>Claim Serial Number</b>	Read only field. System defaults the claim serial number from Guarantee/ SBLC Advise. This should be the latest claim number available in back-end system +1.

**Guarantee Details**



The fields listed under this section are same as the fields listed under the **Guarantee Details** section in **Registration** stage. During Registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-8 Guarantee Details**


**Table 2-7 Lodge Claim Guarantee Advised - Registration - Guarantee Details - Field Description**

Field	Description
<b>Guarantee Type</b>	Read only field. System defaults the value from underlying Guarantee/ SBLC Advised.
<b>Product Code</b>	Read only field. System defaults the value from underlying Guarantee/ SBLC Advised.
<b>Product Description</b>	Read only field. System defaults the value from underlying Guarantee/ SBLC Advised.
<b>Contract Reference Number</b>	Read only field. System defaults the value from underlying Guarantee/ SBLC Advised.
<b>Date of Issue</b>	Read only field. System defaults the date of issue from underlying Guarantee/ SBLC Advised.
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message from underlying Guarantee/ SBLC Advised.
<b>Expiry Type</b>	Read only field. System defaults the expiry type from Guarantee /SBLC Advise, if <b>Guarantee Advised by Us</b> toggle is enabled. System defaults the expiry type from Guarantee/ SBLC Advised. This field is editable if <b>Guarantee Advised by Us</b> toggle button is disabled. Select the type of Expiry from the drop-down list.
<b>Date of Expiry</b>	Read only field. System defaults the date of expiry from underlying Guarantee/ SBLC Advised.
<b>Expiry Condition/Event</b>	Read only field. System defaults the expiry condition/event from underlying Guarantee/ SBLC Advised.
<b>Claim Date</b>	Read only field. System defaults the expiry condition/event from underlying Guarantee/ SBLC Advised.
<b>Claim Expiry Date</b>	Read only field. System defaults the claim expiry date from underlying Guarantee/ SBLC Advised.

**Table 2-7 (Cont.) Lodge Claim Guarantee Advised - Registration - Guarantee Details - Field Description**

Field	Description
<b>Guarantee Ccy and Amount</b>	Read only field. System defaults the guarantee currency and amount from underlying Guarantee/ SBLC Advised.
<b>Outstanding Currency/ Amount</b>	Read only field. System defaults the outstanding currency and amount from underlying Guarantee/ SBLC Advised.
<b>Applicable Rules</b>	Read only field. System defaults the value from underlying Guarantee/ SBLC Advised.
<b>Applicant Bank</b>	Read only field. System defaults the applicant bank details from underlying Guarantee/ SBLC Advised.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled. </div>
<b>Applicant</b>	Read only field. System defaults the applicant details from underlying Guarantee/ SBLC Advised.
<b>Advising Bank</b>	Read only field. System defaults the details of the advising bank, from underlying Guarantee/ SBLC Advised.
<b>Advising Through Bank</b>	Read only field. System defaults the value of advising through bank defaults from underlying Guarantee/ SBLC Advised.
<b>Counter Guarantee Issuing Bank</b>	Read only field. System defaults the counter guarantee issuing through bank from underlying Guarantee/ SBLC Advised, if available.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled. </div>

**Table 2-7 (Cont.) Lodge Claim Guarantee Advised - Registration - Guarantee Details - Field Description**

Field	Description
<b>Local Guarantee Issuing Bank</b>	<p>Read only field. System defaults the local guarantee issuing bank, if available from underlying Guarantee/ SBLC Advised.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field does not appear if the toggle button <b>Guarantee Advised by Us</b> is disabled.</p> </div>

**Audit**

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 11 Jul 2024 08:01:31 GMT	Thu, 11 Jul 2024 08:02:39 GMT	ATEST11	PROCEED

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

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


**Table 2-8 Audit - Field Description**

Field	Description
<b>Application No.</b>	This field displays the application number of the process.
<b>Branch Code</b>	This field displays the branch code.
<b>Initiated Date</b>	This field displays the date on which process is initiated.
<b>Initiated By</b>	This field displays the user ID of the user who had initiated the process.
<b>Process Name</b>	This field displays the name of the process which is initiated.
<b>S. No</b>	This field displays the serial number of the audit record.
<b>Stage Name</b>	This field displays the current stage of the process.
<b>Completed Time</b>	This field displays the time on which the audit of the current stage is completed.
<b>Completed By</b>	This field displays the user ID of the user who had completed the audit.
<b>Outcome</b>	This field displays the outcome of the audit.

2. Click Next.

The task will move to next data segment. For more information refer [Claim Details](#)  
For more information on the action buttons, refer to the field description table below.

**Table 2-9 Main - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> Not applicable for STP of SWIFT MT 765.</p> </div>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised Islamic. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	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 2-9 (Cont.) Main - Action Buttons - Field Description**

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

## 2.3.2 Claim Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Lodge Claim Guarantee Advised Islamic process.

As a part of Claim Details user can enter and scrutinize the claim details under a Guarantee/ SBLC - DE stage.

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

**Figure 2-9 Claim Details**

The screenshot shows a web-based form titled "Guarantee Advise Claim Lodging Islamic DataEnrichment" with application number PK2IGCA000061919. The form is organized into a grid of fields. On the left, there is a navigation menu with options like "Main", "Claim Details", "Document Details", "Advices", "Additional Details", "Settlement Details", and "Summary". The "Claim Details" section is expanded, showing fields such as "Claiming Bank", "Claiming Bank Name & Address", "Claiming Bank Reference", "31L Date of Demand" (populated with April 20, 2022), "488 Demand Indicator", "22G Demand Type" (populated with Settle), "Claim Currency/ Amount" (populated with AED 100.00), "31E New Expiry Date", "31R New Expiry Date-Local Undertaking", "Response Due Date" (populated with April 25, 2022), "49A Demand Statement", "77 Presentation Completion Details", "78 Additional Amount Information", "56A Intermediary", "57A Account with Institution", "23X File Identification", "72Z Sender to Receiver information", "21T - Customer Business Reference", and "21S - Bank Business Reference". At the bottom, there are buttons for "Request Clarification", "Reject", "Refer", "Hold", "Cancel", "Save & Close", "Back", and "Next".

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

**Table 2-10 Claim Details - Field Description**

Field	Description
<b>Claiming Bank Reference</b>	Specify the claiming bank reference details, if the claimed is not received from Beneficiary. In case of SWIFT MT 765, system populates the Tag 20, Transaction Reference Number from the incoming MT 765.
<b>Date of Demand</b>	Specify the date on which the demand is issued by the beneficiary.  <div style="background-color: #e6f2ff; padding: 10px; border: 1px solid #0070c0;"> <p> <b>Note:</b> The date cannot be a future date.</p> </div> In case of STP of Incoming MT 765, the System to populate the value in tag 31L, Date of Demand from incoming MT 765.
<b>Demand Indicator</b>	Read Only field. System defaults value from Guarantee /SBLC Advise.
<b>Demand Type</b>	The demand type is defaulted by the system. The values are: <ul style="list-style-type: none"> <li>Extend or Settle</li> <li>Settle</li> </ul> The user can change the value. In case of STP of Incoming MT 765, the demand type is defaulted from the incoming MT 765 message.
<b>Claim Currency/ Amount</b>	The claim amount is defaulted by the system. The user can change the value.

Table 2-10 (Cont.) Claim Details - Field Description

Field	Description
<b>New Expiry Date</b>	System defaults value from Guarantee /SBLC Advise. Specify the new expiry date, if <b>Demand Type</b> field is <b>Extend or Settle</b> .  The New Expiry Date is not earlier than the Expiry Date or not earlier than Branch Date.  In case of SWIFT MT 765, system populates the Tag 31E, Transaction Reference Number from the incoming MT 765.
<b>New Expiry Date-Local Undertaking</b>	System defaults value from Guarantee /SBLC Advise. Specify the new expiry date, if <b>Demand Type</b> field is <b>Extend or Settle</b> .
<b>Response Due Date</b>	System defaults value from Guarantee /SBLC Advise, if <b>Demand Type</b> field is <b>Settle</b> . The user can change the value. Specify the response due date, if <b>Demand Type</b> field is <b>Extend or Settle</b>
<b>Demand Statement</b>	This field specifies the narrative text that constitutes the demand. In case of STP of Incoming MT 765, this field is defaulted from the incoming MT 765 message. In case of Non-Online, User can specify the value as per claim.
<b>Presentation Completion Details</b>	Specify the presentation of completion details, if demand statement is provided. This field specifies information about the presentation documentation. If the presentation is incomplete, this must specify how the presentation will be completed. In case of Online, this field is defaulted from the incoming message. In case of Non-Online, as per the value in the incoming message. In case of SWIFT MT 765, system populates the Tag 77, Transaction Reference Number from the incoming MT 765
<b>Additional Amount Information</b>	System defaults value from Guarantee /SBLC Advise. The user can change the value.  In case of Online, this field is defaulted from the incoming message In case of Non-Online, User can input the value as per claim. In case of STP of Incoming MT 765, this field is defaulted from the incoming MT 765 message.
<b>Intermediary</b>	Specify the Intermediary bank details or click <b>Search</b> to search and select the Intermediary bank details from the look-up. This field specifies the financial institution through which the amount claimed must pass to reach the account with institution. In case of Online, this field is defaulted from the incoming message. In case of Non-Online, as per the value in the incoming message. In case of SWIFT MT 765, system populates the Tag 56A, Transaction Reference Number from the incoming MT 765
<b>Account with Institution</b>	Specify the details of Account with Institution or click <b>Search</b> to search and select the Account with Institution from the look-up. This field specifies the financial institution at which the amount claimed is to be settled. In case of Online, this field is defaulted from the incoming message. In case of Non-Online, as per the value in the incoming message. In case of SWIFT MT 765, system populates the Tag 57A, Transaction Reference Number from the incoming MT 765.


**Table 2-10 (Cont.) Claim Details - Field Description**

Field	Description
<b>Sender to Receiver Information</b>	Specify the details of sender to receiver Information or click <b>Search</b> to search and select the Sender to Receiver Information from the look-up. In case of Online, this field is defaulted from the incoming message. In case of Non-Online, as per the value in the incoming message. In case of SWIFT MT 765, system populates the Tag 72Z, Transaction Reference Number from the incoming MT 765.

2. Click **Next**.

The task will move to next data segment. For more information refer [Document Details](#). For more information on the action buttons, refer to the field description table below.

**Table 2-11 Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> Not applicable for STP of SWIFT MT 765.</p> </div>
<b>Remarks</b>	Specify any additional information regarding the Lodge Claim Guarantee Advised Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-11 (Cont.) Action Buttons - Field Description**

Field	Description
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.3 Document Details

This topic provides the systematic instructions to capture the document details in Data Enrichment stage of Lodge Claim Guarantee Advised Islamic process.

In Document Details, the system defaults the document required under claim. If the claim is received to a Presenting bank, then the documents tile will be read only (non editable). A Data Enrichment user can verify the document details.

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

**Figure 2-10 Document Details**

If documents to be submitted were provided in the Guarantee Advise they will be defaulted, else the user cannot capture the documents submitted under the claim in this documents hop.

All the Document Details fields are also applicable for STP and are processed in the same manner.

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

**Table 2-12 Document Details - Field Description**

Field	Description
<b>Code</b>	Document code is auto-populated, user can click plus + icon and click <b>Search</b> to search and select the document code based on the document received.  User can add or delete the code by deleting the line on the grid.
<b>Document Description</b>	System defaults the document name based on the document code.

**Table 2-12 (Cont.) Document Details - Field Description**

Field	Description
<b>Copy</b>	Number of duplicate copies of documents as required in guarantee. User can edit the actual copies received.
<b>Original</b>	Number of documents in original as required in guarantee. User can edit the actual originals received.
<b>Clause Description</b>	Click the link to view the clause description of the document if any
<b>Documents Received</b>	Specify the description of the documents received.
<b>Action</b>	Click Edit icon to edit the document details.  Click Delete icon to delete the document details.
<b>Additional Conditions</b> The user can click + to add multiple FFT details.	
<b>FFT Code</b>	FFT code is auto-populated.
<b>FFT Description</b>	System defaults the FFT description based on the FFT code.
<b>Action</b>	Click Edit icon to edit the FFT details.  Click Delete icon to delete the FFT details.

2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#).  
For more information on the action buttons, refer to the field description table below.

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


Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application   <b>Note:</b> Not applicable for STP of SWIFT MT 765.

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

Field	Description
Remarks	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised Islamic. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>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.</p> <p>If more than one signature is required, system should display all the signatures.</p>
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	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>



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

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

## 2.3.4 Advices

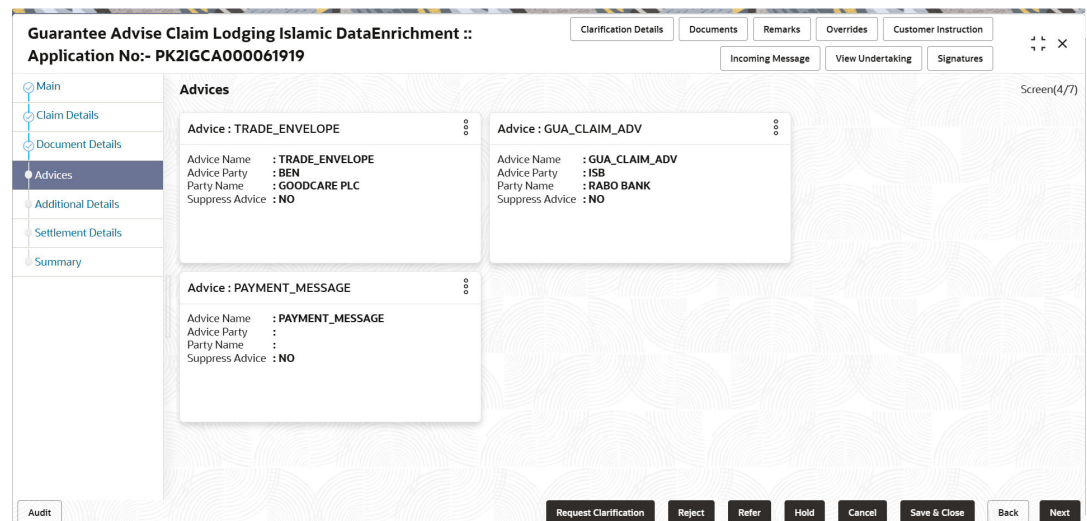
This topic provides the systematic instructions to capture the advices details of Lodge Claim Guarantee Advised process.

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

All the Advices maintained are also applicable for STP and are processed in the same manner. A DE user, can verify the advices details Data Segment of the Guarantee claim request.

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

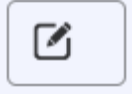
**Figure 2-11 Advices**




### Advice Details

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

**Table 2-14 Advice Details**

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the system. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party is defaulted from the system.
<b>Party ID</b>	Displays the party Id defaulted from system.
<b>Party Name</b>	Displays the defaulted from Guarantee.
<b>FFT Code</b>	Specify the free format text based on the following table. Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected. User can edit the FFT description.
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.

**Table 2-14 (Cont.) Advice Details**

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

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-15 Advices - Action Buttons - Field Description**


Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application   <b>Note:</b> Not applicable for STP of SWIFT MT 765.
<b>Remarks</b>	Specify any additional information regarding the Lodge Claim Guarantee Advise. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

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

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 765.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

Field	Description
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Lodge Claim Guarantee Advise Islamic request.

As a part of Additional details section, Guarantee /Standby Advise claim may have impact on the Limits & Collaterals.

If any of the fields in the financial section of the pop up screen is checked then the limits and collaterals screen will be enabled. All the Additional Details are also applicable for STP and are processed in the same manner.

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

**Figure 2-12 Additional Details**

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

### Limits and Collaterals

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

Provide the Limit Details based on the description in the following table:

**Limit & Collateral**

▼ Limit Details

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

▼

**Cash Collateral Details**

Collateral Percentage

Collateral Currency and amount

Exchange Rate

GBP

1.0

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

Figure 2-13 Limit Details

### Limit Details

<b>Customer Id</b> 001044	<b>Linkage Type</b> Facility
<b>Contribution %</b> 100.0	<b>Liability Number</b> 001044
<b>Contribution Currency</b> USD	<b>Line Id/Linkage Ref No</b> 001044_US
<b>Limit/Liability Currency</b> USD	<b>Limits Description</b> 
<b>Limit Check Response</b> Available	<b>Amount to Earmark</b> \$10.00
<b>Expiry Date</b> 	<b>Limit Available Amount</b> \$999,378,010.18
<b>Response Message</b> Balance available of USD 999378010.18	<b>ELCM Reference Number</b> 

Verify Save & Close Close

Figure 2-14 Collateral Details

**Collateral Details**

Total Collateral Amount: £20.00

Collateral Amount to be Collected: £20.00

Sequence Number: 1.0

Collateral Split %: 100.0

Collateral Contribution Amount: £20.00

Settlement Account: PK20010440016

Settlement Account Currency: GBP

Exchange Rate: 1.0

Contribution Amount in Account Currency: £20.00

Account Available Amount:

Response: VN

Response Message:

Verify

✓ ✕

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

Table 2-16 Limit Details - Field Description

Field	Description
<b>Limit Details</b>	Click <b>View</b> link to view the limit details limit details. Below fields are displayed on the Limit Details pop-up screen.
<b>Customer ID</b>	Applicant's/Applicant Bank customer ID will get defaulted.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• <b>Facility</b></li> <li>• <b>Liability</b></li> </ul> By default Linkage Type should be <b>Facility</b> .



**Table 2-16 (Cont.) Limit Details - Field Description**



Field	Description
<b>Contribution %</b>	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	<p>Read only field.</p> <p>This field displays the contribution currency.</p>
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> 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.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	<p>Read only field.</p> <p>This field displays the limit currency, when the user select the <b>Liability Number</b>.</p>
<b>Limits Description</b>	<p>Read only field.</p> <p>This field displays the limits description.</p>
<b>Limit Check Response</b>	<p>This field displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
<b>Amount to Earmark</b>	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
<b>Expiry Date</b>	Read only field. This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	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 <b>Verify</b> button.
<b>Response Message</b>	This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	This field displays the ELCM reference number.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
<b>Limit Details grid</b>	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id.
<b>Cash Collateral Details</b>	Specify the <b>Cash Collateral Details</b> .
<b>Collateral Percentage</b>	Specify the percentage of collateral to be linked to this transaction.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Collateral Details pop-up screen</b>	Click <b>View</b> link to view the collateral details. Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table: Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default.
<b>Exchange Rate</b>	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.

**Table 2-16 (Cont.) Limit Details - Field Description**

Field	Description
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	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.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. This field displays the account available amount which will be auto-populated on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save &amp; Close</b>	Click to to save and close the record.
<b>Cancel</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
<b>Collateral %</b>	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.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Account Balance Check Response</b>	Read only field. System populates the Account Balance Check Response on clicking the <b>Verify</b> button.

**Table 2-16 (Cont.) Limit Details - Field Description**

Field	Description
<b>Edit</b>	Click edit link to edit the collateral details.

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

### Charge Details

This section defaults the commission, charges and tax details if any. 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.

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

**Table 2-17 Charge Details - Field Description**

Field	Description
<b>Commission Details</b>	This section displays the <b>Commission Details</b> .
<b>Component</b>	This field displays the commission component.
<b>Rate</b>	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.

**Table 2-17 (Cont.) Charge Details - Field Description**

Field	Description
<b>Amount</b>	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. 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 OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified Amount</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	If enabled, charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
<b>Split</b>	The user can split the Commission by enabling/ disabling the flag as per the requirement.
<b>Charge Party</b>	Charge party is <b>Applicant</b> by default. User can change the value to Beneficiary.
<b>Settlement Account</b>	Select the settlement account.
<b>Amendable</b>	The value is auto-populated as the commission can be amended or not.
<b>Charge Details</b>	This section displays the <b>Charge Details</b> .
<b>Component</b>	This field displays the charge component type.
<b>Tag Currency</b>	This field displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	This field displays the tag amount that is maintained under the product code.
<b>Currency</b>	This field displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Billing</b>	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 OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.

Table 2-17 (Cont.) Charge Details - Field Description

Field	Description
<b>Defer</b>	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 OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
<b>Waive</b>	Enable 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.
<b>Split</b>	The bank User can split the Charges/Commission by enabling/disabling the flag as per the requirement.
<b>Charge Party</b>	Charge party is applicant by default. User can change the value to beneficiary.
<b>Settlement Account</b>	Select the settlement account.
<b>Tax Details</b>	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
<b>Component</b>	This field displays the tax component.
<b>Type</b>	This field displays the type of tax component.
<b>Value Date</b>	This field displays the value date of tax component.
<b>Currency</b>	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
<b>Billing</b>	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.
<b>Defer</b>	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 de-selection the user has to click on 'Recalculate' charges button for re-simulation.
<b>Settlement Account</b>	System defaults the settlement account. The user can modify the settlement account.

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

#### Tracer Details

The bank users can capture these tracer details for Claim Lodgement in Guarantee and should send the tracers to the customer till its Settled / Extended / Rejected / Injunction.

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

**Table 2-18 Tracer Details - Field Description**

Field	Description
<b>Tracer Code</b>	Read only field. Tracer code is defaulted by the system maintained in the product level.
<b>Description</b>	Read only field. Description of the racer code is auto populated.
<b>Party Type</b>	Specify the party type of the tracer or click <b>Search</b> to search and select from the party type from the look-up.
<b>Required</b>	Enable the option, if respective tracer is required.
<b>Maximum Tracers</b>	Specify the maximum number of tracers to be sent. Maximum allowed is 99 exceeding the same system should prompt an error message for the same "Maximum number of numerals allowed is: 2" and should clear the field to enter the correct value by the user. Maximum Tracers cannot be less than the "Number Sent", system needs to validate the same.
<b>Number Sent</b>	Number Sent is defaulted by the System with the value, where the number of tracers sent so far. And it cannot be greater than the "Maximum Tracers". The user can change the value.
<b>Start Days</b>	Specify the number of days after which the tracer has to be sent from the Tracer Start date. It should be positive numeric value.
<b>Last Sent On</b>	Read only field. Tracer last sent date is defaulted by the system.
<b>Medium</b>	Select the medium in which the Tracer has to be generated from the drop-down list. It lists all the possible mediums maintained in the system. <ul style="list-style-type: none"> <li>MAIL</li> <li>SWIFT</li> </ul>

**Table 2-18 (Cont.) Tracer Details - Field Description**

Field	Description
<b>Frequency</b>	Specify the medium in which the Tracer has to be generated. It should be positive numeric value.
<b>Template ID</b>	Specify the template ID or click <b>Search</b> to search and select the template ID in which the tracer has to be generated from the lookup. It is a lookup which lists all the possible templates maintained in the system. Template ID is nothing but the data that goes in Tag 79 in MT799. This template ID is applicable only for medium 'SWIFT'. Template lookup displays all the template ids applicable for the given Tracer Code.
<b>Action</b>	Click Edit icon to edit the tracer details.

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

**Preview Message**

Based on the guarantee Claim captured in the previous screen, the preview message simulated from the back office and the user can view a preview of the outgoing SWIFT message and advise

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

**Table 2-19 Preview Message - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	
<b>Language</b>	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down.
<b>Message Status</b>	Read only field. Display the message status of draft message of guarantee details



**Table 2-19 (Cont.) Preview Message - Field Description**

Field	Description
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of guarantee details.
<b>Preview Message</b>	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.
<b>Preview Mail Device</b>	
<b>Language</b>	Read only field.  The language for the advice message.  English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of advice message of guarantee details
<b>Repair Reason</b>	Read only field. Display the message repair reason of advice message of guarantee details.
<b>Preview Message</b>	This field displays a preview of advice.

**FX Linkage**

This section enables the user to link the existing FX contract(s) to the Guarantee/SBLC Claim Settlement. FX Linkage call should be triggered on DE-submit.

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
032FXF2232153004			AED 0.00	1.5	AED 0.00		Jan 2, 2024	

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Average FX Rate  
0

**Figure 2-15 FX Linkage Details**

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

**Table 2-20 FX Linkage - Field Description**

Field	Description
The user can click + to add multiple <b>FX Details</b> . Below fields are displayed on the FX linkage pop-up screen, if the user clicks plus icon.	
<b>FX Reference Number</b>	Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Guarantee Claim contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> Guarantee Claim currency should be SOLD currency for claim settlement for Guarantees Issued.
<b>Currency</b>	This field displays the currency from the linked FX contract.
<b>Contract Amount</b>	This field displays the contract amount from the linked FX contract. The user can change the currency of the contact amount.
<b>Available Contract Amount</b>	This field displays the available FX contract amount.
<b>Linkage Amount</b>	This field displays the amount available for linkage.
<b>Rate</b>	This field displays the rate at which the contract is booked.
<b>FX Amount in local currency</b>	This field displays the the FX amount in local currency.
<b>FX Expiry Date</b>	This field displays the expiry date from the linked FX contract.

**Table 2-20 (Cont.) FX Linkage - Field Description**

Field	Description
<b>FX Delivery Period - From</b>	This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	This field displays the date to which the contract is valid for utilization.
Below fields appear in the FX linkage grid along with the above fields.	
<b>Bought Currency</b>	This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
<b>Total Utilized Amount</b>	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
<b>Average FX Rate</b>	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.


6. Click **Save and Close** to save the details and close the screen.
7. **Next.**

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

**Table 2-21 Additional Details - Action Buttons - Field Description**

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

Table 2-21 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Not applicable for STP of SWIFT MT 765.</p> </div>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 765.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	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 2-21 (Cont.) Additional Details - Action Buttons - Field Description**

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

## 2.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Lodge Claim Guarantee Advised Islamic request.

The user can view the settlement details during Lodge Claim Guarantee Advised Islamic request.

All the Settlement Details fields are also applicable for STP and are processed in the same manner.

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

**Figure 2-16 Settlement Details**

**Guarantee Advise Claim Lodging Islamic DataEnrichment ::**  
Application No:- PK2IGCA000061919

Clarification Details Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

Main Claim Details Document Details Advices Settlement Details Summary

**Settlement Details**  
 Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
CLAIM_CUST_A...	AED	Debit	PK20010410...	WELLS FARGO LA	USD	No	No
COLLAMT_OSEQ	AED	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMNDA...	AED	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMTEQ	AED	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT_DECR	AED	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AMT_INCR	AED	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLL_AVALAM...	AED	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
LICOURAMND...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
LIEXADV_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No

COLLAMT\_OSEQ - Party Details

Transfer Type: Bank Transfer Charge Details: Remitter All Charges Netting Indicator: Ordering Customer: [Search] [D]

Ordering Institution: [Search] [D] Receivers Correspondent: [Search] [D] Intermediary Institution: [Search] [D] Account With Institution: [Search] [D]

Beneficiary Institution: [Search] [D] Ultimate Beneficiary: [Search] [D] Intermediary Reimbursement Institution: [Search] [D] Receiver: 001044 [Search]

Payment Details

Sender To Receiver 1: [Only /BX/XXX format is allowed] Sender To Receiver 2: [/BX/XXX or //XXX format is allowed] Sender To Receiver 3: [/BX/XXX or //XXX format is allowed] Sender To Receiver 4: [/BX/XXX or //XXX format is allowed]

Sender To Receiver 5: [/BX/XXX or //XXX format is allowed] Sender To Receiver 6: [/BX/XXX or //XXX format is allowed]

Remittance Information

Payment Detail 1: [ ] Payment Detail 2: [ ] Payment Detail 3: [ ] Payment Detail 4: [ ]

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-22 Settlement Details – Field Description**

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

- Click any component in the grid.

**Party Details**

**Table 2-23 Party Details – Field Description**

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

**Payment Details**

**Table 2-24 Payment Details - Field Description**

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

## Remittance Information

**Table 2-25 Remittance Information – Field Description**

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

3. Click **Next**.

The task will move to next data segment.

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

**Table 2-26 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	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> Not applicable for STP of SWIFT MT 765.</p> </div>
Remarks	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>



Table 2-26 (Cont.) Action Buttons - Field Description

Field	Description
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.7 Summary

This topic provides the systematic instructions to view the summary of Lodge Claim Guarantee Advised Islamic request.

User can review the summary of details updated in Data Enrichment stage of Lodge Claim Guarantee Advised Islamic request.

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

The Summary stage is also applicable for STP and are processed in the same manner.

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

**Figure 2-17 Summary**

**Guarantee Advise Claim Lodging Islamic DataEnrichment :: Application**  
No:- PK2IGCA000061919

Clarification Details Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

Main  
Claim Details  
Document Details  
Advices  
Additional Details  
Settlement Details  
Summary

**Summary**

Main	Claim Details	Document Details
Booking Date : 2022-04-20 Submission Mode : Desk Amount : AED 100	Demand Type : \$ New Expiry Date : Intermediary :	Document 1 : Document 2 :
Advices	Commission,Charges and Taxes	Preview Messages
Advice 1 : Advice 2 :	Charge : Commission : Tax : Block Status : Not Initiated	Language : ENG Preview Message :-
Settlement Details	Party Details	Compliance
Component : Account Number : Currency :	Beneficiary : GOODCARE PLC Issuing Bank : WELLS FARGO ... Applicant : MARKS AND SP...	KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...
Accounting Details	Tracers Details	FX Linkage
Event : AccountNumber : Branch :	Tracer Code : GUA_CLM_TRAC... Required : Yes Medium : Frequency : 1	Reference Number : Linkage Amount : Contract Currency :

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary:

- Main - User can view the application and Guarantee details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details- User can view the Document details.
- Advices - User can view the advices details.

- Limits and Collaterals - User can view the limits and collateral details. User can modify any field details if required.
- Commission, Charges and Taxes - User can view the charge details.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries.

 **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."


- Tracer Details - User can view the tracer details.
- FX Linkage Details - User can view the FX linkage details.

2. Click **Submit**.

The task will move to next logical stage.

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

**Table 2-27 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Not applicable for STP of SWIFT MT 765.</p> </div>

**Table 2-27 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Remarks</b>	Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 765.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-27 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Submit</b>	Task will get moved to next logical stage of Guarantee Advise Claim. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided

## 2.4 Exceptions

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

The Lodge Claim Guarantee Advised Islamic request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

### Amount Block Exception Approval

User can review the amount block exception for Trade Finance requests that failed to create Amount Block in backend system.

Log in into Trade Mid Office (TMO) system amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue.

Log in into Trade Mid Office (TMO) system amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue.

Open the task to view the summary tiles. The tiles should display a list of important fields with values.

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

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

On Approval, system should not release the Amount Block against each applicable account and system should handoff the "Amount Block Reference Number" to the back office. On successful handoff, back office will make use of these "Amount Block Reference Number" to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block.

Reference for all accounts to be passed to the back office.

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

- Approve:
  - Settlement amount will be funded (outside of this process)
  - Allow account to be overdrawn during hand-off
- Refer:
  - Refer Refer back to DE providing alternate settlement account to be used for block.
  - Different collateral to be mapped or utilize lines in place of collateral.
- Reject: Reject the transaction due to non-availability of sufficient balance in settlement account Amount Bock Exception This section will display the amount block exception details.

### Application Details

All fields displayed under Application details section, would be read only.

### Amount Bock Exception

This section will display the amount block exception details.

### Summary


Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details- User can view the Document details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details. User can modify any field details if required.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.
- Settlement Details - User can view the settlement details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the FX linkage details.

1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

**Table 2-28 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;">  <b>Note:</b> Not applicable for STP of SWIFT MT 765.         </div>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 2-28 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

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

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

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

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

**Approve**

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

**Summary**



The screenshot shows the Oracle KYC Exception Summary screen. The header includes the Oracle logo, user information (ZARTABOZ, subham@gmail.com), and the date (Aug 3, 2023). The main content area is titled 'Summary' and contains a grid of tiles. The tiles are as follows:

Main	Claim Details	Document Details	Additional Fields
Booking Date : 2023-08-02 Submission Mode : Online Amount : AED 19000	Demand Type : Extend or Se... New ExpiryDate : 2023-11-14 Intermediary :	Document 1 : Document 2 :	Click here to view : Additional fields :
Advices	Limits and Collaterals	Commission, Charges and Taxes	Preview Messages
Advice 1 : Advice 2 :	Contribution Currency : Amount to Earmark : null Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage CCY : Deposit Linkage Amount :	Charge : Commission : Tax : Block Status : Not Initiated	Language : ENG Preview Message : *
Settlement Details	Tracer Details	FX Linkage	
Component : Account Number : Currency :	Tracer Code : Required : Medium : Frequency :	Reference Number : Linkage Amount : Contract Currency :	

At the bottom of the screen, there are navigation buttons: 'Audit', 'Reject', 'Refer', 'Hold', 'Approve', 'Back', and 'Next'.


**Figure 2-18 Know Your Customer (KYC) Exception**

Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details- User can view the Document details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details. User can modify any field details if required.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.
- Settlement Details - User can view the settlement details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the FX linkage details.

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

**Table 2-29 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> Not applicable for STP of SWIFT MT 765. </div>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• 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>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 2-29 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

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

**Exception - Limit Check/Credit**

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

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

 **Note:**

On Approval of the exception task, system should validate the Limit Availability, Limit Expiry Date in the Limit System and create Earmark in the ELCM system. In case if the Limit is not available or the Limit is expired, then system should display an error message and should not allow the user to approve and proceed.

Limit check Exception approver can do the following actions:

**Approve**

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

**Refer**

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

**Reject**

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

### Limit/Credit Check

This section will display the amount block exception details.

### Summary

Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details- User can view the Document details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details. User can modify any field details if required.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.
- Settlement Details - User can view the settlement details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the FX linkage details.

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

**Table 2-30 Exception - Limit Check/Credit - Action Buttons – Field Description**


Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents. Application will display the mandatory and optional documents.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 150px;"> <p> <b>Note:</b> Not applicable for STP of SWIFT MT 765.</p> </div>
<b>Remarks</b>	<p>Specify any additional information regarding the Lodge Claim Guarantee Advised. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.

Table 2-30 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

## 2.5 Multi Level Approval

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


This stage allows the approver user to approve a Claim Lodged under Guarantee Advised Islamic transaction.


1. Log in into OBTFPM 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 Re-Key** pop-up screen appears.

**Figure 2-19** Approval Re-Key

## Approval Rekey

 View Signature

 Documents

 Remarks

**Claim Amount**

GBP ▼

£56,000.00

✓

**Currency**

GBP ▼

✓

Refer

Close

Proceed

The application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

5. Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.

Some of the fields below will dynamically be available for re-key.:

- Claim Amount

- Currency

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

6. Click **Proceed** to proceed for the approval.

The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.

7. Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

In case of MT798, on approval the task is handed off to back office system to create a Guarantee contract and generate the required MT760/761 messages.

 **Note:**

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

### Approval Summary



**Guarantee Advise Claim Lodging Islamic Approval Task Level 1 ::**  
Application No:- PK2IGCA000009842

Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

<b>Main</b> Booking Date : 2022-04-20 Submission Mode : Online Amount : AED 100	<b>Claim Details</b> Demand Type : Q New Expiry Date : 2025-04-30 Intermediary :	<b>Document Details</b> Document 1 : Document 2 :
<b>Advices</b> Advice 1 : GUA_PAY_ADV Advice 2 : TRADE_ENVELO...	<b>Commission,Charges and Taxes</b> Charge : GBP 47.00 Commission : GBP 0.20 Tax : Block Status : Not Initiated	<b>Preview Messages</b> Language : ENG Preview Message :-
<b>Settlement Details</b> Component : Account Number : Currency :	<b>Party Details</b> Issuing Bank : WELLS FARGO ... Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC	<b>Compliance</b> KYC : Verified Sanctions : Not Initiate... AML : Not Initiate...
<b>Accounting Details</b> Event : AccountNumber : Branch :	<b>Exception(Approval)</b> Sanction : EXCEPTION PLEASE VISIT REMARKS :- FOR MORE DETAILS	<b>Tracer Details</b> Tracer Code : Required : Medium : Frequency :
<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :		

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main - User can view the application and Guarantee details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details- User can view the Document details.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details. The message preview screen has the Legal Verification details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries.

 **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.
- Tracer Details - User can view the tracer details.
- FX Linkage Details - User can view the FX linkage details.

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

**Table 2-31 Approval Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the guarantee. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 765.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.

**Table 2-31 (Cont.) Approval Summary - Action Buttons - Field Description**

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

8. Click **Approve**.

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