

# Oracle® Banking Trade Finance Process Management Export Documentary Collection Booking



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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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# 1

## Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

### 1.1 Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Export Documentary Collection Booking** process.

### 1.2 Audience

This document is intended for the following audience:

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

### 1.3 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](#)

#### 1.3.1 Access to Oracle Support

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

## 1.4 Critical Patches

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

## 1.5 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.

## 1.6 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.

## 1.7 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.

## 1.8 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

## 1.9 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.

## 1.10 Acronyms and Abbreviations

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

**Table 1-1 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

## 1.11 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 1-2 Common Action Buttons and its Definitions**

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

Table 1-2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<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>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## 1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common






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



Table 1-3 (Cont.) Symbols and Icons - Common























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

Table 1-4 Symbols and Icons - Widget

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

# 2

## 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.

# 3

## Export Documentary Collection Booking

Export Documentary Collection Booking process enables the Drawee (Exporter) to collect payment for document under collection from the Drawer (Importer) through intermediate banks (Remitting/Collecting Bank).

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Data Enrichment](#)
- [Exceptions](#)
- [Multi Level Approval](#)
- [Reject Approval](#)
- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the Export Documentary Collection Booking request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of **Export Documentary Collection Booking** request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking 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.
- [Reject Approval](#)  
This topic helps you quickly get acquainted with the Reject Approval process.

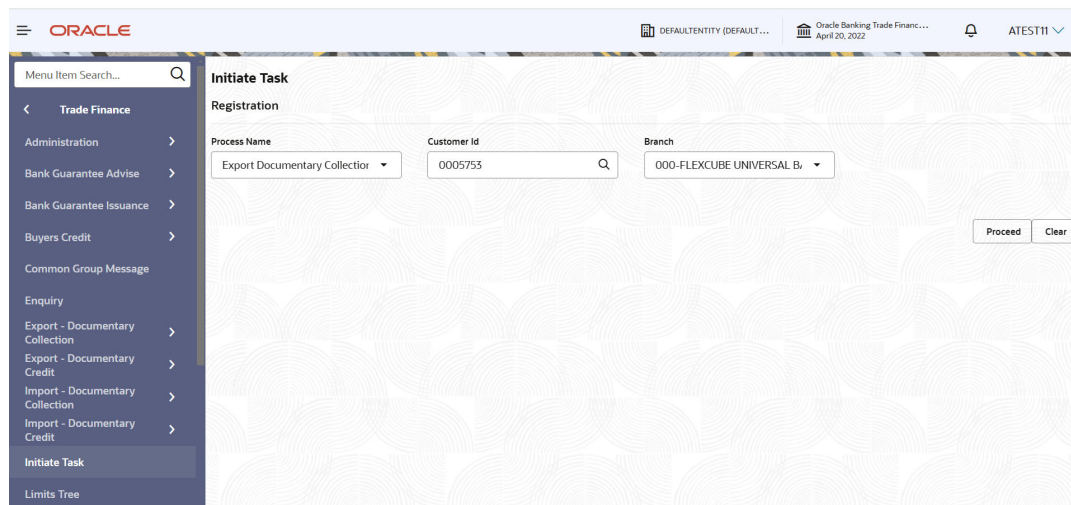
### 3.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the Export Documentary Collection Booking 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 3-1 Initiate Task**



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

 **Note:**  
The fields which are marked in asterisk are mandatory.

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

**Table 3-1 Initiate Task - Field Description**

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Customer ID</b>	Click <b>Search</b> to search and select the required customer ID.
<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 3-2 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.

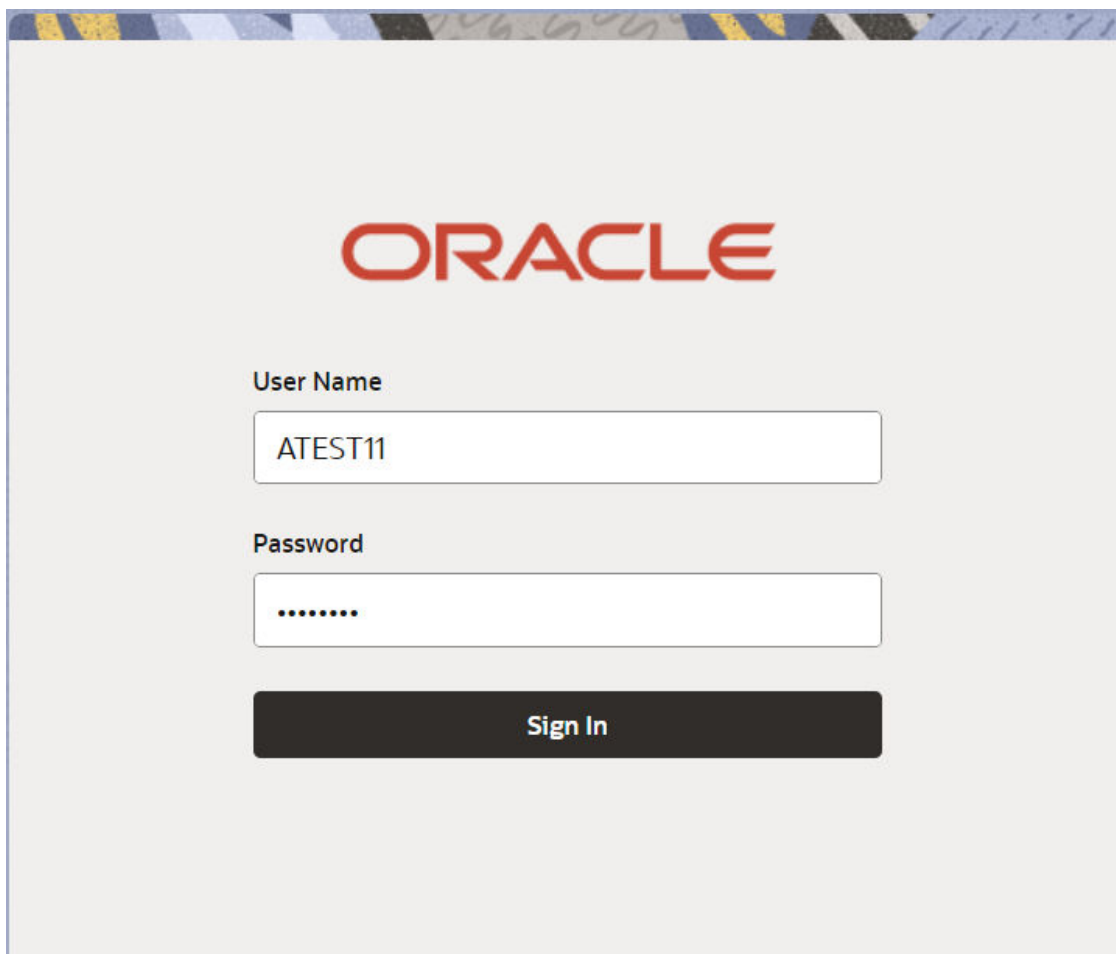
## 3.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of **Export Documentary Collection Booking** request.

User captures the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

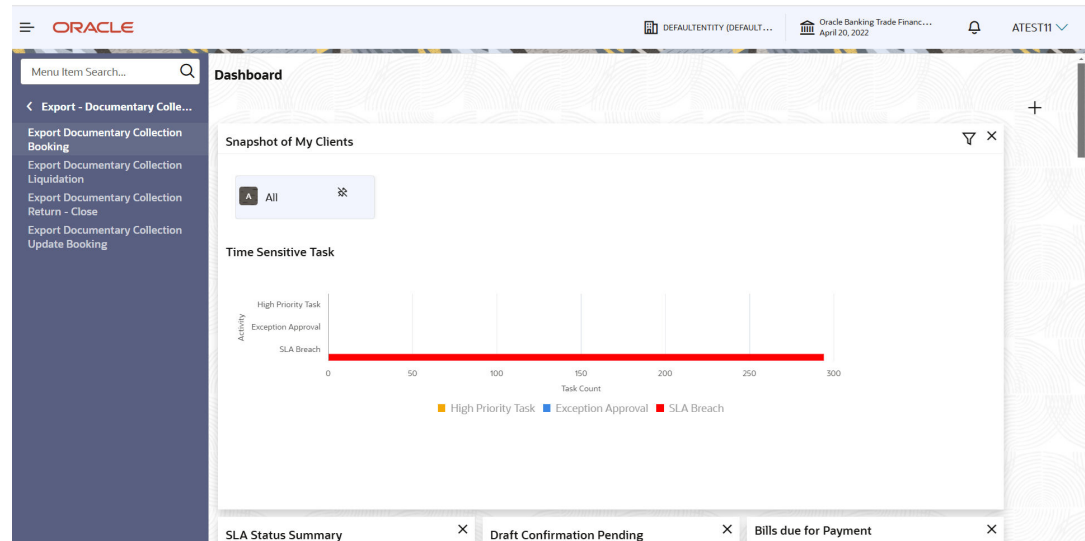
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 3-2** LogIn Screen

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

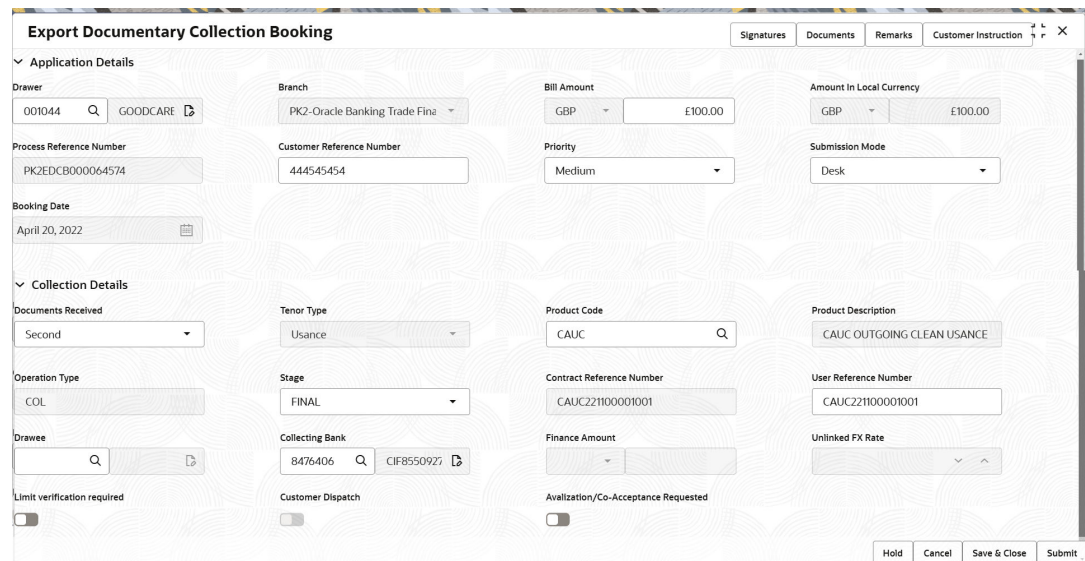
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export - Documentary Collection**.
2. Under **Export - Documentary Collection**, click **Export Documentary Collection Booking**.

Figure 3-3 Export Documentary Collection Booking



The **Export Documentary Collection Booking - Registration** screen appears. The Export Documentary Collection Booking - Registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

Figure 3-4 Export Documentary Collection Booking - Registration - Application Details




3. On **Export Documentary Collection Booking - 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 3-3 Export Documentary Collection Booking - Registration - Application Details - Field Description**

Field	Description
<b>Drawer</b>	<p>Specify the Drawer ID.</p> <p>Alternatively, click <b>Search</b> to search and select the Drawing reference number. In the lookup, you can search giving any combination details of party ID and the Party Name to fetch the drawing details. Based on the search result, select the applicable Drawer.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the selected Drawer ID/party is blacklisted the system displays a warning message.</p> </div>
<b>Branch</b>	<p>Read only field.</p> <p>Branch details is auto-populated based on the selected Drawer ID.</p>
<b>Bill Amount</b>	Select the bill currency and specify the bill amount.
<b>Amount In Local Currency</b>	<p>Read only field.</p> <p>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).</p>
<b>Process Reference Number</b>	<p>Read only field.</p> <p>Unique OBTFPM task reference number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>
<b>Customer Reference Number</b>	Specify the customer reference number if available.
<b>Priority</b>	<p>System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p> <p>User can change the priority populated any time before submit.</p>
<b>Submission Mode</b>	<p>Select the submission mode of Export Documentary Collection Booking request from the drop-down list.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul>
<b>Booking Date</b>	<p>Read only field.</p> <p>System displays the booking date of the application.</p> <p>By default, the application displays branch's current date.</p>



### Collection Details

Registration user can provide collection details in this section. Alternately, details can be provided by Data Enrichment user.

4. On **Export Documentary Collection Booking - Registration - Collection 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 3-4 Export Documentary Collection Booking - Registration - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Select the number of sets of documents received from the drop-down list. <ul style="list-style-type: none"> <li>• <b>First</b></li> <li>• <b>Second</b></li> <li>• <b>Both</b></li> </ul>
<b>Tenor Type</b>	Select the tenor type based on the document received. The options are: <ul style="list-style-type: none"> <li>• <b>Sight</b></li> <li>• <b>Usance</b></li> <li>• <b>Multi Tenor</b></li> </ul>
<b>Product Code</b>	Click <b>Search</b> to search and select the product code for the collection booking from the look-up.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>Operation Type</b>	Read only field. This field displays the operation type as per the product code. User can book a documentary collection using the <b>Operation Type</b> as <b>FOP</b> , to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank.

**Table 3-4 (Cont.) Export Documentary Collection Booking - Registration - Collection Details - Field Description**

Field	Description
<b>Stage</b>	<p>Select the stage from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Initial</b></li> <li>• <b>Final</b></li> </ul> <p>By default, stage is set to 'Initial'.</p> <p>For <b>Operation Type, FOP</b> the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.</p>
<b>Contract Reference Number</b>	<p>Read only field.</p> <p>System populates the contract reference number from the back end system once the product code is selected.</p>
<b>User Reference Number</b>	<p>System defaults the User reference number based on the description of the product as per the product code.</p> <p>The user can change the value.</p>
<b>Drawee</b>	<p>Click <b>Search</b> to search and select the drawee from the look-up.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the selected drawee/ party is blacklisted the system displays a warning message.</p> </div>
<b>Collecting Bank</b>	<p>Click <b>Search</b> to search and select the collecting bank from the look-up.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is not applicable if the documents are to be received directly by Drawee.</p> </div>
<b>Finance Amount</b>	<p>Read only field.</p> <p>The amount that requires finance.</p>
<b>Unlinked FX Rate</b>	<p>Read only field.</p> <p>This field displays the unlinked FX rate.</p>
<b>Limit verification required</b>	<p>Move the slider On to enables for limit verification.</p> <p>If the toggle is disabled and Finance amount has been provided, the system prompts an override message on Submit.</p>

**Table 3-4 (Cont.) Export Documentary Collection Booking - Registration - Collection Details - Field Description**

Field	Description
<b>Customer Dispatch</b>	<p>The value is populated from back office based on the maintenance.</p> <ul style="list-style-type: none"> <li>Switch to  if the customer has to dispatch the documents directly to the importer's bank.</li> <li>Switch to , if the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No"</li> </ul>
<b>Avalization/Co-Acceptance Requested</b>	<p>Option for the user to select if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final.</p> <p>By default this option is disabled.</p> <p>Once the option is enabled, it can not be unchecked during any further actions or operations.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.</p> </div>

5. Click **Submit**.

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

**Table 3-5 Export Documentary Collection Booking - 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.</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>Documents</b>	Upload the documents received under the Documentary Collection.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.

**Table 3-5 (Cont.) Export Documentary Collection Booking - 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>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancels the Export Documentary Collection Booking 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>	The task will move to next logical stage of Export Documentary Collection Booking. 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..

### 3.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.

On successful completion of Registration of an Export Documentary Collection Booking, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are validated.

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

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

Figure 3-5 Free Task

Acquire and Edit	Priority	Process Name	Process Reference	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export Documentary Collection Bo...	PK2EDCB000064574	PK2EDCB000064574	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ImportDocumentaryCollectionBoo...	PK2IDCU0000...	PK2IDCU000064567	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import LC Internal Amendment	PK2ILCI0000...	PK2ILCI000064543	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import LC Amendment	PK2ILCA0000...	PK2ILCA000064563	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Internal Amendment	PK2ILCI0000...	PK2ILCI000064562	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Internal Amendment	PK2ILCI0000...	PK2ILCI000064561	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Common Group Message	PK2CGRM000...	PK2CGRM000064560	MessageGeneration	22-04-20
<input type="checkbox"/>	Medium	Import LC Internal Amendment	PK2ILCI0000...	PK2ILCI000064559	Registration	22-04-20
<input type="checkbox"/>	Medium	Import LC Internal Amendment	PK2ILCI0000...	PK2ILCI000064558	Registration	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Ben...	PK2GTEA000...	PK2GTEA000064557	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Drawing Update	PK2IELU0000...	PK2IELU000050808	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance	PK2ILCI0000...	PK2ILCI000064540	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000...	PK2ELCA000064536	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 scrutinize the registered task.

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export Documentary Colle...	PK2EDCB000064574	PK2EDCB000064574	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Closure	PK2IECL000064549	PK2IECL000064549	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing - Islamic	PK2IELD000064491	PK2IELD000064491	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Reopen	PK2IELR000064457	PK2IELR000064457	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Reopen	PK2IELR000064448	PK2IELR000064448	AmountBlock Exception A...	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer	PK2ELCT000064421	PK2ELCT000064421	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer	PK2ELCT000064430	PK2ELCT000064430	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer	PK2ELCT000064428	PK2ELCT000064428	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing Update	PK2ELCU000063760	PK2ELCU000063760	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing Update	PK2ELCU000064386	PK2ELCU000064386	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing Update	PK2ELCU000064207	PK2ELCU000064207	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing Update	PK2ELCU000064388	PK2ELCU000064388	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000064377	PK2ELCA000064377	DataEnrichment	22-04-20

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

- [Main Details](#)
- [Document Details](#)
- [Other Details](#)
- [Shipment Details](#)
- [Maturity Details](#)
- [Additional Fields](#)

- [Advices](#)
- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

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

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.
- [Document Details](#)  
This topic provides the systematic instructions to capture the details of the documents received.
- [Other Details](#)  
This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.
- [Shipment Details](#)  
This topic provides the systematic instructions to capture the shipment details of export documentary collection booking request.
- [Maturity Details](#)  
This topic provides the systematic instructions to capture the maturity details.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of export documentary collection booking request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of Export Documentary Collection Booking process.

### 3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection booking request.

Main details section has two sub section as follows:

- Application Details
- Collection Details.

#### **Application Details**

All fields displayed under Basic details section, would be read only except the 'Customer Reference Number', 'Priority' and 'Submission Mode' fields. For more information on the fields, refer [Table 3-3](#) of **Registration** stage.

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

**Figure 3-6 Data Enrichment - Main Details**

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

**Table 3-6 Export Documentary Collection Booking - Main Details - Application Details - Field Description**


Field	Description
<b>Drawer</b>	Read only field. This field displays the Drawer as selected in <b>Registration</b> stage.
<b>Branch</b>	Read only field. Branch details is auto-populated based on the selected Drawer ID.
<b>Bill Amount</b>	Read only field. This field displays the bill currency defaulted from the <b>Registration</b> stage.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Process Reference Number</b>	Read only field. Unique OBTFPM task reference number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Customer Reference Number</b>	Specify the customer reference number if available.

**Table 3-6 (Cont.) Export Documentary Collection Booking - Main Details - Application Details - Field Description**

Field	Description
<b>Priority</b>	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority.
<b>Submission Mode</b>	System populates the submission mode of Export Documentary Collection Booking request.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul> User can change the submission mode.
<b>Booking Date</b>	Read only field. System displays the booking date of the application. By default, the application displays branch's current date.

**Collection Details**

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

 **Note:**

In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online).

**Figure 3-7 Collection Details**







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





**Table 3-7 Export Documentary Collection Booking - Main Details - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Select the number of sets of documents received from the drop-down list. <ul style="list-style-type: none"> <li>• <b>First</b></li> <li>• <b>Second</b></li> <li>• <b>Both</b></li> </ul>
<b>Tenor Type</b>	Select the tenor type based on the document received. The options are: <ul style="list-style-type: none"> <li>• <b>Sight</b></li> <li>• <b>Usance</b></li> <li>• <b>Multi Tenor</b></li> </ul>
<b>Product Code</b>	Read only field. Product Code is defaulted from the <b>Registration</b> stage.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>Operation Type</b>	Read only field. This field displays the operation type as per the product code. User can book a documentary collection using the <b>Operation Type</b> as <b>FOP</b> , to indicate if the documents are to be delivered Free of Payment to the Drawee by the Collecting Bank.
<b>Stage</b>	Stage value is defaulted from the <b>Registration</b> stage. The options are: <ul style="list-style-type: none"> <li>• <b>Initial</b></li> <li>• <b>Final</b></li> </ul> User can change the Stage value. By default, stage is set to 'Initial'. For <b>Operation Type, FOP</b> the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
<b>Contract Reference Number</b>	Read only field. System populates the contract reference number from the back end system once the product code is selected.
<b>User Reference Number</b>	System defaults the User reference number based on the description of the product as per the product code. The user can change the value.

**Table 3-7 (Cont.) Export Documentary Collection Booking - Main Details - Collection Details - Field Description**

Field	Description
<b>Drawee</b>	<p>Click <b>Search</b> to search and select the drawee from the look-up.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the selected drawee/ party is blacklisted the system displays a warning message.</p> </div>
<b>Collecting Bank</b>	<p>Click <b>Search</b> to search and select the collecting bank from the look-up.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is not applicable if the documents are to be received directly by Drawee.</p> </div>
<b>Finance Amount</b>	<p>Read only field. The amount that requires finance.</p>
<b>Unlinked FX Rate</b>	<p>Read only field. This field displays the unlinked FX rate.</p>
<b>Limit verification required</b>	<p>Switch to  to enables for limit verification.</p> <p>Switch to , and if the Finance amount has been provided, the system prompts an override message on Submit.</p>
<b>Customer Dispatch</b>	<p>The value is populated from back office based on the maintenance.</p> <ul style="list-style-type: none"> <li>• Switch to  if the customer has to dispatch the documents directly to the importer's bank.</li> <li>• Switch to , if the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No"</li> </ul>

**Table 3-7 (Cont.) Export Documentary Collection Booking - Main Details - Collection Details - Field Description**

Field	Description
<b>Avalization/Co-Acceptance Requested</b>	<p>Option for the user to select if the bill is to be avalized.</p> <p>Switch to  this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final.</p> <p>By default this option is disabled.</p> <p>Once the option is enabled, it can not be unchecked during any further actions or operations.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.</p> </div>

2. Click **Next**.

The task will move to next data segment.

**Table 3-8 Main Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. 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 3-8 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>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>	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<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>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>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>

**Table 3-8 (Cont.) Main Details - Action Buttons - Field Description**

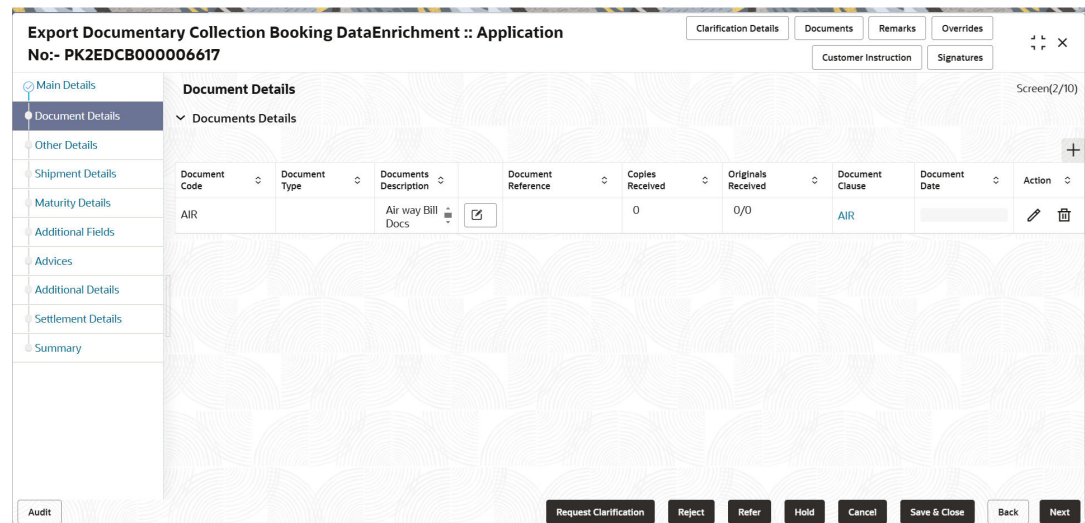
Field	Description
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

### 3.3.2 Document Details

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


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

**Figure 3-8 Data Enrichment - Document Details**



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

**Table 3-9 Document Details - Field Description**

Field	Description
<b>Document Code</b>	<p>System defaults the document code.</p> <p>User can add the document code by clicking the  Click <b>Search</b> to search and select the document code based on the document received.</p> <p>User can add or delete the code by deleting the line on the grid.</p>
<b>Document Type</b>	System displays the document type based on the document code. Click the link to view the document type.

**Table 3-9 (Cont.) Document Details - Field Description**

Field	Description
<b>Document Description</b>	System displays the document description based on the document code. User can edit the description. Click the link to view and edit the document description.
<b>Document Reference</b>	Specify the document reference.
<b>Copies Received</b>	Specify the number copies received from the Drawer. User can edit the actual copies received.
<b>Originals Received</b>	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
<b>Document Date</b>	User can edit the date on which the document is received. On click of 'Next' system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
<b>Action</b>	Click Edit icon to edit the document details.  Click Delete icon to delete the document details.

2. Click **Next**.

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

**Table 3-10 Document Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<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 collection. 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 3-10 (Cont.) Document Details - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>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>	<p>Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.</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>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>Click the Back button, to go back to the previous screen.</p>

**Table 3-10 (Cont.) Document Details - Action Buttons - Field Description**

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

### 3.3.3 Other Details

This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.

1. On **Other Details** screen, specify the fields that were not entered at Registration stage.

**Figure 3-9 Other Details**

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

**Table 3-11 Other Details - Field Description**

Field	Description
<b>Other Details</b>	
<b>Debit Value Date</b>	System defaults the debit value date. The user can change the debit value date.
<b>Credit Value Date</b>	System defaults the credit value date. The user can change the credit value date.



**Table 3-11 (Cont.) Other Details - Field Description**

Field	Description
<b>Value Date</b>	System defaults the value date. The user can change the value date.
<b>Other Bank Charges</b> Specify the other bank charges based on the description in the following table.	
<b>Other Bank Charges - 1</b>	Specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 2</b>	Specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charges - 3</b>	Specify the charges to be collected for the other bank as part of the collection transaction.
<b>Other Bank Charge Description - 1</b>	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Charge Description - 2</b>	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Charge Description - 3</b>	Specify the description of charges to be collected for the other bank as part of the drawings transaction.
<b>Other Bank Interest</b> The user can enter the Interest details to be captured as a part of "Other Bank Interest" details section	
<b>Start Date</b>	Specify or select the date from which the system starts calculating the Interest.
<b>Other Bank Interest-1, 2 and 3</b>	
<b>Component</b>	This field displays the name of the interest component.
<b>Component Description</b>	Specify the description of the interest component.
<b>Interest Rate</b>	Specify the rate to be applied for the interest component.
<b>Interest Basis</b>	Select the calculation basis on which the Interest to be computed from the drop-down list.
<b>Waive</b>	Select whether the interest to be waived off.  The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

2. Click **Next**.

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

**Table 3-12 Other 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 3-12 (Cont.) Other Details - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. 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>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>	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 3-12 (Cont.) Other Details - Action Buttons - Field Description**

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

### 3.3.4 Shipment Details

This topic provides the systematic instructions to capture the shipment details of export documentary collection booking request.

Update the goods and shipment details from the documents received.

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





Figure 3-10 Shipment Details

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


Table 3-13 Shipment Details – Field Description

Field	Description
<b>Shipment Details.</b>	
<b>Transshipment</b>	Select the transshipment details of goods (if any) from the document received from the drop-down list.  The options are: <ul style="list-style-type: none"> <li>Allowed</li> <li>Not Allowed</li> </ul>
<b>Partial Shipments</b>	Select the partial shipment details of goods (if any) from the document received from the drop-down list.  The options are: <ul style="list-style-type: none"> <li>Allowed</li> <li>Not Allowed</li> </ul>
<b>Date Of Shipment</b>	Select the date of shipment . Shipment date can be back dated but not future dated. This is a mandatory field, an error message will be displayed if not provided.

**Table 3-13 (Cont.) Shipment Details – Field Description**

Field	Description
<b>Place Of Taking In Charge</b>	<p>Specify the details of place of taking in charge from the document received.</p> <p>This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field is alternate to <b>Port Of Loading</b>.         </div>
<b>Port Of Loading</b>	<p>Specify the details of Port/Airport of Loading from the document received.</p> <p>This field indicates the port of loading to be indicated on the transport document.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field is alternate to <b>Place Of Taking In Charge</b>.         </div>
<b>Port Of Discharge</b>	<p>Specify the details of Port/Airport of Discharge from the document received.</p> <p>This field indicates the port of discharge or airport of destination to be indicated on the transport document.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field is alternate to <b>Place Of Final Destination</b>.         </div>
<b>Place Of Final Delivery</b>	<p>Specify the details of Place Of Final Destination from the document received.</p> <p>This field indicates the final destination or place of delivery to be indicated on the transport document.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> This field is alternate to <b>Port Of Discharge</b>.         </div>
<b>Carrier Name</b>	Specify the name of the carrier through which the goods were shipped.
<b>Shipping Agent Name</b>	Specify the shipping agent name from the document received.
<b>Shipping Agent Address</b>	Specify the shipping agent address from the document received.
<b>INCO Terms</b>	Click <b>Search</b> to search and select the INCO terms from the document received.

**Table 3-13 (Cont.) Shipment Details – Field Description**

Field	Description
<b>INCO Terms Description</b>	System displays the description of the INCO term.
<b>Description of Goods and/or Services</b> The user can click + to add multiple description of goods and services.	
<b>Goods Code</b>	Click <b>Search</b> to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
<b>Goods Type</b>	This field displays the goods type depending on selected goods code.
<b>Goods Description</b>	This field displays the description of goods based on goods code.
<b>Figure 3-11 Edit icon</b> 	Click Edit icon to edit the goods description.
<b>Action</b>	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.
<b>Country of Origin</b>	Specify the country of origin details from the documents received.
<b>Insurance Company Code</b>	Click <b>Search</b> to search and select the Insurance Company Code.
<b>Insurance Company</b>	Read only field. The system displays the insurance company details as per the selected Insurance Company Code from the lookup.
<b>Policy Number</b>	Specify the policy number of the insurance.
<b>Multi-model/ Transshipment details</b> During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section	
<b>Carrier Name</b>	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.
<b>Port</b>	Specify the port details as per the document received, if the ship has transit on its way to the destination.
<b>Action</b>	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

2. Click **Next**.

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

**Table 3-14 Shipment 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 3-14 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
<b>Documents</b>	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. 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>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>	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

**Table 3-14 (Cont.) Shipment Details - Action Buttons - Field Description**

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

### 3.3.5 Maturity Details

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



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

**Figure 3-12 Maturity Details**

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



**Table 3-15 Maturity Details - Field Description**

Field	Description
<b>Draft Details</b> The user can click + to add multiple <b>Draft Details</b> .	
<b>Draft Code</b>	Click <b>Search</b> to search and select the draft code.
<b>Draft Amount</b>	Specify the draft amount.
<b>Action</b>	Click Edit icon to edit the draft code/ draft amount.  Click Delete icon to delete the draft code.
<b>Maturity and Multi Tenor Liquidation Details</b> The user can click + to add multiple <b>Maturity and Multi Tenor Liquidation Details</b> .	
<b>S. No</b>	Serial number of the tenor record.
<b>Tenor Basis</b>	Specify the tenor basis.   <b>Note:</b> This field is disabled if the Tenor Type is 'Mixed'.
<b>Tenor Description</b>	The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description.
<b>Start Date</b>	Select the tenor start date.
<b>Tenor Days</b>	Specify the number of tenor days.
<b>Transit Days</b>	Specify the transit days, if the tenor is sight.
<b>Maturity Date</b>	System displays the due date for the bill based on tenor and tenor basis. If tenor is sight, system will calculate the maturity date as five working days from Document Received Date. If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.   <b>Note:</b> In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.
<b>Bill Amount</b>	Specify the bill amount.
<b>Liquidated Amount</b>	Specify the the liquidation amount.
<b>Exchange Rate</b>	Specify the exchange rate.
<b>Liquidation Date</b>	Specify the liquidation date.
<b>Liquidation Amount</b>	Specify the liquidation amount.
<b>Rebate Amount</b>	Specify the rebate amount.
<b>Action</b>	Click Edit icon to edit the tenor record.  Click Delete icon to delete the tenor record.

**Table 3-15 (Cont.) Maturity Details - Field Description**

Field	Description
<b>Interest From Date</b>	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.
<b>Interest To Date</b>	Application defaults Maturity Date in this field, if Interest from Date is provided.
<b>Acceptance Commission From Date</b>	Select the accept commission from date.
<b>Acceptance Commission To Date</b>	Select the accept commission to date.

2. Click **Next**.

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

**Table 3-16 Maturity Details - Action Buttons - Field Description**

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

**Table 3-16 (Cont.) Maturity Details - Action Buttons - Field Description**

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

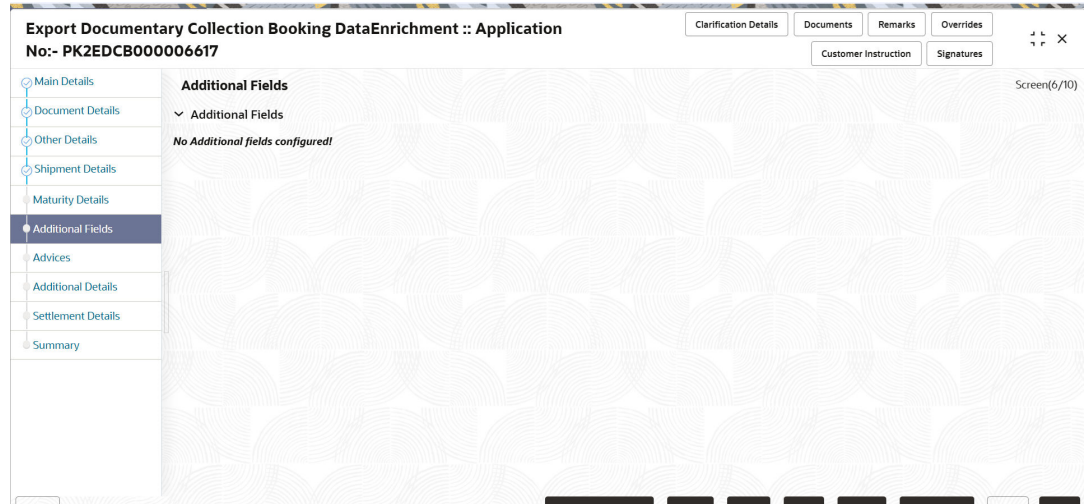
### 3.3.6 Additional Fields

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

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.

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

**Figure 3-13 Additional Fields**



2. Click **Next**.

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

**Table 3-17 Additional Fields - Action Buttons - Field Description**

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

**Table 3-17 (Cont.) Additional Fields - Action Buttons - Field Description**

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

**Table 3-17 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Back</b>	Click the Back button, to go back 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.

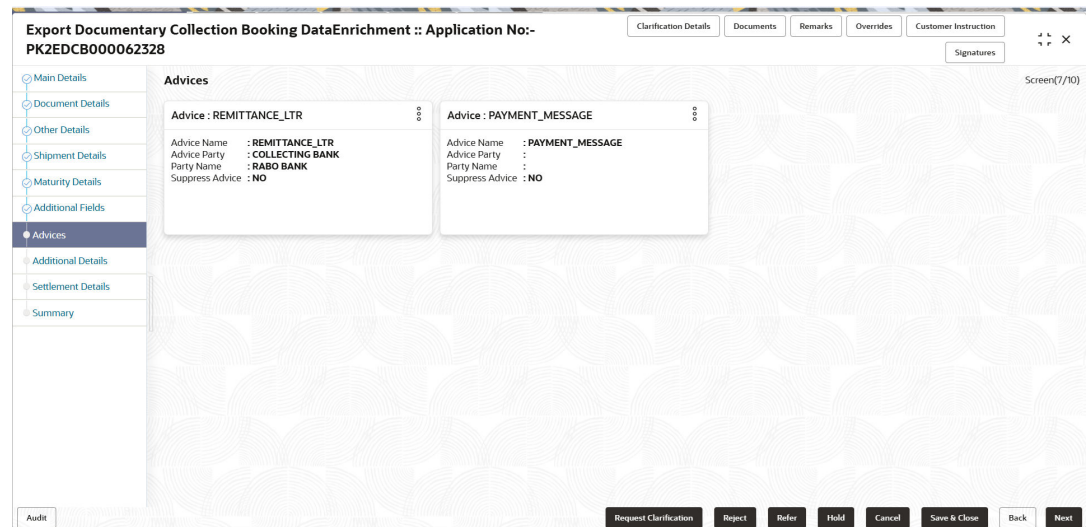
### 3.3.7 Advices

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

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

**Figure 3-14 Advices**



### Advice Details

**Table 3-18 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>	This field displays the advice name defaulted from LC issuance.
<b>Medium</b>	This field displays the medium of advices defaulted from the system. User can update if required.
<b>Advice Party</b>	This field displays the advice party defaulted from LC issuance.
<b>Party ID</b>	This field displays the party ID defaulted from LC issuance.
<b>Party Name</b>	This field displays the party name defaulted from LC issuance.
<b>FFT Code</b> Click + to add multiple <b>FFT Code</b> .	
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT code as a part of free text.
<b>FFT Description</b>	This field displays the FFT description based on the FFT code selected.
<b>Action</b>	Click Edit icon to edit the FFT code.  Click Delete icon to delete the FFT code.
<b>Instruction Code</b> Click + to add multiple <b>Instruction Code</b> .	
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction code as a part of free text.
<b>Instruction Description</b>	This field displays the instruction description based on the instruction code selected.
<b>Edit</b>	Click Edit icon to edit the instruction code description.

**Table 3-18 (Cont.) Advice Details**

Field	Description
<b>Action</b>	Click Edit icon to edit the instruction code.  Click Delete icon to delete the instruction code.

2. Click **Next**.

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

**Table 3-19 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>	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 collection. 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>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>	Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.




**Table 3-19 (Cont.) Advices - 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>Click the Back button, to go back 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>

### 3.3.8 Additional Details

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

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

**Figure 3-15 Additional Details**

**Export Documentary Collection Booking DataEnrichment :: Application**  
No:- PK2EDCB00000617

Clarification Details Documents Remarks Overrides  
Customer Instruction Signatures

Main Details  
Document Details  
Other Details  
Shipment Details  
Maturity Details  
Additional Fields  
Advices  
**Additional Details**  
Settlement Details  
Summary

**Additional Details**

**Charge Details**

Charge : EUR 73, GBP 333  
Commission :  
Tax :  
Block Status :

**Preview Message**

Language :  
Preview Message :-

**Payment Details**

Allow Rollover : No  
Auto Change from : No  
Acceptance to Advance : No  
Liquidate using Collateral

**FX Linkage**

Reference Number :  
Currency :  
Contract Amount :

**Interest Details**

Component :  
Amount :  
Event :

**Tracer Details**

Payment Tracer : No  
Acceptance Tracer : No  
Charges Details : No

**Pre-Shipment Details**

No data to display.

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

### 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.

**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	Edit	Delete
001045	Facility				100	GBP	1000			001045	

Cash Collateral Details

No data to display.

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1221100003	GBP	April 20, 2023	GBP	63880.34	67	PK2CDP1221100003	

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

Save & Close Cancel

Figure 3-16 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 3-17 Collateral Details

### Collateral Details

<b>Total Collateral Amount</b>	<input type="text" value="£20.00"/>	<b>Collateral Amount to be Collected</b>	<input type="text" value="£20.00"/>
<b>Sequence Number</b>	<input type="text" value="1.0"/>	<b>Collateral Split %</b>	<input type="text" value="100.0"/> <input type="button" value="v"/> <input type="button" value="^"/>
<b>Collateral Contribution Amount</b>	<input type="text" value="£20.00"/>	<b>Settlement Account</b>	<input type="text" value="PK20010440016"/> <input type="button" value="Q"/>
<b>Settlement Account Currency</b>	<input type="text" value="GBP"/>	<b>Exchange Rate</b>	<input type="text" value="1.0"/>
<b>Contribution Amount in Account Currency</b>	<input type="text" value="£20.00"/>	<b>Account Available Amount</b>	<input type="text"/>
<b>Response</b>	<input type="text" value="VN"/>	<b>Response Message</b>	<input type="text"/>

Figure 3-18 Deposit Linkage Details

### Deposit Linkage Details



<p><b>Customer Id</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="001044"/>	<p><b>Deposit Account</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2CDP1221100003"/>
<p><b>Deposit Branch</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2"/>	<p><b>Deposit Available Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£63,880.34"/> </div>
<p><b>Deposit Maturity Date</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="April 20, 2023"/>	<p><b>Exchange Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1"/>
<p><b>Deposit Available In Transaction Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="63,880.34"/> </div>	<p><b>Linkage Percentage %</b></p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="67.0"/> <div style="margin-left: 10px;"> <span style="font-size: 1.2em;">▼</span> <span style="font-size: 1.2em;">▲</span> </div> </div>
<p><b>Linkage Amount(Transaction Currency)</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£67.00"/> </div>	

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



**Table 3-20 Limit Details - Field Description**

Field	Description
	Click plus icon to add new limit details.
<p><b>Limit Details</b> Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.</p>	
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>Facility</li> <li>Liability</li> </ul> By default Linkage Type should be "Facility".



**Table 3-20 (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>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>This field displays the limit currency, when the user select the <b>Liability Number</b>.</p>
<b>Limits Description</b>	<p>This field displays the limits description.</p>
<b>Limit Check Response</b>	<p>This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Amount to Earmark</b>	<p>This field defaults the amount to earmark. Contribution amount will default based on the contribution %.</p> <p>User can change the value.</p>

**Table 3-20 (Cont.) Limit Details - Field Description**


Field	Description
<b>Expiry Date</b>	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.
Below fields appear in the <b>Limit Details</b> grid along with the above fields.	
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
	Click delete icon to delete the existing limit details.
<b>Cash Collateral Details</b>	
	Click plus icon to add new collateral details.
<p>Click + plus icon to add new 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.</p>	
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	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.

**Table 3-20 (Cont.) Limit Details - Field Description**

Field	Description
<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.
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.
<b>Edit</b>	Click edit link to edit the collateral details.
	Click delete icon to delete the existing collateral details.
<b>Deposit Linkage Details</b> Click + plus icon to add new Deposit Linkage details.	
	Click plus icon to add new deposit linkage details.
Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.	
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application. User can change the customer ID.
<b>Deposit Account</b>	Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.



**Table 3-20 (Cont.) Limit Details - Field Description**

Field	Description
<b>Deposit Branch</b>	This field displays the deposit branch which is auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	This field displays the maturity date of deposit.
<b>Exchange Rate</b>	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.
Below fields appear in the <b>Deposit Linkage Details</b> grid along with the above fields.	
<b>Deposit Currency</b>	Deposit currency will get defaulted in this field.
<b>Transaction Currency</b>	Transaction currency will get defaulted in this field from the underlying task.
	Click delete icon to delete the existing deposit linkage details.
<b>Edit</b>	Click edit link to edit the deposit linkage details.

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

### Charge Details

This section displays charge details.

Recalculate
Re-default

▼ Commission Details

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
No data to display.										

Page 1 (0 of 0 items) |< < 1 > >|

▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
BCCOUR			EUR	€73.00	€73.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PK20010440017
BCSWIFT			GBP	£333.00	£333.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PK20010440017

Page 1 of 1 (1-2 of 2 items) |< < 1 > >|

▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
BCTAX1	WITHHOLDIN	April 20, 2022	GBP	£200.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017
BCTAX2	WITHHOLDIN	April 20, 2022	GBP	£200.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017

Save & Close
Close

**Figure 3-19 Charge Details**

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

**Table 3-21 Charge Details - Field Description**

Field	Description
<b>Commission Details</b>	
<b>Event</b>	Read only field. This field displays the event name.
<b>Event Description</b>	Read only field. This field displays the description of the event.
<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.
<b>Amount</b>	This field defaults 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. 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 checked in OBTFPM. The user can not select/de-select the check box if it is de-selected by default.
<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>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>Amendable</b>	The value is auto-populated as the commission can be amended or not.

**Table 3-21 (Cont.) Charge Details - Field Description**

Field	Description
<b>Charge Details</b>	
<b>Component</b>	This field defaults the charge component type.
<b>Tag Currency</b>	This field defaults the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	This field defaults the tag amount that is maintained under the product code.
<b>Currency</b>	This field defaults the currency in which the charges have to be collected.
<b>Amount</b>	This field defaults 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.
<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.
<b>Charge Party</b>	Charge party is applicant by default. User can change the value to beneficiary.
<b>Settlement Account</b>	Indicates 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.
<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.
<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.

**Table 3-21 (Cont.) Charge Details - Field Description**

Field	Description
<b>Settlement Account</b>	System defaults the settlement account. The user can modify the settlement account.

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

**Preview Message**

The bank user can preview the message simulated for correspondence with Remitting Bank.

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

**Table 3-22 Preview - Field Description**

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

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

**Payment Details**

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

**Table 3-23 Payment Details - Field Description**

Field	Description
<b>Payment Details</b>	
<b>Auto Liquidate</b>	Enable the option as 'On' if the auto liquidation is required. Disable the option as 'Off' if the auto liquidation is not required.  Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
<b>Allow Rollover</b>	Read only field.
<b>Auto Change from Acceptance to Advance</b>	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.  <b>Note:</b> This option is applicable only for the bills that are co-accepted by the bank.
<b>Liquidate using Collateral</b>	Read only field.
<b>Outstanding Collateral Amount</b>	Read only field. The outstanding collateral amount along with the currency.

Table 3-23 (Cont.) Payment Details - Field Description

Field	Description
<b>Split Settlement</b>	Enable the option as 'On' to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. Disable the option as 'Off' Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
<b>Avalization</b>	Enable the option as 'On' for avalization.
<b>Settlement Details - Liquidation</b>	
<b>Component</b>	This field displays the component based on the product selected.
<b>Currency</b>	This field displays the 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 description of the selected account.
<b>Branch</b>	This field displays the branch of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	The exchange rate for the settlement.
<b>Deal Reference Number</b>	The exchange deal reference number.
<b>Split Settlement</b>	
<b>Component</b>	This field displays the component based on the product selected.
<b>Contract Currency</b>	This field displays the default currency for the component.
<b>Amount</b>	This field displays the amount for each component. This is populated from the transaction details of the drawing.
<b>Split Settlement Details</b> The user can click + to add multiple <b>Split Settlement Details</b> .	
<b>Sequence</b>	Indicates the sequence of the settlement details.
<b>Amount</b>	Specify the amount for the split settlement.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account.
<b>Account Customer</b>	This field displays customer account based on the selected settlement account.
<b>Account Currency</b>	This field displays currency of the account.
<b>Account Branch</b>	This field displays branch of the customer's account
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	Click the <b>Fetch Exchange Rate</b> button, the field displays the exchange rate for the split settlement.
<b>Deal Reference Number</b>	The exchange deal reference number.
<b>Action</b>	Click Edit icon to edit the Split Settlement.  Click Delete icon to delete the Split Settlement.

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

#### FX Linkage

This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

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

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- 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. The same will be populated in the Average FX Rate.

The screenshot shows a window titled "FX Linkage" with a sub-header "FX Linkage" and a "+" icon. Below is a table with the following data:

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

Below the table, there is a pagination control: "Page 1 of 1 (1 of 1 items)" with navigation arrows and a box containing "1".

Underneath the pagination, there is a section labeled "Average FX Rate" with a text input field containing the value "0".

At the bottom right of the window, there are two buttons: "Save & Close" and "Cancel".

Figure 3-20 FX Linkage Details

### FX Linkage

<p><b>FX Reference Number</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="000FNDF20076A9N9"/> <input style="width: 10%; border: none;" type="button" value="Q"/>	<p><b>Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>
<p><b>Contract Amount</b></p> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>	<p><b>Available FX Contract Amount</b></p> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>
<p><b>Linkage Amount</b></p> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>	<p><b>Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.35"/>
<p><b>FX Amount in Local Currency</b></p> <input style="width: 30%; border: 1px solid #ccc;" type="text"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£2,962.96"/>	<p><b>FX Expiry Date</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="March 19, 2020"/> <input style="width: 10%; border: none;" type="button" value="📅"/>
<p><b>FX Delivery Period From</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 10%; border: none;" type="button" value="📅"/>	<p><b>FX Delivery Period To</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 10%; border: none;" type="button" value="📅"/>

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

Table 3-24 FX Linkage - Field Description

Field	Description
The user can click + to add multiple <b>FX Details</b> .	
<b>FX Reference Number</b>	<p>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,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>
The user can click + to add multiple <b>FX Details</b> .	
<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>Rate</b>	This field displays the rate at which the contract is booked.



**Table 3-24 (Cont.) FX Linkage - Field Description**

Field	Description
<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>Current Utilized amount</b>	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
<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>Amount in Contract Currency</b>	This field displays the amount in contract currency converted from FX currency.
<b>FX Expiry Date</b>	This field displays the expiry date from the linked FX contract.
<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.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.
<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.

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

### Interest Details


The user can view and modify the Interest details simulated from the back office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this section.

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

**Table 3-25 Interest Details - Field Description**

Field	Description
<b>Component</b>	This field displays the component maintained in the back office.

**Table 3-25 (Cont.) Interest Details - Field Description**

Field	Description
<b>Component Description</b>	This field displays the description of the component.
<b>Rate Type</b>	This field displays the rate type maintained for the component in back office. <ul style="list-style-type: none"> <li>• Fixed Floating</li> <li>• Special</li> </ul>
<b>Rate Code</b>	This field displays the rate code applicable for the component.
<b>Min Spread</b>	This field displays the minimum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
<b>Max Spread</b>	This field displays the maximum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
<b>Spread</b>	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.
<b>Min Rate</b>	This field displays the minimum rate applicable for the Rate Code.
<b>Max Rate</b>	This field displays the maximum rate applicable for the Rate Code.
<b>Rate</b>	This field displays the value applicable for the Rate Code. You can modify the value, if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.
<b>Modified Rate</b>	This field displays the modified rate.
<b>Special Pricing Reference Number</b>	Specify the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component). Special Pricing Reference is not applicable for Penal Interest components. For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>System displays an override as “Special Pricing Applicable”, on clicking “Save” in the Interest Details screen, if Special Pricing Reference number has been provided.</p> </div>
<b>Currency</b>	This field displays the interest currency.
<b>Amount</b>	Specify the interest amount, if the <b>Rate Type</b> is <b>Special</b> . In other cases , the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.
<b>Waive</b>	User can waive the Interest applicable. System displays an override, if the user has waived the Interest.

**Table 3-25 (Cont.) Interest Details - Field Description**

Field	Description
<b>Charge Party</b>	This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills.
<b>Settlement Account</b>	This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display an override. In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount. (Recalculation is done in back office and not in OBTFPM).
<b>Settlement Currency</b>	System defaults the currency of the Settlement Account as maintained for the Charge Party.
<b>Settlement Branch</b>	System defaults the branch of the Settlement Account as maintained for the Charge Party.

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

### Tracer Details

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.

The screenshot shows a 'Tracer Details' window with the following fields and values:

- Tracer Required:** A toggle switch is turned on.
- Number of Tracers:** A text input field containing the value '5'.
- Tracer Frequency:** A text input field containing the value '7'.
- Tracer Medium:** A dropdown menu with 'MAIL' selected.
- Tracer Receiver Party:** A search field containing 'GUARANTOR'.
- Tracer Start Date:** A date picker field showing 'April 20, 2022'.


At the bottom right of the form, there are two buttons: 'Save & Close' and 'Close'.

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

**Table 3-26 Tracer Details - Field Description**

Field	Description
<b>Payment Tracer/ Acceptance Tracer</b>	
<b>Tracer Required</b>	Enable the option, if tracer is required. <ul style="list-style-type: none"> <li>Toggle On: Required</li> <li>Toggle Off: Not required.</li> </ul>

**Table 3-26 (Cont.) Tracer Details - Field Description**

Field	Description
<b>Number of Tracers</b>	Specify the number of tracers required.
<b>Tracer Frequency</b>	Select the frequency for generation of the Tracer. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Fortnightly</li> </ul>
<b>Tracer Medium</b>	Select the tracer medium from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• MAIL</li> <li>• EMAIL</li> <li>• SWIFT</li> </ul>
<b>Tracer Receiver Party</b>	Click <b>Search</b> to search and select the tracer receiver party.
<b>Tracer Start Date</b>	Select the tracer start date. Start date cannot be earlier than the branch date.
<b>Template ID</b>	Click <b>Search</b> to search and select the template ID.  <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is enabled if <b>Tracer Medium</b> has value as <b>SWIFT</b>.</p> </div>

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

**Pre-Shipment Details**


This section links an existing Preshipment Credit.

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

**Table 3-27 Pre-Shipment Details - Field Description**

Field	Description
<b>Pre Shipment Details</b>	The user can click + to add multiple Pre Shipment Details.

**Table 3-27 (Cont.) Pre-Shipment Details - Field Description**

Field	Description
<b>Loan Account Number</b>	Click <b>Search</b> to search and select the loan account number.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b> If there are any pre-shipment credits available for the selected pre-shipment credit number, application will display message: There are earlier pre-shipment credit/s. Do you want to continue?</p> </div>
<b>Currency</b>	This field displays the currency of the pre-shipment loan account number. The user can change the currency.
<b>Outstanding Amount</b>	Specify the pre-shipment credit outstanding amount. The user can change the outstanding amount.
<b>Action</b>	Click Edit icon to edit the pre-shipment details.  Click Delete icon to delete the pre-shipment details.
<b>Settled Loan</b>	
<b>Sequence Number</b>	This field displays the sequence of the settled loan.
<b>Loan Account Number</b>	This field displays the settled loan account number.
<b>Currency</b>	This field displays the currency of the settled loan account number.
<b>Outstanding Amount</b>	This field displays the outstanding amount.
<b>Event</b>	This field displays the event.
<b>Settled Amount</b>	This field displays the settled amount.

9. Click **Save and Close** to save the details and close the screen.
10. **Next.**

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

**Table 3-28 Additional Details - Action Buttons - Field Description**

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

**Table 3-28 (Cont.) Additional Details - Action Buttons - Field Description**

Field	Description
<b>Remarks</b>	<p>Specify any additional information regarding the collection. 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>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>	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 3-28 (Cont.) Additional Details - Action Buttons - Field Description**

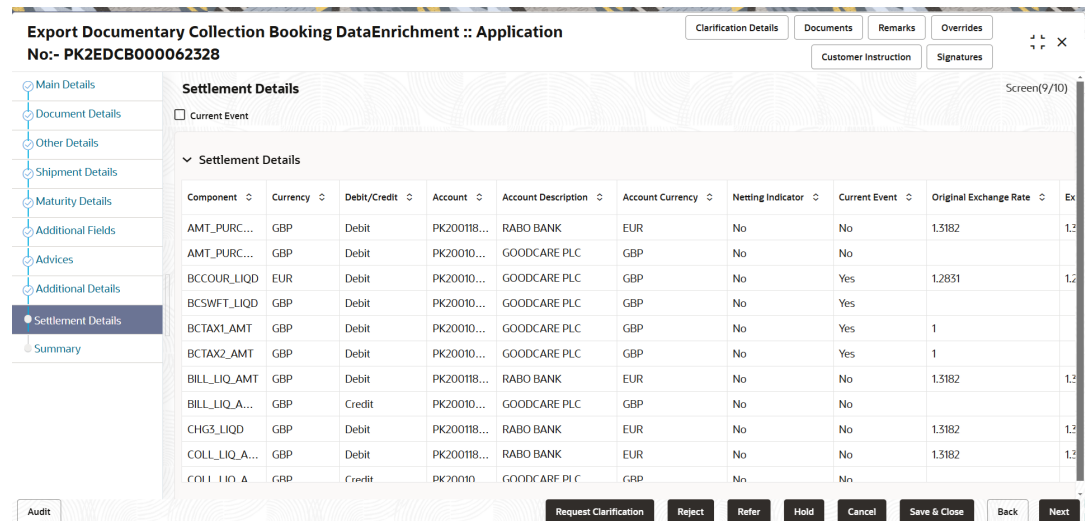
Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click the Back button, to go back 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.

### 3.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of export documentary collection booking request.

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

**Figure 3-21 Settlement Details**



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

**Table 3-29 Settlement Details – Field Description**

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

2. Click **Next**.

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

**Table 3-30 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	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 collection. 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 3-30 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>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>	<p>Click the Request Clarification button to submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline.</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>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>Click the Back button, to go back to the previous screen.</p>

**Table 3-30 (Cont.) Settlement Details - Action Buttons - Field Description**

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

### 3.3.10 Summary

This topic provides the systematic instructions to view the summary of Export Documentary Collection Booking process.

User can review the summary of details updated in Data Enrichment stage of Export Documentary Collection Booking request.

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

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

Figure 3-22 Summary

Export Documentary Collection Booking DataEnrichment :: Application No:- PK2EDCB000064574

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Screen(10/10)

Main Details Document Details Other Details

Booking Date : 2022-04-20  
Submission Mode : Desk  
Bill Amount : GBP 100

Document 1 : CLAIM1

Value Date : 2022-04-20  
Debit Value Date : 2022-04-20  
Credit Value Date : 2022-04-20

Shipments Details Maturity Details Additional Fields

Port of Loading : e  
Port of Discharge : ewew  
Shipment Date : 2021-12-02  
Carrier Name : ew

Tenor Type : Usance  
Tenor Basis :  
Maturity Date : 2022-05-20

Click here to view Additional fields

Pre Shipment Details Advices Limits and Collaterals

Pre-shipment Credit :  
Outstanding Amount :  
Repay Amount :

Advice 1 :  
Advice 2 :

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

Commission, Charges and taxes Preview Messages Payment Details

Charge :  
Commission :  
Tax :  
Block Status : Not Initiated

Language : ENG  
Preview Message : -

Advance by Loan :  
Allow Rollover :  
Liquidate using Collateral :

Tracer Details FX Linkage Settlement Details

Payment Tracer : No  
Acceptance Tracer : No  
Charge Tracer : No  
Acknowledgement Tracer : No

Reference Number :  
Linkage Amount :  
Contract Currency :

Component :  
Account Number :  
Currency :

Parties Details Compliance details Accounting Details

Drawer : GOODCARE PLC  
Drawee : CIF018444914...

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

Event :  
AccountNumber :  
Branch :

Interest Details

Component :  
Amount :  
Event :

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

Tiles Displayed in Summary

- Main Details - User can view details about application details and Bill details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.

- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview Messages - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.
- Compliance Details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

- Interest Details - User can view the interest details.

2. Click **Submit**.

The task will move to next logical stage.

**Table 3-31 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>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.

**Table 3-31 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. 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 Instructions</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>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>

**Table 3-31 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Submit</b>	Task will get moved to next logical stage of Export Documentary Collection Booking. 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..

## 3.4 Exceptions

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

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

### Exception - Amount Block

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

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

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

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

Approve:

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

Refer:

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

Reject:

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

### Amount Bock Exception

The screenshot shows the Oracle Amount Block Exception Approval application interface. At the top, the title is "Export Documentary Collection Booking AmountBlock Exception Approval :: Application" with the application number "No:- PK2EDCB000051734". There are buttons for "Documents", "Remarks", "Overrides", and "Customer Instruction". The main content area is titled "Amount Block Exception" and contains a table with the following data:

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge		140	PK20010440017	PK2	GBP		Not Initiated	

At the bottom of the interface, there are buttons for "Audit", "Reject", "Refer", "Hold", "Approve", and "Next".

This section will display the amount block exception details.

## Summary

Export Documentary Collection Booking AmountBlock Exception Approval :: Application No:- PK2EDCB000051734

Documents Remarks Overrides Customer Instruction

Amount Block Exception Summary Screen(2/2)

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : GBP 1000	<b>Document Details</b> Document 1 : PACKINGLIST Document 2 : AIR Document 3 : BOL	<b>Other Details</b> Value Date : 2022-04-20 Debit Value Date : 2022-04-20 Credit Value Date : 2022-04-20
<b>Shipment Details</b> Port of Loading : Port of Discharge : Shipment Date : Carrier Name :	<b>Maturity Details</b> Tenor Type : Usance Tenor Basis : Maturity Date :	<b>Additional Fields</b> Click here to view Additional fields
<b>Pre Shipment Details</b> Pre-shipment Credit : Outstanding Amount : Repay Amount :	<b>Advices</b> Advice 1 : REMITTANCE_L... Advice 2 : PAYMENT_MESS...	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :
<b>Commission, Charges and taxes</b> Charge : EUR 140.00 Commission : Tax : Block Status : Not Initiated	<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Payment Details</b> Advance by Loan : Allow Rollover : Liquidate using Collateral :
<b>Tracer Details</b> Payment Tracer : No Acceptance Tracer : No Charge Tracer : No Acknowledgement Tracer : No	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Settlement Details</b> Component : BCSWIFT_LIQD Account Number : PK2001044001... Currency : GBP
<b>Parties Details</b> Drawer : GOODCARE PLC Drawee : MARKS AND SP...	<b>Compliance details</b> KYC : Verified Sanctions : Verified AML : Verified	<b>Interest Details</b> Component : Amount : Event :

Audit Reject Refer Hold Approve Back

### Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.



- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest 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 3-32 Amount Bock Exception - Action Buttons - Field Description**

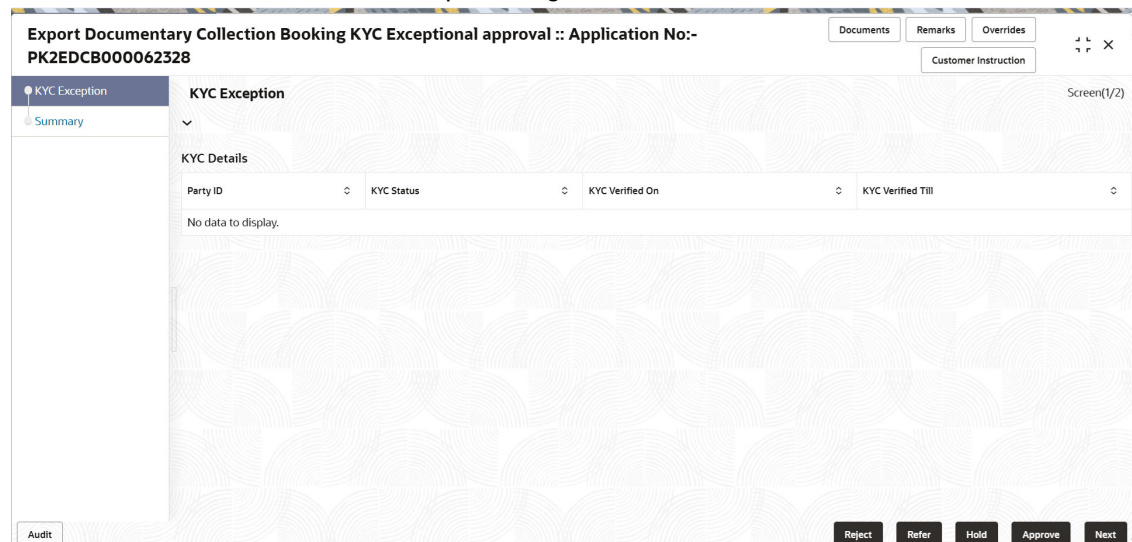
Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>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.

**Table 3-32 (Cont.) Amount Bock Exception - 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 - 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

Figure 3-23 Exception - Know Your Customer (KYC) Summary

The screenshot displays the 'Summary' page for a KYC Exception. The page title is 'Export Documentary Collection Booking KYC Exceptional approval :: Application No:- PK2EDCB000062328'. The interface includes a navigation menu on the left with 'Summary' selected. The main content area is a grid of 18 data tiles. At the bottom, there are buttons for 'Audit', 'Reject', 'Refer', 'Hold', 'Approve', and 'Back'. The tiles contain the following information:

Section	Field	Value
Main Details	Booking Date	: 2022-04-20
	Submission Mode	: Desk
	Bill Amount	: GBP 10000
Document Details	Document 1	: PACKINGLIST
	Document 2	: AIR
	Document 3	: BOL
Other Details	Value Date	: 2022-04-20
	Debit Value Date	: 2022-04-20
	Credit Value Date	: 2022-04-20
Shipment Details	Port of Loading	:
	Port of Discharge	: Pune
	Shipment Date	: 0202-12-03
	Carrier Name	: sasa
Maturity Details	Tenor Type	: Sight
	Tenor Basis	:
	Maturity Date	: 2022-04-20
Additional Fields	Click here to view Additional fields	
Pre Shipment Details	Pre-shipment Credit	:
	Outstanding Amount	:
	Repay Amount	:
Advices	Advice 1	: REMITTANCE_L...
	Advice 2	: PAYMENT_MESS...
Limits and Collaterals	Contribution Currency	:
	Amount to Earmark	:
	Limit Status	: Not Verified
	Collateral Currency	:
	Collateral Contribution	:
	Collateral Status	: Not Verified
	Deposit Linkage Currency	:
Deposit Linkage Amount	:	
Commission, Charges and taxes	Charge	: EUR 100.00
	Commission	:
	Tax	: GBP 400.00
	Block Status	: Not Initiated
Preview Messages	Language	: ENG
	Preview Message	: -
Payment Details	Advance by Loan	:
	Allow Rollover	:
	Liquidate using Collateral	:
Tracer Details	Payment Tracer	: No
	Acceptance Tracer	: No
	Charge Tracer	: No
	Acknowledgement Tracer	: No
FX Linkage	Reference Number	:
	Linkage Amount	:
	Contract Currency	:
Settlement Details	Component	: BCTAX2_AMT
	Account Number	: PK2001044001...
	Currency	: GBP
Parties Details	Drawee	: MARKS AND SP...
	Drawer	: GOODCARE PLC
Compliance details	KYC	: Not Initiate...
	Sanctions	: Not Initiate...
	AML	: Not Initiate...
Interest Details	Component	:
	Amount	:
	Event	:

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.

- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.
- 

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

**Table 3-33 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the collection. 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 Instructions</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>

**Table 3-33 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

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

**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.

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 details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges and taxes - User can view Commission, Charges and taxes details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Loan Preference - User can view the loan preference details.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Interest Details - User can view the interest details.
- 

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

**Table 3-34 Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the collection. 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 3-34 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
<b>Customer Instructions</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>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>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>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>
<b>Back</b>	<p>Task moves to previous logical step.</p>

## 3.5 Multi Level Approval

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

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

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

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

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


- Bill Currency Code
- Bill Amount


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




Figure 3-24 Authorization Re-Key

## Approval Rekey

 View Signature

 Documents

 Remarks

**Bill Amount**

AED ▼

AED 100.00

✔

**Bill Currency Code**

AED ▼

✔

Refer

Close

Proceed

## Approval Summary

ORACLE
DEFAULTENTITY (DEFAULT ...)
Oracle Banking Trade Financ...  
April 20, 2022
ATEST11

**Export Documentary Collection Booking Approval Task Level 1 :: Application No:- PK2EDCB000007825**

Documents
Remarks
Overrides

Customer Instruction
Signatures

<p><b>Main Details</b></p> <p>Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : AED 100</p>	<p><b>Document Details</b></p> <p>Document 1 : Document 2 :</p>	<p><b>Other Details</b></p> <p>Value Date : Debit Value Date : Credit Value Date :</p>
<p><b>Shipment Details</b></p> <p>Port of Loading : Port of Discharge : Shipment Date :</p>	<p><b>Additional Fields</b></p> <p>Click here to view Additional : fields</p>	<p><b>Pre Shipment Details</b></p> <p>Pre-shipment Credit : Outstanding Amount : Repay Amount :</p>
<p><b>Advices</b></p> <p>Advice 1 : Advice 2 :</p>	<p><b>Limits and Collaterals</b></p> <p>Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contribution. : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :</p>	<p><b>Commission, Charges and taxes</b></p> <p>Charge : Commission : Tax : Block Status : <b>Not Initiated</b></p>
<p><b>Preview Messages</b></p> <p>Language : ENG Preview Message :-</p>	<p><b>Payment Details</b></p> <p>Advance by Loan : Allow Rollover : Liquidate using Collateral :</p>	<p><b>Tracer Details</b></p> <p>Payment Tracer : No Acceptance Tracer : No Charge Tracer : No Acknowledgement Tracer : No</p>
<p><b>FX Linkage</b></p> <p>Reference Number : Linkage Amount : Contract Currency :</p>	<p><b>Settlement Details</b></p> <p>Component : Account Number : Currency :</p>	<p><b>Parties Details</b></p> <p>Drawer : MARKS AND SP...</p>
<p><b>Compliance details</b></p> <p>KYC : <b>Verified</b> Sanctions : <b>Verified</b> AML : <b>Verified</b></p>	<p><b>Accounting Details</b></p> <p>Event : AccountNumber : Branch :</p>	<p><b>Interest Details</b></p> <p>Component : Amount : Event :</p>
<p><b>Exception(Approval)</b></p> <p>Sanction : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS :-</p>		

Audit
Reject
Hold
Refer
Cancel
Approve

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view the details of additional fields.
- Pre Shipment Details - User can view the pre shipment details.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commission, Charges & Taxes - User can view charge details.
- Preview message - User can view the preview message.
- Payment Details - User can view the payment details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

- Interest Details - User can view the profit details.
  - Exception(Approval) Details - User can view the exception(approval) details.
1. Click **Approve**.

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

**Table 3-35 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

Table 3-35 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. 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 Instructions</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>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>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>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>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>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

**Table 3-35 (Cont.) Approval Summary - Action Buttons - Field Description**

Field	Description
<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.

## 3.6 Reject Approval

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

Log in into OBTFPM application to view the reject approval tasks for Export Documentary Collection Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can be seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

### Summary

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view details about application details and document under collection.
- Party Details - User can view party details like applicant, Remitting Bank etc.
- Document Details - User can view document details.
- Shipment Details - User can view shipment details.
- Charges - User can view charge details.
- Maturity Details - User can view the maturity details.
- Message Preview - User can view the preview of the simulating message to the remitting bank.

1. Click **Reject Approve** to reject the transaction.

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

**Table 3-36 Action Buttons - Field Description**

Field	Description
<b>Reject Approve</b>	On click of Reject Approve, the transaction is rejected.
<b>Reject Decline</b>	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.
<b>Hold</b>	User can put the transaction on 'Hold'. Task will remain in Pending state.
<b>Cancel</b>	Cancel the Reject Approval.

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