

# Oracle® Banking Trade Finance Process Management Export LC Amendment User Guide



Release 14.7.5.0.0

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

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Oracle Banking Trade Finance Process Management Export LC Amendment User Guide, Release 14.7.5.0.0

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## 2 Export LC Amendment

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# Preface

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

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

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

## Purpose

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

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

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## Structure

This manual is organized into the following chapters:

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

## Conventions

The following text conventions are used in this document:

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

## Related Documents

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

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

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

| Abbreviation | Description                                     |
|--------------|---|
| 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                        |

## Basic Actions

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

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

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

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

| Action Buttons          | Description   |
|-------------------------|---|
| <b>Refer</b>            | Select a Refer Reason from the values displayed by the system.<br><br>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.<br><br>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. |

## Symbols and Icons

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

Table 3 Symbols and Icons - Common






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

Table 3 (Cont.) Symbols and Icons - Common























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

Table 4 Symbols and Icons - Widget

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

# 1

# Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM:

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

## Overview

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

## Benefits

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

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

## Key Features

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

# 2

## Export LC Amendment

This chapter is documented to get familiar with the Export LC Amendment process of Oracle Banking Trade Finance Process Management.

Export LC Amendment process enables the user to make an amendment to the LC which had been already advised.

The amendments may need consent from the beneficiary of the LC. In such scenarios, after the processing of amendment, the amended LC is parked awaiting beneficiary consent. In the following sections, let's look at the details for Export LC amendment process.

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Scrutiny](#)
- [Data Enrichment](#)
- [Exceptions](#)
- [Multi Level Approval](#)
- [Reject Approval](#)
- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the **Export LC Amendment** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Amendment** request.
- [Scrutiny](#)  
This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Amendment request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Amendment 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.

### 2.1 Common Initiation Stage

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

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



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

**Figure 2-1 Initiate Task**

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

 **Note:**

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

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

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

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

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

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

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

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

## 2.2 Registration

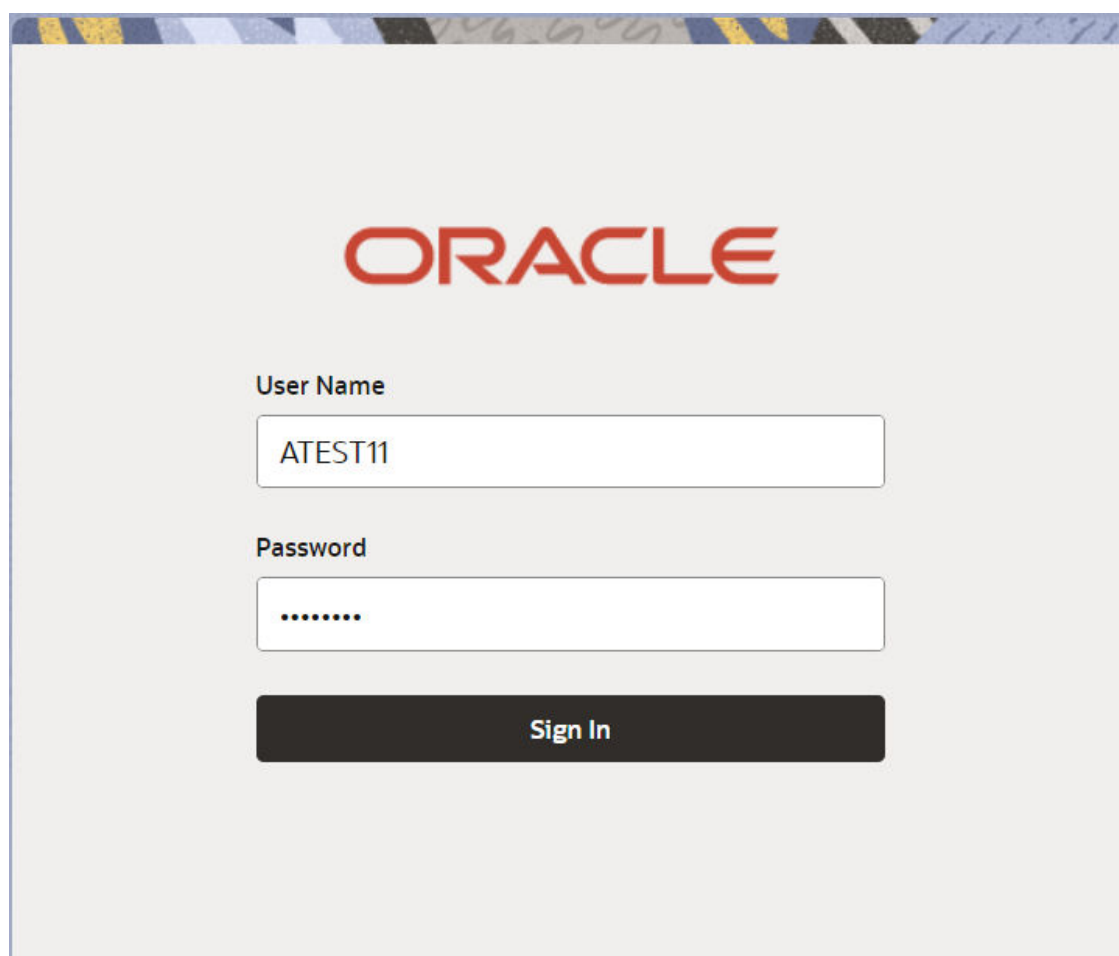
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Amendment** request.

If the Letter Of Credit amendment request is submitted through branch, the Export LC Amendment process starts from the Registration Stage.

During Registration stage, user can capture the basic details of the application and upload the related documents of the applicant. On submit of the request, the request will be available for an LC Amendment expert to handle the request in the next stage.

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

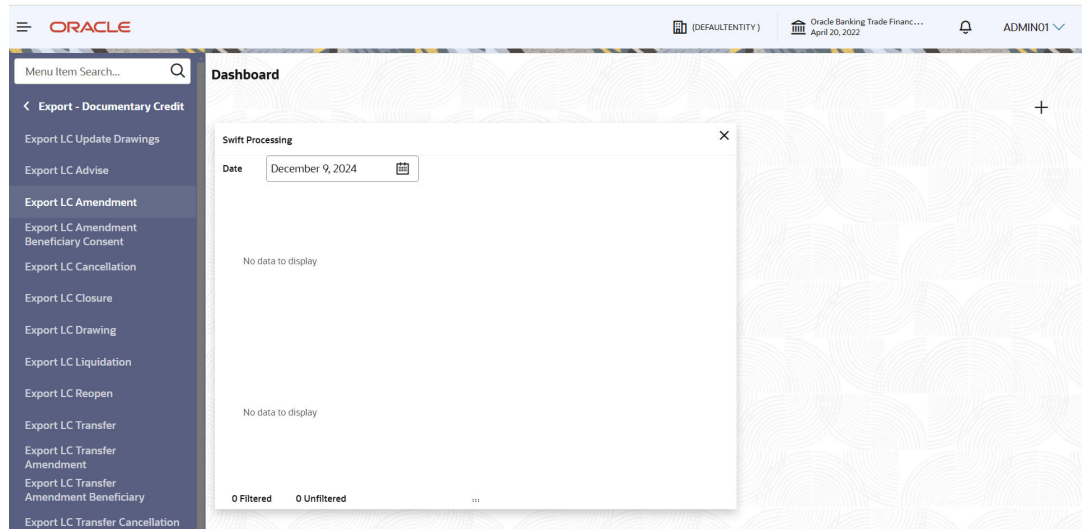
**Figure 2-2** Login Screen



The screenshot shows the Oracle login interface. At the top, the Oracle logo is displayed in red. Below the logo, the text 'User Name' is followed by a text input field containing 'ATEST11'. Below that, the text 'Password' is followed by a password input field containing seven dots. At the bottom of the form is a black button with the text 'Sign In' in white.

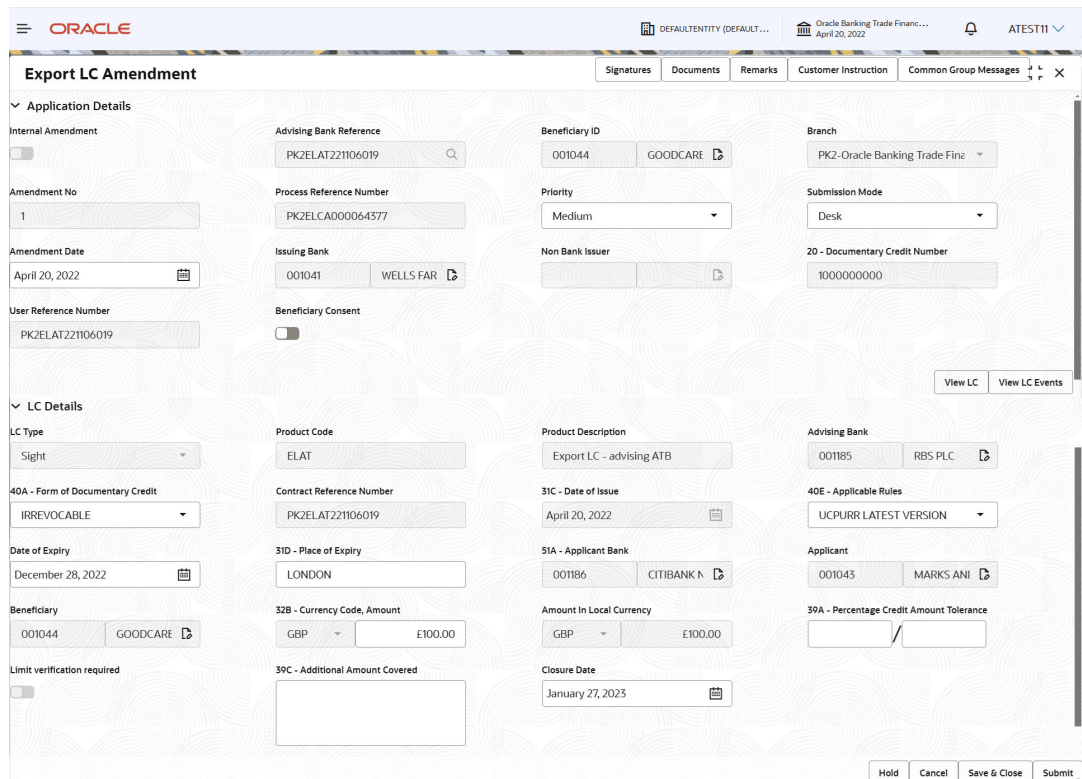
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credi**, click **Export LC Amendment**.

Figure 2-3 Export LC Amendment



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

Figure 2-4 Export LC Amendment - Registration - Application Details



3. On **Export LC Amendment - Registration - Application Details** screen, specify the fields.

 **Note:**


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

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

**Table 2-3 Export LC Amendment - Registration - Application Details - Field Description**

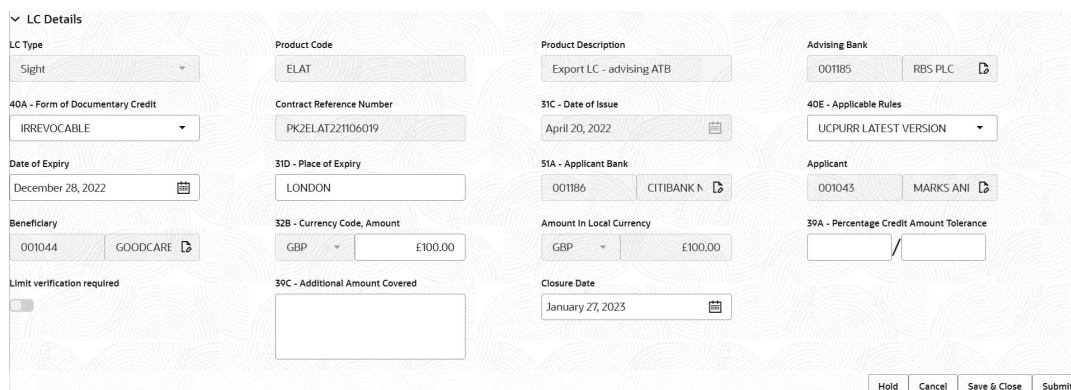
| Field                           | Description  |
|---------------------------------|--|
| <b>Internal Amendment</b>       | Indicates whether the amendment is internal or not.  |
| <b>Advising Bank Reference</b>  | Click <b>Search</b> to search and select the advising bank reference number from the look-up.<br>Alternatively, specify the advising bank reference number.<br><br>In the look-up search, user can specify the Export LC Reference Number, Beneficiary, Currency, Amount and User Reference to fetch the Export LC details. Based on the search result, select the applicable Export LC to be amended. |
| <b>Beneficiary ID</b>           | Read only field.<br><br>Beneficiary ID and beneficiary name will be auto-populated based on the selected Export LC from the look-up.   |
| <b>Branch</b>                   | Read only field.<br><br>Branch details will be auto-populated based on the selected Export LC from the look-up .   |
| <b>Amendment No</b>             | Read only field.<br><br>Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.   |
| <b>Process Reference Number</b> | Read only field.<br><br>Unique sequence number for the transaction.<br><br>This is auto generated by the system based on process name and branch code.   |
| <b>Priority</b>                 | System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.<br><br>The Export LC Amendment request priority can be set as Low/Medium/High.   |
| <b>Submission Mode</b>          | System populates the submission mode of Export LC Amendment request.<br><br>By default the submission mode will have the value as 'Desk'.<br><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 defaulted priority.  |

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

| Field                                 | Description  |
|---------------------------------------|--|
| <b>Amenment Date</b>                  | System defaults the branch's current date and enables the user to change the date to any back date.<br><br><div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b><br/>Future date selection is not allowed. </div> |
| <b>Issuing Bank</b>                   | Read only field.<br><br>Issuing Bank details will be auto-populated based on selected Export LC.   |
| <b>Non Bank Issuer</b>                | Read only field.<br><br>Non bank issuer details will be auto-populated based on selected Export LC.  |
| <b>20 - Documentary Credit Number</b> | Read only field.<br><br>This field displays the Documentary Credit Number of the selected LC.  |
| <b>User Reference Number</b>          | Read only field.<br><br>User reference number will be auto-populated based on selected Export LC.  |
| <b>Beneficiary Consent</b>            | Enable the option, if beneficiary consent is required.<br>Disable the option, if beneficiary consent is not required.  |

**LC Details**

Details in this screen displays the data from the LC issued.



The screenshot shows the 'LC Details' form with the following fields and values:

- LC Type:** Slight
- Product Code:** ELAT
- Product Description:** Export LC - advising ATB
- Advising Bank:** 001185 RBS PLC
- 40A - Form of Documentary Credit:** IRREVOCABLE
- Contract Reference Number:** PKZELAT221106019
- 31C - Date of Issue:** April 20, 2022
- 40E - Applicable Rules:** UCPURR LATEST VERSION
- Date of Expiry:** December 28, 2022
- 31D - Place of Expiry:** LONDON
- 51A - Applicant Bank:** 001186 CITIBANK N
- Applicant:** 001043 MARKS ANI
- Beneficiary:** 001044 GOODCARE
- 32B - Currency Code, Amount:** GBP £100.00
- Amount in Local Currency:** GBP £100.00
- 39A - Percentage Credit Amount Tolerance:** [Empty]
- Limit verification required:** [Off]
- 39C - Additional Amount Covered:** [Empty]
- Closure Date:** January 27, 2023

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


- On **Export LC Amendment - LC Details** screen, specify the fields.

 **Note:**


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

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

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

| Field                                   | Description   |
|---|---|
| <b>LC Type</b>                          | Read only field.<br>LC type will be auto-populated based on selected Export LC.   |
| <b>Product Code</b>                     | Read only field.<br>Product code will be auto-populated based on selected Export LC.  |
| <b>Product Description</b>              | Read only field.<br>This field displays the description of the product as per the product code.   |
| <b>Advising Bank</b>                    | Read only field.<br>This field displays the advising bank details of the selected Export LC.  |
| <b>40A - Form of Documentary Credit</b> | Read only field.<br>This field displays the form of documentary credit details of the selected Export LC.   |
| <b>Contract Reference Number</b>        | Read only field.<br>Contract reference number will be auto-populated based on selected Export LC.   |
| <b>Date of Issue</b>                    | Read only field.<br>This field displays the the LC issuance date.   |
| <b>Applicable Rules</b>                 | System defaults the applicable rule of the selected Export LC.<br>The user can change the applicable rule.  |
| <b>Date of Expiry</b>                   | System defaults the expiry date of the selected Export LC.<br><br> <b>Note:</b><br>If amendment to the Expiry date (advancing the expiry date before expiry date of the underlying Import LC), system validates the amended value against the Back-to-Back LC value and display configurable override. |
| <b>Place of Expiry</b>                  | System defaults the place of expiry of the selected Export LC.  |

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

| Field                                     | Description  |
|---|--|
| <b>Applicant Bank</b>                     | Read only field.<br>This field displays the applicant bank details of the selected Export LC.  |
| <b>Applicant</b>                          | Read only field.<br>This field displays the details of the applicant of the selected Export LC.  |
| <b>Beneficiary</b>                        | Read only field.<br>This field displays the details of the beneficiary of the selected Export LC.  |
| <b>Currency Code, Amount</b>              | System defaults the value of Export LC along with the currency details of the selected Export LC.<br>The user can amend the currency code and amount, if required.<br><br><div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b><br/>If amendment to the Amount (reduction in amount), field in the Export LC, system validates the amended value against the Back-to-Back LC value and display configurable override.</p> </div> |
| <b>Amount In Local Currency</b>           | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).   |
| <b>Percentage Credit Amount Tolerance</b> | System defaults the percentage credit amount tolerance details of the selected Export LC.<br>The user can amend the percentage credit amount tolerance details, if required.   |
| <b>Additional Amount Covered</b>          | System defaults the details of additional amount covered of the selected Export LC.<br>The user can amend the details, if required.  |

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

| Field               | Description  |
|---------------------|--|
| <b>Closure Date</b> | <p>System default the "Closure Date" with the value "Expiry Date" + No of Closure days maintained in the respective Product in which the contract has been created.</p> <p>System automatically close the contract on the specified "Closure Date" if "Auto Close" is selected as "Yes" for the specific contract.</p> <p>User can modify the system defaulted "Closure Date" and system should validate the same for the below conditions,</p> <ul style="list-style-type: none"> <li>• Closure Date must be after the Issue Date.</li> <li>• Closure Date must be after the Expiry Date.</li> <li>• Closure Date cannot be blank, when the "Auto Close" is checked.</li> </ul> |

5. Click **Submit**.

The task will move to next logical stage of Export LC Amendment. For more information refer [Scrutiny](#).

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

**Table 2-5 Export LC Amendment - 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 Export LC Amendment.   |
| <b>Remarks</b>               | Specify any additional information regarding the Export LC Amendment. This information can be viewed by other users handling the request.  |
| <b>Customer Instruction</b>  | <p>Click to view/ input the following.</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.  |



**Table 2-5 (Cont.) Export LC Amendment - Registration - 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 Export LC Amendment 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.<br><br>This option will not submit the request.   |
| <b>Submit</b>           | The task will move to next logical stage of Export LC Amendment. 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.   |

 **Note:**

When an amendment to an Export LC which is linked to a Back to Back LC (Import LC) is initiated, system should display a message, the LC is linked to an Import LC.

- [Document Linkage](#)  
This topic provides the systematic instructions to initiate the document linkage.

## 2.2.1 Document Linkage

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

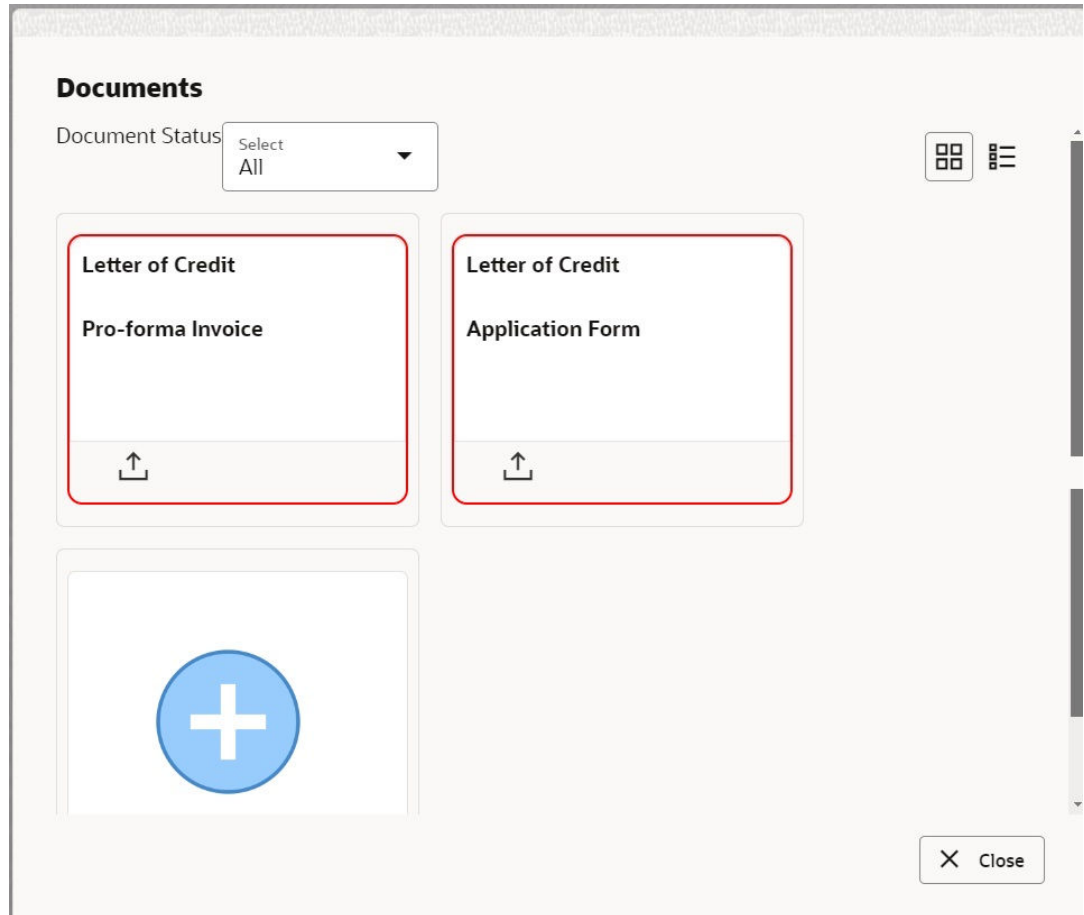
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



2. Click the **Add Additional Documents** button/ link.

The **Document** screen is displayed.

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

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

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

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

### Link Document

Customer Id

Document Type

Document Id

Document Code

| Link Document       | Document Id | Customer Id | Document Type | Document Code | Upload Date | Reference Number |
|---------------------|-------------|-------------|---------------|---------------|-------------|------------------|
| No data to display. |             |             |               |               |             |                  |

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

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

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

| Link Document        | Document Id | Customer Id | Document Type | Document Code | Upload Date       | Reference Number |
|----------------------|-------------|-------------|---------------|---------------|-------------------|------------------|
| <a href="#">Link</a> | 616         | 001044      | fdff          | INSURANCE     | December 6, 2023  | PK2ELCU000003399 |
| <a href="#">Link</a> | 116         | 001044      |               | INSURANCE     | November 3, 2023  | PK2ILCD000001238 |
| <a href="#">Link</a> | 144         | 001044      |               | INSURANCE     | November 6, 2023  | PK2IILD000001312 |
| <a href="#">Link</a> | 162         | 001044      |               | INSURANCE     | November 9, 2023  | PK2ELCC000001424 |
| <a href="#">Link</a> | 684         | 001044      | cvcvc         | INSURANCE     | December 11, 2023 | PK2IELD000004034 |

Page 1 of 6 (1-5 of 29 items) | < > 1 2 3 4 5 6 > |

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

- Click **Edit** icon to edit the documents.

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.3 Scrutiny

This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Amendment request.

On successful completion of Registration of an Export LC Amendment request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

**Non Online Channel** - Export LC Amendment request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

**Online Channel** - Requests that are received via like SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated. When customer initiates an Export LC amendment response through SWIFT (Corporate to SWIFT) channel, the incoming MT798 message Accept or Reject Export LC Amendment.

If the incoming message is MT 707, requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from Scrutiny stage.

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

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

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

**Figure 2-5 Free Tasks**

| Priority | Process Name             | Process Reference Number | Application Number | Stage                    | Application Date |
|----------|--------------------------|--------------------------|--------------------|--------------------------|------------------|
| Medium   | Export LC Amendment      | PK2ELCA000064377         | PK2ELCA000064377   | Scrutiny                 | 22-04-20         |
| High     | Import LC Issuance       | PK2ILCI000064374         | PK2ILCI000064374   | Scrutiny                 | 22-04-20         |
| Medium   | Export LC Advise         | PK2ELCA000064361         | PK2ELCA000064361   | Scrutiny                 | 22-04-20         |
| Medium   | Shipping Guarantee Is... | PK2SGTI000064346         | PK2SGTI000064346   | DataEnrichment           | 22-04-20         |
| Medium   | Import Documentary ...   | PK2IDCL000064331         | PK2IDCL000064331   | DataEnrichment           | 22-04-20         |
| Medium   | Export LC Amendment      | PK2ELCA000064326         | PK2ELCA000064326   | Reject Approval          | 22-04-20         |
| Medium   | Guarantee Issuance       | PK2GTEI000064308         | PK2GTEI000064308   | Scrutiny                 | 21-05-05         |
| Medium   | Guarantee Issuance       | PK2GTEI000064306         | PK2GTEI000064306   | Reject Approval          | 22-04-20         |
| Medium   | Import LC Amendment      | PK2ILCA000064293         | PK2ILCA000064293   | Scrutiny                 | 22-04-20         |
| Medium   | Import Documentary ...   | PK2IDCU000064290         | PK2IDCU000064290   | DataEnrichment           | 22-04-20         |
| Medium   | Export LC Advise         | PK2ELCA000064287         | PK2ELCA000064287   | Scrutiny                 | 22-04-20         |
| Medium   | Import Documentary ...   | PK2IDCB000063072         | PK2IDCB000063072   | KYC Exceptional approval | 22-04-20         |
| Medium   | Islamic Export Docum...  | PK2IEDU000064279         | PK2IEDU000064279   | DataEnrichment           | 22-04-20         |

The **Free Tasks** screen displays.

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 or provide input for Scrutiny stage.

Figure 2-6 My Tasks

| <input type="checkbox"/>            | Edit | Priority | Process Name            | Process Reference Number | Application Number | Stage                 | Application Date |
|-------------------------------------|------|----------|-------------------------|--------------------------|--------------------|-----------------------|------------------|
| <input checked="" type="checkbox"/> | Edit | Medium   | Export LC Amendment     | PKZELCA000064377         | PKZELCA000064377   | Scrutiny              | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Export LC Amendment     | PKZELCA000064320         | PKZELCA000064320   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Export LC Amendment...  | PKZELCA000064015         | PKZELCA000064015   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Edit |          | Export LC Amendment...  | PKZELCA000064370         | PKZELCA000064370   | Registration          | 22-04-20         |
| <input type="checkbox"/>            | Edit |          | Export LC Amendment...  | PKZELCA000064368         | PKZELCA000064368   | Registration          | 22-04-20         |
| <input type="checkbox"/>            | Edit |          | Export LC Drawing       | PKZELCD000063481         | PKZELCD000063481   | Verification          | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Import Documentary ...  | PK2IDCL000062383         | PK2IDCL000062383   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Import Documentary ...  | PK2IDCR000064246         | PK2IDCR000064246   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Islamic Import Docum... | PK2IIDB000064181         | PK2IIDB000064181   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Import Documentary ...  | PK2IDCB000064081         | PK2IDCB000064081   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Import LC Amendment     | PK2ILCA000064102         | PK2ILCA000064102   | Registration          | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Export LC Amendment...  | PKZELCA000064014         | PKZELCA000064014   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/>            | Edit | Medium   | Islamic Import LC Am... | PK2IILA000063819         | PK2IILA000063819   | Approval Task Level 1 | 22-04-20         |

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

The Scrutiny stage has the following hops for data capture:

- [Main Details](#)  
This topic provides the systematic instructions to initiate the main details of Scrutiny stage of Export LC Amendment request.
- [Availability Shipment](#)  
This topic provides the systematic instructions to capture the Availability and Shipment details.
- [Payment Details](#)  
This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of Export LC Amendment request.
- [Amendment Details](#)  
This topic provides the systematic instructions to capture the Amendment Details.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Amendment process.
- [Summary](#)  
This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Scrutiny stage of Export LC Amendment request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

### Application Details

All fields displayed under Application Details section, would be read only except for the 'Priority' and 'Beneficiary Consent'.

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

**Figure 2-7 Scrutiny - Main Details**

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

**Table 2-6 Export LC Amendment - Main Details - Application Details - Field Description**

| Field                          | Description   |
|--------------------------------|---|
| <b>Internal Amendment</b>      | Read only field.<br>The value is auto-populated from the Export LC Amendment.   |
| <b>Advising Bank Reference</b> | Read only field.<br>The value is auto-populated as selected in <b>Registration</b> stage.   |
| <b>Beneficiary ID</b>          | Read only field.<br>Beneficiary ID and beneficiary name will be auto-populated based on the selected Export LC from the look-up . |



**Table 2-6 (Cont.) Export LC Amendment - Main Details - Application Details - Field Description**

| <b>Field</b>                          | <b>Description</b>   |
|---------------------------------------|--|
| <b>Branch</b>                         | Read only field.<br>Branch details will be auto-populated based on the selected Export LC from the look-up .   |
| <b>Amendment No</b>                   | Read only field.<br>Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.   |
| <b>Process Reference Number</b>       | Read only field.<br>Unique sequence number for the transaction.<br>This is auto generated by the system based on process name and branch code.   |
| <b>Priority</b>                       | System populates the priority of the customer based on priority maintenance.<br>User can change the priority populated any time before submit.   |
| <b>Submission Mode</b>                | Read only field.<br>System populates the submission mode of Export LC Amendment request.<br>By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Courier - Request received through Courier</li> </ul> |
| <b>Amenment Date</b>                  | Read only field.<br>By default, the application will display branch's current date.  |
| <b>Issuing Bank</b>                   | Read only field.<br>The issuing bank details is auto-populated from the Export LC Amendment.   |
| <b>Non Bank Issuer</b>                | Read only field.<br>Non bank issuer details will be auto-populated from the Export LC Amendment.   |
| <b>20 - Documentary Credit Number</b> | Read only field.<br>This field displays the Documentary Credit Number from the Export LC Amendment.  |
| <b>User Reference Number</b>          | Read only field.<br>User reference number will be auto-populated from the Export LC Amendment.   |
| <b>Beneficiary Consent</b>            | Enable the option, if beneficiary consent is required.<br>Disable the option, if beneficiary consent is not required.  |

## LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in Registration stage. For more information on the fields, refer to **LC Details** of [Registration](#) stage. During registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-8 LC Details**

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

**Table 2-7 Export LC Amendment - LC Details - Field Description**

| Field                                   | Description  |
|---|--|
| <b>LC Type</b>                          | Read only field.<br>This field displays the LC type from the Export LC Amendment.                                  |
| <b>Product Code</b>                     | Read only field.<br>Product code will be auto-populated from the Export LC.  |
| <b>Product Description</b>              | Read only field.<br>This field displays the description of the product as per the product code.                    |
| <b>Advising Bank</b>                    | Read only field.<br>This field displays the advising bank details of the selected Export LC in Registration stage. |
| <b>40A - Form of Documentary Credit</b> | Read only field.<br>This field displays the form of documentary credit details.                                    |
| <b>Contract Reference Number</b>        | Read only field.<br>This is auto generated by the back end system.   |

Table 2-7 (Cont.) Export LC Amendment - LC Details - Field Description

| Field                                     | Description  |
|---|--|
| <b>Date of Issue</b>                      | Read only field.<br>This field displays the date of issue of LC.   |
| <b>Applicable Rules</b>                   | System defaults the applicable rule.<br>The user can change the applicable rule.   |
| <b>Date of Expiry</b>                     | This field displays the expiry date of the selected Export LC.<br>The user can change the date of expiry.  |
| <b>Place of Expiry</b>                    | This field displays the place of expiry of the selected Export LC.<br>The user can change the place of expiry.   |
| <b>Applicant Bank</b>                     | Read only field.<br>This field displays the applicant bank details of the selected Export LC.  |
| <b>Applicant</b>                          | Read only field.<br>This field displays the details of the applicant of the selected Export LC.  |
| <b>Beneficiary</b>                        | Read only field.<br>This field displays the details of the beneficiary of the selected Export LC.  |
| <b>Currency Code, Amount</b>              | System defaults the value of Export LC along with the currency details of the selected Export LC.<br>The user can amend the currency code and amount, if required.   |
| <b>Amount In Local Currency</b>           | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places).   |
| <b>Percentage Credit Amount Tolerance</b> | System defaults the percentage credit amount tolerance details of the selected Export LC.<br>The user can amend the percentage credit amount tolerance details, if required.   |
| <b>Purpose of message</b>                 | System defaults the purpose of message.<br>Select the purpose of message. The options are: <ul style="list-style-type: none"> <li>• <b>Advice and Confirmation of the Credit Amendment</b> - Select this option, if LC requires confirmation on the amendment.</li> <li>• <b>Advice of the Credit Amendment</b> - Select this option, if LC does not require confirmation on the amendment.</li> </ul> |
| <b>Additional Amount Covered</b>          | System defaults the details of additional amount covered of the selected Export LC.<br>The user can amend the details, if required.  |

Table 2-7 (Cont.) Export LC Amendment - LC Details - Field Description

| Field               | Description  |
|---------------------|--|
| <b>Closure Date</b> | <p>System default the “Closure Date” with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created.</p> <p>System automatically close the contract on the specified “Closure Date” if “Auto Close” is selected as “Yes” for the specific contract.</p> <p>User can modify the system defaulted “Closure Date” and system should validate the same for the below conditions,</p> <ul style="list-style-type: none"> <li>• Closure Date must be after the Issue Date.</li> <li>• Closure Date must be after the Expiry Date.</li> <li>• Closure Date cannot be blank, when the “Auto Close” is checked.</li> </ul> |

**Audit**

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

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

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

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

Table 2-8 Audit - Field Description

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

Table 2-8 (Cont.) Audit - Field Description

| Field   | Description                                   |
|---------|---|
| Outcome | This field displays the outcome of the audit. |

## 2. Click Next.

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

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

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures.  |

Table 2-9 (Cont.) Main Details - Action Buttons - Field Description

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

## 2.3.2 Availability Shipment

This topic provides the systematic instructions to capture the Availability and Shipment details.

User must verify/ Input/Update Availability, Shipment and Goods details of an Export LC request for the different fields under the respective data segments.

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

Figure 2-9 Availability Shipment

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

As part of amendment, user can change the values available in the fields based on the description in the following table

Table 2-10 Availability Shipment - Field Description

| Field                       | Description   |
|-----------------------------|---|
| <b>Availability Details</b> | Specify the Availability Details.   |
| <b>Available with</b>       | <p>System defaults the value for Available with. Click <b>Search</b> to search and select the bank with which the credit is available, from the look-up.</p> <ul style="list-style-type: none"> <li>If the LC is restricted to any particular bank, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <ul style="list-style-type: none"> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul> <p>In case of Online channel, this field is read only.</p> |

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




| Field                   | Description   |
|-------------------------|---|
| <b>Available By</b>     | <p>System defaults the value of 'Available By' as per the issued LC. Select the available by from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>BY ACCEPTANCE</b></li> <li>• <b>BY DEF PAYMENT</b></li> <li>• <b>BY MIXED PAYMENT</b></li> <li>• <b>BY NEGOTIATION</b></li> <li>• <b>BY PAYMENT</b></li> </ul> <p> <b>Note:</b></p> <p>If <b>BY DEF PAYMENT</b> option is selected, there must be a value in tag 42P- Deferred payment.</p> <p> <b>Note:</b></p> <p>If <b>BY MIXED PAYMENT</b> option is selected, there must be a value in tag 42M- Mixed payment.</p> <p> <b>Note:</b></p> <p>If <b>BY PAYMENT</b> option is selected, payment at sight is applicable. It must be applicable for sight type of product only.</p> |
| <b>Drafts At</b>        | System defaults the details of tenor of drafts to be drawn under the documentary credit as per the issued LC.   |
| <b>Drawee</b>           | <p>This field displays the Drawee value as per the issued LC. Click <b>Search</b> to search and select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> <li>• Search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted.</p> <p>This field is enabled if <b>Drafts At</b> field has value.</p>  |
| <b>Tenor</b>            | System defaults the value of Tenor as per the issued LC. User can change the value, if required.  |
| <b>Shipment Details</b> | As part of amendment, user can change the values available in the fields based on the description in the following table:   |



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



| Field                            | Description   |
|----------------------------------|---|
| <b>Partial Shipments</b>         | <p>System defaults the value of Partial Shipments as per the LC and can be modified if required.</p> <p>This field specifies whether or not partial shipments are allowed under the documentary credit.</p> <p>Select the partial shipment details from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Allowed</b></li> <li>• <b>Conditional</b></li> <li>• <b>Not Allowed</b></li> </ul>  |
| <b>Transshipment</b>             | <p>System defaults the value of of Transshipments as per the LC and can be modified if required.</p> <p>This field specifies whether or not transshipment are allowed under the documentary credit.</p> <p>Select the transshipment details from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Allowed</b></li> <li>• <b>Conditional</b></li> <li>• <b>Not Allowed</b></li> </ul>   |
| <b>Place Of Taking In Charge</b> | <p>System defaults the value of place of taking in charge as per the LC and can be modified if required.</p> <p>This field specifies 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; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Port Of Loading</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div> |
| <b>Port Of Loading</b>           | <p>System defaults the value of port of loading as per the LC and can be modified if required.</p> <p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Place Of Taking In Charge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>   |

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






| Field                             | Description  |
|-----------------------------------|--|
| <b>Port Of Discharge</b>          | <p>System defaults the value of port of discharge as per the LC and can be modified if required.<br/>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p> <b>Note:</b></p> <p>This field is alternate to <b>Place Of Final Destination</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>  |
| <b>Place Of Final Destination</b> | <p>System defaults the value of place of final destination as per the LC and can be modified if required.<br/>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p> <b>Note:</b></p> <p>This field is alternate to <b>Port Of Discharge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>   |
| <b>Latest Date Of Shipment</b>    | <p>System defaults the value of latest date of shipment as per the LC and can be modified if required.</p> <p> <b>Note:</b></p> <p>This field is alternate to <b>Shipment Period</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> <p> <b>Note:</b></p> <p>If amendment to the Shipment date (advancing the Latest Shipment Date before the Latest Shipment date of the underlying Import LC), system validates the amended value against the Back-to-Back LC value and display configurable override.</p> |

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

| Field                                       | Description  |
|---|--|
| <b>Shipment Period</b>                      | System defaults the value of shipment period as per the LC and can be modified if required.<br><br> <b>Note:</b><br>This field is alternate to <b>Latest Date Of Shipment</b> .. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message. |
| <b>Description of Goods and/or Services</b> | This field contains a description of the goods and/or services of the issued LC and can be amended if required. Provide the Shipment Details based on the description in the following table:  |
| <b>INCO Terms</b>                           | Click <b>Search</b> to search and select the INCO terms from the document received.  |
| <b>INCO Terms Description</b>               | System displays the description of the INCO term based on the selected INCO Terms.<br>The user can click plus icon to add multiple description of goods and services.  |
| <b>Goods Code</b>                           | Click <b>Search</b> to search and select the goods code.   |
| <b>Goods Type</b>                           | This field displays the goods type depending on selected goods code.   |
| <b>Goods Description</b>                    | The field displays the goods description depending on selected goods code.   |
| <b>No of Units</b>                          | Specify the number of units being imported or exported..   |
| <b>Price per Unit</b>                       | Specify the value for price per unit.  |
| <b>Total Amount</b>                         | System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).  |
| <b>Action</b>                               | Click Edit icon to edit the goods detail.<br>Click Delete icon to delete the goods detail.   |

2. Click **Next**.

The task will move to next data segment.

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

Table 2-11 Availability Shipment - Action Buttons - Field Description

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

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

| Field                 | Description   |
|-----------------------|---|
| Remarks               | Specify any additional information regarding the Export LC Amendment. This information can be viewed by other users handling the request.   |
| Overrides             | Click to view the overrides accepted by the user.   |
| Customer Instruction  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| Common Group Messages | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| Incoming Message      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |
| View LC               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| Signatures            | Click the Signature button to verify the signature of the customer/bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures.   |
| Reject                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>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.<br>This reject reason will be available in the remarks window throughout the process.  |
| Refer                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>  |

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

| Field                   | Description   |
|-------------------------|---|
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| <b>Cancel</b>           | Cancel the Scrutiny 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, task moves to previous logical step.  |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.                 |

## 2.3.3 Payment Details

This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of Export LC Amendment request.

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

**Figure 2-10 Scrutiny - Payment Details**

The screenshot displays the Oracle Scrutiny - Payment Details screen for application PK2ELCA000018162. The interface is organized into several sections:

- Payment Details:** Contains fields for 49G-Special Payment conditions for beneficiary (cond bank), 49H-Special Payment conditions for receiving bank (bene cond), 48-Period for Presentation (21 test), and 49-Confirmation Instructions (WITHOUT).
- Confirmation Settings:** Includes Partial Confirmation Allowed (checkbox), Silent Confirmation (checkbox), Confirmation % (dropdown), Confirmation Expiry Date (calendar), and Confirmation Amount (input).
- Confirmation Party Information:** Features Requested Confirmation Party Type (dropdown), SBA - Requested Confirmation Party (000149 Trade Cust), and 78-Instructions to DJA/N Bank (INSTRUCTION2).
- Sender and Receiver Information:** Includes 57A-Advise Through Bank, 72-Sender to Receiver Information, and 71D Charges (test).
- Issuing Bank Information:** Contains 79Z Narrative, Issuing Bank Date, Issuing Bank Account No, 57a - Account with Bank, and Charges to be Claimed.
- 79N - Amendment charges payable by:** A dropdown menu.

The bottom of the screen features a toolbar with the following buttons: **Reject**, **Refer**, **Hold**, **Cancel**, **Save & Close**, **Back**, and **Next**.

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

Table 2-12 Payment Details - Field Description

| Field  | Description   |
|--|---|
| <b>Payment Details</b>                               |   |
| <b>Special Payment conditions for beneficiary</b>    | System defaults the value of special payment conditions for beneficiary as per the LC and can be modified if required.<br>Specify the details of special payment condition to the beneficiary, if any.  |
| <b>Special Payment conditions for receiving bank</b> | System defaults the value of special payment conditions for receiving bank as per the LC and can be modified if required.<br>Specify the details of special payment condition to receiving bank, if any.<br><br>This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.   |
| <b>Period for Presentation</b>                       | System defaults the value of period for presentation as per the LC and can be modified if required.<br>Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment.<br><br>In case of Online channel, this field is read only.  |
| <b>Confirmation Instructions</b>                     | System defaults the value of confirmation instructions.<br>The options for confirmation instruction are: <ul style="list-style-type: none"> <li>• CONFIRM</li> <li>• MAY ADD</li> <li>• WITHOUT</li> </ul>  |
| <b>Partial Confirmation Allowed</b>                  | Enable the option for partial confirmation.<br><br>Disable the option, if partial confirmation denied.<br><br>This field is enabled only if, <b>Confirmation Instructions</b> is set to Confirm.  |
| <b>Silent Confirmation</b>                           | This option when enabled: <ul style="list-style-type: none"> <li>• Confirmation Percentage should default as 100 and Silent Confirmation Amount should display the full LC outstanding value. User should not be able to modify them.</li> <li>• All other confirmation fields to be blank and disabled.</li> </ul> This field is added only for LC in which Issuing Bank does not request confirmation.<br>This field is enabled, if <b>Confirmation Instructions</b> field has value <b>Without</b> or <b>May Add</b> |
| <b>Confirmation %</b>                                | Specify the confirmation percentage.<br>This field is applicable only if <b>Confirmation Instructions</b> is set to <b>Confirm</b> or <b>May Add</b> and <b>Partial Confirmation Allowed</b> Toggle is enabled.<br><br>This field is alternate to 'Confirmation Amount'.  |
| <b>Confirmation Amount</b>                           | Specify the confirmation amount.<br>This field is applicable only if <b>Confirmation Instructions</b> is set to <b>Confirm</b> and <b>Partial Confirmation Allowed</b> Toggle is enabled.<br><br>If <b>Partial Confirmation Allowed</b> field is enabled and <b>Confirmation %</b> is below 100, system allows to modify <b>Confirmation %</b> and <b>Confirmation Amount</b> .   |

Table 2-12 (Cont.) Payment Details - Field Description



| Field                               | Description   |
|-------------------------------------|---|
| <b>Requested Confirmation Party</b> | <p>Select the requested confirmation party from the drop-down. The options are:</p> <ul style="list-style-type: none"> <li>• Advising Bank</li> <li>• Advise Through Bank</li> <li>• Others</li> </ul> <p>This field is enabled if <b>Confirmation Instructions</b> is set to <b>Confirm</b> or <b>May Add</b>.</p>   |
| <b>Requested Confirmation Party</b> | <p>System defaults the value of of requested confirmation party as per the issued LC and can be modified if required.</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is applicable only for LC Type - Confirmed LC.</p> </div>  |
| <b>Confirmation Expiry Date</b>     | <p>Select the confirmation expiry date. This field indicates the date up to which the Confirmation is valid. When the underlying Confirmed LC is amended to have a new Expiry Date, the value will be populated in OBTFPM also. If new expiry date is to be confirmed, user can update the Confirmation Expiry Date to the new Expiry Date. If the new expiry date is not to be confirmed, user should not update the New Confirmation Expiry Date. System should validate that the value is only either the original expiry date or the new expiry date.</p> <p>In case Confirmation Expiry Date is to be extended, then on hand-off the related flag should be set to yes in back office system. In case Confirmation Expiry Date is not to be extended, then on hand off, related flag should be set to No in back office.</p> |
| <b>Reimbursing Bank</b>             | <p>Click <b>Search</b> to search and select the reimbursing bank. Party type with banks will be displayed in look-up. SWIFT code (if available), Name and address of the bank.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <p>In case of Online channel, update the details received.</p>   |

Table 2-12 (Cont.) Payment Details - Field Description

| Field   | Description   |
|---|---|
| <b>Advise Through Bank</b>  | <p>Click <b>Search</b> to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".</p> </div> <p>In case of SWIFT MT707 message, this field is empty.<br/>In case of online channel user can update the details received.</p> |
| <b>Instructions to P/A/N Bank</b>   | <p>System displays the value of Instructions to P/A/N bank as per the LC and can be modified if required.</p> <p>Click <b>Search</b> to search and select the instructions to P/A/N Bank.</p>   |
| <b>Sender to Receiver Information</b>   | <p>System defaults the value of Sender to Receiver Information (FFT Details) as per the LC and can be modified, if required.</p> <p>Click <b>Search</b> to search and select the sender to receiver information.</p>  |
| <b>Charges</b>  | <p>System defaults the charges details and can be modified, if required.</p>  |
| <b>Amendment charges payable by</b>   | <p>System displays the party to pay the amendment charges. The options can be:</p> <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Beneficiary</li> <li>• Others</li> </ul>   |
| <b>Information to Issuing Bank</b>  |   |
| Provide MT730 - Information to Issuing Bank details based on the description in the following table:        |   |
| <b>Sender to Receiver Information</b>   | Click <b>Search</b> to search and select the FFT to provide the additional information to receiver.   |
| <b>Narrative</b>  | Click <b>Search</b> to search and select the FFT to provide the additional information from the advising bank to the issuing bank.  |
| <b>Issuing Bank Account No</b>  | Click <b>Search</b> to search and select the issuing bank account number from the look-up.  |
| <b>Charges to be Claimed</b>  | Select the currency and specify the charges to be claimed.  |
| <b>Charges</b>  | Specify the charge details for advising.  |
| <b>Issuing Bank Date</b>  | Select the issuing bank date from the date picker.  |
| <b>Account with Bank</b>  | Click <b>Search</b> to search and select the account to which the charges needs to be paid.   |
| <b>Information to Advise Through Bank</b>   |   |
| Provide MT710 - Information to Advise Through Bank details based on the description in the following table. |   |
| <b>Sender to Receiver Information</b>   | Click <b>Search</b> to search and select the FFT to provide the additional information to receiver.   |

2. Click **Next**.



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

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

| Field                        | Description  |
|------------------------------|--|
| <b>Documents</b>             | <p>Upload the required documents.<br/>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>               | Specify any additional information regarding the Export LC Amendment. This information can be viewed by other users handling the request.  |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | <p>Click to view/ input the following.</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.  |
| <b>Incoming Message</b>      | <p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.</p>  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.   |
| <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>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.<br/>This reject reason will be available in the remarks window throughout the process.</p>                                  |

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

| Field                   | Description  |
|-------------------------|--|
| <b>Refer</b>            | Select a Refer Reason from the values displayed by the system.<br><br>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.<br><br>This option is used, if there are any pending information yet to be received from applicant.  |
| <b>Cancel</b>           | Cancel the Scrutiny 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, task moves to previous logical step.   |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.  |

## 2.3.4 Amendment Details

This topic provides the systematic instructions to capture the Amendment Details.

This section lists the amendments made to the LC. The amendment details table displays the original value and the amended values of the amended fields in two different columns to enable Scrutiny user to identify the modifications made to the LC.

1. On **Amendment Details** screen, specify the fields, if any.

**Figure 2-11 Amendment Details**

2. Click **Next**.

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

**Table 2-14 Amendment Details - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures.  |


**Table 2-14 (Cont.) Amendment Details - Action Buttons - Field Description**

| Field                   | Description   |
|-------------------------|---|
| <b>Reject</b>           | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p> |
| <b>Refer</b>            | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |
| <b>Hold</b>             | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>  |
| <b>Cancel</b>           | <p>Cancel the Scrutiny 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>On click of Back, task moves to previous logical step.</p>   |
| <b>Next</b>             | <p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>  |

## 2.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Amendment process.

A Scrutiny user can verify/input/update the additional details data segment of the Export LC Amendment request.

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

**Figure 2-12 Additional Details**

**Export LC Amendment Scrutiny :: Application No- PK2ELCA000064320**

Clarification Details Documents Remarks Overrides Customer Instruction

Common Group Messages Incoming Message View LC Signatures

Main Details  
Availability Shipment  
Payment Details  
Amendment Details  
**Additional Details**  
Summary

Additional Details Screen(5/6)

**Limits and Collaterals**

Contribution :  
Currency : Contribution Amount  
Limit Status :  
Collateral Currency :  
Collateral :  
Contribution. : Collateral Status

**Commission, Charges and taxes**

Charge :  
Commission :  
Tax :  
Block Status :

**Revolving Details**

Revolving : **No**  
Revolving In :  
Revolving Frequency :

**FX Linkage**

FX Reference Number :  
Contract Currency :  
FX Linked Amount :

**Assignment of Proceeds**

Assignment Of Proceeds : **Yes**  
Assignee Name : **Trade Indiv 2**  
Assigned Amount : **20000**

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.

**Limits and Collaterals**

Limit Details

| Customer ID | Linkage Type | Liability Number | Line Id/Linkage Ref No | Line Serial | Contribution | Contribution Currency | Amount to Earmark | Limit Check Response | Response Message | Edit   | Delete |
|-------------|--------------|------------------|------------------------|-------------|--------------|-----------------------|-------------------|----------------------|------------------|--------|--------|
| 001041      | Facility     | 001041           | 001041                 | 1           | 100          | USD                   | 0                 |                      |                  | 001041 |        |

Cash Collateral Details

Collateral Percentage: 10.0

Collateral Currency and amount: GBP £10.00

Exchange Rate: 1.0

| Sequence Number | Settlement Account Currency | Settlement Account | Exchange Rate | Collateral Split % | Contribution Amount | Contribution Amount In Account Currency | Account Balance Check Response | Response Message | Edit | Delete |
|-----------------|-----------------------------|--------------------|---------------|--------------------|---------------------|---|--------------------------------|------------------|------|--------|
| 1               | GBP                         | 05100276275        | 1             | 100                | 10                  | £10.00                                  | YN                             |                  | 1    |        |

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 2-13 Limit Details

### Limit Details

|  |  |
|--|--|
| <b>Customer Id</b><br>001044   | <b>Linkage Type</b><br>Facility  |
| <b>Contribution %</b><br>100.0   | <b>Liability Number</b><br>001044  |
| <b>Contribution Currency</b><br>USD  | <b>Line Id/Linkage Ref No</b><br>001044_US   |
| <b>Limit/Liability Currency</b><br>USD   | <b>Limits Description</b><br><div style="border: 1px solid #ccc; height: 60px;"></div>                 |
| <b>Limit Check Response</b><br>Available   | <b>Amount to Earmark</b><br>\$10.00  |
| <b>Expiry Date</b><br><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> | <b>Limit Available Amount</b><br>\$999,378,010.18  |
| <b>Response Message</b><br>Balance available of USD<br>999378010.18                          | <b>ELCM Reference Number</b><br><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> |

Figure 2-14 Collateral Details

**Collateral Details**

Total Collateral Amount: £20.00

Collateral Amount to be Collected: £20.00

Sequence Number: 1.0

Collateral Split %: 100.0

Collateral Contribution Amount: £20.00

Settlement Account: PK20010440016

Settlement Account Currency: GBP

Exchange Rate: 1.0

Contribution Amount in Account Currency: £20.00

Account Available Amount:

Response: VN

Response Message:

Verify

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

Table 2-15 Limit Details - Field Description

| Field                | Description  |
|----------------------|--|
| <b>Limit Details</b> | Click + plus icon to add new limit details.<br>Below fields are displayed on the Limit Details 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.   |
| <b>Linkage Type</b>  | Select the linkage type.<br>Linkage type can be: <ul style="list-style-type: none"> <li>• <b>Facility</b></li> <li>• <b>Liability</b></li> </ul> By default Linkage Type should be "Facility". |

Table 2-15 (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>    | This field displays the contribution currency.  |
| <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> | This field displays the limit currency, when the user select the <b>Liability Number</b> .  |
| <b>Limits Description</b>       | This field displays the limits description.   |
| <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 2-15 (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.<br>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.<br>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.<br>This field appears on the Limits grid.   |
| <b>Edit</b>   | Click the link to edit the <b>Limit Details</b> .  |
| <b>Cash Collateral Details</b>  | 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:  |
| <b>Collateral Percentage</b>  | System populates the Collateral % maintained in the Customer / Product for the counter party of the contract.<br>User can modify the collateral percentage.  |
| <b>Collateral Currency and amount</b>   | System populates the contract currency as collateral currency by default.<br>User can modify the collateral Currency and amount.   |
| <b>Exchange Rate</b>  | System populates the exchange rate maintained.<br>User can modify the collateral Currency and amount.<br>System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.  |
| <b>Edit</b>   | Click edit link to edit the collateral details.  |
| <b>Collateral Details pop-up screen</b>   | Click + plus icon to add new collateral details.<br>Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.   |
| <b>Total Collateral Amount</b>  | Read only field.<br>This field displays the total collateral amount provided by the user.  |
| <b>Collateral Amount to be Collected</b>  | Read only field.<br>This field displays the collateral amount yet to be collected as part of the collateral split.   |
| <b>Sequence Number</b>  | Read only field.<br>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.<br>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.  |

Table 2-15 (Cont.) Limit Details - Field Description

| Field  | Description  |
|--|--|
| <b>Settlement Account Currency</b>             | Read only field.<br>This field displays the settlement account currency defaulted by the system.   |
| <b>Exchange Rate</b>                           | Read only field.<br>This field displays the exchange rate, if the settlement account currency is different from the collateral currency.   |
| <b>Contribution Amount in Account Currency</b> | Read only field.<br>This field displays the contribution amount in the settlement account currency as defaulted by the system.   |
| <b>Account Available Amount</b>                | Read only field.<br>System populates the account available amount on clicking the <b>Verify</b> button.  |
| <b>Response</b>                                | Read only field.<br>System populates the response on clicking the <b>Verify</b> button.  |
| <b>Response Message</b>                        | Read only field.<br>System populates the response message on clicking the <b>Verify</b> button.  |
| <b>Verify</b>                                  | Click to verify the account balance of the Settlement Account.   |
| <b>Save &amp; Close</b>                        | Click to to save and close the record.   |
| <b>Cancel</b>                                  | Click to cancel the entry.   |
| <b>Cash Collateral Details grid</b>            | Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.  |
| <b>Collateral %</b>                            | Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified. |
| <b>Contribution Amount</b>                     | This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.   |
| <b>Edit</b>                                    | Click edit link to edit the collateral details.  |
| <b>Account Available Amount</b>                | This field displays the account available amount which will be auto-populated based on the settlement account selection.   |
| <b>Deposit Linkage Details</b>                 | In this section which the deposit linkage details is captured.<br>System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.<br>Click + plus icon to add new Deposit Linkage details.  |
| <b>Edit</b>                                    | Click edit link to edit the deposit linkage details.   |
| <b>Deposit Linkage Details pop-up screen</b>   | Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.  |

Table 2-15 (Cont.) Limit Details - Field Description

| Field  | Description   |
|--|---|
| <b>Deposit Account</b>                           | Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.<br><br>All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage. |
| <b>Deposit Branch</b>                            | This field displays the deposit branch which will be 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 based on the deposit account selection.  |
| <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.<br><br>System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.                               |
| <b>Deposit Details</b>                           | Below fields appear in the <b>Deposit Details</b> grid along with the above fields.   |
| <b>Deposit Currency</b>                          | This field displays the deposit currency.   |
| <b>Transaction Currency</b>                      | This field displays the transaction currency.   |

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

### Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details. On landing the additional tab, charges, commission and tax components mapped to the product from the back office system.

The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

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

**Commission, Charges and taxes**

Recalculate Re-default

▼ Commission Details

| Component                        | Rate | Mod. Rate | CCY | Amount | Modified | Defer | Waive | Split | Charge Party | Settl. Account | Amend |
|----------------------------------|------|-----------|-----|--------|----------|-------|-------|-------|--------------|----------------|-------|
| No data to display.              |      |           |     |        |          |       |       |       |              |                |       |
| Page 1 (0 of 0 items)  < < 1 > > |      |           |     |        |          |       |       |       |              |                |       |

▼ Charge Details

| Component                        | Tag currency | Tag Amount | CCY | Amount | Modified | Billing | Defer | Waive | Split | Charge Party | Settl. Account |
|----------------------------------|--------------|------------|-----|--------|----------|---------|-------|-------|-------|--------------|----------------|
| No data to display.              |              |            |     |        |          |         |       |       |       |              |                |
| Page 1 (0 of 0 items)  < < 1 > > |              |            |     |        |          |         |       |       |       |              |                |

▼ Tax Details

| Component           | Type | Value Date | CCY | Amount | Billing | Defer | Settl. Account |
|---------------------|------|------------|-----|--------|---------|-------|----------------|
| No data to display. |      |            |     |        |         |       |                |

Save & Close Cancel

Figure 2-15 Split Settlement

### Split Settlement Details

|  |   |
|--|---|
| <p><b>Component</b></p> <input style="width: 90%;" type="text" value="AILSN_COM1_LIQD_S01"/> | <p><b>Amount</b></p> <input style="width: 90%;" type="text" value="122.5"/>             |
| <p><b>Customer</b></p> <input style="width: 90%;" type="text" value="001044-APP"/>           | <p><b>GL Account</b></p> <input type="checkbox"/>                                       |
| <p><b>Account</b></p> <input style="width: 90%;" type="text" value="PK20010440017"/>         | <p><b>Account Currency</b></p> <input style="width: 90%;" type="text" value="GBP"/>     |
| <p><b>Branch</b></p> <input style="width: 90%;" type="text" value="PK2"/>                    | <p><b>Percentage</b></p> <input style="width: 90%;" type="text" value="50.00"/>         |
| <p><b>Exchange Rate</b></p> <input style="width: 90%;" type="text" value="1"/>               | <p><b>Original Exchange Rate</b></p> <input style="width: 90%;" type="text" value="1"/> |
| <p><b>Party Type</b></p> <input style="width: 90%;" type="text" value="APP"/>                | <p><b>Negotiation Reference</b></p> <input style="width: 90%;" type="text"/>            |
| <p><b>AR-AP Tracking</b></p> <input type="checkbox"/>  | <p><b>Loan/Finance Account</b></p> <input style="width: 90%;" type="text" value="N"/>   |
| <p><b>Negotiation Rate</b></p> <input style="width: 90%;" type="text"/>                      |   |

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

Table 2-16 Charge Details - Field Description

| Field                     | Description   |
|---------------------------|---|
| <b>Commission Details</b> | This section displays the <b>Commission Details</b> .   |
| <b>Component</b>          | This field displays the commission component.   |
| <b>Rate</b>               | <p>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.</p> <p>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.</p> |

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

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

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

| Field                     | Description   |
|---------------------------|---|
| <b>Defer</b>              | <p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>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.</p> <p>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.</p> |
| <b>Waive</b>              | <p>Enable the toggle, if charges has to be waived.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>   |
| <b>Split</b>              | The bank User can split the Charges/Commission by enabling/disabling the flag as per the requirement.   |
| <b>Charge Party</b>       | Charge party is applicant by default. User can change the value to beneficiary.   |
| <b>Settlement Account</b> | Select the settlement account.  |
| <b>Tax Details</b>        | The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.  |
| <b>Component</b>          | This field displays the tax component.  |
| <b>Type</b>               | This field displays the type of tax component.  |
| <b>Value Date</b>         | This field displays the value date of tax component.  |
| <b>Currency</b>           | This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.   |
| <b>Amount</b>             | <p>This field displays the tax amount based on the percentage of commission maintained.</p> <p>You can edit the tax amount, if applicable.</p>  |
| <b>Billing</b>            | <p>If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>   |
| <b>Defer</b>              | <p>If taxes have to be deferred and collected at any future step, this option has to be enabled.</p> <p>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.</p>  |
| <b>Settlement Account</b> | <p>System defaults the settlement account.</p> <p>The user can modify the settlement account.</p>   |
| <b>Split Settlement</b>   | Once the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice, new section "Split Settlement" will appear below the 'Tax' section. The default parties in Split row should be fetched from OBTF.   |
| <b>Component</b>          | The split component type eligible for Split .   |
| <b>Currency</b>           | The currency of split settlement.   |
| <b>Amount</b>             | The amount of split settlement.   |

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

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

**Revolving Details**



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

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

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

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

### FX Linkage

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

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

Figure 2-16 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: 40%; 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: 40%; 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: 40%; 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: 40%; 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 2-18 FX Linkage - Field Description

| Field                            | Description  |
|----------------------------------|--|
| <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> <p>The user can click + to add multiple <b>FX Details</b>.</p> |
| <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 2-18 (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.<br>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.<br><br>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. |

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

The task will move to next data segment.

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

**Table 2-19 Additional Details - Action Buttons - Field Description**

| Field            | Description  |
|------------------|--|
| <b>Documents</b> | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.  |
| <b>Overrides</b> | Click to view the overrides accepted by the user.  |

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

| Field                        | Description  |
|------------------------------|--|
| <b>Customer Instruction</b>  | <p>Click to view/ input the following.</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, 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>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.  |
| <b>Incoming Message</b>      | <p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.</p>  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.   |
| <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>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>   |

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


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

## 2.3.6 Summary

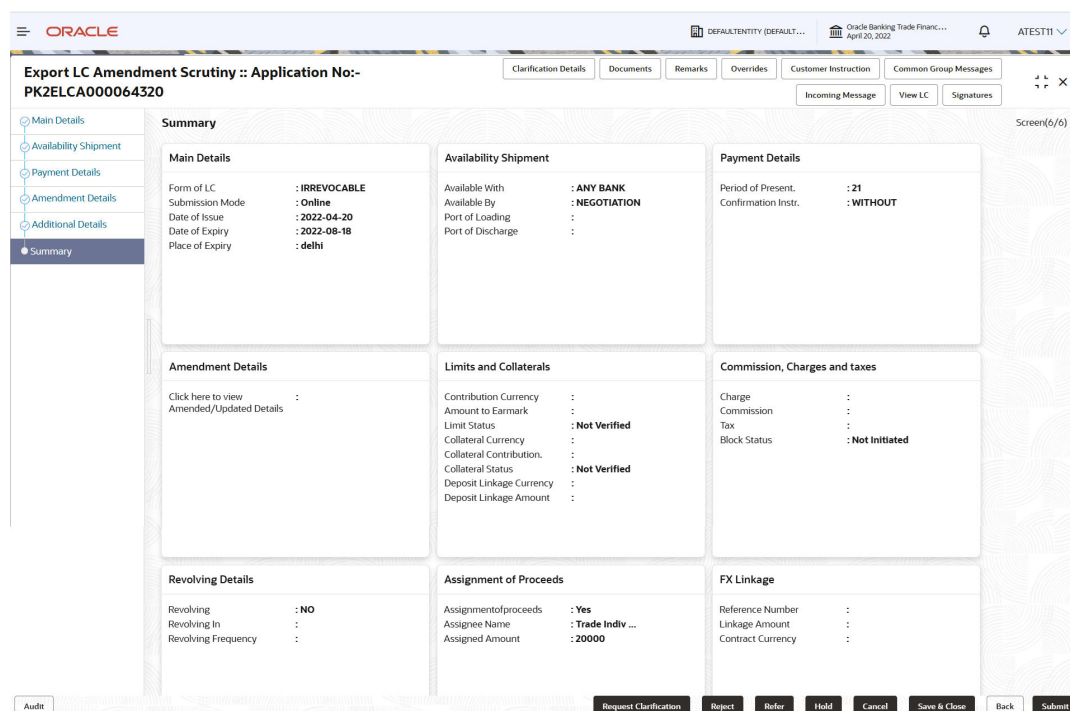
This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment request.

User can review the summary of details updated in Scrutiny stage of Export LC Amendment request.

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

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

**Figure 2-17 Summary**



**Export LC Amendment Scrutiny :: Application No:- PK2ELCA000064320**

**Summary**

| Section                       | Field                                      | Value             |
|-------------------------------|--|-------------------|
| Main Details                  | Form of LC                                 | : IRREVOCABLE     |
|                               | Submission Mode                            | : Online          |
|                               | Date of Issue                              | : 2022-04-20      |
|                               | Date of Expiry                             | : 2022-08-18      |
|                               | Place of Expiry                            | : delhi           |
| Availability Shipment         | Available With                             | : ANY BANK        |
|                               | Available By                               | : NEGOTIATION     |
|                               | Port of Loading                            | :                 |
|                               | Port of Discharge                          | :                 |
| Payment Details               | Period of Present.                         | : 21              |
|                               | Confirmation Instr.                        | : WITHOUT         |
| Amendment Details             | Click here to view Amended/Updated Details | :                 |
|                               | Click here to view Amended/Updated Details | :                 |
| 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                                     | :                 |
|                               | Commission                                 | :                 |
|                               | Tax  | :                 |
| Revolving Details             | Revolving                                  | : NO              |
|                               | Revolving In                               | :                 |
|                               | Revolving Frequency                        | :                 |
| Assignment of Proceeds        | Assignment of proceeds                     | : Yes             |
|                               | Assignee Name                              | : Trade Indiv ... |
|                               | Assigned Amount                            | : 20000           |
| FX Linkage                    | Reference Number                           | :                 |
|                               | Linkage Amount                             | :                 |
|                               | Contract Currency                          | :                 |

**Buttons:** Audit, Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, Submit

Tiles Displayed in Summary

- Main Details - User can view and modify the application details and LC details, if required.
  - Availability Shipment - User can view and modify availability and shipment details, if required.
  - Payment Details - User can view and modify all details related to payments, if required.
  - Amendment Details - User can view the amended details of LC.
  - Limits and Collaterals - User can view and modify limits and collateral details, if required.
  - Commission, Charges and taxes - User can view and modify Commission, charges and taxes details, if required.
  - Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
  - Assignment of Proceeds - User can view the assignment of proceeds details.
  - FX Linkage - User can view the FX linkage details.
  - Party Details - User can view party details like beneficiary, advising bank etc.
2. Click **Submit**.

The task will move to next logical stage.

**Table 2-20 Summary - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |

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

| Field                   | Description   |
|-------------------------|---|
| <b>Incoming Message</b> | <p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.</p>   |
| <b>View LC</b>          | Click to view the latest LC values displayed in the respective fields.  |
| <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>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 Scrutiny 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, task moves to previous logical step.  |

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

| Field         | Description   |
|---------------|---|
| <b>Submit</b> | Task will get moved to next logical stage of Export LC Amendment.<br><br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

## 2.4 Data Enrichment

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

As part of Data Enrichment, user can enter/update basic details of the incoming request.

 **Note:**

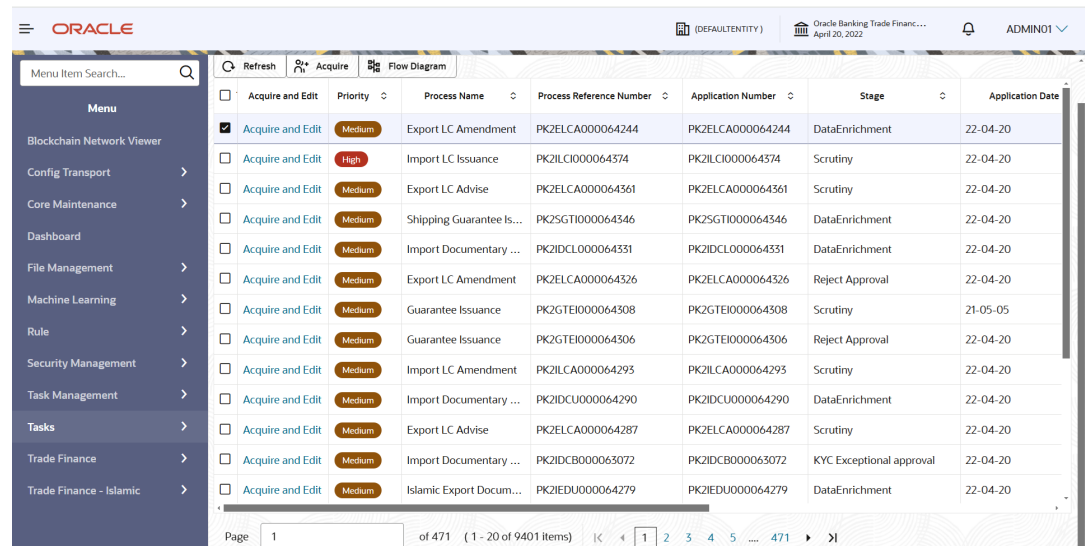
For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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

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

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

**Figure 2-18 Free Task**



The **Free Task** screen appears.



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

**Figure 2-19 My Task**

| <input type="checkbox"/> Edit            | Priority | Process Name             | Process Reference Number | Application Number | Stage                 | Application Date |
|--|----------|--------------------------|--------------------------|--------------------|-----------------------|------------------|
| <input checked="" type="checkbox"/> Edit | Medium   | Export LC Amendment      | PK2ELCA000064244         | PK2ELCA000064244   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Export LC Drawing        | PK2ELCD000064352         | PK2ELCD000064352   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Islamic Import LC Am...  | PK2IILA000063750         | PK2IILA000063750   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Internal Am... | PK2IIIA000063679         | PK2IIIA000063679   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import Documentary ...   | PK2IDCU000063636         | PK2IDCU000063636   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Reopen Isla... | PK2IIIR000063487         | PK2IIIR000063487   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Reopen         | PK2ILCR000063467         | PK2ILCR000063467   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Islamic Import LC Dra... | PK2IILD000003029         | PK2IILD000003029   | DataEnrichment        | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Liquidation    | PK2ILCL000061602         | PK2ILCL000061602   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Guarantee SBLC Advis...  | PK2GADC000000751         | PK2GADC000000751   | Approval Task Level 1 | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Drawing Up...  | PK2ILCU000063310         | PK2ILCU000063310   | Scrutiny              | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Drawing Up...  | PK2ILCU000063294         | PK2ILCU000063294   | Registration          | 22-04-20         |
| <input type="checkbox"/> Edit            | Medium   | Import LC Drawing Up...  | PK2ILCU000010020         | PK2ILCU000010020   | DataEnrichment        | 22-04-20         |

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

- [Main Details](#)
- [Availability Shipment](#)
- [Document and Conditions](#)
- [Payment Details](#)
- [Amendment Details](#)
- [Additional Fields](#)
- [Advices](#)
- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

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

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Amendment request.
- [Availability Shipment](#)  
This topic provides the systematic instructions to capture the availability and shipment details.

- [Document and Conditions](#)  
This topic provides the systematic instructions to capture the details of the documents received.
- [Payment Details](#)  
This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Amendment request.
- [Amendment Details](#)  
This topic provides the systematic instructions to capture the Amendment 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 of Export LC Amendment process.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Amendment process.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Export LC Amendment request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Amendment request.

## 2.4.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- LC Details.

### **Application Details**

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

**Figure 2-20 Data Enrichment - Main Details**

The screenshot displays the Oracle Export LC Amendment DataEnrichment Application interface. The title bar shows 'ORACLE' and 'DEFAULTENTITY (DEFAULT...)' with a date of 'April 20, 2022'. The main header reads 'Export LC Amendment DataEnrichment :: Application' with the application number 'No:- PK2ELCA000064320'. A navigation menu on the left includes 'Main Details', 'Availability Shipment', 'Documents and Condit...', 'Payment Details', 'Amendment Details', 'Additional Fields', 'Advices', 'Additional Details', 'Settlement Details', and 'Summary'. The 'Main Details' section is expanded, showing 'Application Details' and 'LC Details'. The 'Application Details' section includes fields for 'Internal Amendment' (toggle), 'Amendment No' (1), 'Amendment Date' (April 20, 2022), 'User Reference Number' (PK2ELAN21109568), 'Advising Bank Reference' (PK2ELAN21109568), 'Process Reference Number' (PK2ELCA000064320), 'Issuing Bank', 'Beneficiary Consent' (toggle), 'Beneficiary ID', 'Priority' (Medium), 'Non Bank Issuer', 'Branch' (PK2-Oracle Banking Trade Fine), 'Submission Mode' (Online), and '20 - Documentary Credit Number' (CUST12345). The 'LC Details' section includes 'LC Type' (Sight), 'Product Code' (ELAN), 'Product Description' (Export LC Usance Non Revolving), 'Advising Bank', '40A - Form of Documentary Credit' (IRREVOCABLE), 'Contract Reference Number' (PK2ELAN21109568), '31C - Date of Issue' (April 20, 2022), '40E - Applicable Rules' (UCPURR LATEST VERSION), 'Date of Expiry' (August 18, 2022), '31D - Place of Expiry' (delhi), '51A - Applicant Bank', 'Applicant', 'Beneficiary', '32B - Currency Code, Amount' (GBP, £500,000.00), 'Amount in Local Currency' (GBP), '39A - Percentage Credit Amount Tolerance', 'Limit verification required' (toggle), '22A - Purpose of Message' (Advice of the Credit Amendment), '39C - Additional Amount Covered', and 'Auto Close' (toggle). At the bottom, there are buttons for 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', and 'Next'.

For more information on the fields, refer [Table 2-6](#) of **Scrutiny** stage.

### LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in **Scrutiny** stage. For more information on the fields, refer [Table 2-7](#) of **Scrutiny** stage. During Registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-21 LC Details**

This is a close-up screenshot of the 'LC Details' section from the Oracle application. It shows the following fields and their values: 'LC Type' (Sight), 'Product Code' (ELAN), 'Product Description' (Export LC Usance Non Revolving), 'Advising Bank' (empty), '40A - Form of Documentary Credit' (IRREVOCABLE), 'Contract Reference Number' (PK2ELAN21109568), '31C - Date of Issue' (April 20, 2022), '40E - Applicable Rules' (UCPURR LATEST VERSION), 'Date of Expiry' (August 18, 2022), '31D - Place of Expiry' (delhi), '51A - Applicant Bank' (empty), 'Applicant' (empty), 'Beneficiary' (empty), '32B - Currency Code, Amount' (GBP, £500,000.00), 'Amount in Local Currency' (GBP), '39A - Percentage Credit Amount Tolerance' (empty), 'Limit verification required' (toggle), '22A - Purpose of Message' (Advice of the Credit Amendment), '39C - Additional Amount Covered' (empty), and 'Auto Close' (toggle). The 'Audit' button is visible at the bottom left, and the navigation buttons ('Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', 'Next') are at the bottom right.

2. Click **Next**.

The task will move to next data segment.

For more information on the action buttons, refer [Table 2-9](#) in **Main Details** section of **Scrutiny** stage.

## 2.4.2 Availability Shipment

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

User must verify/input/update Availability, Shipment and Goods details of an Export LC request for the different fields under the respective data segments.

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

**Figure 2-22 Availability Shipment**

For more information on fields, refer [Availability Shipment](#) of **Scrutiny** stage.

2. Click **Next**.

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

For more information on action buttons, refer [Table 2-11](#) of **Scrutiny** stage.

## 2.4.3 Document and Conditions

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

User must provide the required documents and additional conditions (if applicable) in this section.

### Document Details

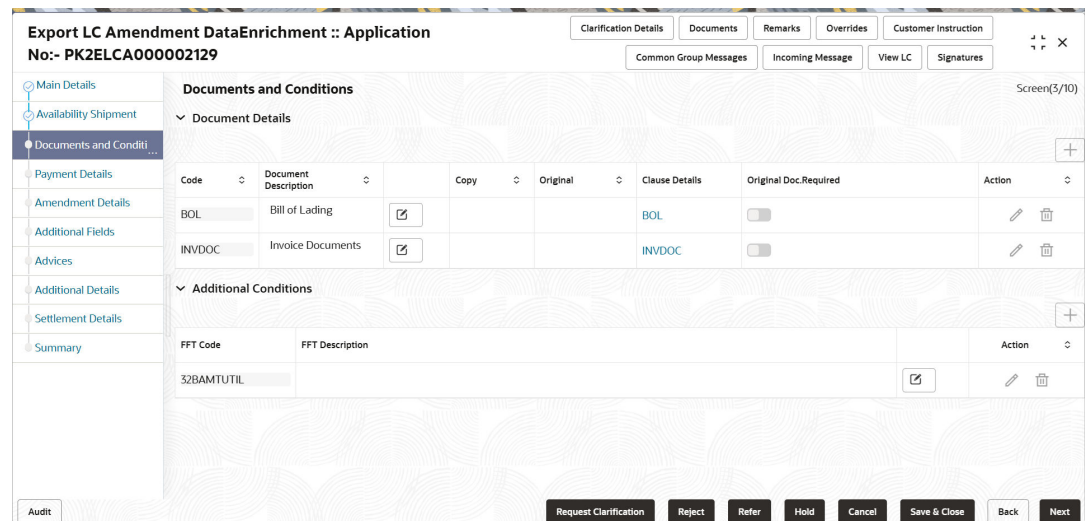
Documents Details section displays the list of documents required as per the issued LC and can be modified if required.

Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both 'Bill Of lading' and 'Airway Bill' are chosen. Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.

1. On **Document and Conditions** screen, specify the fields.

**Figure 2-23 Data Enrichment - Document and Conditions**



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

**Table 2-21 Document and Conditions - Field Description**

| Field                       | Description  |
|-----------------------------|--|
| <b>Code</b>                 | User can add the document code by clicking the plus icon. Click <b>Search</b> to search and select the document code based on the document received.<br><br>User can add or delete the code by deleting the line on the grid.<br><br>Click the plus icon to add multiple document details. |
| <b>Document Description</b> | System displays the document description based on the document code. User can edit the description.  |
| <b>Copy</b>                 | Specify the number copies received.  |
| <b>Original</b>             | Specify the number of original documents received.   |
| <b>Clause Description</b>   | System will populate the document Clause based on the document code.<br>User can view the document clause by clicking the link in the 'Clause Description' column.   |

**Table 2-21 (Cont.) Document and Conditions - Field Description**

| Field                    | Description  |
|--------------------------|--|
| <b>Document Received</b> | Enable the option, if document is received.<br>Disable the option, if document is not received.    |
| <b>Action</b>            | Click Edit icon to edit the document details.<br>Click Delete icon to delete the document details. |

**Additional Conditions**

Additional Conditions section displays the conditions of the issued LC and can be amended if required.

Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line delimiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT.

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-22 Document and Conditions - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |



Table 2-22 (Cont.) Document and Conditions - Action Buttons - Field Description

| Field                   | Description   |
|-------------------------|---|
| <b>View LC</b>          | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| <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>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 Scrutiny 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, task moves to previous logical step.  |
| <b>Next</b>             | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.   |

## 2.4.4 Payment Details

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

1. On **Data Enrichment - Payment Details** screen, specify the fields.

**Figure 2-24 Data Enrichment - Payment Details**

For more information on fields, refer [Table 2-12](#) of Scrutiny stage.

2. Click **Next**.

The task will move to next data segment. For more information refer [Amendment Details](#). For more information on action buttons, refer [Table 2-13](#) of Scrutiny stage.

## 2.4.5 Amendment Details

This topic provides the systematic instructions to capture the Amendment Details.

DE user can verify the fields that have been amended. The user can see a snapshot of the amended fields with the old values and the LC amended value. User can view all the field tags that have been amended in both Scrutiny and DE stage. Corresponding to the field the current latest LC value and the new amended value should be displayed.

1. On **Amendment Details** screen, specify the fields, if any.



Figure 2-25 Amendment Details

2. Click **Next**.

The task will move to next data segment. For more information refer [Additional Fields](#). For more information on action buttons, refer [Table 2-14](#) of **Scrutiny** stage.

## 2.4.6 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-26 Data Enrichment - 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 2-23 Additional Fields - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures.  |

**Table 2-23 (Cont.) Additional Fields - 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 Scrutiny 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>On click of Back, task moves to previous logical step.</p>   |
| <b>Next</b>             | <p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>  |

## 2.4.7 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Amendment process.

Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required. The user can also suppress the Advise, if required

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

**Figure 2-27 Advices**

**Export LC Amendment DataEnrichment :: Application No- PK2ELCA00053706**

Clarification Details Documents Remarks Overrides Customer Instruction Common Group Messages Incoming Message View LC Signatures

Main Details Availability Shipment Documents and Condi... Payment Details Amendment Details Additional Fields **Advices** Additional Details Settlement Details Summary

Screen(7/10)

|   |  |   |
|---|--|---|
| <p>Advice : AMD_EXP_CR</p> <p>Advice Name : AMD_EXP_CR<br/>Advice Party : BEN<br/>Party Name :<br/>Suppress Advice : NO</p>   | <p>Advice : LC_AMND_INSTR</p> <p>Advice Name : LC_AMND_INSTR<br/>Advice Party : BEN<br/>Party Name :<br/>Suppress Advice : YES</p>     | <p>Advice : TRADE_ENVELOPE</p> <p>Advice Name : TRADE_ENVELOPE<br/>Advice Party : BEN<br/>Party Name :<br/>Suppress Advice : NO</p> |
| <p>Advice : LC_ACK_AMND</p> <p>Advice Name : LC_ACK_AMND<br/>Advice Party : ISB<br/>Party Name :<br/>Suppress Advice : NO</p> | <p>Advice : LC_CASH_COL_ADV</p> <p>Advice Name : LC_CASH_COL_ADV<br/>Advice Party : ISB<br/>Party Name :<br/>Suppress Advice : YES</p> | <p>Advice : ADVICE_CL</p> <p>Advice Name : ADVICE_CL<br/>Advice Party :<br/>Party Name :<br/>Suppress Advice : YES</p>              |
| <p>Advice : CHNG_REB</p> <p>Advice Name : CHNG_REB<br/>Advice Party :<br/>Party Name :<br/>Suppress Advice : YES</p>          | <p>Advice : LC_ACK_ADVICE</p> <p>Advice Name : LC_ACK_ADVICE<br/>Advice Party :<br/>Party Name :<br/>Suppress Advice : YES</p>         |   |

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

### Advice Details

**Advice Details**

▼ Advice Details

Suppress Advice  Advice Name : LC\_AMND\_INSTR Medium : Medium Advice Party : ABK

Party ID : 001204 Party Name : ABC BANK

▼ FFT Code

| FFT Code | FFT Description | Action |
|----------|-----------------|--------|
| FREEVP   | TESTING FFT     |        |

▼ Instructions

| Instruction Code | Instruction Description                           | Edit | Action |
|------------------|---|------|--------|
| E023             | IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F |      |        |



OK Cancel

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

**Table 2-24 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>     | Displays the advice name.  |
| <b>Medium</b>          | Displays the medium of advices is defaulted from the system.                                       |
| <b>Advice Party</b>    | Displays the advice party is defaulted from the system.  |

**Table 2-24 (Cont.) Advice Details**

| Field  | Description   |
|--|---|
| <b>Party ID</b>  | Displays the party Id defaulted from system.  |
| <b>Party Name</b>  | Displays the defaulted from Guarantee.  |
| <b>FTT Code</b>  | Click plus icon to add new FTT code.  |
| <b>FTT Code</b>  | Click <b>Search</b> to search and select the FTT Code.  |
| <b>FTT Description</b>   | FTT description is populated based on the FTT code selected. User can edit the FTT description.                         |
|   | Click edit icon to edit the existing FTT description.   |
| <b>Action</b>  | Click delete icon to remove any existing FTT code.<br>Click edit icon to edit the existing FTT code.                    |
| <b>Instructions</b>  | Click plus icon to add new instruction code.  |
| <b>Instruction Code</b>  | Click <b>Search</b> to search and select the instruction Code.  |
| <b>Instruction Description</b>   | Instruction description is populated based on the instruction code selected. User can edit the instruction description. |
|  | Click edit icon to edit the existing instruction description.   |
| <b>Action</b>  | Click delete icon to remove any existing instruction code.<br>Click edit icon to edit the existing instruction code.    |

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-25 Advices - Action Buttons - Field Description**

| Field            | Description   |
|------------------|---|
| <b>Documents</b> | Upload the required documents.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b> | Click to view the overrides accepted by the user.   |

Table 2-25 (Cont.) Advices - Action Buttons - Field Description

| Field                        | Description  |
|------------------------------|--|
| <b>Customer Instruction</b>  | <p>Click to view/ input the following.</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.  |
| <b>Incoming Message</b>      | <p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.</p>  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.   |
| <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>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>   |


**Table 2-25 (Cont.) Advices - Action Buttons - Field Description**

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

## 2.4.8 Additional Details

This topic provides the systematic instructions to capture the additional details in Scrutiny stage of Export LC Amendment process.

A Data Enrichment user can verify/input/update the additional details data segment of the Export LC Amendment request.

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

**Figure 2-28 Additional Details**

### 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.

**Limits and Collaterals**

▼ Limit Details

| Customer ID | Linkage Type | Liability Number | Line Id/Linkage Ref No | Line Serial | Contribution % | Contribution Currency | Amount to Earmark | Limit Check Response | Response Message | Edit   | Delete |
|-------------|--------------|------------------|------------------------|-------------|----------------|-----------------------|-------------------|----------------------|------------------|--------|--------|
| 001041      | Facility     | 001041           | 001041                 | 1           | 100            | USD                   | 0                 |                      |                  | 001041 |        |

Cash Collateral Details

Collateral Percentage:

Collateral Currency and amount:

Exchange Rate:

| Sequence Number | Settlement Account Currency | Settlement Account | Exchange Rate | Collateral Split % | Contribution Amount | Contribution Amount in Account Currency | Account Balance Check Response | Response Message | Edit | Delete |
|-----------------|-----------------------------|--------------------|---------------|--------------------|---------------------|---|--------------------------------|------------------|------|--------|
| 1               | GBP                         | 05100Z76275        | 1             | 100                | 10                  | £10.00                                  | √N                             |                  | 1    |        |

▼ Deposit Linkage Details

| Deposit Account  | Deposit Currency | Deposit Maturity Date | Transaction Currency | Deposit Available In Transaction Currency | Linkage Amount(Transaction Currency) | Edit             | Delete |
|------------------|------------------|-----------------------|----------------------|---|--------------------------------------|------------------|--------|
| PK2CDPI221100005 | GBP              | April 20, 2025        | GBP                  | 63880.34                                  | 67                                   | PK2CDPI221100005 |        |

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

Save & Close Cancel

Figure 2-29 Limit Details



### Limit Details

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

Verify Save & Close Close

Figure 2-30 Collateral Details

**Collateral Details**

|  |        |  |               |
|--|--------|--|---------------|
| <b>Total Collateral Amount</b>                 | £20.00 | <b>Collateral Amount to be Collected</b> | £20.00        |
| <b>Sequence Number</b>                         | 1.0    | <b>Collateral Split %</b>                | 100.0         |
| <b>Collateral Contribution Amount</b>          | £20.00 | <b>Settlement Account</b>                | PK20010440016 |
| <b>Settlement Account Currency</b>             | GBP    | <b>Exchange Rate</b>                     | 1.0           |
| <b>Contribution Amount in Account Currency</b> | £20.00 | <b>Account Available Amount</b>          |               |
| <b>Response</b>                                | VN     | <b>Response Message</b>                  |               |

Verify

✓ ✕

For more information on fields, refer [Table 2-15](#) of **Scrutiny** stage.

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

### Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details. On landing the additional tab, charges and tax if any will get defaulted from back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

**Commission, Charges and taxes**

Recalculate Re-default

▼ Commission Details

| Component                        | Rate | Mod. Rate | CCY | Amount | Modified | Defer | Waive | Split | Charge Party | Settl. Account | Amend |
|----------------------------------|------|-----------|-----|--------|----------|-------|-------|-------|--------------|----------------|-------|
| No data to display.              |      |           |     |        |          |       |       |       |              |                |       |
| Page 1 (0 of 0 items)  < < 1 > > |      |           |     |        |          |       |       |       |              |                |       |

▼ Charge Details

| Component                        | Tag currency | Tag Amount | CCY | Amount | Modified | Billing | Defer | Waive | Split | Charge Party | Settl. Account |
|----------------------------------|--------------|------------|-----|--------|----------|---------|-------|-------|-------|--------------|----------------|
| No data to display.              |              |            |     |        |          |         |       |       |       |              |                |
| Page 1 (0 of 0 items)  < < 1 > > |              |            |     |        |          |         |       |       |       |              |                |

▼ Tax Details

| Component           | Type | Value Date | CCY | Amount | Billing | Defer | Settl. Account |
|---------------------|------|------------|-----|--------|---------|-------|----------------|
| No data to display. |      |            |     |        |         |       |                |

Save & Close Cancel

Figure 2-31 Split Settlement

**Split Settlement Details**

|   |   |
|---|---|
| <b>Component</b><br>AILS_N_COM1_LIQD_S01          | <b>Amount</b><br>122.5                        |
| <b>Customer</b><br>001044-APP                     | <b>GL Account</b><br><input type="checkbox"/> |
| <b>Account</b><br>PK20010440017                   | <b>Account Currency</b><br>GBP                |
| <b>Branch</b><br>PK2                              | <b>Percentage</b><br>50.00                    |
| <b>Exchange Rate</b><br>1                         | <b>Original Exchange Rate</b><br>1            |
| <b>Party Type</b><br>APP                          | <b>Negotiation Reference</b><br>              |
| <b>AR-AP Tracking</b><br><input type="checkbox"/> | <b>Loan/Finance Account</b><br>N              |
| <b>Negotiation Rate</b><br>                       |   |

Save & Close    Close    Fetch Exchange Rate

For more information on fields, refer [Table 2-16](#) of **Scrutiny** stage.

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

### Revolving Details

**Revolving Details**

Revolving:     Revolving In:     Revolving Frequency:     Revolve Units:

Next Reinstatement Date:     Cumulative:     Automatic Reinstatement:

For more information on fields, refer [Table 2-17](#) of **Scrutiny** stage.

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

### FX Linkage

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

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

**FX Linkage**

FX Linkage

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

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

Average FX Rate:

**Figure 2-32 FX Linkage Details**

For more information on fields, refer [Table 2-18](#) of **Scrutiny** stage.

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

**Preview Messages**

User can view the draft message (outgoing MT754 and MT742/MT750/MT742 SWIFT message format) being displayed on the preview message text box.

User can preview the MT999 messages for the applicable MT7XX messages generated by the Back office system in the Preview Message.

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

Table 2-26 Preview - Field Description

| Field                        | Description  |
|------------------------------|--|
| <b>Preview SWIFT Message</b> | This section displays the <b>Preview SWIFT Message</b> details.                                |
| <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.<br>Display the message status of draft message of liquidation details.        |
| <b>Repair Reason</b>         | Read only field.<br>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>   | This section displays the <b>Preview Mail Device</b> details.                                  |
| <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.<br>Display the message status of draft message of liquidation details.        |
| <b>Repair Reason</b>         | Read only field.<br>Display the message repair reason of draft message of liquidation details. |
| <b>Preview Message</b>       | This field displays a preview of the draft message.  |

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

The task will move to next data segment.

For more information on action buttons, refer [Table 2-19](#) of **Scrutiny** stage.

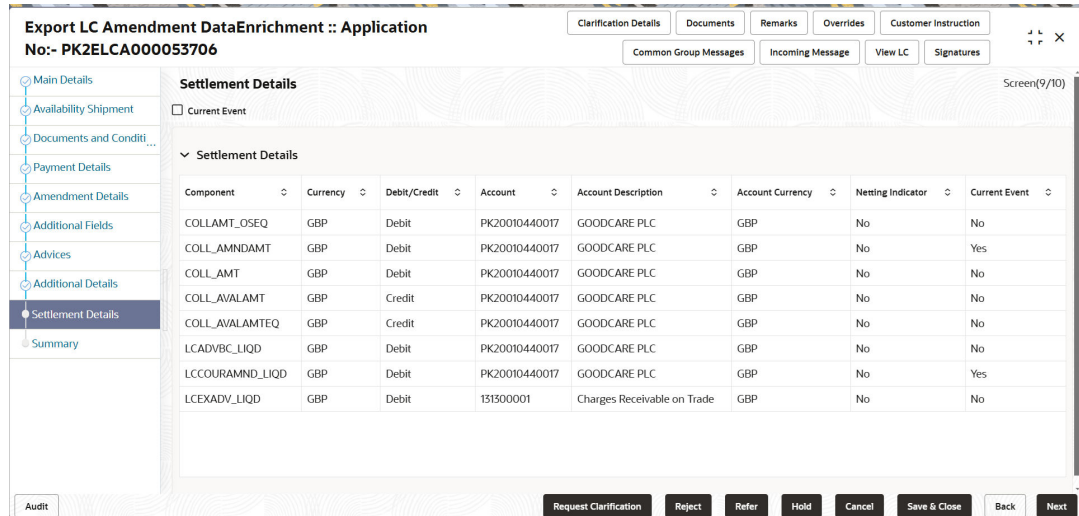
## 2.4.9 Settlement Details

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

The user can view the settlement details during Export LC Amendment request.

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

Figure 2-33 Settlement Details



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

Table 2-27 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 exchange rate.   |
| <b>Deal Reference Number</b>  | This exchange deal reference number.  |

- Click any component in the grid.

### Party Details



**Table 2-28 Party Details – Field Description**

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

**Payment Details**

**Table 2-29 Payment Details - Field Description**

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

## Remittance Information

**Table 2-30 Remittance Information - Field Description**

| Field                   | Description                  |
|-------------------------|------------------------------|
| <b>Payment Detail 1</b> | Specify the payment details. |
| <b>Payment Detail 2</b> | Specify the payment details. |
| <b>Payment Detail 3</b> | Specify the payment details. |
| <b>Payment Detail 4</b> | Specify the payment details. |

3. Click **Next**.

The task will move to next data segment.

**Table 2-31 Settlement Details - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Documents</b>             | Upload the required documents.<br>The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users handling the request.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.   |
| <b>Customer Instruction</b>  | Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Common Group Messages</b> | Click Common Group Message button, to send MT799 and MT999 messages from within the task.   |
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.  |
| <b>View LC</b>               | Clicking this button enables the user to view the latest LC values displayed in the respective fields.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures.  |

**Table 2-31 (Cont.) Settlement Details - Action Buttons - Field Description**


| Field                   | Description   |
|-------------------------|---|
| <b>Reject</b>           | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p> |
| <b>Refer</b>            | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |
| <b>Hold</b>             | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>  |
| <b>Cancel</b>           | <p>Cancel the Scrutiny 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>On click of Back, task moves to previous logical step.</p>   |
| <b>Next</b>             | <p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>  |

## 2.4.10 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Amendment request.

User can review the summary of details updated in Scrutiny stage of Export LC Amendment request.

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

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

**Figure 2-34 Summary**

Export LC Amendment DataEnrichment :: Application No- PK2ELCA00002129

Clarification Details Documents Remarks Overrides Customer Instruction Common Group Messages Incoming Message View LC Signatures

Screen(10/10)

**Summary**

**Main Details**

|                 |               |
|-----------------|---------------|
| Form of LC      | : IRREVOCABLE |
| Submission Mode | : Desk        |
| Date of Issue   | : 2022-04-20  |
| Date of Expiry  | : 2022-07-19  |
| Place of Expiry | : ae          |

**Availability Shipment**

|                   |               |
|-------------------|---------------|
| Available With    | : any bank    |
| Available By      | : NEGOTIATION |
| Port of Loading   | :             |
| Port of Discharge | :             |

**Documents and Conditions**

|            |          |
|------------|----------|
| Document 1 | : BOL    |
| Document 2 | : INVDOC |

**Payment Details**

|                     |           |
|---------------------|-----------|
| Period of Present.  | :         |
| Confirmation Instr. | : WITHOUT |

**Amendment Details**

Click here to view Amended/Updated Details :

**Additional Fields**

Click here to view Additional fields :

**Limits and Collaterals**

|                          |                |
|--------------------------|----------------|
| Contribution Currency    | : USD          |
| Amount to Earmark        | :              |
| Limit Status             | : Not Verified |
| Collateral Currency      | : USD          |
| Collateral Contribution. | : 2000         |
| Collateral Status        | : Not Verified |
| Deposit Linkage Currency | :              |
| Deposit Linkage Amount   | :              |

**Commission, Charges and taxes**

|              |                 |
|--------------|-----------------|
| Charge       | :               |
| Commission   | :               |
| Tax          | :               |
| Block Status | : Not Initiated |

**Revolving Details**

|                     |     |
|---------------------|-----|
| Revolving           | : N |
| Revolving In        | :   |
| Revolving Frequency | :   |

**Preview Messages**

|                 |       |
|-----------------|-------|
| Language        | : ENG |
| Preview Message | : -   |

**Parties Details**

|              |                   |
|--------------|-------------------|
| Issuing Bank | : WELLS FARGO ... |
| Applicant    | : PK2WALKIN1      |
| Beneficiary  | : GOODCARE PLC    |

**Compliance details**

|           |                   |
|-----------|-------------------|
| KYC       | : Not Initiate... |
| Sanctions | : Not Initiate... |
| AML       | : Not Initiate... |

**Accounting Details**

|                |   |
|----------------|---|
| Event          | : |
| Account Number | : |
| Branch         | : |

**Assignment of Proceeds**

|                        |      |
|------------------------|------|
| Assignment of proceeds | : No |
| Assignee Name          | :    |
| Assigned Amount        | :    |

**FX Linkage**

|                   |   |
|-------------------|---|
| Reference Number  | : |
| Linkage Amount    | : |
| Contract Currency | : |

**Linked Loan Details**

|               |   |
|---------------|---|
| loanAcc       | : |
| Loan Currency | : |
| Loan Amount   | : |

**Settlement Details**

|                |   |
|----------------|---|
| Component      | : |
| Account Number | : |
| Currency       | : |

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

### Tiles Displayed in Summary

- Main Details - User can view and modify the application details and LC details, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields of the issued LC.

- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify Commission, charges and taxes details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated 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.

- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view the FX linkage details.
- Settlement Details - User can view the settlement details.

2. Click **Submit**.

The task will move to next logical stage.

For more information on action buttons, refer [Table 2-20](#) of **Scrutiny** stage.

## 2.5 Exceptions

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

The Export LC Amendment request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

### Amount Block Exception Approval

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

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 important fields with values.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the “Amount Block Reference Number “to the back office. On

successful handoff, back office will make use of these “Amount Block Reference Number” to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block Reference for all accounts to be passed to the back office.

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

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

### Amount Bock Exception

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the document details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view athe FX linkage details.

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

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

Table 2-32 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 Export LC Amendment. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>            | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b> | Click to view/ input the following <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Incoming Message</b>     | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br><br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.   |
| <b>View LC</b>              | Click to view the latest LC values displayed in the respective fields.   |
| <b>Reject</b>               | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>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. 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<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>  |

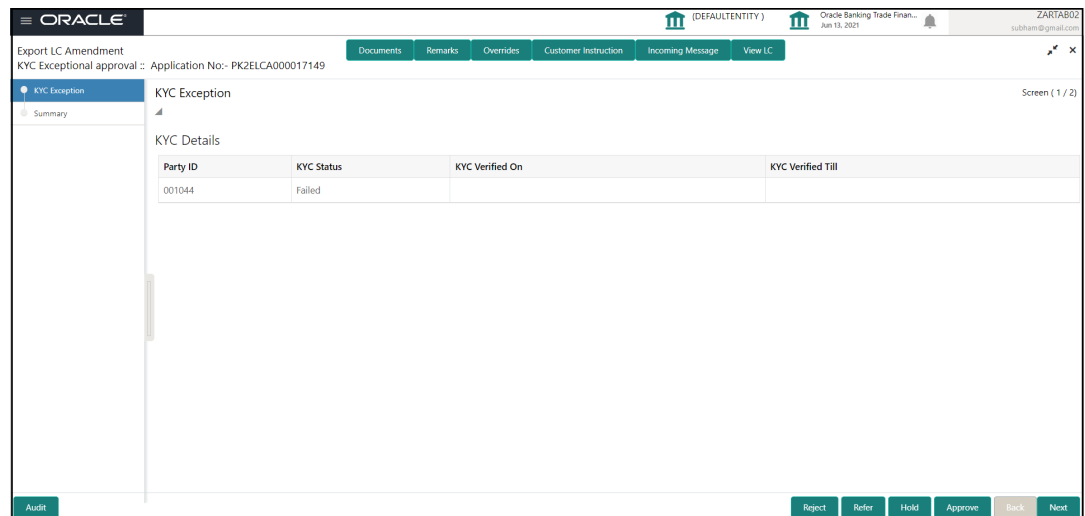
**Table 2-32 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

| 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.<br><br>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 2-35 Know Your Customer (KYC) Exception**



ORACLE (DEFAULTTENITY) Oracle Banking Trade Finan... Jun 13, 2021 ZARTAB02 subham@gmail.com

Export LC Amendment  
KYC Exceptional approval :- Application No:- PK2ELCA000017149

Documents Remarks Overrides Customer Instruction Incoming Message View LC

KYC Exception Summary Screen ( 2 / 2)

| Main Details   | Availability Shipment  | Documents and Conditions  | Payment Details  |
|--|--|---|--|
| Form of LC : IRREVOCABLE ...<br>Submission Mode : Desk<br>Date of Issue : 2021-05-05<br>Date of Expiry : 2021-08-03<br>Place of Expiry : xcvvv | Available With : ct1gb2INNN<br>Available By : Months<br>Port of Loading : cxcxcxcx<br>Port of Discharge : cxcxcx | Document 1 :<br>Document 2 :  | Period of Present. : 21<br>Confirmation Instr. : WITHOUT                   |
| Amendment Details  | Additional Fields  | Limits and Collaterals  | Commission, Charges and taxes  |
| Click here to view :<br>Amended/Updated<br>Details   | Click here to view :<br>Additional fields  | Contribution Currency :<br>Amount to Earmark :<br>Limit Status : Not Verified<br>Collateral Currency :<br>Collateral Contr. :<br>Collateral Status : Not Verified | Charge :<br>Commission :<br>Tax :<br>Block Status : Not Initiated          |
| Revolving Details  | Preview Messages   | Parties Details   | Compliance details   |
| Revolving : N<br>Revolving In :<br>Revolving Frequency :   | Language : ENG<br>Preview Message : -  | Beneficiary : GOODCARE PLC  | KYC : Not Verified<br>Sanctions : Not Initiate...<br>AML : Not Initiate... |
| Assignment of Proceeds   | FX Linkage   |   |  |
| Assignmentofproceeds No<br>Assignee Name :<br>Assigned Amount :  | Reference Number :<br>Linkage Amount :<br>Contract Currency :  |   |  |

Audit

Reject Refer Hold Approve Back Next

#### Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the document details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view at the FX linkage details.

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

**Table 2-33 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 Export LC Amendment. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>            | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b> | Click to view/ input the following <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Incoming Message</b>     | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br><br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.   |
| <b>View LC</b>              | Click to view the latest LC values displayed in the respective fields.   |
| <b>Reject</b>               | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>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. 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<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>  |

**Table 2-33 (Cont.) Exception - Know Your Customer (KYC) 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.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| <b>Approve</b> | On approve, application must validate for all mandatory field values, and task must move to the next logical stage.   |
| <b>Back</b>    | Task moves to previous logical step.  |

**Exception - Limit Check/Credit**

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

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

 **Note:**

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

Limit check Exception approver can do the following actions:

**Approve**

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

**Refer**

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

**Reject**

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

**Limit/Credit Check**

This section will display the amount block exception details.

**Summary**

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.

- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the document details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view the FX linkage details.

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

**Table 2-34 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 Export LC Amendment. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>            | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b> | Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Incoming Message</b>     | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br><br>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.   |
| <b>View LC</b>              | Click to view the latest LC values displayed in the respective fields.   |

Table 2-34 (Cont.) Exception - Limit Check/Credit - 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.<br/>This reject reason will be available in the remarks window throughout the process.</p> |
| <b>Refer</b>   | <p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                |
| <b>Hold</b>    | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>  |
| <b>Approve</b> | <p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>  |
| <b>Back</b>    | <p>Task moves to previous logical step.</p>   |

## 2.6 Multi Level Approval

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


The Approval user can approve a Export LC Amendment transaction.


1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.


The **Approval Re-Key** pop-up screen appears.

**Figure 2-36 Approval Re-Key**

## Approval Rekey

 View Signature

 Documents

 Remarks

**Currency**

GBP ▼

✔

**Contract Amount**

GBP ▼

£10,000.00

✔

Refer

Close

Proceed

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.

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

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

- Currency,

- Contract Amount

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

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

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

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

 **Note:**

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

### Approval Summary

**Export LC Amendment Approval Task Level 1 :: Application**  
No:- PK2ELCA000004512

Documents Remarks Overrides Customer Instruction Common Group Messages  
Incoming Message View LC Signatures

|  |  |  |
|--|--|--|
| <b>Main Details</b><br>Form of LC : IRREVOCABLE<br>Submission Mode : Desk<br>Date of Issue : 2022-04-20<br>Date of Expiry : 2022-12-20<br>Place of Expiry : MUMBAI   | <b>Availability Shipment</b><br>Available With : ANY BANK<br>Available By :<br>Port of Loading : jebel ali<br>Port of Discharge : jnpt | <b>Documents and Conditions</b><br>Document 1 : INVDOC   |
| <b>Payment Details</b><br>Period of Present. : 21<br>Confirmation Instr. : WITHOUT   | <b>Amendment Details</b><br>Click here to view Amended/Updated Details   | <b>Additional Fields</b><br>Click here to view Additional fields                                   |
| <b>Limits and Collaterals</b><br>Contribution Currency :<br>Amount to Earmark :<br>Limit Status : Not Verified<br>Collateral Currency :<br>Collateral Contribution :<br>Collateral Status : Not Verified<br>Deposit Linkage Currency :<br>Deposit Linkage Amount : | <b>Commission, Charges and taxes</b><br>Charge : GBP 50.00<br>Commission :<br>Tax :<br>Block Status : Success                          | <b>Revolving Details</b><br>Revolving : N<br>Revolving In :<br>Revolving Frequency :               |
| <b>Preview Messages</b><br>Language : ENG<br>Preview Message : -   | <b>Parties Details</b><br>Issuing Bank : RABO BANK<br>Applicant : GOODCARE PLC<br>Beneficiary : MARKS AND SP...                        | <b>Compliance details</b><br>KYC : Verified<br>Sanctions : Verified<br>AML : Verified              |
| <b>Accounting Details</b><br>Event : AMND<br>AccountNumber : PK2001043001...<br>Branch : PK2   | <b>Linked Loan Details</b><br>loanAcc :<br>Loan Currency :<br>Loan Amount :  | <b>Assignment of Proceeds</b><br>Assignmentofproceeds : No<br>Assignee Name :<br>Assigned Amount : |
| <b>Advices</b><br>Advice 1 : AMD_EXP_CR<br>Advice 2 : LC_AMND_INST...<br>Advice 3 : TRADE_ENVELO...<br>Advice 4 : LC_ACK_AMND<br>Advice 5 : LC_CASH_COL...   | <b>FX Linkage</b><br>Reference Number :<br>Linkage Amount :<br>Contract Currency :   | <b>Exception(Approval)</b><br>Sanction : EXCEPTION<br>PLEASE VISIT REMARKS FOR MORE DETAILS : -    |

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main Details - User can view and modify the application details and LC details, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields of the issued LC.



- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify Commission, charges and taxes details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated 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."

- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view the FX linkage details.
- Exception(Approval) - User can view the exception(Approval) details.

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

**Table 2-35 Approval Summary - Action Buttons - Field Description**

| Field            | Description  |
|------------------|--|
| <b>Documents</b> | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>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 Export LC Amendment. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b> | Click to view the overrides accepted by the user.  |

**Table 2-35 (Cont.) Approval Summary - Action Buttons - Field Description**

| Field                       | Description   |
|-----------------------------|---|
| <b>Customer Instruction</b> | <p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Incoming Message</b>     | <p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>Clicking this button allows parsing and processing MT 707 along with the MT708 messages.</p>   |
| <b>View LC</b>              | Click to view the latest LC values displayed in the respective fields.  |
| <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>Reject</b>               | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>                             |
| <b>Hold</b>                 | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>  |
| <b>Refer</b>                | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>   |

**Table 2-35 (Cont.) Approval Summary - Action Buttons - Field Description**

| Field          | Description  |
|----------------|--|
| <b>Cancel</b>  | Cancel the Approval 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. |

8. Click **Approve**.

## 2.7 Reject Approval

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

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit**.

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

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

### **Summary**

**Export LC Amendment Reject Approval :: Application No:- PK2ELCA000001543**

Documents Remarks Overrides Customer Instruction Incoming Message View LC Signatures

|  |   |  |
|--|---|--|
| <b>Main Details</b><br>Form of LC : IRREVOCABLE<br>Submission Mode : Desk<br>Date of Issue : 2022-04-20<br>Date of Expiry : 2022-07-19<br>Place of Expiry : ae   | <b>Availability Shipment</b><br>Available With : any bank<br>Available By : NEGOTIATION<br>Port of Loading :<br>Port of Discharge : | <b>Documents and Conditions</b><br>Document 1 :<br>Document 2 :                              |
| <b>Payment Details</b><br>Period of Present. :<br>Confirmation Instr. : WITHOUT  | <b>Amendment Details</b><br>Click here to view Amended/Updated Details :  | <b>Additional Fields</b><br>Click here to view Additional : fields                           |
| <b>Limits and Collaterals</b><br>Contribution Currency : USD<br>Amount to Earmark :<br>Limit Status : Not Verified<br>Collateral Currency : USD<br>Collateral Contribution. : 2200<br>Collateral Status : Not Verified<br>Deposit Linkage Currency :<br>Deposit Linkage Amount : | <b>Commission, Charges and taxes</b><br>Charge : GBP 100.00<br>Commission :<br>Tax : GBP 8.00<br>Block Status : Success             | <b>Revolving Details</b><br>Revolving : N<br>Revolving In :<br>Revolving Frequency :         |
| <b>Preview Messages</b><br>Language : ENG<br>Preview Message : -   | <b>Parties Details</b><br>Applicant : PK2WALKIN1<br>Issuing Bank : WELLS FARGO ...<br>Beneficiary : GOODCARE PLC                    | <b>Compliance details</b><br>KYC : Not Initiate...<br>Sanctions : Verified<br>AML : Verified |
| <b>Assignment of Proceeds</b><br>Assignmentofproceeds : No<br>Assignee Name :<br>Assigned Amount :   | <b>FX Linkage</b><br>Reference Number :<br>Linkage Amount :<br>Contract Currency :  |  |

Audit Reject Hold Cancel Approve

The data captured during handling of the transaction until the stage when reject is given will be available 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 and modify the application details and LC details, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents details grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details of the issued LC.
- Additional Fields - User can view the details of additional fields of the issued LC.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify Commission, charges and taxes details, if required.

- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Assignment of Proceeds - User can view the details of assignment of proceeds.
- FX Linkage - User can view the FX linkage details.

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

**Table 2-36 Summary - 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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