

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



Release 14.7.5.0.0
G24272-01
September 2024

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

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Oracle Banking Trade Finance Process Management Export LC Transfer Amendment User Guide, Release 14.7.5.0.0
G24272-01

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

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

Contributors: (contributor), (contributor)

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Preface

- [Purpose](#)
- [Audience](#)
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)
This manual is organized into the following chapters:
- [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 Transfer Amendment** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

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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.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Related Documents

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

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBTfPM	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 Transfer Amendment

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

Following are some of the scenarios where transfer LC amendment may be required:

- Amendment of the Expiry Date
- Amendment of the Amount
- Amendment of the Latest Shipment date
- Amendment of the Goods Description
- Amendment of the Shipment Details
- Amendment of the Documents Required
- Amendment of the Additional Conditions

This topic contains following subtopics:

- [Common Initiation Stage](#)
This topic provides the systematic instructions to initiate the **Export LC Transfer Amendment** request.
- [Registration](#)
This topic provides the systematic instructions to initiate the Registration stage of Export LC Transfer Amendment request.
- [Scrutiny](#)
This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Transfer Amendment request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC transfer Amendment request.
- [Exceptions](#)
This topic helps you quickly get acquainted with the Exceptions process.
- [Customer Response - Draft Confirmation](#)
This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.
- [Multi Level Approval](#)
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Customer - Acknowledgement Format](#)
This topic helps you quickly get acquainted with the Customer Acknowledgement process.
- [Customer - Reject Advice](#)
This topic helps you quickly get acquainted with the Customer - Reject Advice.

2.1 Common Initiation Stage

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

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

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

The **Initiate Task** screen appears.

Figure 2-1 Initiate Task

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

 **Note:**

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click Search to search and select the required 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 Transfer Amendment request.

During the Registration stage, the user can register a request for an Export LC Transfer Amendment received at the front desk (as an application received physically/received by mail/fax).

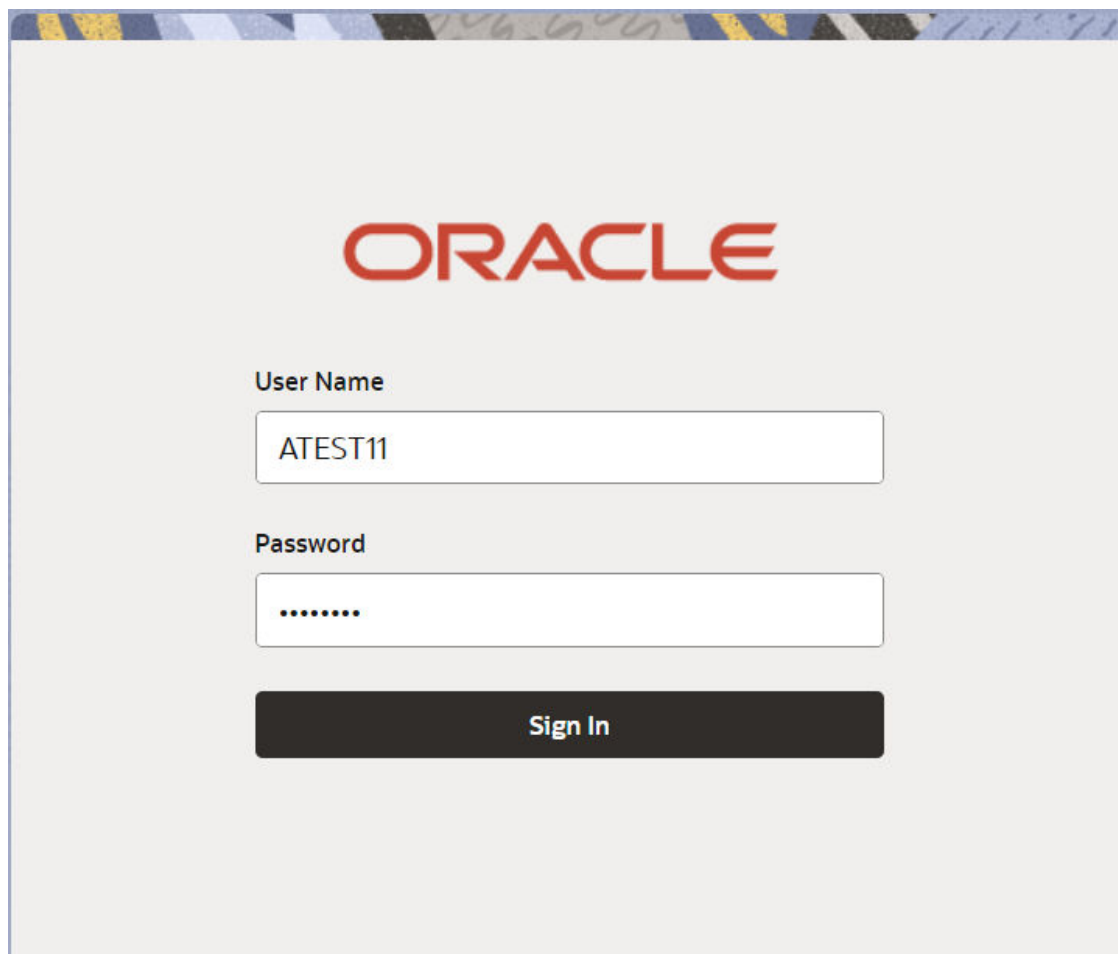
User can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. On submit of the request, the customer should be notified with acknowledgment and the request should be available for an LC expert to handle in the next stage.

The OBTFPM user can process MT798 with sub messages MT 798<772> message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

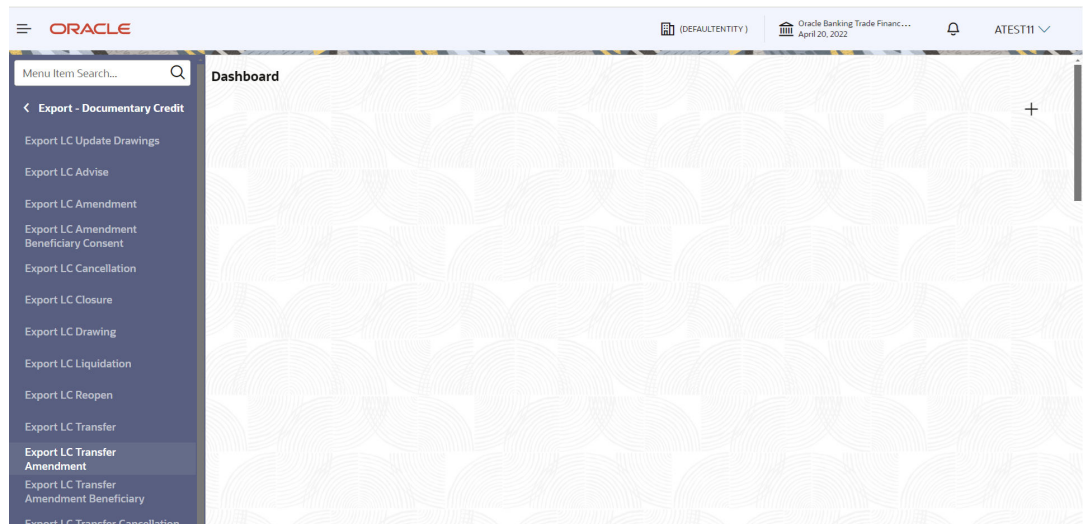
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 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 dark grey button with the text "Sign In" in white. The background is a light grey gradient with a decorative pattern at the top.

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

Figure 2-3 Export LC Transfer Amendment



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

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

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

 **Note:**

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

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

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

Field	Description
Transfer LC Reference Number	<p>Specify the transfer LC reference number.</p> <p>Alternatively, click Search to search and select the transfer LC reference number.</p> <p>As part of lookup, user can search giving Export LC Reference Number, Beneficiary, Currency, Amount and User Reference Number. Based on the search result, select the applicable transfer LC reference number.</p>
First Beneficiary	<p>Read only field.</p> <p>First Beneficiary details is defaulted from the underlying Export LC.</p>
Branch	<p>Read only field.</p> <p>Branch details is auto-populated from LC details.</p>
Amendment No	<p>Read only field.</p> <p>System defaults the latest amendment number sequence for this Export LC. The amendment sequence number is simulated from the backend system. The System to default based on the logic < Last Amendment Number +1>.</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>
Priority	<p>System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p> <p>User can change the priority populated any time before submit.</p>
Submission Mode	<p>System populates the submission mode of Export LC Transfer Amendment request.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> • Desk - Request received through Desk • FAX - Request received through • Email - Request received through Email • Courier - Request received through Courier <p>The user can change the submission mode.</p>
Amenment Date	<p>System defaults the branch's current date.</p>
Issuing Bank Reference	<p>Read only field.</p> <p>System defaults the Issuing Bank number defaulted as per the Transfer LC.</p>

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

Field	Description
User Reference Number	Read only field. System defaults the User Reference number defaulted as per the Transfer LC.

LC Details

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

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

Note:

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

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

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

Field	Description
LC Type	Read only field. LC Type of the underlying Export LC is displayed.
Product Code	Read only field. Product Code of the underlying Transfer LC is displayed.
Product Description	Read only field. This field displays the description of the product of the underlying Transfer LC.
Advising Bank	Specify the advising bank name or click Search to search and select the advising bank from the lookup. System validates whether the Advising Bank is RMA compliant, if not system should display an error message. User can change the advising bank values or change the medium of communication from mail to SWIFT.

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

Field	Description
40A - Form of Documentary Credit	System defaults the value for form of documentary credit. Default LC type is Irrevocable.
Date of Issue	Read only field. Application will default the branch's current date in date of issue. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.
Applicable Rules	Read only field. Applicable rules for the LC is defaulted by the system. Default rule is 'UCP Latest Version'.
Date of Expiry	Date of expiry is defaulted as per the Transfer LC. User can change the defaulted date of expiry. On change of values, relevant validations will happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.
Place of Expiry	Place of expiry is defaulted as per the Transfer LC. User can change the defaulted place of expiry. On change of values, relevant validations will happen.
Second Beneficiary	Second Beneficiary is defaulted as per the Transfer LC. The user can click Search to search and select the beneficiary for Export LC Transfer from the look up. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.
Export LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).
Transfer LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).
Transfer Amount	Transfer amount is defaulted from the transferred LC. The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.
Percentage Credit Amount Tolerance	Tolerance amount to default from the underlying Export LC and user can change the values. This field displays the percentage credit amount tolerance details of the selected LC.
Additional Amount Covered	Specify any additional amount included in export LC.
Beneficiary Consent	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required.

5. Click **Submit**.

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

Table 2-5 Export LC Transfer Amendment - Registration - Action Buttons - Field Description

Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
Documents	Upload the documents received under the Export LC Transfer Amendment. System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit.
Remarks	Specify any additional information regarding the Export LC Transfer Amendment. This information can be viewed by other users handling the request.
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 Transfer LC	Click to view the latest transfer LC values.
View Export LC	Click to view the latest export LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.
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 Transfer Amendment task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	The task will move to next logical stage of Export LC Transfer Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

- [Bi-Directional Flow for Offline Transactions Initiated from OBTFPM](#)
This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

2.2.1 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

This topic provides the systematic instructions to initiate the Bi-Directional Flow for Offline Transactions Initiated from OBTFPM.

Offline Transactions means those transactions which are not initiated by OBDX, but are initiated directly by the bank user in OBTFPM upon request received from the customer.

Pre- Conditions:

- Customer Maintenance details are replicated from OBTF to OBTFPM.
 - Task is initiated in OBTFPM, Customer ID is captured/populated and Process Reference Number is generated.
1. Customer Maintenance details are replicated from OBTF to OBTFPM.
 2. In OBTFPM, user clicks **Request Clarification**, the system checks if the request is initiated from OBDX by validating the value available in the submission mode field is "Online". In case submission mode is "Online", the user can enter the clarification details in "Clarification Required" placeholder.
 3. In case submission mode is not "Online", the system will validate if the counterparty is a OBDX customer by checking the flag "Trade Finance Portal" in the Customer Maintenance table replicated from OBTF. In this case, the user can submit clarification.
 4. In case submission mode is not "Online", and if the "Trade Finance Portal" flag is set to 'No' in Customer Maintenance Table, the system should display the error message that 'The customer is not subscribed to Trade Finance Portal'. Once the request is submitted, the Request Clarification functionality would be applicable to offline initiated transactions also.

2.3 Scrutiny

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

At Scrutiny stage, user can scrutinize the Export LC Transfer Amendment request. As part of Scrutiny, the user enters the basic details of the Export LC transfer Amendment request and can verify if the request can be processed further.

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

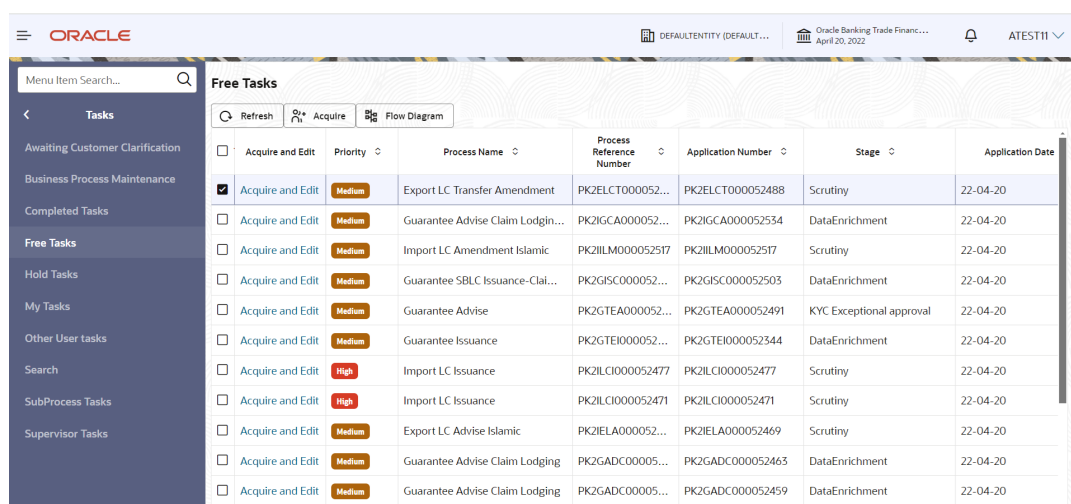
Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage should be auto populated.

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

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

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

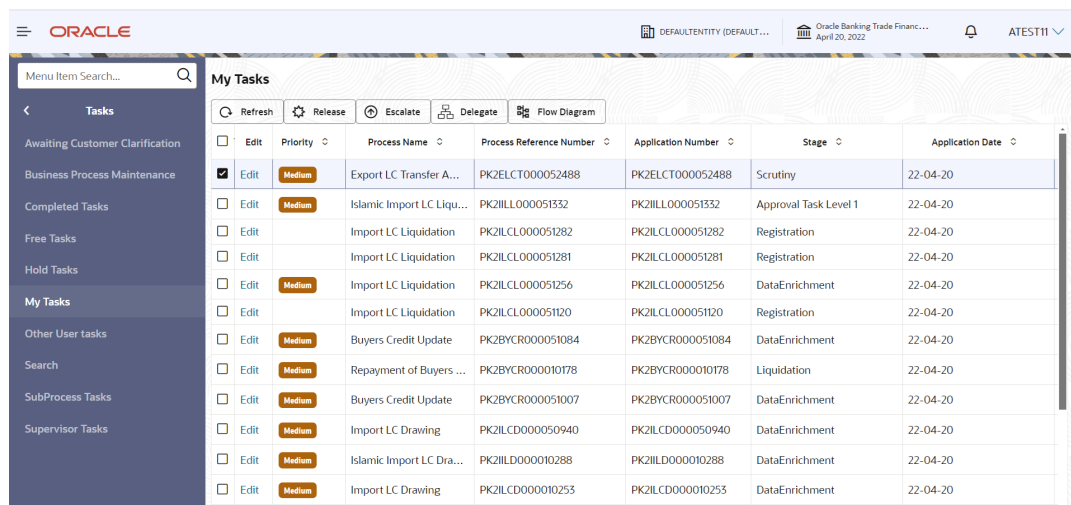
Figure 2-5 Free Task



The **Free Task** screen appears.

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

Figure 2-6 My Task



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

The Scrutiny stage has the following hops for data capture:

- **Main Details**
This topic provides the systematic instructions to initiate the main details of Scrutiny stage of Export LC Transfer Amendment request.

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

2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- Transfer LC Details.

Application Details

This section provides a quick snapshot of details of LC. User can enter the details in the following fields. Some of the fields that are already having value from registration/online channels will not be editable.

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

Figure 2-7 Scrutiny - Main Details

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

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

Field	Description
Transfer LC Reference Number	Read only field. System displays the export LC reference number to be transferred.
First Beneficiary	Read only field. System displays the name of the first beneficiary.
Branch	Read only field. Branch details is auto-populated from LC details.
Amendment No	Read only field. System defaults the latest amendment number sequence for this transfer LC.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.

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

Field	Description
Priority	System populates the priority of the customer based on priority maintenance. Values are High, Medium and Low. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
Submission Mode	Read only field. System populates the submission mode of Export LC Transfer amendment request. By default the submission mode will have the value as 'Desk'.
Amendment Date	Read only field. System defaults the LC amendment date.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank number defaulted as per the Transfer LC.
User Reference Number	Read only field. System defaults the User Reference number defaulted as per the Transfer LC.

Transfer LC Details

Registration user can capture the changes made to the Transfer LC in this section. During registration, if user has not captured input, then user can capture the details in this section.

Figure 2-8 Transfer LC Details

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

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

Field	Description
LC Type	Read only field. System displays the selected LC Type in Registration stage.
Product Code	Read only field. Product Code of the underlying Export LC is displayed.
Product Description	Read only field. This field displays the description of the product of the underlying Export LC.
Advising Bank	Specify the advising bank name or click Search to search and select the advising bank from the lookup. System validates whether the Advising Bank is RMA compliant, if not system should display an error message. (Advising Bank is not RMA Compliant). User can change the advising bank values or change the medium of communication from mail to SWIFT.
40A - Form of Documentary Credit	System defaults the value for form of documentary credit. Default LC type is Irrevocable.
Date of Issue	Read only field. This field displays the LC issuance date. Application will default the branch's current date in date of issue.
Applicable Rules	Read only field. Applicable rules for the LC is defaulted by the system. Default rule is 'UCP Latest Version'.
Date of Expiry	Date of expiry is defaulted as per the Transfer LC. User can change the defaulted date of expiry. On change of values, relevant validations will happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.
Place of Expiry	Place of expiry is defaulted as per the Transfer LC. User can change the defaulted place of expiry. On change of values, relevant validations will happen.
Second Beneficiary	Second beneficiary name is defaulted from the Registration stage as selected for Export LC Transfer Amendment. The user can select the beneficiary for Export LC Transfer Amendment based on Party ID/Party Name from the look-up. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.
Export LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).
Transfer LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).

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

Field	Description
Transfer Amount	The export LC transfer amount is defaulted from the transferred LC. The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC. User can change the value of tolerance amount.
Additional Amount Covered	Specify any additional amount included in export LC. In case of online request, system should auto-populate the details. User cannot change the populated value.
Beneficiary Consent	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required.

Audit

Task Audit Trail Details					
Application No.	Branch Code	Initiated Date	Initiated By		
PK2ELCT000052488	PK2	4/20/2022	ATEST11		
Process Name					
Export LC Transfer Amendment					
S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 12 Sep 2024 07:05:37 GMT	Thu, 12 Sep 2024 10:56:43 GMT	ATEST11	PROCEED
Close					

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

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

Table 2-8 Audit - Field Description

Field	Description
Application No.	This field displays the application number of the process.
Branch Code	This field displays the branch code.
Initiated Date	This field displays the date on which process is initiated.
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.
S. No	This field displays the serial number of the audit record.

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

Field	Description
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

Table 2-9 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	Upload the required 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	Click the Remarks icon to provide any additional information. 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.
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.
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

Table 2-9 (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. This option is used, if there are any pending information yet to be received from applicant.</p>
Cancel	<p>Cancels the Export LC Transfer task. Details entered will not be saved and the task will be removed</p>
Save & Close	<p>Save the information provided and holds the task in 'My Task' queue for working later.</p> <p>This option will not submit the request.</p>
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>
Checklist	<p>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.</p>

2.3.2 Availability Shipment

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

In this section user can input the Availability Shipment details for Export LC Transfer Amendment. In case the request is received through online channel, the user can verify the details populated.

Non Online Channel - Export LC Transfer Amendment request that are received at the desk will move to scrutiny stage post successful Registration. The transaction will have the details entered during the Registration stage.

Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

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

Figure 2-9 Availability Shipment

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

Table 2-10 Availability Shipment - Field Description

Field	Description
Availability Details	This section displays the Availability Details . As part of amendment, user can change the values available in the fields based on the description in the following table:

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

Field	Description
Available with	<p>This field identifies the bank with which the credit is available. Click Search to search and select the bank with which the credit is available, in case of Non - Online channel.</p> <ul style="list-style-type: none"> If the LC is restricted to any particular bank, search the bank with SWIFT code (BIC) or Bank Name. <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <ul style="list-style-type: none"> If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.). <p>In case of Online channel, this field is read only.</p>
Available By	<p>This field displays the value of 'Available By' as per the issued LC. Select the available by from the drop-down list, in case of Non - Online channel.</p> <p>The options are:</p> <ul style="list-style-type: none"> BY NEGOTIATION BY PAYMENT <p>Online Channel - Read only.</p>
Drafts At	<p>Specify the draft details.</p> <p>This field specifies the tenor of drafts to be drawn under the documentary credit.</p>
Drawee	<p>This field displays the Drawee value as per the issued LC. This field is enabled if Drafts At field has a value.</p> <p>Click Search to search and select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> Search the bank with SWIFT code (BIC) or Bank Name. <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted.</p>
Payment Details	<p>This field displays the payment details.</p>
Shipment Details	<p>This section displays the shipment details. User can change the values available in the fields based on the description in the following table:</p>
Partial Shipments	<p>This field specifies whether or not partial shipments are allowed under the documentary credit. Partial shipment details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p> <p>Select the partial shipment details from the drop-down list, in case of Non - Online channel.</p> <p>The options are:</p> <ul style="list-style-type: none"> Allowed Conditional Not Allowed

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

Field	Description
Transshipment	<p>This field specifies whether or not transshipment are allowed under the documentary credit. Transshipment details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p> <p>Select the transshipment details from the drop-down list, in case of Non - Online channel.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Allowed • Conditional • Not Allowed
Place Of Taking In Charge	<p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p>Details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>
Port Of Loading	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document. Port of loading details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>
Port Of Discharge	<p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p>Port of discharge details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>
Place Of Final Destination	<p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p> <p>Place of final destination details are defaulted from the underlying Transfer LC.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>

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




Field	Description
Latest Date Of Shipment	<p>Select the latest date for loading on board/dispatch/taking in charge.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p> Note:</p> <p>This field is alternate to Shipment Period. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> </div> <p>Latest shipment date should be on or before expiry date and should not be before the branch date.</p> <p>This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p>
Shipment Period	<p>Non Online Channel - Specify the details of shipment.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p> Note:</p> <p>This field is alternate to Latest Date Of Shipment. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message. This field can be amended only when this field is amended in the underlying Export LC. This has to be operationally controlled.</p> </div> <p>In case of Online channel, this field is read only.</p>
Description of Goods and/or Services	<p>This field contains a description of the goods and/or services of the issued LC and can be changed if required. Provide the Shipment Details based on the description in the following table:</p>
INCO Terms	<p>INCO Terms is defaulted from the underlying LC and user can change the values.</p> <p>Click Search to search and select the INCO terms from the document received.</p>
INCO Terms Description	<p>The respective INCO term description will be defaulted as per the INCO terms code.</p> <p>Click the + icon to add multiple description of goods and services.</p>
Goods Code	<p>Goods Details is defaulted from the underlying LC and user can change the values.</p> <p>Click Search to search and select the goods code. from the look-up.</p> <p>Once you select goods code, value will populate in Goods Type and Goods Description.</p>
Goods Type	<p>The goods type is defaulted from the underlying LC and user can change the values.</p>
Goods Description	<p>The goods description is defaulted from the underlying Transfer LC and user can change the values.</p>
	<p>Click the edit icon to edit the goods description.</p>

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

Field	Description
Transfer quantity	This field displays the transfer quantity as available for a Transfer LC contract in Back office. The user can modify the transfer quantity and this value should hand off to the Back office.
Transfer Price per Unit	This field displays the transfer price per unit as available for a Transfer LC contract in Back office. The user can modify the transfer price per unit and this value should hand off to the Back office.
Total Amount	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	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-11 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'.
Documents	Upload the required 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	Click the Remarks icon to provide any additional information. 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.
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.

Table 2-11 (Cont.) Availability Shipment - 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 Scrutiny 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, task moves to previous logical step.
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 Payment Details

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

In this section, user can input the Payment details for an Export LC Transfer Amendment.

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

Figure 2-10 Scrutiny - Payment Details

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

Table 2-12 Payment Details - Field Description

Field	Description
Payment Details	Specify the payment details based on the description of following table.
Special Payment conditions for beneficiary	Specify the details of special payment conditions for beneficiary, if any special payment condition has to be provided to beneficiary, for Online and Non - Online channel.
Special Payment conditions for receiving bank	Specify the details of special payment conditions for receiving bank, if any special payment condition has to be provided to receiving bank, for Online and Non - Online channel. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.
Period for Presentation	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.
Confirmation Instructions	Select the confirmation instruction for the LC from the available list, in case of non-online channels. The options are: <ul style="list-style-type: none"> CONFIRM MAY ADD WITHOUT Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system should display the <ul style="list-style-type: none"> SWIFT code (if available) Name and address of the bank On selection of the record if SWIFT code is available then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, this field is read only.

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

Field	Description
Partial Confirmation Allowed	Read only field. Toggle On: If LC has partial confirmed. Toggle ff: If LC confirmed for full amount.
Silent Confirmation	Read only field. This option when enabled the user can add silent confirmation to an LC already advised to the beneficiary and Confirmation Percentage should default as 100 and Silent Confirmation Amount should display the full LC outstanding value. User should not be able to modify them. This field is added only for LC in which Issuing Bank does not request confirmation.
Confirmation%	Specify the confirmation percentage. This field is applicable only if Confirmation Instructions is set to Confirm and Partial Confirmation Allowed option is enabled.
Confirmation Amount	Specify the confirmation amount. This field is applicable only if Confirmation Instructions is set to Confirm and Partial Confirmation Allowed option is enabled.
Requested Confirmation Party Type	Select the requested confirmation party type. This field is applicable only if Confirmation Instructions is set to is CONFIRM or MAY ADD .
Requested Confirmation Party	Specify requested confirmation party details or click the 'Search' icon to search and select the requested confirmation party, in case of online and non-online channels. This field is enabled, if the Confirmation Instructions is CONFIRM or MAY ADD and Requested Confirmation Party Type is OTHERS
Confirmation Expiry Date	Displays the confirmation expiry date.
Reimbursing Bank	If reimbursing bank is applicable user must update the field. Click Search icon to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. If reimbursing bank is applicable, user must update the field. <ul style="list-style-type: none"> • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of online request, User can update the details received.
Advise Through Bank	Click Search to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. <ul style="list-style-type: none"> • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of online request, User can update the details received.
Instructions to P/A/N Bank	Click Search to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received.

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

Field	Description
Sender to Receiver Information	Click Search to search and select the sender to receiver information (FFT), in case of Non - Online channel. In case of Online channel, update the details received.
Charges	Specify the charges details, in case of non-online channel. In case of Online channel, update the details received.
Amendment Charges payable by	Select the party to pay the amendment charges: <ul style="list-style-type: none"> • Applicant • Beneficiary • Others
Instructions to Intermediary Bank	Click Search to search and select the instructions to intermediary bank.

2. Click **Next**.

The task will move to next data segment.

Table 2-13 Payment 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	Upload the required 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	Click the Remarks icon to provide any additional information. 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"> • – In this section, Standard Instructions 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.
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.
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

Table 2-13 (Cont.) Payment 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 Scrutiny 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>
Back	<p>On click of Back, task moves to previous logical step.</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>

2.3.4 Amendment Details

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

This section lists the amendments made to the LC. The user can verify the fields that have been amended. The user can see a snapshot of the amended fields with the old values and the amended value of the LC.

As part of scrutiny, user should be able to view all the field tags that have been amended. Corresponding to the field the latest Transfer LC value before amendment and the new amended value should be displayed.

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

Figure 2-11 Amendment Details

The screenshot displays the Oracle 'Export LC Transfer Amendment Scrutiny' application for Application No: PK2ELCT000052488. The interface includes a navigation menu on the left with options like Main, Availability Shipment, Payment Details, Amendment Details (selected), Additional Fields, Additional Details, and Summary. The main content area is divided into several sections:

- Amendment Details:** A table with columns 'Field Name', 'Amended Value', and 'Value as per LC'. Data includes INCO Terms (DDP), drawee (HDBANK65XXX), and 42C-Drafts At (ABC).
- Party Details:** A table with columns for Party Type, Party ID, Party Name, Customer Ref No, Address1, Address2, Country, and Status. Data shows Beneficiary (001403), MARKS AND SPENCER, and address in MARGUS25XXX, GB.
- Goods Details:** A table with columns for Goods Code, Goods Type, Goods Description, No of Units, Price per Unit, and Status. It currently shows 'No data to display'.
- Document Details:** A table with columns for Document Code, Document Description, Copy, Original, Description, Status, and Clause Details. It also shows 'No data to display'.
- Additional Conditions:** A table with columns for FFT Code, FFT Description, and Status. It shows 'No data to display'.

 At the bottom, there are action buttons: Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, and Next. A pagination bar at the bottom left indicates 'Page 1 (0 of 0 items)'.

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 2-14 Amendment 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	Upload the required 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 Export LC transfer Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-14 (Cont.) Amendment 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.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
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
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 Scrutiny 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>
Back	<p>On click of Back, task moves to previous logical step.</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>

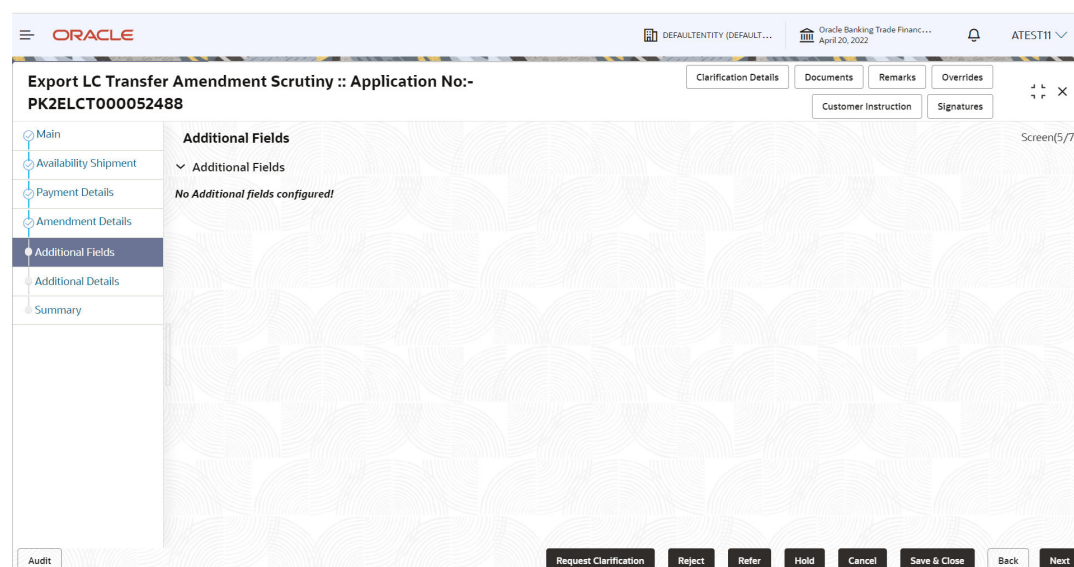
2.3.5 Additional Fields

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 Transfer Amendment. 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 Scrutiny - Additional Fields



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 2-15 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'.
Documents	Upload the required 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	Click the Remarks icon to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.

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

Field	Description
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.
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.
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 Scrutiny 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, task moves to previous logical step.

Table 2-15 (Cont.) Additional Fields - 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.

2.3.6 Additional Details

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

In the Additional Details section, the user can verify/input/update the additional details Data Segment of the Export LC Transfer Amendment.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details.

This is a multi-grid section with facility to attach more than one line.


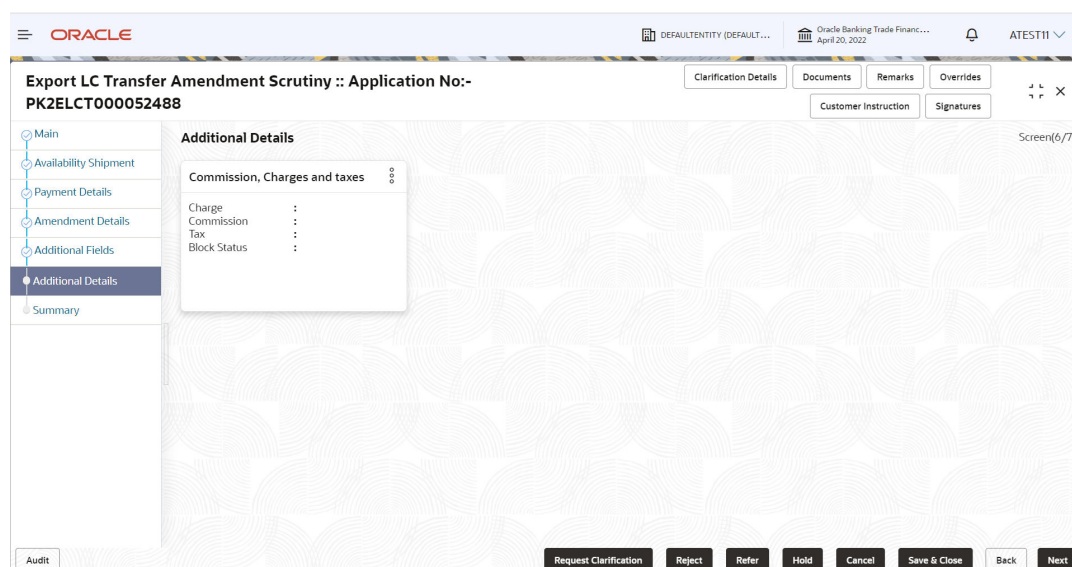
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

Figure 2-13 Additional Details

Commission, Charges and Taxes

Landing on the additional tab, the 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.

Charge Details are auto-populated from the back-end system.

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

Commission, Charges and taxes

Recalculate Redefault

▼ Commission Details

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

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

▼ Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acct
No data to display.							

Save & Close Cancel

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

Table 2-16 Charge Details - Field Description

Field	Description
Commission Details	The commission details. All charges, commission and margin are collected from the counter-party by default.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in 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	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in 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	If enabled, charges/commissions has to be deferred and collected at any future step.

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

Field	Description
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Account	The settlement account.
Amendable	Displays if the field is amendable or not.
Charge Details	Displays the charge details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
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	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Waive	Enable the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	The settlement account.

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

Field	Description
Tax Details	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	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ccy	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection 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.

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

The task will move to next data segment.

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

Table 2-17 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	Upload the required 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	Click the Remarks icon to provide any additional information. 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 2-17 (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.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
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
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 Scrutiny 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>
Back	<p>On click of Back, task moves to previous logical step.</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>

2.3.7 Summary

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

User can review the summary of details updated for Export LC Transfer Amendment. The user can see the summary tiles.

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


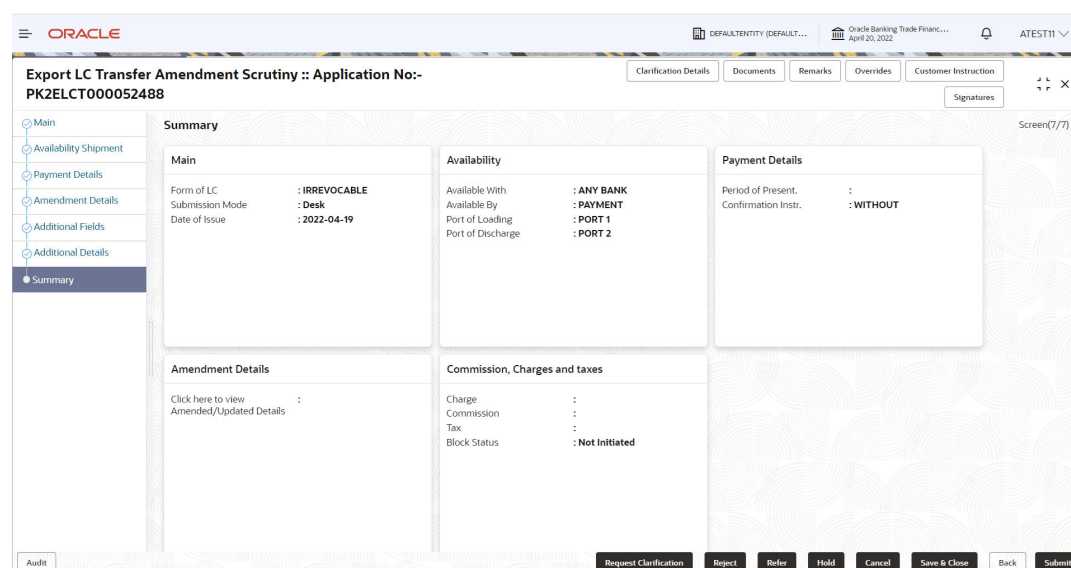
1. On **Summary** screen, click  on any tile to view the details.

Figure 2-14 Summary



Export LC Transfer Amendment Scrutiny :: Application No:- PK2ELCT000052488

Clarification Details | Documents | Remarks | Overrides | Customer Instruction | Signatures

Screen(7/7)

Main		Availability		Payment Details	
Form of LC	: IRREVOCABLE	Available With	: ANY BANK	Period of Present.	:
Submission Mode	: Desk	Available By	: PAYMENT	Confirmation Instr.	: WITHOUT
Date of Issue	: 2022-04-19	Port of Loading	: PORT 1		
		Port of Discharge	: PORT 2		

Amendment Details		Commission, Charges and taxes	
Click here to view Amended/Updated Details	:	Charge	:
		Commission	:
		Tax	:
		Block Status	: Not Initiated

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

Tiles Displayed in Summary

- **Main** - User can view the application details details and export LC details. User can modify the details, if required.
- **Availability** - User can view already captured availability and shipment details. User can modify the details, if required.
- **Payment Details** - User can view all details related to payments. User can modify the details, if required.
- **Amendment Details** - User can view the amended details.
- **Commission, Charges and Taxes**: User can see the details provided for charges. User can update the details if required.

2. Click **Submit**.

The task will move to next logical stage.

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

Table 2-18 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 Export LC transfer Amendment. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</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>

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

Field	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	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.
Submit	Task will get moved to next logical stage of Export LC Transfer Amendment. 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.

2.4 Data Enrichment

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

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

Non Online Channel - Export LC Transfer request that were received at the desk will move to DE stage post successful registration and scrutiny stage. The transaction will have the details entered during the registration/scrutiny stage.

Online Channel - Request that are received via online channels like trade portal, external system and SWIFT are available directly for further processing in OBTFPM from scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

The user can select the respective field and will be allowed to edit/update the field.

 **Note:**

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

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

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

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

Figure 2-15 Free Task

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Transfer Amend	PK2ILCL000053144	PK2ILCL000053144	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000053143	PK2ILCL000053143	DataEnrichment	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053139	PK2ILCI000053139	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000053122	PK2ELCA000053122	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer	PK2ELCT000053132	PK2ELCT000053132	Scrutiny	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053065	PK2ILCI000053065	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000053091	PK2ELCA000053091	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000053059	PK2GTEI000053059	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Medium	Export Documentary ...	PK2EDCB000053061	PK2EDCB000053061	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance Isl...	PK2IILI000053060	PK2IILI000053060	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000053057	PK2ELCA000053057	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Amendment	PK2ELCA000053052	PK2ELCA000053052	Scrutiny	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053048	PK2ILCI000053048	Scrutiny	22-04-20

The **Free Task** screen appears.

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

Figure 2-16 My Task

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Transfer Amendment	PK2ELCT000052488	PK2ELCT000052488	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Cancellation	PK2ELCT000052779	PK2ELCT000052779	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing	PK2ELCD000052646	PK2ELCD000052646	Reject Approval	22-04-20
<input type="checkbox"/>	Medium	Export Documentary Collecti...	PK2EDCB000052656	PK2EDCB000052656	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import LC Drawing	PK2ILCD000052421	PK2ILCD000052421	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import Documentary Collecti...	PK2IDCL000051987	PK2IDCL000051987	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise	PK2GTEA000052065	PK2GTEA000052065	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Drawing	PK2ILCD000051603	PK2ILCD000051603	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export Documentary Collecti...	PK2EDCB000051537	PK2EDCB000051537	Registration	22-04-20
<input type="checkbox"/>	High	Import LC issuance	PK2ILCI000051404	PK2ILCI000051404	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export Documentary Collecti...	PK2EDCB000051408	PK2EDCB000051408	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Drawing Up...	PK2IELU000051006	PK2IELU000051006	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Islamic Export Documentary ...	PK2IEDB000050963	PK2IEDB000050963	DataEnrichment	22-04-20

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

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

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

2.4.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- Transfer LC Details.

Application Details

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

Figure 2-17 Data Enrichment - Main Details

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

Table 2-19 Export LC Transfer - Main Details - Application Details - Field Description

Field	Description
Transfer LC Reference Number	Read only field. System displays the export LC reference number to be amended.
First Beneficiary	Read only field. System displays the name of the first beneficiary, as available from earlier stages.
Branch	Read only field. Branch details is auto-populated from LC details.
Amendment No	Read only field. System defaults the latest amendment number sequence for this Export LC, as available from earlier stages.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.

Table 2-19 (Cont.) Export LC Transfer - Main Details - Application Details - Field Description

Field	Description
Priority	System populates the priority of the customer based on priority maintenance. Values are High, Medium and Low. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
Submission Mode	Read only field. System populates the submission mode of Export LC Transfer amendment request, as available from earlier stages.
Amendment Date	Read only field. System should default the branch's current date as LC amendment date.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank number defaulted as per the Transfer LC.
User Reference Number	Read only field. System defaults the User Reference number defaulted as per the Transfer LC.

LC Details

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

Figure 2-18 LC Details

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

Table 2-20 Export LC Transfer - LC Details - Field Description

Field	Description
LC Type	Read only field. The value used for LC Type as per the latest LC details should be displayed.
Product Code	Read only field. Product Code of the underlying Export LC is displayed.
Product Description	Read only field. This field displays the description of the product of the underlying Export LC.
Advising Bank	Specify the advising bank name or click Search to search and select the advising bank from the lookup.
40A - Form of Documentary Credit	System defaults the value, as available from earlier stages.
Date of Issue	Read only field. Application will default the branch's current date in date of issue.
Applicable Rules	Read only field. Applicable rules for the LC is defaulted by the system. Default rule is 'UCP Latest Version'.
Date of Expiry	Date of expiry is defaulted from the underlying Export LC. User can change the defaulted date of expiry. On change of values, relevant validations will happen. Date of Expiry of Transferred LC cannot be later than the Expiry Date of the underlying Export LC.
Place of Expiry	Place of expiry is defaulted from the underlying Export LC. User can change the defaulted place of expiry.
Second Beneficiary	Second beneficiary name is defaulted from Export LC Transfer. User can change the defaulted value.
Export LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).
Transfer LC Available Amount	Read only field. This field displays the Export LC available amount along with currency for Transfer. It must be less than or equals to LC amount less amount transferred (if any).
Transfer Amount	The export LC transfer amount is defaulted from the transferred LC. The user can amend the Transfer LC amount including Tolerance if any. During Transfer LC amendment, system checks, that the increase in Transfer LC amount including tolerance is not greater than the Outstanding amount in Parent LC. System should display an error if it is greater. During Transfer LC Amendment, if LC amount is decreased, system checks that the decrease in LC amount is not greater than available balance in Transfer LC, including tolerance if any.
Percentage Credit Amount Tolerance	Tolerance Amount to default from the underlying Export LC. User can change the value of tolerance amount.
Additional Amount Covered	Specify any additional amount included in export LC.

Table 2-20 (Cont.) Export LC Transfer - LC Details - Field Description

Field	Description
Beneficiary Consent	Enable the option, if beneficiary consent is required. Disable the option, if beneficiary consent is not required.

2. Click **Next**.

The task will move to next data segment.

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

2.4.2 Availability Shipment

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

DE user, can update/review the Availability details for Export LC Transfer Amendment.

DE user can select the respective field and should be allowed to edit/update the field. DE user can re-amend only some of the fields received from online channels.

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

Figure 2-19 Availability

For more information on fields, refer [Table 2-10](#) of **Scrutiny** stage.

2. Click **Next**.

The task will move to next data segment.

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

2.4.3 Document and Conditions

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

User can enter/ update Documents and conditions details for Export LC Transfer. The below fields can be modified in DE stage.

- Document Details
- Additional Conditions

Document Details

Documents details should default from underlying LC. If Substitute documents allowed is checked, system to give a warning message” Substitution of Documents allowed, please verify the documents”.

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

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading” and 'Airway Bill' are chosen. Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both Bill Of lading” and 'Airway Bill' are chosen.

Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.

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

Figure 2-20 Data Enrichment - Document Details

Export LC Transfer Amendment DataEnrichment :: Application No:- PK2ELCT000052488

Clarification Details Documents Remarks Overrides
Customer Instruction Signatures

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

Documents and Conditions Screen(3/10)

Code	Document Description	Copy	Original	Clause Description	Document Received	Action
BOL	Bill of Lading		3/3	BOL	<input type="checkbox"/>	
INSDOC	Insurance		1/2	INSDOC	<input type="checkbox"/>	
INVDOC	Invoice		1/2	INVDOC	<input type="checkbox"/>	

Additional Conditions

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	

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

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

Table 2-21 Document Details - Field Description

Field	Description
Document Code	Document code is auto-populated from the latest LC. Click Search to search and select the document code based on the document received. User can add or delete the code by deleting the line on the grid. Click the '+' icon to add multiple document details.
Document Description	System displays the document description based on the document code from the latest LC.
Copy	System defaults the number of duplicate copies of documents as required in LC. User can edit the actual copies received. Specify the number copies received.
Original	System defaults the number of documents in original as required in LC. User can edit the actual originals received. Specify the number of original documents received.
Clause Description	System populates the description of the clause required as per LC. User can view the description of the clause by clicking the link in the 'Document Clause' column.
Document Received	Enable the option, if original document is required. Disable the option, if original document is not required.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

Additional Conditions

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

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

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

Table 2-22 Additional Conditions - Field Description

Field	Description
Additional Conditions	Specify the Additional Conditions details. Click the '+' icon to add multiple Additional Conditions .
FFT Code	Click Search to search and select the FFT code from the look up.
FFT Description	This field displays the description of the FFT code based on the selected FFT code.
Action	Click Edit icon to edit the additional condition details. Click Delete icon to delete the additional condition details.

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 2-23 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.
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 export Ic Transfer amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <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.
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.
Request Clarification	User can specify the clarification details for requests received online.

Table 2-23 (Cont.) Document 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>
Back	<p>Click the Back button, to go back to the previous screen.</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>

2.4.4 Payment Details

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

Data Enrichment user can verify and enter the basic details available in the Export LC Transfer Amendment request.

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

Figure 2-21 Data Enrichment - Payment Details

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

2. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer [Table 2-13](#) of Scrutiny stage.

2.4.5 Amendment Details

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

DE user can verify the fields that have been amended. The user can see a snapshot of the amended fields with the old values and the LC amended value.

User can view all the field tags that have been amended in both Scrutiny and DE stage.

Corresponding to the field the current latest LC value and the new amended value should be displayed.

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

Figure 2-22 Amendment Details

Export LC Transfer Amendment DataEnrichment :: Application No:- PK2ELCT000052488

Clarification Details Documents Remarks Overrides
Customer Instruction Signatures

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

Amendment Details Screen(5/10)

LC Amendment Details

Field Name	Amended Value	Value as per LC
INCO Terms	DDP	
drawee	HDBANK65XXX	
42C-Drafts At	ABC	

Party Details

Party Type	Party ID	Party Name	Customer Ref No	Address1	Address2	Country	Status
Beneficiary	001403	MARKS AND SPENCER		MARGUS25XXX	87 knights street	GB	Modify

Goods Details

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Status
WHISKY		PLASTIC WHISKY			New

Document Details

Document Code	Document Description	Copy	Original	Description	Status	Clause Details
No data to display.						

Additional Conditions

FFT Code	FFT Description	Status
FREEVP	TESTING FFT	New

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

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

2. Click **Next**.

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

2.4.6 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-23 Data Enrichment - Additional Fields

Export LC Transfer Amendment DataEnrichment :: Application No:- PK2ELCT000052488

Clarification Details Documents Remarks Overrides
Customer Instruction Signatures

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

Additional Fields Screen(6/10)

Additional Fields

No Additional fields configured!

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

2. Click **Next**.

The task will move to next data segment.
For more information on action buttons, refer [Table 2-15](#) of **Scrutiny** stage.

2.4.7 Advices

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

DE user can view the Advices generated during Export LC Transfer Amendment 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 Transfer LC Instrument (SWIFT MT 707), Transfer LC Amendment Instrument Copy, and Payment message.


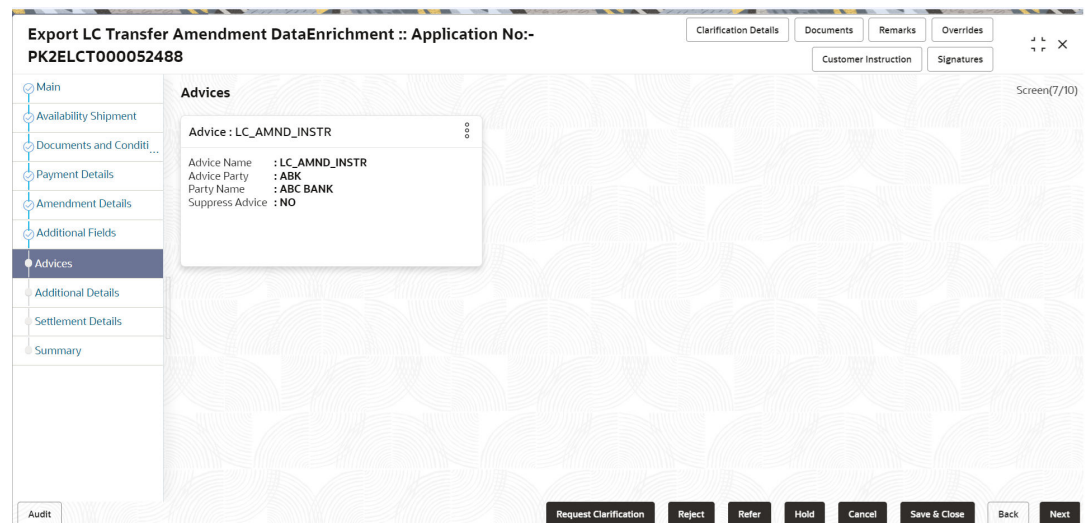
1. On **Advices** screen, click  on any advice tile to view the advice details.

Figure 2-24 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 2-24 Advice Details



Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option 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 transfer LC. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the transfer LC.
Party ID	Read only field. Displays the party Id defaulted from transfer LC.
Party Name	Read only field. Displays the defaulted from transfer LC.
FFT Code	Specify the free format text based on the following table.
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.
	Click edit icon to edit the existing FFT description.

Table 2-24 (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.
	Click edit icon to edit the existing instruction description.
Action	Click edit icon to edit the existing instruction code. Click delete icon to remove any existing instruction code.

2. Click **Next**.

The task will move to next data segment.
For more information on fields, refer to the field description table below.

Table 2-25 Advices - Action Buttons - Field Description

Field	Description
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 Export LC Transfer Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-25 (Cont.) Advices - 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.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User can specify the clarification details for requests received online.
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	Clicking on Back button, takes the user to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.4.8 Additional Details

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

A Data Enrichment user can verify and enter the basic additional details available for the Export LC Transfer Amendment request.

The various additional details should be available as tile. Each tile can be selected and the respective screen will open for the user to capture details. This is a multi-grid section with facility to attach more than one line.


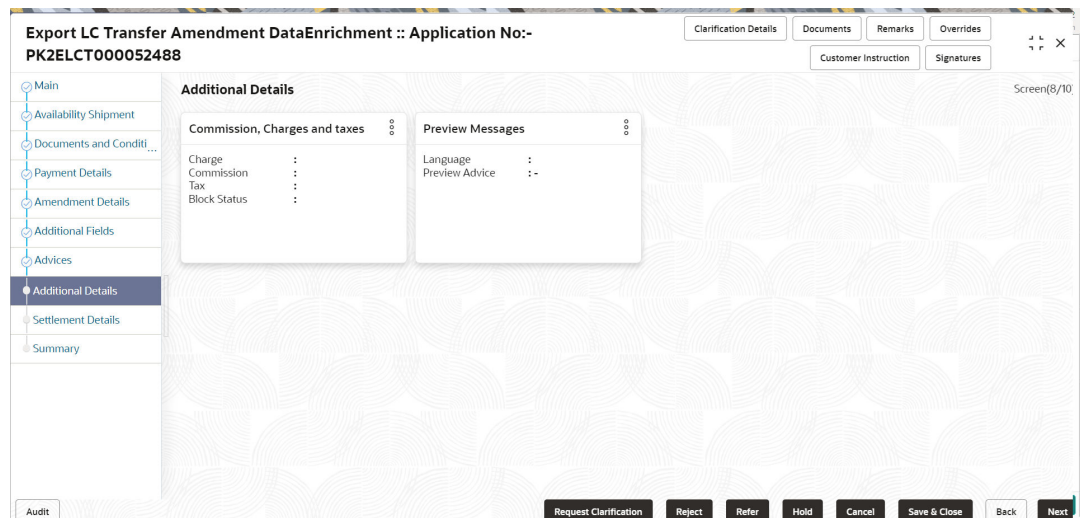
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

Figure 2-25 Additional Details



Commission, Charges and Taxes

Landing on the additional tab, the 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.

Charge Details are auto-populated from the back-end system.

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

Commission, Charges and taxes

Recalculate Redefault

▼ Commission Details

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

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

▼ Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acctt
No data to display.							

Save & Close Cancel

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

2. 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 export LC transfer captured in the previous screen.

 **Note:**

A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.

 **Note:**

Preview to have MT 707 as SWIFT and other advices as Mail Advice. This needs to be mentioned under Preview messages heading.

Draft Confirmation

The user can view the draft LC message (outgoing MT707 SWIFT message format) being displayed on the preview message text box.

If the user wants to send a copy of the draft LC for customer confirmation, the same can be done by choosing the customer response slider as 'Yes'. On submit of the data enrichment stage the mail message to the customer will be sent.

The OBTFPM user can send the draft of the message to the registered email id of the corporate customer as an attachment containing PDF. The PDF sent to the corporate customer is protected by a password. Password to be generated with first four digits of Customer Name and last four digits of Customer Number.

The task will not move to approval but to 'Pending customer response stage. Upon receipt of customer's confirmation, the transaction moves to approval.

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

Table 2-26 Preview - Field Description

Field	Description
Preview SWIFT Message	This section displays the preview of SWIFT message details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
Message Status	Read only field. This field displays the message status of draft message of transfer LC details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of transfer LC details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Advice	This section displays the preview of mail advice details.
Language	Read only field. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. This field displays the message status of draft message of transfer LC details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of transfer LC details.
Preview Message	This field displays a preview of the advice.

Table 2-26 (Cont.) Preview - Field Description

Field	Description
Draft Confirmation	This section displays the draft confirmation details.
Draft Confirmation Required	Enable the option to select if draft confirmation is required or not. Following fields will have values on receipt of customer response.
Customer Response	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.
Customer Remarks	Read only field. Indicates the remarks from the customer for the draft.
Response Date	Read only field. Indicates the customer response received date.
Customer Email ID 1	Indicates the email address of the customer. System fetches the Email ID from Customer Address maintenance in Back office and auto populates the available Email ID.
Customer Email ID 1	By default this field is blank. Click Search to search and select the Email ID from lookup from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM.

In case the customer asks for changes, the transaction will move to data enrichment and after necessary changes, it will move to approval.

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

The task will move to next data segment.

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

2.4.9 Settlement Details

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

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

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

Figure 2-26 Settlement Details

Export LC Transfer Amendment DataEnrichment :: Application No- PK2ELCT000052768

Clarification Details Documents Remarks Overrides
Customer Instruction Signatures

Screen(9/10)

Settlement Details

Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
COLLAMT_OSEQ	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AMNDAMTEQ	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AMT	GBP	Debit	051002520257248	6497001	GBP	No	No
COLL_AVALAMTEQ	GBP	Credit	051002520257248	6497001	GBP	No	No
LCADVBC_LIQD	USD	Debit	051002520257248	6497001	GBP	No	No
LCCOURAMND_LIQD	GBP	Debit	051002520257248	6497001	GBP	No	No
LCCOURAMNV_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	Yes
LCEXADV_LIQD	GBP	Debit	051002520257248	6497001	GBP	No	No

COLL_AMT - Party Details

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

Ordering Institution: [Search] Name/Account [D]
Senders Correspondent: [Search] Name/Account [D]
Receivers Correspondent: [Search] Name/Account [D]
Intermediary Institution: [Search] Name/Account [D]

Account With Institution: [Search] Name/Account [D]
Beneficiary Institution: [Search] Name/Account [D]
Ultimate Beneficiary: [Search] Name/Account [D]
Intermediary Reimbursement Institution: [Search] Name/Account [D]

Receiver: 6497001 [Search]

Payment Details

Sender To Receiver 1: Only /BX/XXX format is allowed
Sender To Receiver 2: /BX/XXX or //XXX format is allowed
Sender To Receiver 3: /BX/XXX or //XXX format is allowed
Sender To Receiver 4: /BX/XXX or //XXX format is allowed
Sender To Receiver 5: /BX/XXX or //XXX format is allowed
Sender To Receiver 6: /BX/XXX or //XXX format is allowed

Remittance Information

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

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

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

Table 2-27 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 2-27 (Cont.) Settlement Details – Field Description

Field	Description
Exchange Rate	This exchange rate.
Deal Reference Number	This exchange deal reference number.

- Click any component in the grid.

Party Details

Table 2-28 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 • None • Direct Debit Advice • Managers Check • 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 2-29 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 2-30 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 2-31 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	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 export Ic Transfer amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

Table 2-31 (Cont.) Settlement 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.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User can specify the clarification details for requests received online.
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 the Back button, to go back to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.4.10 Summary

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

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

As part of summary screen, user can see the summary tiles. The Summary tiles display a list of important fields with values. User can drill down from Summary tiles into respective data segments.


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

Figure 2-27 Summary

Tiles Displayed in Summary

- **Main** - User can view the application details details and Transfer LC details. User can modify the details, if required.
- **Payment Details** - User can view all details related to payments. User can modify the details, if required.
- **Availability** - User can view already captured availability and shipment details. User can modify the details, if required.

- Documents and Conditions - User can view the document details and additional condition details.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation. User can view the details of additional fields.
- Commission, Charges and Taxes: User can see the details provided for charges. User can update the details if required.
- Preview Messages - User can view the preview of the message.
- Compliance - User can see the compliance details tiles. The status should be verified for KYC, 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.
- Advices - User can view the details of the advices.

2. Click **Submit**.

The task will move to next logical stage.

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

2.5 Exceptions

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

As per regulatory requirement, all tasks are scrutinized for KYC, Compliance and Sanctions. Task. The checks to external system/internal system is initiated after the DE Stage. The amount Block earmark and Limit Earmarks if applicable are also initiated after the DE stage.

If a negative response is received for any of the calls, the task lands in respective exceptional queue which require further manual handling/approval.

Amount Block Exception Approval

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

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage. Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of important fields with values.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the “Amount Block Reference Number” to the back office. On successful handoff, back office will make use of these “Amount Block Reference Number” to

release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block. Reference for all accounts to be passed to the back office.

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

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

Amount Bock Exception

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Availability - User can view already captured availability and shipment details.
- Documents and Conditions - User can view the document details and additional condition details.
- Payment - User can view all details related to payments.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Compliance - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

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

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

Table 2-32 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Transfer Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.

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

Field	Description
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 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.
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.

Exception - Know Your Customer (KYC)

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

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.

2. Open the task, to see summary tiles that display a summary of available updated fields with values.

Export LC Transfer Amendment KYC Exceptional approval :: Application No:-
PK2ELCT000052768

Documents Remarks Overrides
Customer Instruction Screen(1/2)

KYC Exception

Summary

KYC Details

Party ID	KYC Status	KYC Verified On	KYC Verified Till
001045	Verified	April 20, 2022	April 20, 2025
6497001	Failed		

Audit Reject Refer Hold Approve Next

User can pick up a transaction and do the following actions:

Approve

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

Summary

Figure 2-28 Know Your Customer (KYC) Exception

Export LC Transfer Amendment KYC Exceptional approval :: Application No:- PK2ELCT000052768

Documents Remarks Overrides Customer Instruction

KYC Exception

Summary

Screen(2/2)

Main		Availability		Documents and Conditions	
Form of LC	: IRREVOCABLE	Available With	: CITIZB2LXXX	Document 1	:
Submission Mode	: Online	Available By	: PAYMENT	Document 2	:
Date of Issue	: 2022-04-20	Port of Loading	: NEW YORK		
		Port of Discharge	: LONDON		

Payment		Amendment Details		Additional Fields	
Period of Present.	: 21	Click here to view	:	Click here to view Additional	:
Confirmation Instr.	: WITHOUT	Amended/Updated Details	:	fields	:

Commission, Charges and taxes		Preview Messages		Compliance	
Charge	: GBP 50.00	Language	: ENG	KYC	: Not Verified
Commission	:	Preview Message	: -	Sanctions	: Not Initiate...
Tax	:			AML	: Not Initiate...
Block Status	: Not Initiated				

Settlement Details	
Component	: LCCOURAMNV_L...
Account Number	: PK2001044001...
Currency	: GBP

Audit

Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Availability - User can view already captured availability and shipment details.
- Documents and Conditions - User can view the document details and additional condition details.
- Payment - User can view all details related to payments.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Compliance - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

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

Table 2-33 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Transfer Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <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 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.
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.

Exception - Limit Check/Credit

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

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

 **Note:**

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

Limit check Exception approver can do the following actions:

Approve

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

Refer

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

Reject

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

Limit/Credit Check

This section will display the amount block exception details.

Summary

Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Availability - User can view already captured availability and shipment details.
- Documents and Conditions - User can view the document details and additional condition details.
- Payment - User can view all details related to payments.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Compliance - User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Settlement Details - User can view the settlement details.

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

Table 2-34 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Transfer Amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <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 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.
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.

2.6 Customer Response - Draft Confirmation

This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.

The user can review and handle the customer's response received for the draft confirmation for Transfer LC Amendment transactions, which is sent to the customer for their verification and confirmation.

The Transaction Reference Number is masked before sending the Draft for Customer approval.

Non Online mode - User will have a physical response of the customer.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

1. Log in into OBTFPM application and acquire the task to see customer response screen.

Application

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

- Received from Applicant Bank: Read Only field
- Received from-Customer Id: Read Only field
- Customer Name: Read Only field
- Branch: Read Only field.
- Currency Code: Read Only field
- Amount: Read Only field
- Priority: Read Only field
- Submission Mode: Read Only field
- Process Reference Number: Read Only field
- Application Date: Read Only field
- Customer Reference Number: Read Only field.

Customer Response

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

- Language - Read only field
- Draft Message - Read only field

Draft Confirmation

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Not Accepted (Remarks)

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

Customer Remarks - The user can capture the remarks of the customer.

Response Date - Non-Online channel – The user can update the date on which the customer response has been received.

Online Channel – Read only

Summary

Tiles Displayed in Summary:

- Main Details - User can view the application and LC details.
- Party Details - User can view details like beneficiary, advising bank etc.
- Availability and Shipment - User can view availability and shipment details, if required.
- Payment -User can view all details related to payments.
- Documents & Condition - User can view the documents required grid and the additional conditions grid.
- Commission and Charges and Taxes: User can see the details for charges, commission and taxes.
- Preview Messages - User can view the preview details.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remarks - Capture remarks if required and must be able to view the remarks captured during earlier stages.

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

Table 2-35 Action Buttons - Field Description

Field	Description
Documents	View/Upload the documents uploaded in the system and upload documents if customer response has been received through non- online channel.
Remarks	Specify the remarks, if required and must be able to view the remarks captured during earlier stages.
Cancel	Cancel the Draft Confirmation.
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.

Table 2-35 (Cont.) 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
Submit	<p>Task will get moved to next logical stage of Export LC Transfer Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>

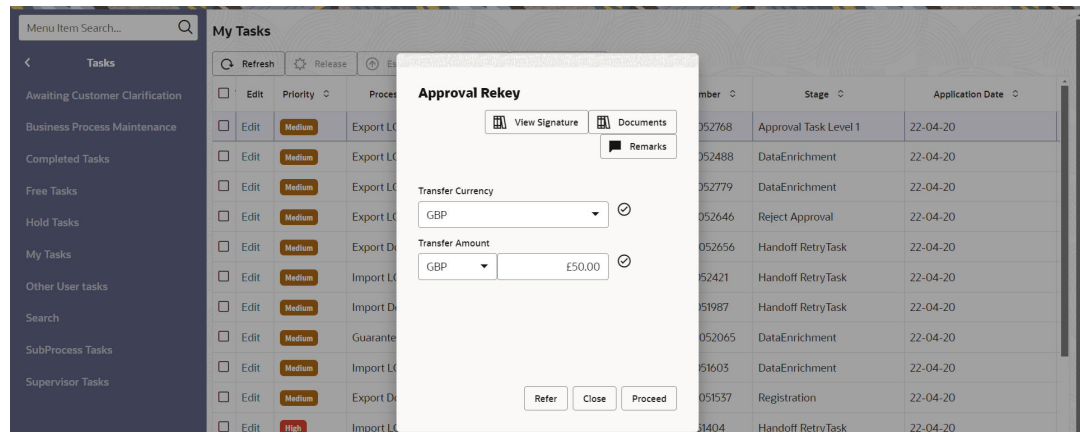
2.7 Multi Level Approval

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 Transfer Amendment transaction.

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

Figure 2-29 Approval Re-Key



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

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

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

- Transfer Currency
- Transfer Amount

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

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

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

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

 **Note:**

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

Approval Summary

Export LC Transfer Amendment Approval Task Level 1 :: Application No:- PK2ELCT000052768

Documents | Remarks | Overrides | Customer Instruction | Signatures

Payment Period of Present. : 21 Confirmation Instr. : WITHOUT	Main Form of LC : IRREVOCABLE Submission Mode : Online Date of Issue : 2022-04-20	Availability Available With : CITIZB2LXXX Available By : PAYMENT Port of Loading : NEW YORK Port of Discharge : LONDON
Documents and Conditions Document 1 : Document 2 :	Amendment Details Click here to view Amended/Updated Details	Additional Fields Click here to view Additional fields
Commission, Charges and taxes Charge : GBP 50.00 Commission : Tax : Block Status : Success	Preview Messages Language : ENG Preview Message : -	Parties Details Advising Bank : RBS PLC Beneficiary : CIF994120243... Applicant : MARKS AND SP... Issuing Bank : WELLS FARGO ...
Compliance KYC : Not Verified Sanctions : Verified AML : Verified	Accounting Details Event : AMNV AccountNumber : 412000001 Branch : PK2	Settlement Details Component : LCCOURAMNV_L... Account Number : PK2001044001... Currency : GBP
Insurance Details Company : Insured Amount : Expiry Date :	Exception(Approval) Sanction,KYC : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS	

Audit | Reject | Hold | Refer | Cancel | Approve

Tiles Displayed in Summary:

- Main - User can view and modify details about application details and Export LC details. User can modify the details, if required.
- Payment - User can view all details related to payments. User can modify the details, if required.
- Availability - User can view already captured availability and shipment details. User can modify the details, if required.
- Documents and Conditions: User can to view the details of Documents and Conditions.
- Amendment Details - User can view the amended details.
- Additional Fields: Banks can configure the additional fields during implementation.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Preview Messages: User can see the preview details grid.

- Compliance Details: User can see the compliance details tiles. The status should be verified for KYC, AML and Sanction Checks.
- Accounting Details: User can view the accounting details.
- Settlement Details - User can view the settlement details.

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

Table 2-36 Approval Summary - Action Buttons - Field Description

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

Table 2-36 (Cont.) Approval 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>
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
Cancel	<p>Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>

8. Click **Approve**.

2.8 Customer - Acknowledgement Format

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

Customer Acknowledgment is generated every time a new Export LC Transfer Amendment 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 issue of Export LC Transfer Amendment with the below details:

Applicant: XXXX

Beneficiary: XXXX

Currency: XXXX

Amount: XXXX

Issue Date: XXXX

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 issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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Thank you

2.9 Customer - Reject Advice

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

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 Transfer Amendment application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Export LC Transfer Amendment 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 issue the required Export LC Transfer Amendment.

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

<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 Export LC Transfer Amendment application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

Authorized Signatory

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