

# Oracle® Banking Trade Finance Process Management

## Export LC Transfer Amendment Beneficiary Consent User Guide



Release 14.7.5.0.0

G24273-01

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 Beneficiary Consent User Guide,  
Release 14.7.5.0.0

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## 2 Export LC Transfer Amendment Beneficiary Consent

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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 Beneficiary Consent** process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

### Access to Oracle Support

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

## Critical Patches

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

## Diversity and Inclusion

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

## Structure

This manual is organized into the following chapters:

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

## Conventions

The following text conventions are used in this document:

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

## Related Documents

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

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

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBTFFPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

## Basic Actions

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

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

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

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

Action Buttons	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## 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 Beneficiary Consent

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

Transfer LC Amendment may require second beneficiary's consent for the amendment terms.

Following are some of the scenarios where second beneficiary's consent 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 Beneficiary Consent** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Transfer Amendment Beneficiary Consent** request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent request.
- [Exceptions](#)  
This topic helps you quickly get acquainted with the Exceptions process.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.

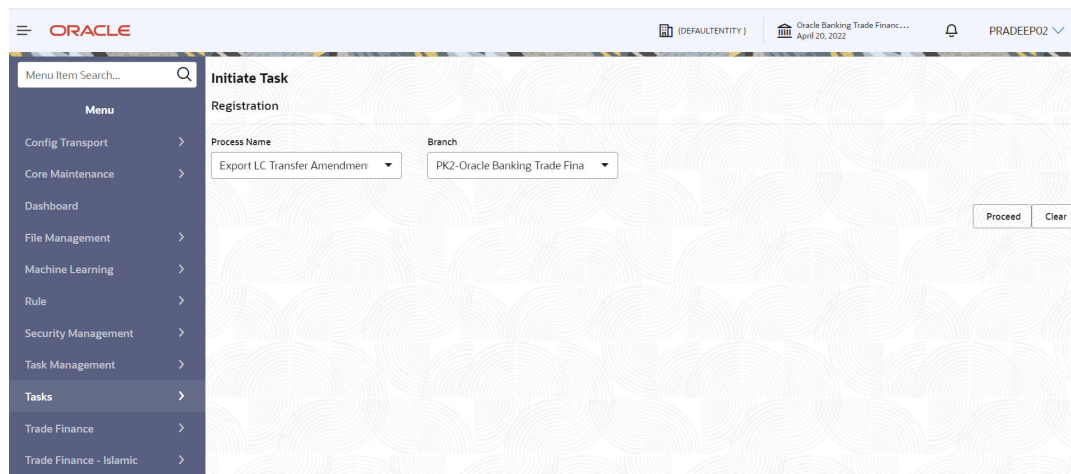
### 2.1 Common Initiation Stage

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


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

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

**Figure 2-1** Initiate Task



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

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

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

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

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

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

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

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

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

## 2.2 Registration

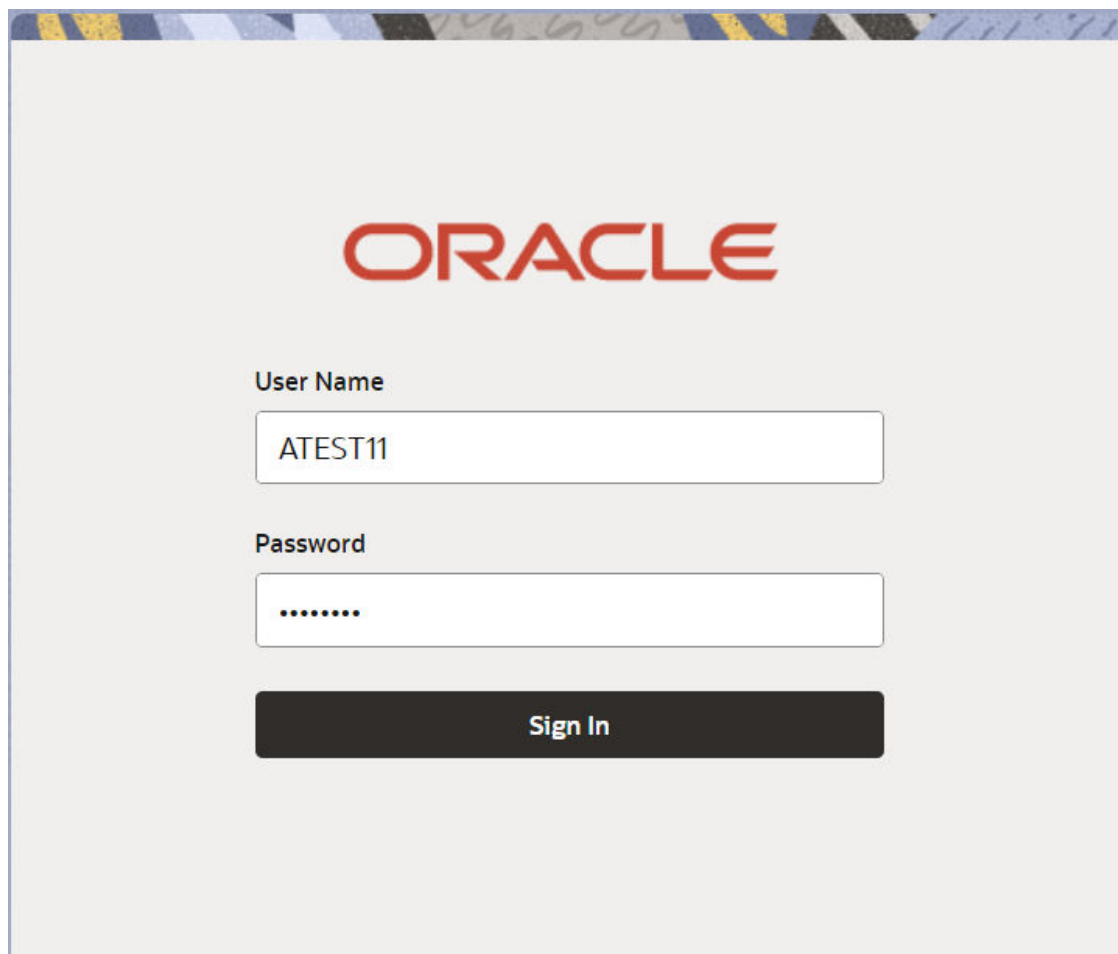
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Transfer Amendment Beneficiary Consent** request.

During the Registration stage, the user can register a request for an Export LC Transfer Amendment Beneficiary Consent.

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

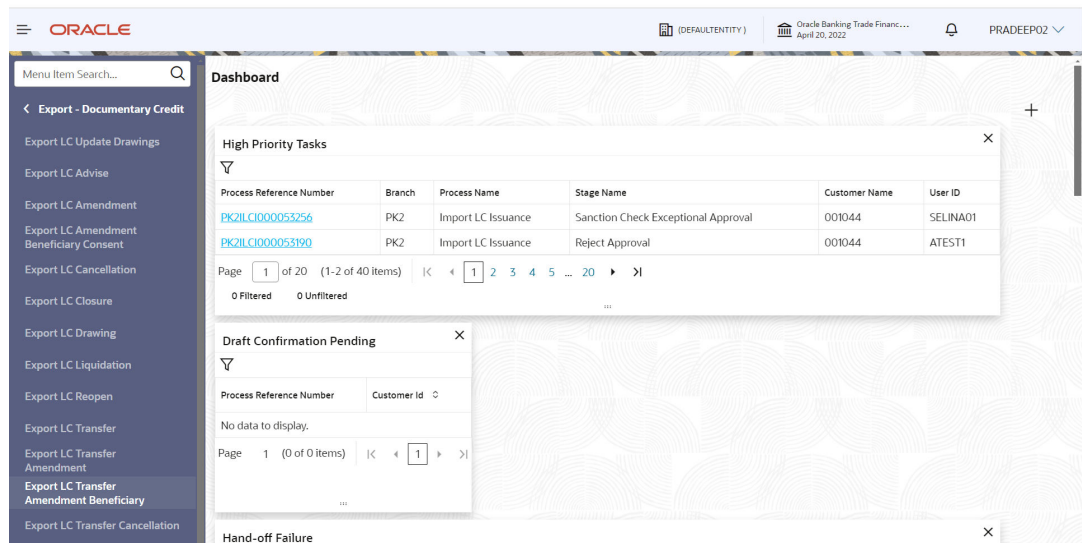
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2** LogIn Screen

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

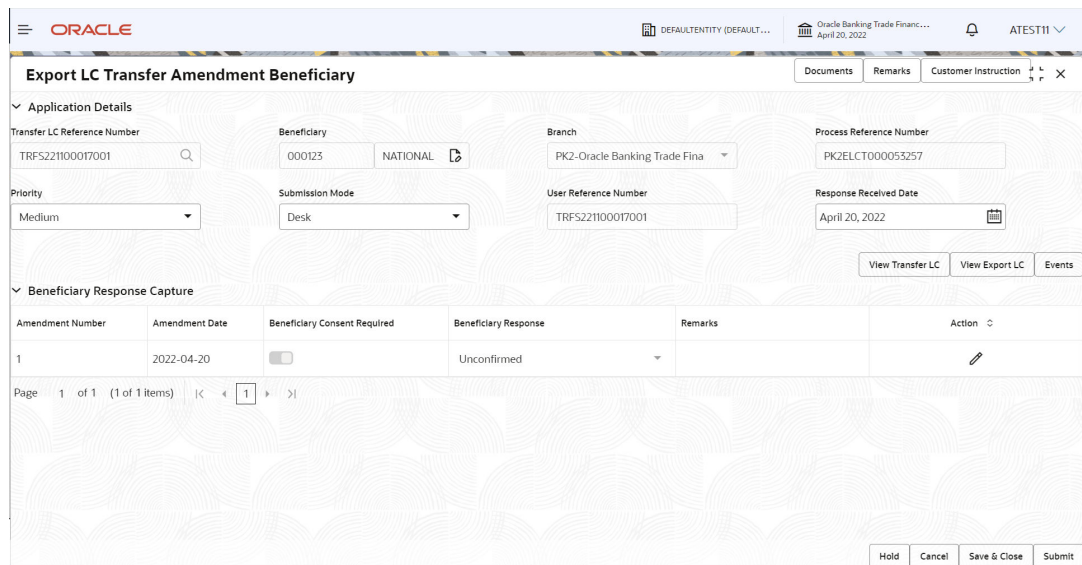
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credit**, click **Export LC Transfer Amendment Beneficiary Consent**.

**Figure 2-3** Export LC Transfer Amendment Beneficiary Consent



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

**Figure 2-4 Export LC Transfer Amendment Beneficiary Consent - Registration - Application Details**




- On **Export LC Transfer Amendment Beneficiary Consent - 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 Beneficiary Consent - Registration - Application Details - Field Description**

Field	Description
<b>Transfer LC Reference Number</b>	Specify the transfer LC reference number.  Alternatively, click <b>Search</b> to search and select the transfer LC reference number. In the lookup, user can search giving Export LC Reference Number, Beneficiary and Transfer Amount.
<b>Beneficiary</b>	Read only field. Beneficiary details is defaulted from the underlying transfer LC.
<b>Branch</b>	Read only field.  Branch details is auto-populated from transfer LC details.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.  User can change the priority populated any time before submit.
<b>Submission Mode</b>	System populates the submission mode of Export LC Transfer Amendment Beneficiary Consent request.  By default the submission mode will have the value as 'Desk'.  <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> <li>• <b>Email</b> - Request received through Email</li> <li>• <b>FAX</b> - Request received through</li> </ul> The user can change the submission mode.
<b>User Reference Number</b>	Read only field.  User Reference Number will be auto populated by the system based on the selected transfer LC.
<b>Response Received Date</b>	System defaults the response received date. By default, the application displays the branch's current date and enables the user to change the date to any back date.  <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> Future date selection is not allowed.</p> </div>



## Beneficiary Response Capture

This section displays the Beneficiary Response Capture details.

Amendment Number	Amendment Date	Beneficiary Consent Required	Beneficiary Response	Remarks	Action
1	2022-04-20	<input type="checkbox"/>	Unconfirmed		

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

Hold Cancel Save & Close Submit

- On **Export LC Transfer Amendment Beneficiary Consent - Beneficiary Response Capture** 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 Beneficiary Consent - Registration - Beneficiary Response Capture - Field Description**

Field	Description
<b>Amendment Number</b>	Read only field. Amendment number will be auto-populated based on selected Transfer LC Reference Number.
<b>Amendment Date</b>	Read only field. This field displays the date on which the amendment was made to Transfer LC.
<b>Beneficiary Consent Required</b>	Read only field. Beneficiary Confirmation Required (Y/N) will be auto populated based on selected Transfer LC Reference Number.
<b>Beneficiary Response</b>	Select the Beneficiary response from the list. The values are: <ul style="list-style-type: none"> <li>• <b>Confirmed</b></li> <li>• <b>Unconfirmed</b></li> <li>• <b>Rejected.</b></li> </ul> Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
<b>Remarks</b>	Specify the remarks for the Export LC Transfer Amendment Beneficiary Consent.

**Table 2-4 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Registration - Beneficiary Response Capture - Field Description**

Field	Description
<b>Action</b>	Click the  Edit icon to edit the beneficiary response.

5. Click **Submit**.

The task will move to next logical stage of **Export LC Transfer Amendment Beneficiary Consent**.

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

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

Field	Description
<b>Documents</b>	Upload the documents received under the Export LC Transfer Amendment Beneficiary Consent. System displays the mandatory and optional documents. If mandatory documents are not uploaded, system should display an error on submit.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Transfer LC</b>	Click to view the latest transfer LC details.
<b>View Export LC</b>	Click to view the latest export LC details.
<b>Events</b>	Click to view the transfer LC events.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Export LC Transfer Amendment Beneficiary Consent task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	The task will move to next logical stage of Export LC Transfer Amendment Beneficiary Consent. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

## 2.2.1 Document Linkage

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

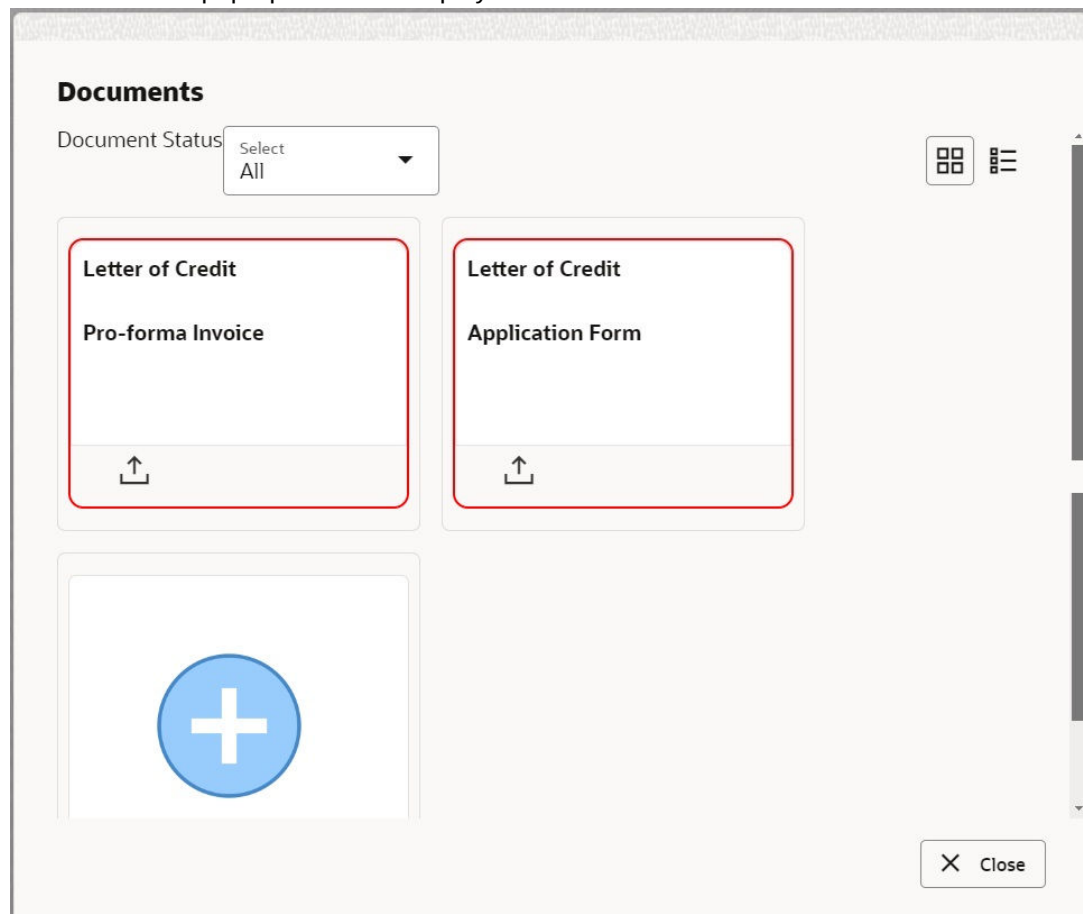
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

The screenshot shows a form titled "Document" with the following fields and controls:

- Document Type:** A dropdown menu with "Letter of Credit" selected.
- Document Code:** A dropdown menu with "Insurance Policy" selected.
- Document Title:** A text input field with a "Required" label below it.
- Document Description:** A text input field.
- Remarks:** A text input field.
- Document Expiry Date:** A date picker field with a calendar icon.
- File Upload:** A dashed box containing the text "Drop files here or click to select".
- Link Document:** A text label.
- Selected files:** A label below the file upload area.
- Buttons:** "Upload", "Link", and "Cancel" buttons at the bottom right.

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

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

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

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

### Link Document

Customer Id

Document Type

Document Id

Document Code

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

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

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

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.3 Data Enrichment

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

As a part of Data Enrichment stage, user can enter/update basic details of the incoming request and verify if the request can be progressed further.

 **Note:**

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

 **Note:**

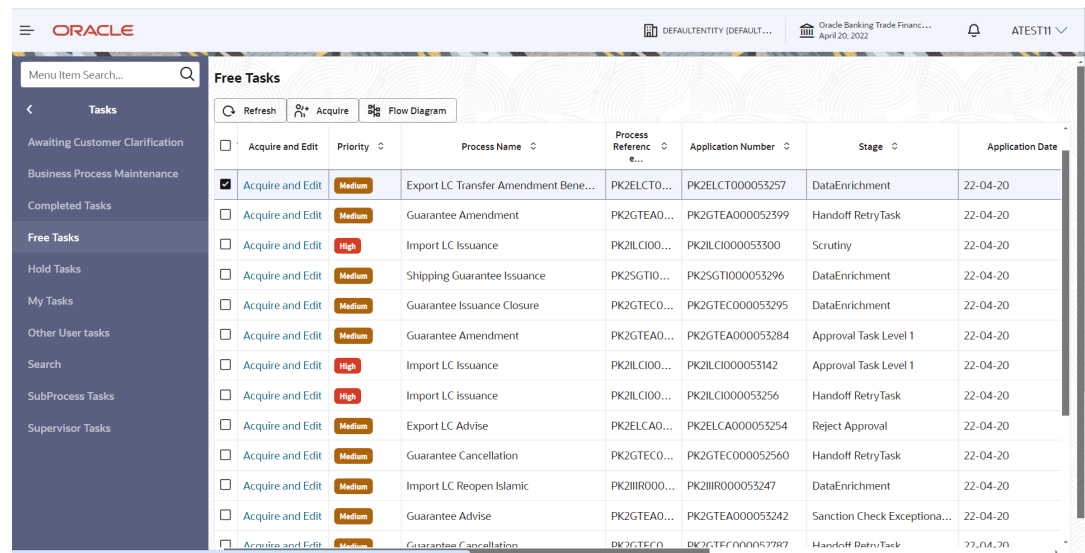
For expired line of limits, the task moves to “Limit Exception” stage under Free Tasks, on ‘Submit’ of DE Stage with the reason for exception as “Limit Expired”.

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, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.

**Figure 2-5 Free Tasks**



Acquire and Edit	Priority	Process Name	Process Reference	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Transfer Amendment Bene...	PK2ELCTO...	PK2ELCTO000053257	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Amendment	PK2GTEAO...	PK2GTEAO000053299	Handoff RetryTask	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053300	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Shipping Guarantee Issuance	PK2SGTIO...	PK2SGTIO000053296	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance Closure	PK2GTECO...	PK2GTECO000053295	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Amendment	PK2GTEAO...	PK2GTEAO000053284	Approval Task Level 1	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053142	Approval Task Level 1	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI00...	PK2ILCI000053256	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCAO...	PK2ELCAO000053254	Reject Approval	22-04-20
<input type="checkbox"/>	Medium	Guarantee Cancellation	PK2GTECO...	PK2GTECO000052560	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Import LC Reopen Islamic	PK2IIRO00...	PK2IIRO000053247	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise	PK2GTEAO...	PK2GTEAO000053242	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	High	Guarantee Cancellation	PK2GTECO...	PK2GTECO000053287	Handoff RetryTask	22-04-20

The **Free Task** screen appears.

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

**Figure 2-6 My Tasks**

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Transfer Amendment Ben...	PK2ELCT000...	PK2ELCT000053257	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Amendment	PK2ELCT000...	PK2ELCT000052761	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Transfer Amendm...	PK2IETR000...	PK2IETR000052942	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Transfer Amendm...	PK2IETR000...	PK2IETR000052668	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Import LC Liquidation	PK2IILL0000...	PK2IILL000051332	Approval Task Level 1	22-04-20
<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000...	PK2ILCL000051282	Registration	22-04-20
<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000...	PK2ILCL000051281	Registration	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000...	PK2ILCL000051256	DataEnrichment	22-04-20
<input type="checkbox"/>		Import LC Liquidation	PK2ILCL000...	PK2ILCL000051120	Registration	22-04-20
<input type="checkbox"/>	Medium	Buyers Credit Update	PK2BYCR000...	PK2BYCR000051084	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Repayment of Buyers Credit	PK2BYCR000...	PK2BYCR000010178	Liquidation	22-04-20
<input type="checkbox"/>	Medium	Buyers Credit Update	PK2BYCR000...	PK2BYCR000051007	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Drawing	PK2ILCD000...	PK2ILCD000050940	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 main details of Data Enrichment stage of **Export LC Transfer Amendment Beneficiary Consent** request.
- **Additional Fields**  
This topic provides the systematic instructions to capture the additional fields.
- **Advices**  
This topic provides the systematic instructions to capture the advices details of Export LC Transfer Amendment Beneficiary Consent process.
- **Additional Details**  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent process.
- **Settlement Details**  
This topic provides the systematic instructions to capture the settlement details of **Export LC Transfer Amendment Beneficiary Consent** request.
- **Summary**  
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent request.



## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of **Export LC Transfer Amendment Beneficiary Consent** request.

Main details section has two sub section as follows:

- Application Details
- Beneficiary Response Capture

### Application Details

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

**Figure 2-7 Main - Application Details**

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

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

Field	Description
<b>Transfer LC Reference Number</b>	Read only field. System displays the export LC reference number to be amended.
<b>Beneficiary</b>	Read only field. System displays the name of the beneficiary from the earlier stages.

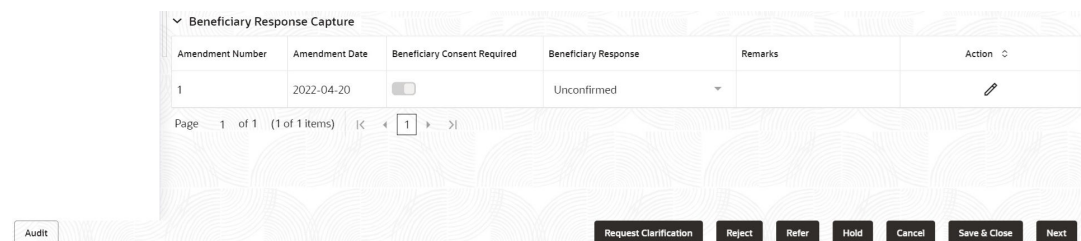
**Table 2-6 (Cont.) Export LC Transfer Amendment Beneficiary Consent - Main - Application Details - Field Description**

Field	Description
<b>Branch</b>	Read only field. Branch details is auto-populated from the transfer LC details.
<b>Process Reference Number</b>	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Priority</b>	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.
<b>Submission Mode</b>	System populates the submission mode of Export LC transfer amendment beneficiary consent request. By default the submission mode will have the value as 'Desk'.
<b>User Reference Number</b>	Read only field. User Reference Number will be auto populated by the system based on the selected transfer LC.
<b>Response Received Date</b>	Read only field. System defaults the response received date. By default, the application displays the branch's current date.

**Beneficiary Response Capture**


Registration user can capture the beneficiary response in this section. During registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-8 Beneficiary Response Capture**



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

**Table 2-7 Export LC Transfer Amendment Beneficiary Consent - Beneficiary Response Capture - Field Description**

Field	Description
<b>Amendment No</b>	Read only field. Amendment number will be auto-populated based on selected Transfer LC Reference Number.
<b>Amenment Date</b>	Read only field. This field displays the date on which the amendment was made to Transfer LC.
<b>Beneficiary Consent</b>	Read only field. Beneficiary Confirmation Required (Y/N) will be auto populated based on selected Transfer LC Reference Number.
<b>Beneficiary Response</b>	Select the Beneficiary response from the list. The values are: <ul style="list-style-type: none"> <li>• <b>Confirmed</b></li> <li>• <b>Unconfirmed</b></li> <li>• <b>Rejected</b></li> </ul> Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
<b>Remarks</b>	Specify the remarks for the Export LC Transfer Amendment Beneficiary Consent. Amendment number will be auto-populated based on selected Transfer LC Reference Number.
<b>Action</b>	Click the  Edit icon to edit the beneficiary response.

**Audit**

Task Audit Trail Details					
Application No.	Branch Code	Initiated Date	Initiated By		
PK2ELCT000053257	PK2	4/20/2022	ATEST11		
Process Name					
Export LC Transfer Amendment Beni					
S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Wed, 18 Sep 2024 11:26:44 GMT	Thu, 19 Sep 2024 07:35:50 GMT	ATEST11	PROCEED
<a href="#">Close</a>					

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

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	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.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is required, system should display all the signatures.
<b>View Transfer LC</b>	Click to view the latest transfer LC details.

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

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

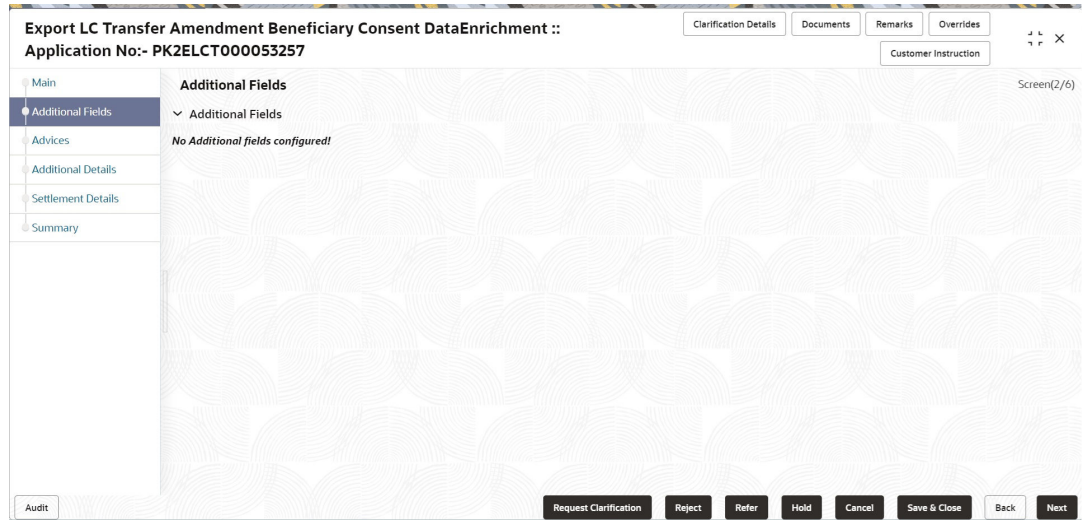
This topic provides the systematic instructions to capture the additional fields.

In this section, the user can view/enter the details in the additional fields implemented by the bank for Export LC Transfer Amendment Beneficiary Consent.

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 2-9 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 2-10 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	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.
<b>Overrides</b>	Click to view the overrides accepted by the user.


**Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description**

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

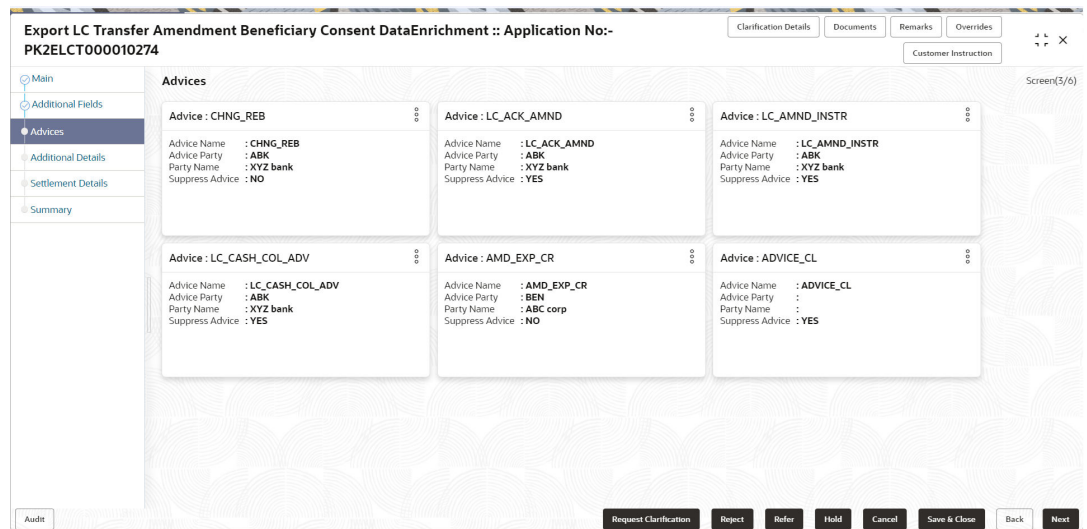
## 2.3.3 Advices

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

Data Enrichment user can view the advices generated during Export LC Transfer Amendment Beneficiary Consent request. Some of the possible advices could be Payment message (Debit Advice) and Second Beneficiary Consent Advice.

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

**Figure 2-10 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 2-11 Advice Details**



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

Table 2-11 (Cont.) Advice Details

Field	Description
<b>Action</b>	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
<b>Instructions</b>	Specify the instruction details based on the following table.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click 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 2-12 Advices - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>

**Table 2-12 (Cont.) Advices - Action Buttons - Field Description**

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


## 2.3.4 Additional Details

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

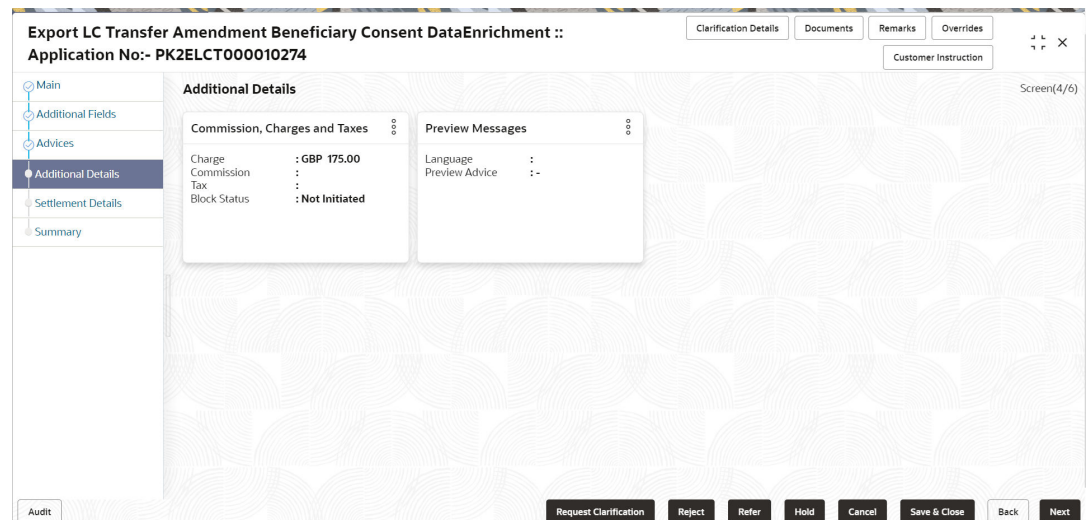
Data Enrichment user can verify and enter the basic additional details available for the Export LC Transfer Amendment Beneficiary Consent request.

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 2-11 Additional Details**



### Commission, Charges and Taxes

On landing to the Additional Details section, 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
LCCOURAMND	GBP	220	GBP	£175.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GL Code	261100005

Page 1 of 1 (1 of 1 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 to the field description table below.

**Table 2-13 Charge Details - Field Description**

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

**Table 2-13 (Cont.) Charge Details - Field Description**

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

**Table 2-13 (Cont.) Charge Details - Field Description**

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

#### **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 amendment 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.

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

**Table 2-14 Preview Messages - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT message details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down.
<b>Message Status</b>	Read only field. This field displays the message status of draft message of export transfer LC details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of transfer LC details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of mail advice details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. This field displays the message status of draft message of transfer LC details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of transfer LC details.
<b>Preview Message</b>	This field displays a preview of the advice.

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 to the field description table below.



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

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

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

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

## 2.3.5 Settlement Details

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

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

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

**Figure 2-12 Settlement Details**

**Export LC Transfer Amendment Beneficiary Consent DataEnrichment ::**  
Application No:- PK2ELCT000010274

Clarification Details Documents Remarks Overrides  
Customer Instruction

Main  
Additional Fields  
Advices  
Additional Details  
**Settlement Details**  
Summary

**Settlement Details** Screen(5/6)

Current Event

**Settlement Details**

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
COLLAMT_OSEQ	GBP	Debit	261100005	GL Code	GBP	No	No
COLLAMNDAMTEQ	GBP	Debit	261100005	GL Code	GBP	No	Yes
COLL_AMT	GBP	Debit	261100005	GL Code	GBP	No	No
COLL_AVALAMTEQ	GBP	Credit	261100005	GL Code	GBP	No	No
LCCOURAMND_LIQD	GBP	Debit	261100005	GL Code	GBP	No	Yes
LCCOURAMNV_LIQD	GBP	Debit	261100005	GL Code	GBP	No	No
LCTAX_AMT	GBP	Debit	261100005	GL Code	GBP	No	No
LCTAX_AMT	GBP	Debit	261100005	GL Code	GBP	No	No

**COLLAMT\_OSEQ - 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: 001204

**Payment Details**

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

**Remittance Information**

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

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

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

**Table 2-16 Settlement Details – Field Description**

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

2. Click any component in the grid.

**Party Details**

**Table 2-17 Party Details – Field Description**

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

**Payment Details**

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

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

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

Field	Description
Sender to Receiver 6	Specify the sender to receiver message.

**Remittance Information****Table 2-19 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 2-20 Settlement Details - Action Buttons - Field Description**

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

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


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

## 2.3.6 Summary

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

User can review the summary of details updated in Data Enrichment stage of Export LC Transfer Amendment Beneficiary Consent 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 2-13 Summary**

**Tiles Displayed in Summary**

- Main - User can view the application details details and Transfer LC details. User can modify the details, if required.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Advices - User can view the details of advices.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- 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 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.

**2. Click Submit.**

The task will move to next logical stage.

Table 2-21 Summary - Action Buttons - Field Description

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



**Table 2-21 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click the Back button, to go back to the previous screen.
<b>Submit</b>	On clicking Submit, system should validate for all mandatory field values and the task should move to the next logical stage. If the user submits without visiting other mandatory hops, then error message should be displayed and force the user to visit mandatory tabs/ update mandatory fields.

## 2.4 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

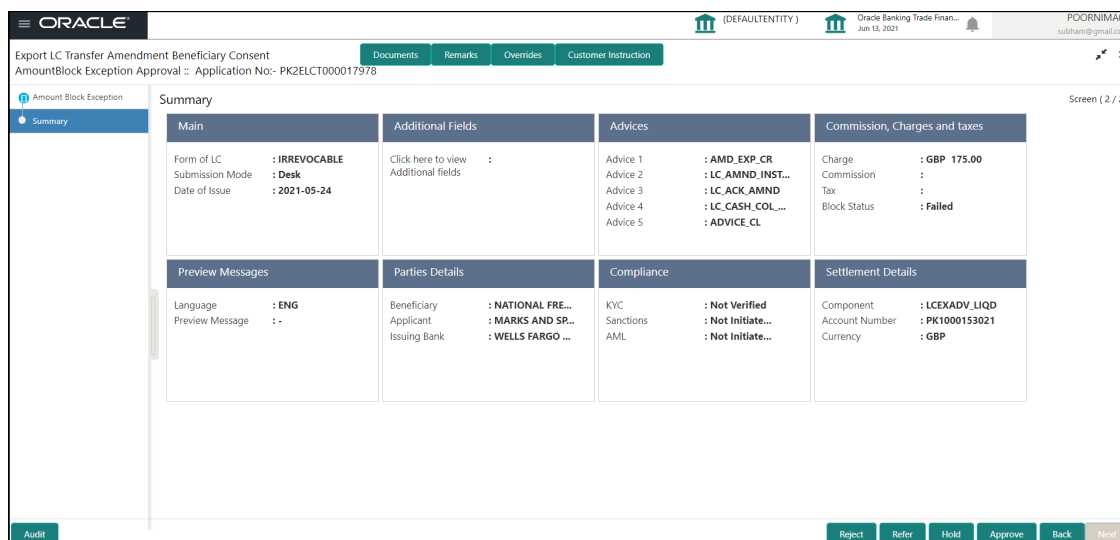
This section will display the amount block exception details.

The screenshot shows the Oracle Amount Block Exception Approval interface. The top navigation bar includes the Oracle logo, user information (POORNIMA02), and system details (Oracle Banking Trade Finan., Jun 19, 2021). The main header displays the transaction type 'Export LC Transfer Amendment Beneficiary Consent' and the application number 'PK2ELCT000017978'. A sidebar on the left contains a 'Summary' section. The main content area is titled 'Amount Block Exception Details' and contains a table with the following data:

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge	GBP	175	000000153012	000	GBP		Failed	

At the bottom of the interface, there is a navigation bar with buttons for 'Audit', 'Reject', 'Refer', 'Hold', 'Approve', 'Back', and 'Next'.

### Summary



Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - 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 2-22 Amount Bock Exception - Action Buttons - Field Description**

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

Table 2-22 (Cont.) Amount Bock Exception - Action Buttons - Field Description

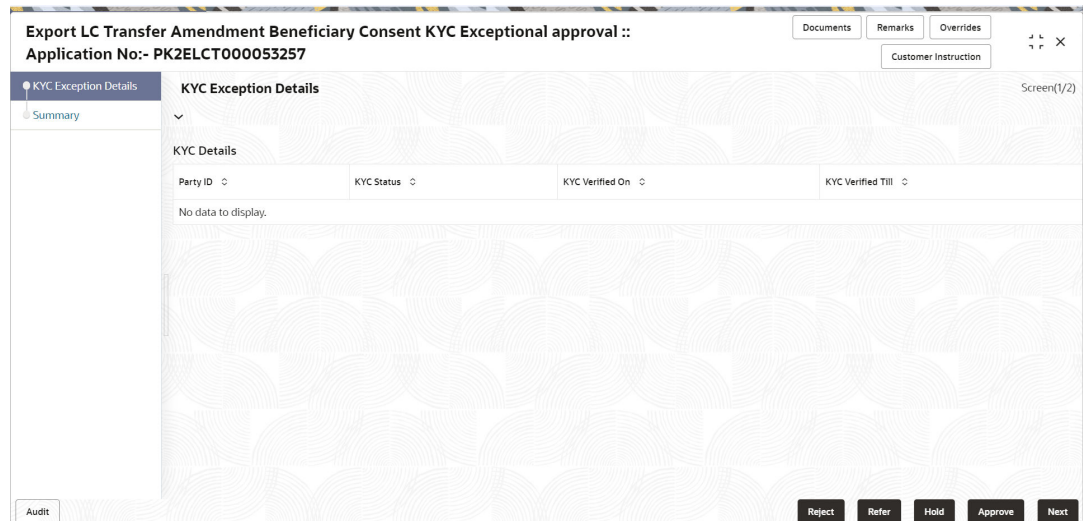
Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> 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

**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.

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



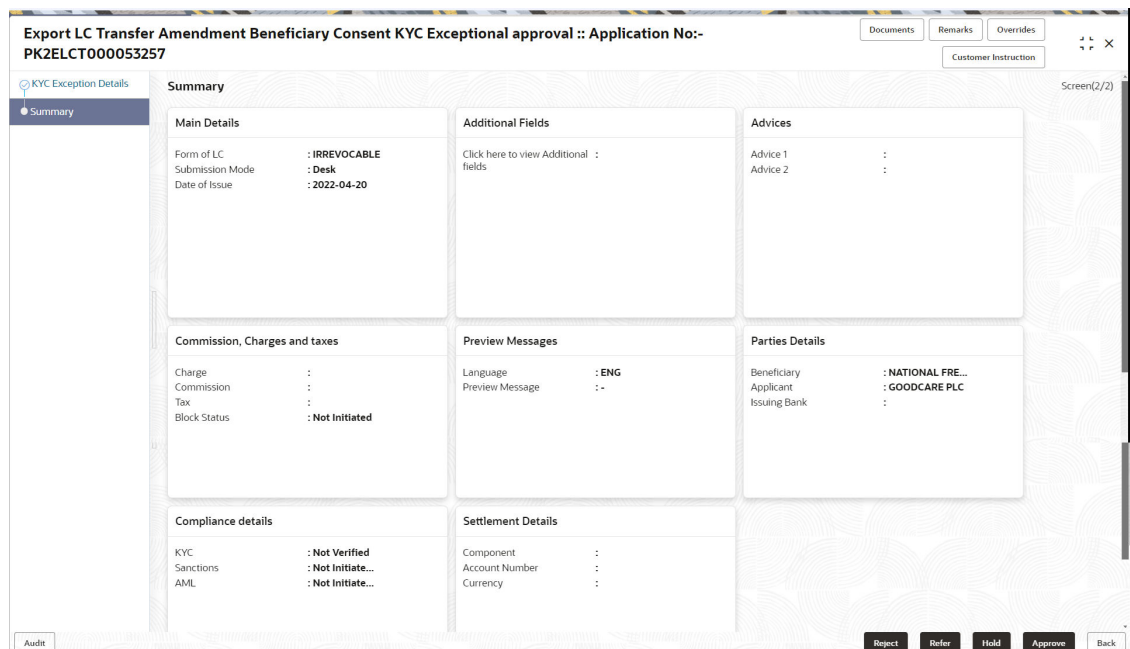
User can pick up a transaction and do the following actions:

### Approve

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

### Summary

Figure 2-14 Know Your Customer (KYC) Exception



## Tiles Displayed in Summary:

- Main - User can view the application details details and Transfer LC details.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - 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 2-23 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-23 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

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

**Exception - Limit Check/Credit**

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

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

 **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.
- Additional Fields - User can view the additional field details.
- Advices - User can view the details of advices.
- Commission, Charges and Taxes: User can see the details provided for charges.
- Preview Messages - User can view the preview of the message.
- Parties Details: User can see the party details like beneficiary, advising bank etc.
- Compliance details - 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 2-24 Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the Export LC Transfer Amendment Beneficiary Consent. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.



Table 2-24 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

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

## 2.5 Multi Level Approval

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

The user can review the summary of details updated in multilevel approval stage of Export LC Transfer Amendment Beneficiary Consent request and approve the Export LC Transfer Amendment Beneficiary Consent.

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.
5. 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.

6. 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 Beneficiary Consent Approval Task Level 1 :: Application No:- PK2ELCT000053257**

Main	Additional Fields	Advices
Form of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date of Issue : <b>2022-04-20</b>	Click here to view Additional fields	Advice 1 : Advice 2 :
Commission, Charges and taxes	Preview Messages	Parties Details
Charge : Commission : Tax : Block Status : <b>Not Initiated</b>	Language : <b>ENG</b> Preview Message : -	Applicant : <b>ABC LTD</b> Beneficiary : <b>III LTD</b> Issuing Bank : <b>WELLS FARGO ...</b> Advising Bank : <b>CITIBANK</b>
Compliance	Accounting Details	Settlement Details
KYC : <b>Not Initiate...</b> Sanctions : <b>Not Initiate...</b> AML : <b>Not Initiate...</b>	Event : AccountNumber : Branch :	Component : <b>COLL_AMTEQ</b> Account Number : <b>261000005</b> Currency : <b>GBP</b>
Exception(Approval)		
Sanction,KYC : <b>EXCEPTION</b> PLEASE VISIT REMARKS FOR :- MORE DETAILS		

Buttons: **Reject** **Hold** **Refer** **Cancel** **Approve**

### Tiles Displayed in Summary:

- **Main** - User can view the application details details and Transfer LC details. User can modify the details, if required.
- **Additional Fields** - User can view the details of additional fields.
- **Advices** - User can view the details of advices.
- **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.
- **Parties Details**: User can see the party details like beneficiary, advising bank etc.
- **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.
- **Exception (Approval)** - User can view the settlement details.

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

**Table 2-25 Approval Summary - Action Buttons - Field Description**

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

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

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others</li></ul>
<b>Cancel</b>	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

7. Click **Approve**.

# Glossary

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