

Oracle® Banking Trade Finance Process Management Export LC Reopen User Guide



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

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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 Re-open** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

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Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

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
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <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
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Click Cancel to cancel the transaction input midway without saving any data.
Save & Close	Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click 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.
Submit	Click Submit 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 Reopen

This process illustrates the update to an Export LC Reopen handled in OBTFPM

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

This topic contains following subtopics:

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

2.1 Common Initiation Stage

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

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

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

Figure 2-1 Initiate Task

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
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click Search to search and select the LC Reference Number.
Branch	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
Proceed	Task will get initiated to next logical stage.
Clear	Click to clear the contents update and enter the values again.

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

2.2 Registration

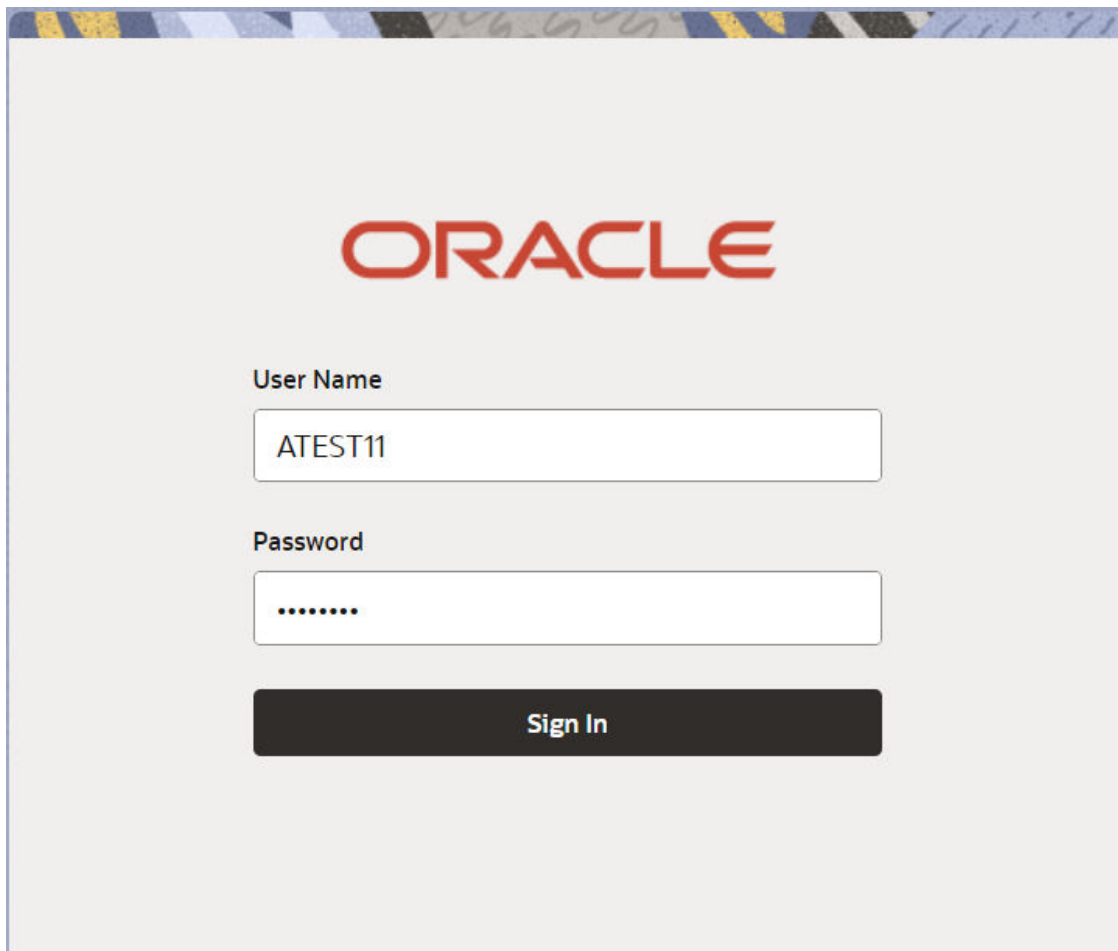
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Reopen** request.

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

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

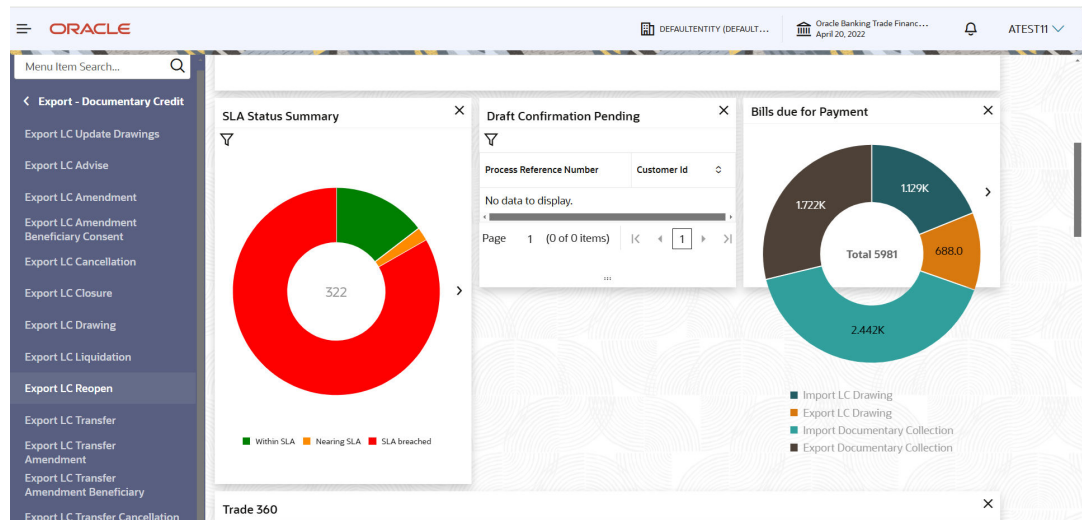
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen

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

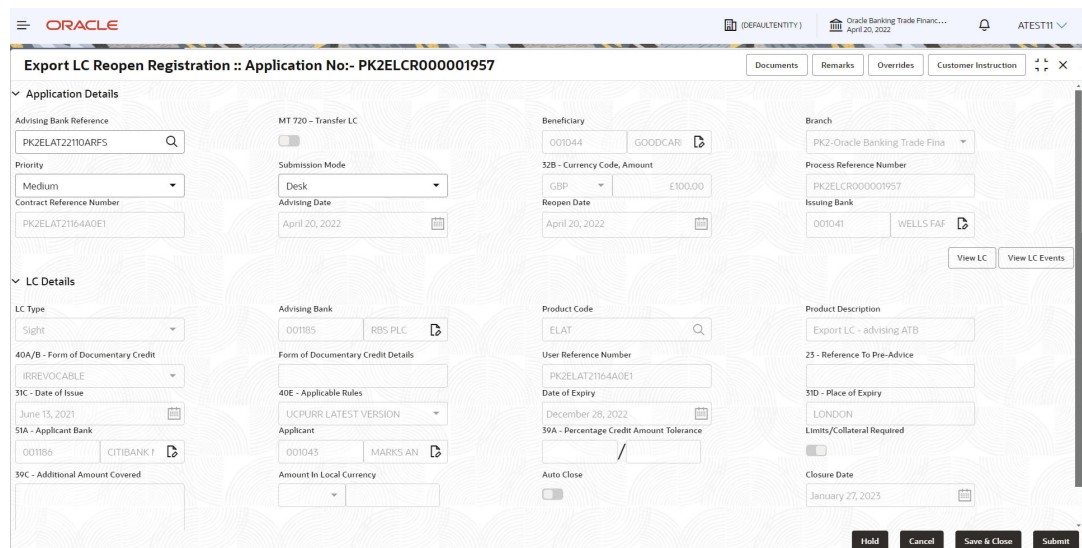
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credit**, click **Export LC Reopen**.

Figure 2-3 Export LC Reopen



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

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



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

Note:

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

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




Field	Description
Advising Bank Reference	<p>Specify the advising bank reference number.</p> <p>Alternatively, click Search to search and select the advising bank reference number.</p> <p>In lookup search/advanced lookup search, user can input Export LC Reference Number, Beneficiary, Currency, Amount and User Reference to fetch the LC details.</p> <p>Based on the search result, select the applicable LC to be opened.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note:</p> <p>System displays the LCs only which are in Closed status.</p> </div>
MT 720 – Transfer LC	<p>Read only field.</p> <p>Switch on , if it is an Export LC Transfer Advise request.</p> <p>Switch  this option, if it is not an Export LC Transfer Advise request.</p>
Beneficiary	<p>Read only field.</p> <p>System displays the value available in export LC.</p>
Branch	<p>Read only field.</p> <p>Branch details will be auto-populated based on the selected LC.</p>
Priority	<p>System will populate the priority of the customer as Essential/Critical/Low/Medium/High, based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p> <p>User can change the priority populated any time before submit of Registration stage.</p>
Submission Mode	<p>Select the submission mode of Export LC Reopen request. By default the submission mode will have the value as 'Desk' for transactions created via registration.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> • Courier - Request received through Courier • Desk - Request received through Desk
Currency Code, Amount	<p>Read only field.</p> <p>This field displays the currency code of LC along with the currency details as per the latest LC details.</p>
Process Reference Number	<p>Read only field.</p> <p>Unique sequence number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>

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

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

LC Details

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

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



Note:

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

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

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

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

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

- Click **Submit**.

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

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

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

2.3 Data Enrichment

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

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



Note:

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

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

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

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

Figure 2-5 Free Tasks

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch
Medium	Export LC Reopen	PK2ELCR000001957	PK2ELCR000001957	DataEnrichment	22-04-20	PK2
Medium	Export LC Amendment...	PK2IEAM000007784	PK2IEAM000007784	Sanction Check Exceptiona...	22-04-20	PK2
Medium	Export Documentary ...	PK2EDCB000007832	PK2EDCB000007832	Sanction Check Exceptiona...	22-04-20	PK2
Medium	Export Documentary ...	PK2EDCB000007831	PK2EDCB000007831	Sanction Check Exceptiona...	22-04-20	PK2
Medium	Export Documentary ...	PK2EDCB000007829	PK2EDCB000007829	Approval Task Level 1	22-04-20	PK2
Medium	Export Documentary ...	PK2EDCB000007830	PK2EDCB000007830	Sanction Check Exceptiona...	22-04-20	PK2
Medium	Export Documentary ...	PK2EDCB000007826	PK2EDCB000007826	Sanction Check Exceptiona...		PK2
Medium	Export Documentary ...	PK2EDCB000007825	PK2EDCB000007825	Sanction Check Exceptiona...		PK2
Medium	Export Documentary ...	PK2EDCB000007824	PK2EDCB000007824	Sanction Check Exceptiona...		PK2
High	Import LC Issuance	PK2ILCI000007814	PK2ILCI000007814	Scrutiny	22-04-20	PK2
High	Import LC Issuance	PK2ILCI000007810	PK2ILCI000007810	Scrutiny	22-04-20	PK2
Medium	Guarantee SBLC Issua...	PK2GISCO00007790	PK2GISCO00007790	Registration	22-04-20	PK2
Medium	Guarantee Issuance A...	PK2GTEI000007789	PK2GTEI000007789	DataEnrichment	22-04-20	PK2

The **Free Tasks** screen is displayed.

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

Figure 2-6 My Tasks

Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer ID
Export LC Reopen	PK2ELCR000001957	PK2ELCR000001957	DataEnrichment	22-04-20	PK2	001044
Lodge Claim - Guaran...	PK2GTEC000007718	PK2GTEC000007718	Registration	22-04-20	PK2	001044
Lodge Claim - Guaran...	PK2GTEC000007715	PK2GTEC000007715	Registration	22-04-20	PK2	001044
Lodge Claim - Guaran...	PK2GTEC000007714	PK2GTEC000007714	Registration	22-04-20	PK2	001044
Lodge Claim - Guaran...	PK2GTEC000007713	PK2GTEC000007713	Registration	22-04-20	PK2	001044
Guarantee Advise Clai...	PK2GADC000007712	PK2GADC000007712	Registration	22-04-20	PK2	001044
Guarantee Advise Clai...	PK2GADC000007711	PK2GADC000007711	Registration	22-04-20	PK2	001044
Guarantee Advise Clai...	PK2GADC000007710	PK2GADC000007710	Registration	22-04-20	PK2	001044
Guarantee Advise Clai...	PK2GADC000007709	PK2GADC000007709	Registration	22-04-20	PK2	001044
Guarantee Advise Clai...	PK2GADC000007708	PK2GADC000007708	Registration	22-04-20	PK2	001044
Import LC Issuance	PK2ILCI000007691	PK2ILCI000007691	Scrutiny	22-04-20	PK2	001044
Guarantee Cancellation	PK2GTEC000007640	PK2GTEC000007640	DataEnrichment	22-04-20	PK2	001044
Lodge Claim - Guaran...	PK2GTEC000007637	PK2GTEC000007637	Registration	22-04-20	PK2	001044

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

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

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

2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

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

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

Figure 2-7 Data Enrichment - Main Details

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

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

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

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

LC Details

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

Figure 2-8 LC Details

The screenshot displays the 'LC Details' section of a web application. It features a grid of input fields and dropdown menus for various LC parameters. The fields include:

- LC Type:** Slight
- 40A/B - Form of Documentary Credit:** IRREVOCABLE
- 31C - Date of Issue:** June 15, 2021
- 51A - Applicant Bank:** CITIBANK I
- 39C - Additional Amount Covered:** (empty)
- Advising Bank:** 001185 RBS PLC
- Form of Documentary Credit Details:** 40E - Applicable Rules: UCPURR LATEST VERSION
- Applicant:** 001043 MARKS AN
- Amount In Local Currency:** (empty)
- Product Code:** ELAT
- User Reference Number:** PKZELAT216-4A0E1
- Date of Expiry:** December 28, 2022
- 39A - Percentage Credit Amount Tolerance:** /
- Auto Close:** (checkbox)
- Product Description:** Export LC - advising ATB
- 25 - Reference To Pre-Advice:** (empty)
- 31D - Place of Expiry:** LONDON
- Limits/Collateral Required:** (checkbox)
- Closure Date:** January 27, 2023

At the bottom of the form, there are several action buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, and Next.

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

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

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

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

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

Figure 2-9 Availability Shipment

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

Table 2-9 Availability Shipment - Field Description

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

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

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

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

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

2.3.3 Document Details

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

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

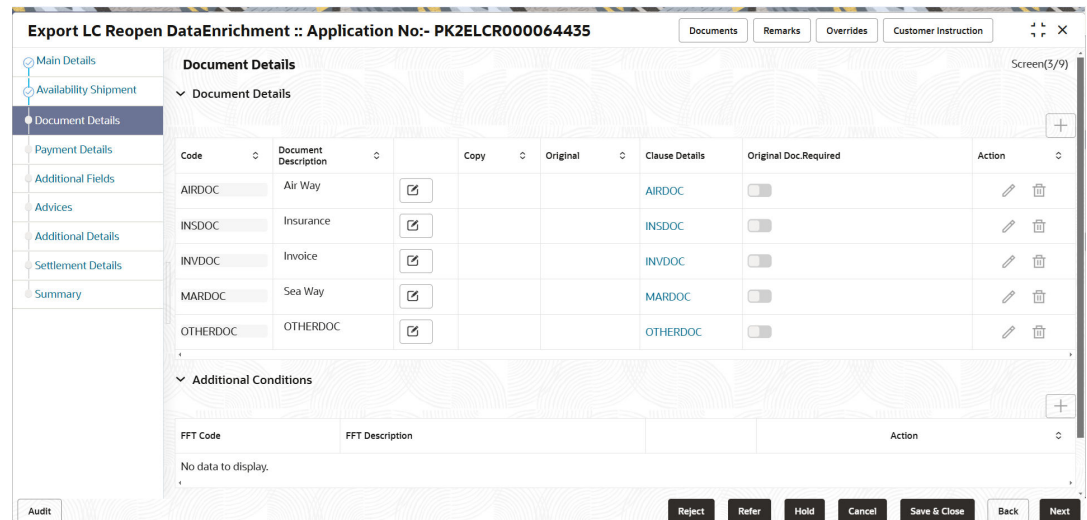
- Document Details
- Additional Conditions

Document Details

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

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

Figure 2-10 Document Details



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

Table 2-11 Document Details - Field Description

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

Additional Conditions

Additional conditions as per the latest LC details is displayed

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

Table 2-12 Additional Conditions - Field Description

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

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

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

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

2.3.4 Payment Details

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

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

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

Figure 2-11 Payment Details

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

Table 2-14 Payment Details - Field Description

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

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

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

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

2.3.5 Additional Fields

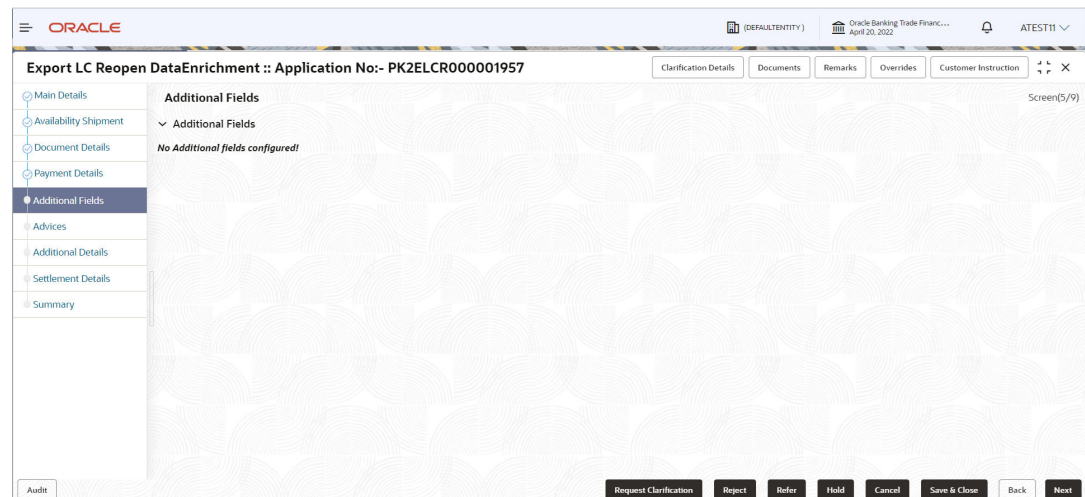
This topic provides the systematic instructions to capture the additional fields.

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

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

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

Figure 2-12 Additional Fields



2. Click **Next**.

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

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

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

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

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

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

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

2.3.6 Advices

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

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


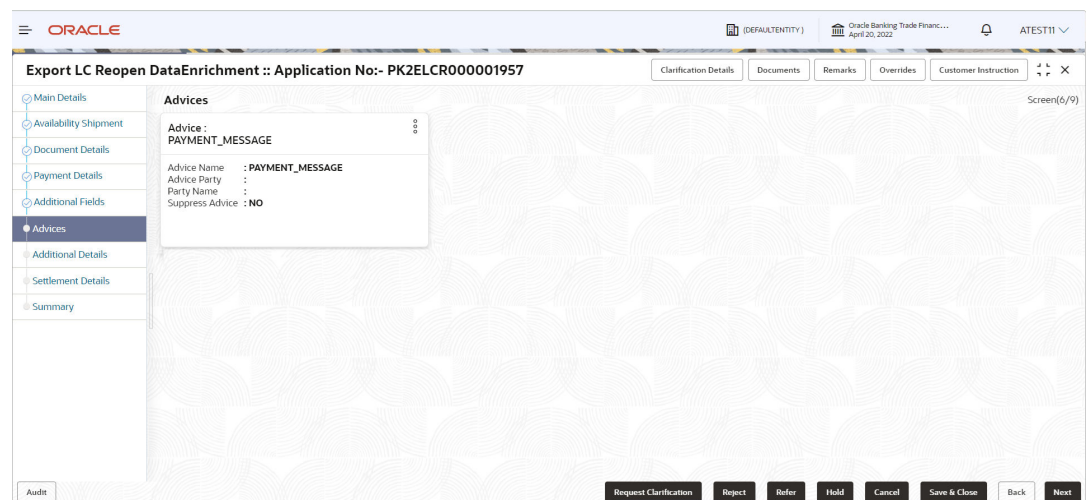
1. On **Advices** screen, click  on any advice tile to view the advice details.

Figure 2-13 Advices



Advice Details

Advice Details

▼ Advice Details

Suppress Advice Advice Name: LC_AMND_INSTR Medium: [Dropdown] Advice Party: ABK

Party ID: 001204 Party Name: ABC BANK

▼ FFT Code

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	[Edit] [Delete]

▼ Instructions

Instruction Code	Instruction Description	Edit	Action
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F	[Edit]	[Delete]

OK Cancel

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

Table 2-17 Advice Details



Field	Description
Suppress Advice	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name.
Medium	Displays the medium of advices is defaulted from the Reopen export LC. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the system.
Party ID	Read only field. Displays the party Id defaulted from the system.
Party Name	Read only field. Displays the defaulted from the system.
FFT Code	Specify the free format text based on the following table. Click plus icon to add new FFT code.
FFT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
Edit icon	Click edit icon to edit the existing FFT description.

Table 2-17 (Cont.) Advice Details

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

2. Click **Next**.

The task will move to next data segment.

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

Table 2-18 Advices - Action Buttons - Field Description

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

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

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

2.3.7 Additional Details

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

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

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


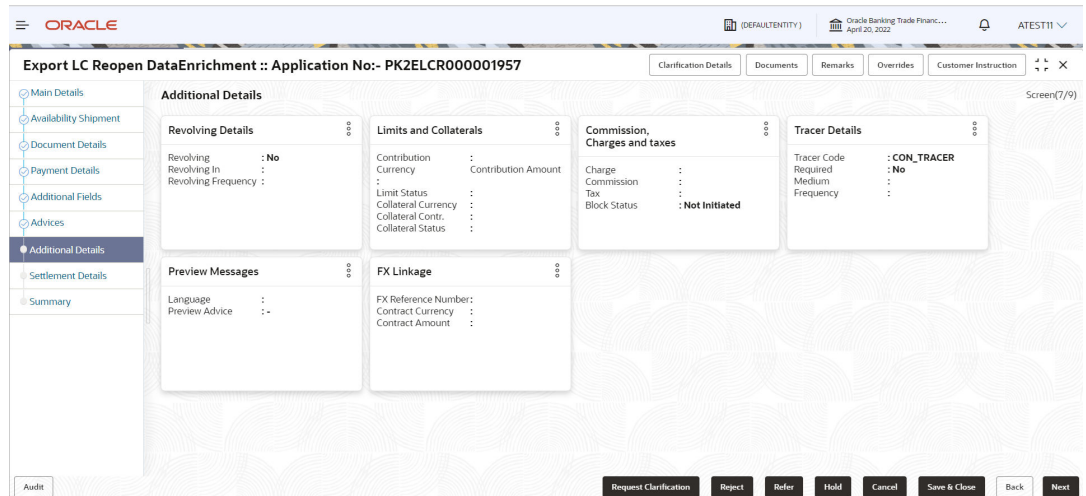
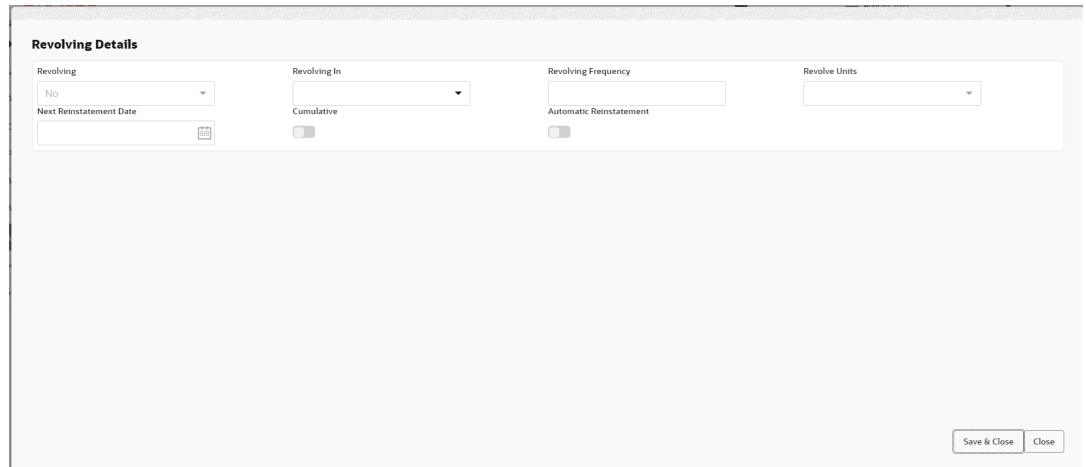
- Preview Messages
 - FX Linkage.
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

Figure 2-14 Additional Details



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

Revolving Details



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

Table 2-19 Revolving Details - Field Description

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

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

Field	Description
Revolving Frequency	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.
Revolving Units	This field indicates the units by which the LC revolves.
Next Reinstatement Date	This field displays the date of next reinstatement for the LC based on the revolving frequency selected.
Cumulative	This field indicates, if the LC value has to be cumulative or not on reinstatement.
Automatic Reinstatement	This field enables the user to have automatic reinstatement on the reinstatement day without manual intervention.

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

Limits and Collaterals

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

Figure 2-15 Limit Details

Limit Details

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

Verify Save & Close Close

Figure 2-16 Collateral Details

Collateral Details

<p>Total Collateral Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="£10.00"/>	<p>Collateral Amount to be Collected</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="£10.00"/>
<p>Sequence Number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>	<p>Collateral Split %</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="100.0"/>
<p>Collateral Contribution Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="£10.00"/>	<p>Settlement Account</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2001044028"/>
<p>Settlement Account Currency</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>	<p>Exchange Rate</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="2.5"/>
<p>Contribution Amount in Account Currency</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$25.00"/>	<p>Account Available Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$136,400.00"/>
<p>Response</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="VS"/>	<p>Response Message</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> The amount block can be performed as the account has sufficient balance </div>

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

Table 2-20 Field Description - Limit Details

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

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



Field	Description
Contribution %	<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> Note:</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>
Liability Number	Displays the liability number mapped to the customer.
Contribution Currency	Displays the contribution currency.
Line ID/Linkage Ref No	<p>Displays the various lines available and mapped under the customer id gets listed in the drop-down.</p> <p>LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> Note:</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 Linkage Type is Liability.</p>
Limit/Liability Currency	Displays the limit currency, when the user select the Liability Number .
Limits Description	Displays the limits description.
Limit Check Response	<p>Displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the Verify button.</p>
Amount to Earmark	<p>This field defaults the amount to earmark value.. Amount to earmark value will default based on the contribution %. User can change the value.</p> <p>User can change the value.</p>
Expiry Date	Displays the date up to which the Line is valid.

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

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

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

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

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

Commission,Charges and Taxes

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

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

Commission, Charges and taxes

Recalculate Re-default

▼ Commission Details

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

▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCROPCH G	GBP	0	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Page 1 of 1 (1 of 1 items) < < 1 > >										

▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account

Save & Close Close

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

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


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

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







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

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






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

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

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



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

Tracer Details

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

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

Table 2-22 Tracer Details - Field Description

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

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

Preview Messages

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

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

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

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

FX Linkage

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

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

FX Linkage

FX Linkage

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

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Average FX Rate
0

Save & Close Cancel

Figure 2-17 FX Linkage Details

FX Linkage

FX Reference Number: 000FNDF20076A9N9

Currency: USD

Contract Amount: USD \$4,000.00

Available FX Contract Amount: USD \$4,000.00

Linkage Amount: USD \$4,000.00

Rate: 1.35

FX Amount in Local Currency: £2,962.96

FX Expiry Date: March 19, 2020

FX Delivery Period From: [Calendar Icon]

FX Delivery Period To: [Calendar Icon]

Save & Close Close

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

Table 2-23 FX Linkage - Field Description

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

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

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

8. Click **Next**.

The task will move to next data segment.

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

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

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

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

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

2.3.8 Settlement Details

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

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

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

Figure 2-18 Settlement Details

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

Table 2-25 Settlement Details – Field Description

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

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

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

- Click any component in the grid.

Party Details

Table 2-26 Party Details – Field Description

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

Payment Details

Table 2-27 Payment Details - Field Description

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

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

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

3. Click Next.

The task will move to next data segment.

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

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

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

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

2.3.9 Summary

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

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

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


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

Figure 2-19 Summary

Export LC Reopen DataEnrichment :: Application No:- PK2ELCR00064435

Documents Remarks Overrides Customer Instruction

Summary

Screen(9/9)

Main Details		Availability Shipment		Document Details	
Form of LC	: IRREVOCABLE	Available With	: fdfd	Document 1	: AIRDOC
Submission Mode	: Desk	Available By	: NEGOTIATION	Document 2	: INSDOC
Date of Issue	: 2022-04-20	Port of Loading	:	Document 3	: INVDOC
		Port of Discharge	:	Document 4	: MARDOC
				Document 5	: OTHERDOC

Payment Details		Additional Fields		Advices	
Period of Present.	:	Click here to view Additional	:	Advice 1	: LC_AMND_INST...
Confirmation Instr.	: WITHOUT	fields	:		

Revolving Details		Limits and Collaterals		Commission, Charges and taxes	
Revolving	: N	Contribution Currency	:	Charge	: GBP 50.00
Revolving In	:	Amount to Earmark	:	Commission	:
Revolving Frequency	:	Limit Status	: Not Verified	Tax	:
		Collateral Currency	: GBP	Block Status	: Not Initiated
		Collateral Contribution.	:		
		Collateral Status	: Not Verified		
		Deposit Linkage Currency	:		
		Deposit Linkage Amount	:		

Tracer Details		Preview Messages		Parties Details	
Tracer Code	:	Language	: ENG	Applicant	: MARKS AND SP...
Required	:	Preview Message	: -	Issuing Bank	: WELLS FARGO ...
Medium	:			Beneficiary	: GOODCARE PLC
Frequency	:				

Compliance details		Accounting Details		Settlement Details	
KYC	: Not Initiate...	Event	:	Component	: COLLAMT_OSEQ
Sanctions	: Not Initiate...	AccountNumber	:	Account Number	: PK200104400L...
AML	: Not Initiate...	Branch	:	Currency	: GBP

FX Linkage	
Reference Number	:
Linkage Amount	:
Contract Currency	:

Audit

Reject Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary

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

 **Note:**

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

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

2. Click **Submit**.

The task will move to next logical stage.

Table 2-30 Summary - Action Buttons - Field Description

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

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

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

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

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

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

2.4 Exceptions

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

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

Exception - Amount Block

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

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

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

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

Approve:

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

Refer:

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

Reject:

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

Amount Block Exception

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

Documents Remarks Overrides Customer Instruction

Amount Block Exception Summary

Amount Block Exception

Amount Block Exception Details

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

Audit Reject Refer Hold Approve Next

This section will display the amount block exception details.

Summary

Export LC Reopen AmountBlock Exception Approval :: Application No:- PK2IELR00064448

Documents Remarks Overrides Customer Instruction

Amount Block Exception Summary Screen(2/2)

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-01-03	Availability Shipment Available With : BANK Available By : PAYMENT Port of Loading : Port of Discharge :	Document Details Document 1 : AIRDOC Document 2 : INSDOC Document 3 : INVDOC Document 4 : MARDOC Document 5 : OTHERDOC
Payment Details Period of Present. : Confirmation Instr. : WITHOUT	Additional Fields Click here to view Additional fields	Advices Advice 1 : PAYMENT_MESS...
Revolving Details Revolving : N Revolving In : Revolving Frequency :	Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : GBP Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : GBP 50.00 Commission : Tax : Block Status : Failed
Tracer Details Tracer Code : CON_TRACER Required : No Medium : Frequency :	Preview Messages Language : ENG Preview Message : -	Parties Details Applicant : PKZWALKINI Issuing Bank : CTIBANK Beneficiary : GOODCARE PLC
Compliance details KYC : Not Initiate... Sanctions : Verified AML : Verified	Accounting Details Event : AccountNumber : Branch :	FX Linkage Reference Number : Linkage Amount : Contract Currency :

Audit

Reject Refer Hold Approve Back

Tiles Displayed in Summary:

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

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

 **Note:**

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

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

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

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

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

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

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

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.

The screenshot displays the 'KYC EXCEPTION APPROVAL' screen. At the top, the title is 'Export LC Reopen KYC Exceptional approval :: Application No:- PK2ELCR000064435'. There are buttons for 'Documents', 'Remarks', 'Overrides', and 'Customer Instruction'. The main content area is titled 'KYC EXCEPTION APPROVAL' and shows a 'Summary' tab selected in the left sidebar. Under 'KYC Details', there are columns for 'Party ID', 'KYC Status', 'KYC Verified On', and 'KYC Verified Till'. The text 'No data to display.' is shown below the columns. At the bottom, there are buttons for 'Audit', 'Reject', 'Refer', 'Hold', 'Approve', and 'Next'.

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

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

Documents Remarks Overrides Customer Instruction

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

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

Audit

Reject Refer Hold Approve Back

Tiles Displayed in Summary:

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

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

 **Note:**

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

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

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

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

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

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

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

Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

- Refer back to DE providing alternate limit id to map

- Refer additional collateral to be mapped

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

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

Note:

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

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

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

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

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

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

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

2.5 Multi Level Approval

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

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

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

 **Note:**

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

Authorization Re-Key (Non-Online Channel)

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



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


- Currency
- Contract Amount

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



Figure 2-20 Authorization Re-Key

Approval Rekey



 View Signature  Documents

 Remarks

Currency

GBP  

Contract Amount

GBP  £20,000.00 

Refer Close Proceed

Approval Summary

Tiles Displayed in Summary:

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

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

 **Note:**

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

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

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

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

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

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

2.6 Customer - Acknowledgement

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

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

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

<CUSTOMER ADDRESS>

Dear Sir,

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

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

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REFERENCE NUMBER>

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

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute Reopen of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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Thank you

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

2.6.1 Customer - Reject Format

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

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

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

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

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

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

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

Yours Truly

Authorized Signatory

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