

# Oracle® Banking Trade Finance Process Management

## Guarantee/SBLC Advised Claim Update User Guide



Release 14.7.5.0.0

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

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Oracle Banking Trade Finance Process Management Guarantee/SBLC Advised Claim Update User Guide, Release 14.7.5.0.0

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# Preface

- [Introduction](#)
- [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:
- [Related Documents](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Symbols and Icons](#)
- [Basic Actions](#)

## Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management 'Guarantee SBLC Advised Claim Update' 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](#)

## Access to Oracle Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

## 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](#) [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 [Oracle Software Security Assurance](#).

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## Structure

This manual is organized into the following chapters:

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

## 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

## 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.  |

| Convention | Meaning  |
|------------|--|
| monospace  | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

## 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.

## Symbols and Icons

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

**Table 1 Symbols and Icons - Common**














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

Table 1 (Cont.) Symbols and Icons - Common















| Symbol/Icon   | Function   |
|---|--|
|    | 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 2 Symbols and Icons - Widget

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



## 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 3 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> |
| <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>Click <b>Cancel</b> to cancel the transaction input midway without saving any data.</p>  |
| <b>Save &amp; Close</b> | <p>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.</p>  |
| <b>Next</b>             | <p>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.</p>   |
| <b>Submit</b>           | <p>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.</p>  |

# 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

## Guarantee SBLC Advised Claim Update

This User Manual describes the various stages of Guarantee SBLC Advised Claim Update process.

As part of update a claim lodged under a Guarantee/SBLC Advised process, the applicant can register an update to a claim against the Guarantee/SBLC advised.

In the subsequent sections, let's look at the details for update a claim update under a Guarantee/SBLC Advised process:

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new Guarantee SBLC Advised Claim Update request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Guarantee SBLC Advised Claim Update request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee SBLC Advised Claim Update request.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.

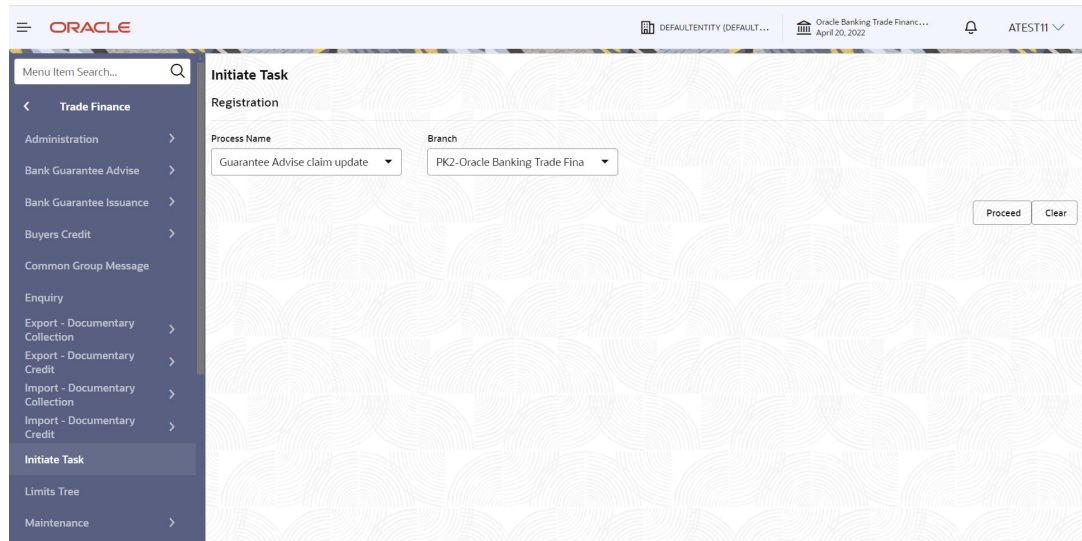
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new Guarantee SBLC Advised Claim Update 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 in asterisk 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>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 Guarantee SBLC Advised Claim Update request.

During the Registration stage, the user can register an update to the claim lodged under a Guarantee/SBLC Advised.

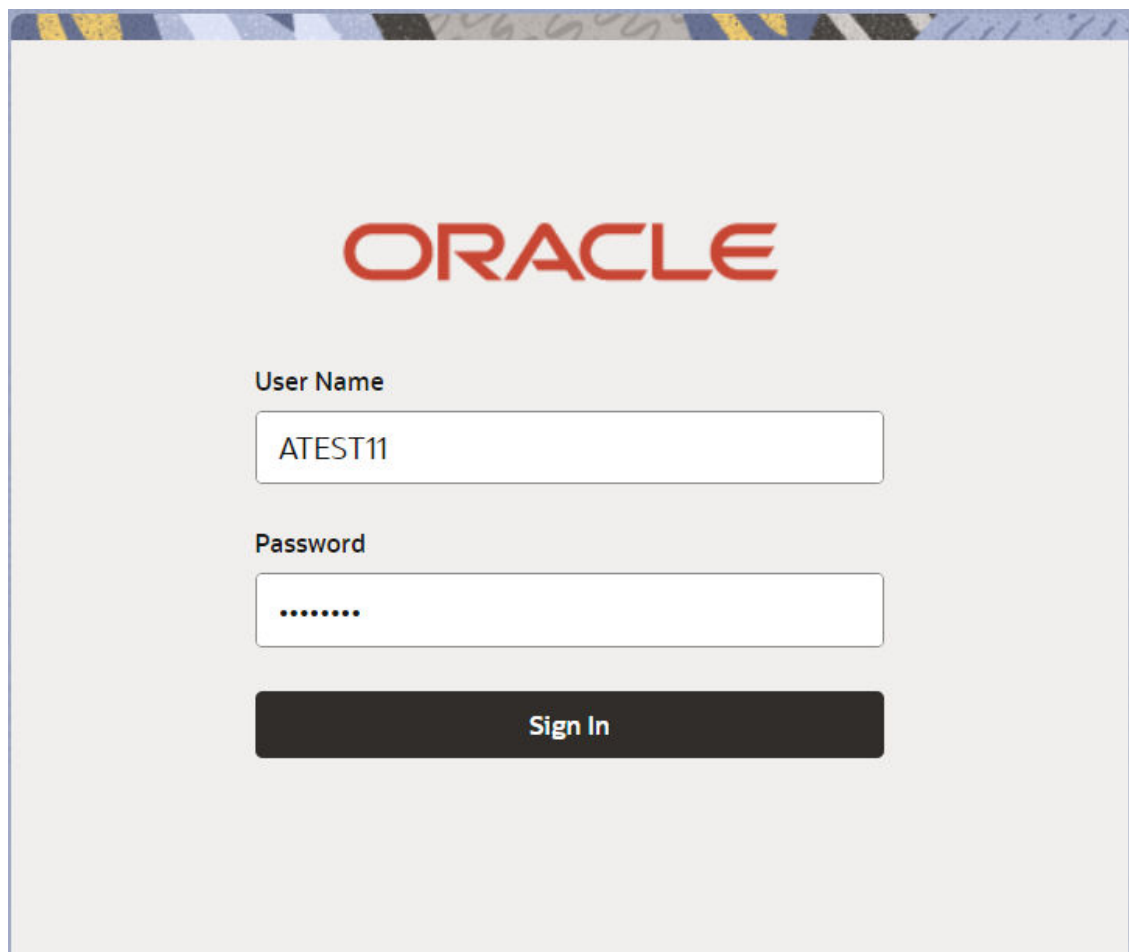
In this stage the user can initiate an update to the Guarantee/ SBLC Claim Lodged. The user can capture the basic details of the application, check the signature of the applicant and upload the related documents of the applicant.

The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E ( of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

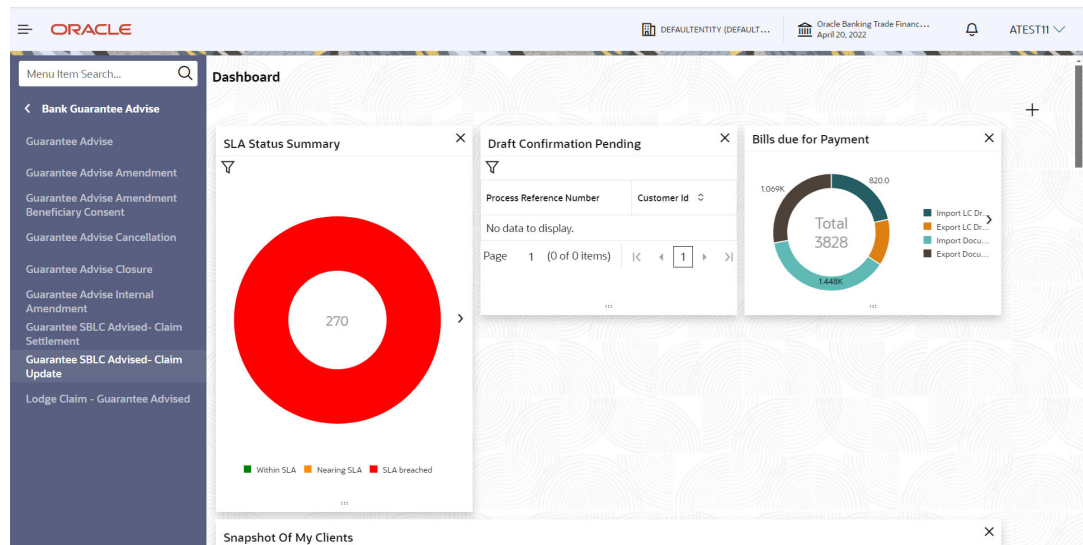
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2 Login Screen**

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

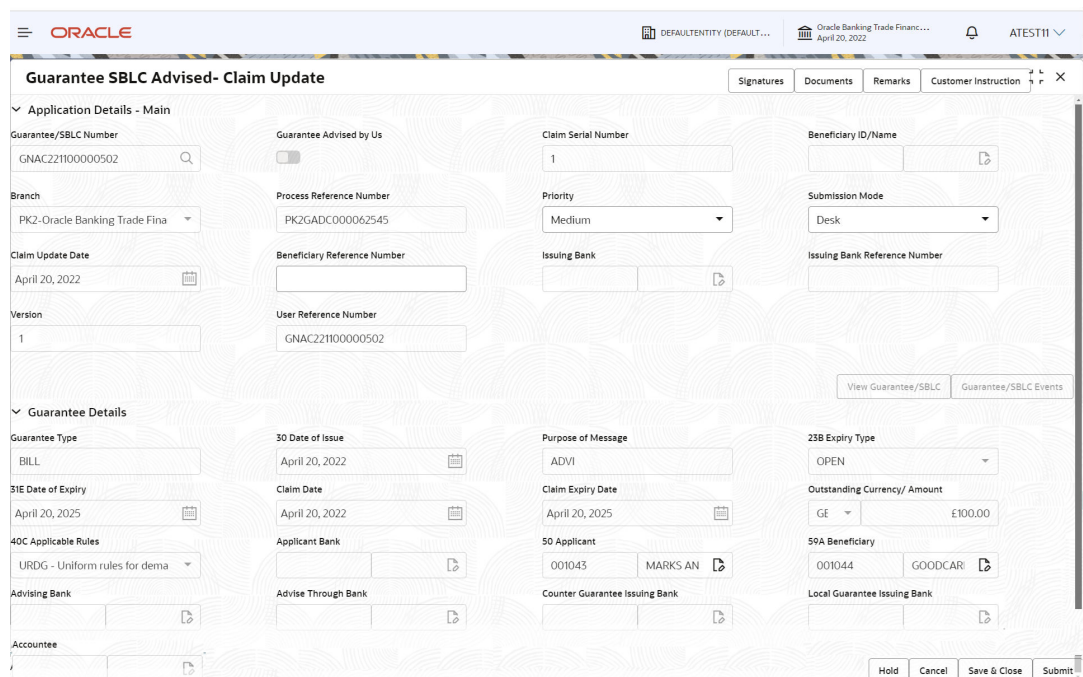
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee SBLC Advised Claim Update**.

**Figure 2-3 Guarantee SBLC Advised Claim Update**



The **Guarantee SBLC Advised Claim Update** screen is displayed. The Guarantee SBLC Advised Claim Update - Registration stage has two sections Application Details and Guarantee Details. Let's look at the details of Registration screens below:

**Figure 2-4 Application Details**



The request is received at the Branch/ Front office or Processing centre. The user should be able to input the following details.

3. On **Guarantee SBLC Advised Claim Update - Registration - Application Details** screen, specify the fields.

 **Note:**

The fields which are marked in asterisk are mandatory.

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

**Table 2-3 Guarantee SBLC Advised Claim Update - Registration - Application Details**

| Field                           | Description  |
|---------------------------------|--|
| <b>Guarantee/SBLC Number</b>    | Specify the Guarantee/SBLC number.<br><br>Alternatively, click <b>Search</b> to search and select the Guarantee/SBLC number from the look-up.<br><br>System displays all the claims lodged under the Guarantee/SBLC and user can select the claim for which update is required.  |
| <b>Guarantee Advised by Us</b>  | Read only field.<br><br>System defaults the value from Guarantee/ SBLC Advise.   |
| <b>Claim Serial Number</b>      | Read only field.<br><br>System defaults the claim serial number from Guarantee/SBLC Advised to which update has to be done.  |
| <b>Beneficiary ID/Name</b>      | Read only field.<br><br>System defaults the customer ID/ Name from Guarantee/SBLC Advise.  |
| <b>Branch</b>                   | Read only field.<br><br>System defaults the branch name from Guarantee /SBLC Advise.<br><br>Customer's home branch will be displayed.  |
| <b>Process Reference Number</b> | Read only field.<br><br>Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.  |
| <b>Priority</b>                 | Priority maintained will be populated as either 'Critical', 'Essential', 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.<br><br>User can change the priority populated any time before submit of Registration stage. |

**Table 2-3 (Cont.) Guarantee SBLC Advised Claim Update - Registration - Application Details**

| Field                                | Description  |
|--------------------------------------|--|
| <b>Submission Mode</b>               | Select the submission mode of Guarantee SBLC Advised Claim Update request from the drop-down list.<br><br>By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Fax- Request received through Fax</li> <li>• Email- Request received through Email</li> </ul> |
| <b>Claim Update Date</b>             | Read only field.<br><br>By default, the application will display branch's current date for the claim update date.  |
| <b>Beneficiary Reference Number</b>  | Specify the Beneficiary Reference Number, if available.  |
| <b>Issuing Bank</b>                  | Read only field.<br><br>System defaults the Issuing Bank name (applicable for CTB,LTB) from Guarantee/ SBLC claim.   |
| <b>Issuing Bank Reference Number</b> | Read only field.<br><br>System defaults the Issuing Bank Reference Number (applicable for CTB,LTB) from Guarantee/ SBLC claim.   |
| <b>Version</b>                       | Read only field.<br><br>System defaults the version number.  |
| <b>User Reference Number</b>         | Read only field.<br>System defaults the user reference number from Guarantee/ SBLC claim.  |

**Guarantee Details**

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

4. On **Guarantee SBLC Advised Claim Update - Registration - Guarantee Details** screen, specify the fields.



 **Note:**

The fields which are marked in asterisk are mandatory.

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

**Table 2-4 Guarantee SBLC Advised Claim Update- Registration - Guarantee Details - Field Description**

| Field                               | Description  |
|-------------------------------------|--|
| <b>Guarantee Type</b>               | Read only field.<br>System defaults the Guarantee type from Guarantee/ Standby Advise.   |
| <b>Date of Issue</b>                | Read only field.<br>System defaults the date of issue from Guarantee /SBLC Advise.   |
| <b>Purpose of Message</b>           | Read only field.<br>System defaults the purpose of message from Guarantee/ Standby Advise.   |
| <b>Expiry Type</b>                  | Read only field.<br>System defaults the expiry type from Guarantee/ SBLC Advise.<br>This field indicates whether undertaking has specified expiry date or is open-ended. |
| <b>Date of Expiry</b>               | Read only field.<br>Expiry date of the Guarantee Advise.<br>System defaults the expiry date from Guarantee/ SBLC Advise.   |
| <b>Claim Date</b>                   | Read only field.<br>System defaults the claim date from Guarantee/ SBLC Advise.  |
| <b>Claim Expiry Date</b>            | Read only field.<br>System defaults the claim expiry date from Guarantee/ SBLC Advise.   |
| <b>Outstanding Currency/ Amount</b> | Read only field.<br>System defaults outstanding currency and amount from Guarantee/ Standby Advise.  |
| <b>Applicable Rules</b>             | Read only field.<br>This field displays the rules of the Guarantee/ Standby Advise.<br>System defaults the value from Guarantee Advised details.                         |
| <b>Applicant Bank</b>               | Read only field.<br>System defaults the applicant bank details from Guarantee Advised.   |
| <b>Applicant</b>                    | Read only field.<br>System defaults the applicant from Guarantee Advise.   |
| <b>Beneficiary</b>                  | Read only field.<br>System defaults the beneficiary from Guarantee/ SBLC Advise.   |

**Table 2-4 (Cont.) Guarantee SBLC Advised Claim Update- Registration - Guarantee Details - Field Description**

| Field                                 | Description  |
|---------------------------------------|--|
| <b>Advising Bank</b>                  | Read only field.<br>System defaults the details of the advising bank from Guarantee/ SBLC Advise.              |
| <b>Advising Through Bank</b>          | Read only field.<br>System defaults the value of advising through bank from Guarantee/ Standby Advise.         |
| <b>Counter Guarantee Issuing Bank</b> | Read only field.<br>System defaults the counter guarantee issuing through bank from Guarantee/ Standby Advise. |
| <b>Local Guarantee Issuing Bank</b>   | Read only field.<br>System defaults the local guarantee issuing bank from Guarantee/ Standby Advised.          |
| <b>Accountee</b>                      | Read only field.<br>System defaults the accountee name if available.   |

5. Click **Submit**.

The task will move to next logical stage of Guarantee SBLC Advised Claim Update. For more information on action buttons, refer to the field description table below.

**Table 2-5 Guarantee SBLC Advised Claim Update - Registration - Action Buttons - Field Description**

| Field             | Description   |
|-------------------|---|
| <b>Signatures</b> | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br><br>If more than one signature is available, system should display all the signatures. |
| <b>Documents</b>  | Upload the documents received.<br>Application displays mandatory documents to be uploaded for Guarantee SBLC Advised Claim Update. Place holders are also available to upload additional documents submitted by the applicant   |
| <b>Remarks</b>    | Specify any additional information regarding the Guarantee SBLC Advised Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.   |

**Table 2-5 (Cont.) Guarantee SBLC Advised Claim Update - Registration - Action Buttons - Field Description**

| Field                        | Description   |
|------------------------------|---|
| <b>Customer Instruction</b>  | Click to view/ input the following: <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>View Guarantee/SBLC</b>   | Clicking this button allows the user to view the latest underlying Guarantee/SBLC from the back office system.  |
| <b>Guarantee/SBLC Events</b> | Clicking Guarantee/SBLC Events button allows the user to view all the previous events under the Guarantee/Standby LC.   |
| <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 Guarantee SBLC Advised Claim Update task. Details entered will not be saved and the task will be removed.  |
| <b>Save &amp; Close</b>      | Save the information provided and holds the task in 'My Task' queue for working later.<br><br>This option will not submit the request.  |
| <b>Submit</b>                | Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee SBLC Advised Claim Update.<br><br>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. <ul style="list-style-type: none"> <li>• Mandatory claim Documents received</li> <li>• Signatures on Claim verified</li> </ul>   |

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

## 2.2.1 Document Linkage

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

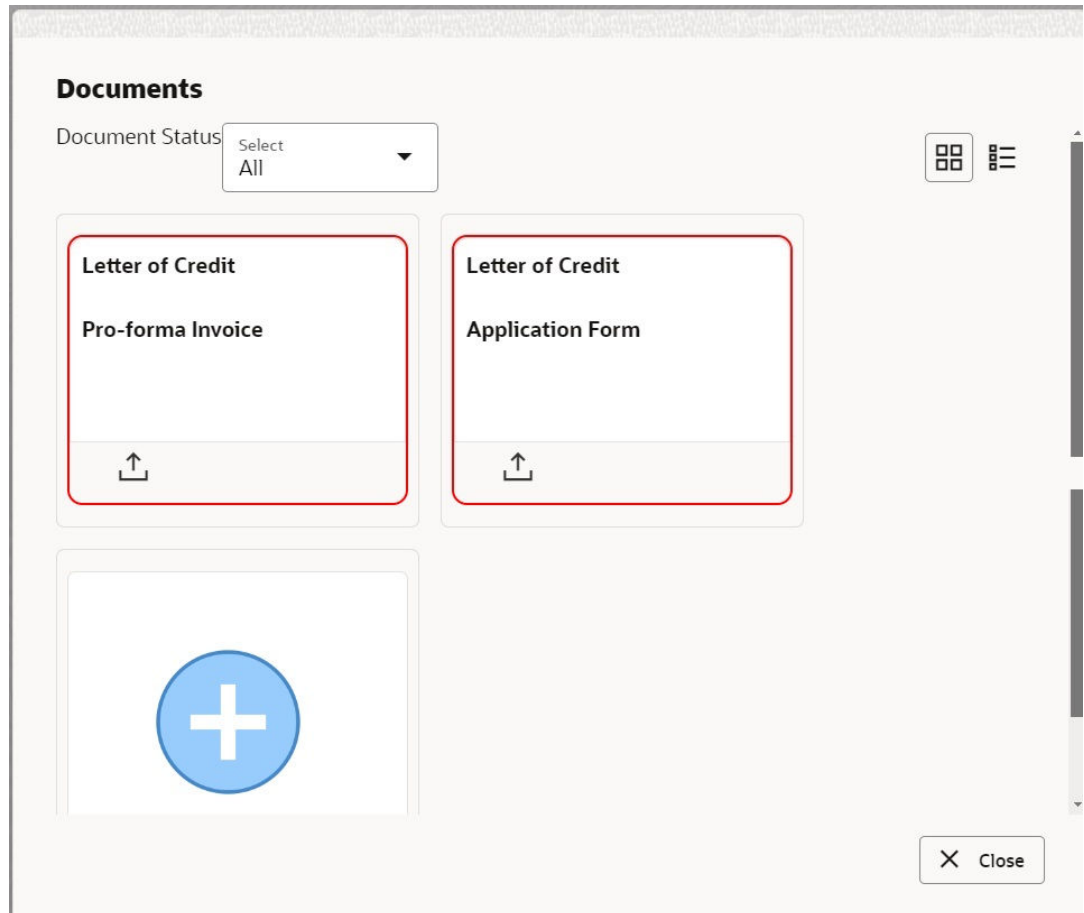
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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

## 2.2.2 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

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

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

### Pre- Conditions:

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

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee SBLC Advised Claim Update request.

On successful completion of Registration of a Guarantee SBLC Advised - Claim update request, the request moves to Data Enrichment stage. At this stage the bank user can update the various claim fields. The user can input the transaction details.

At this stage the gathered information during Registration stage and claim update request are scrutinized and enter the data as required.



### Note:

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

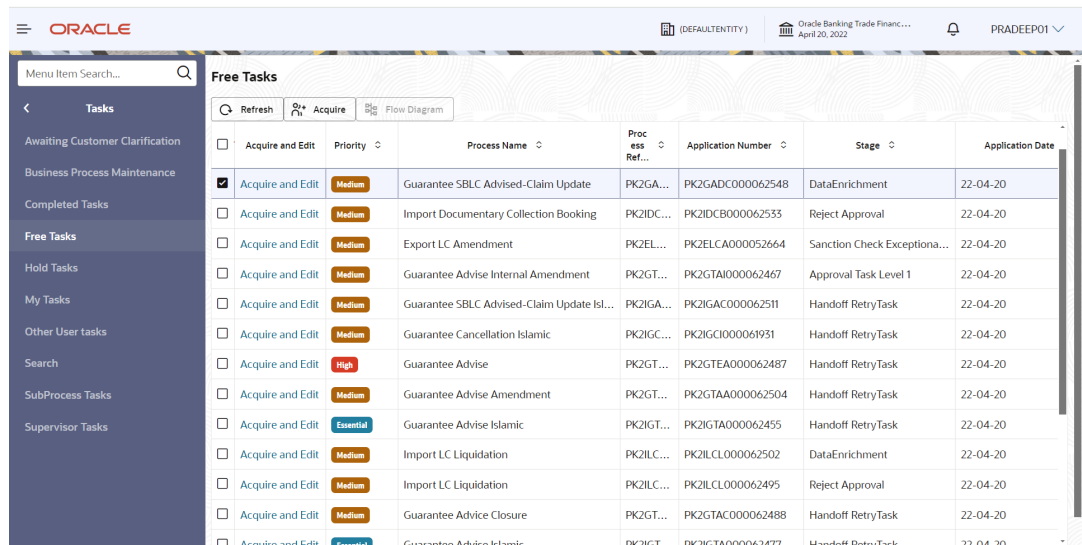
Do the following steps to acquire a task currently at Data Enrichment stage:

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

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

**Figure 2-5 Free Task**

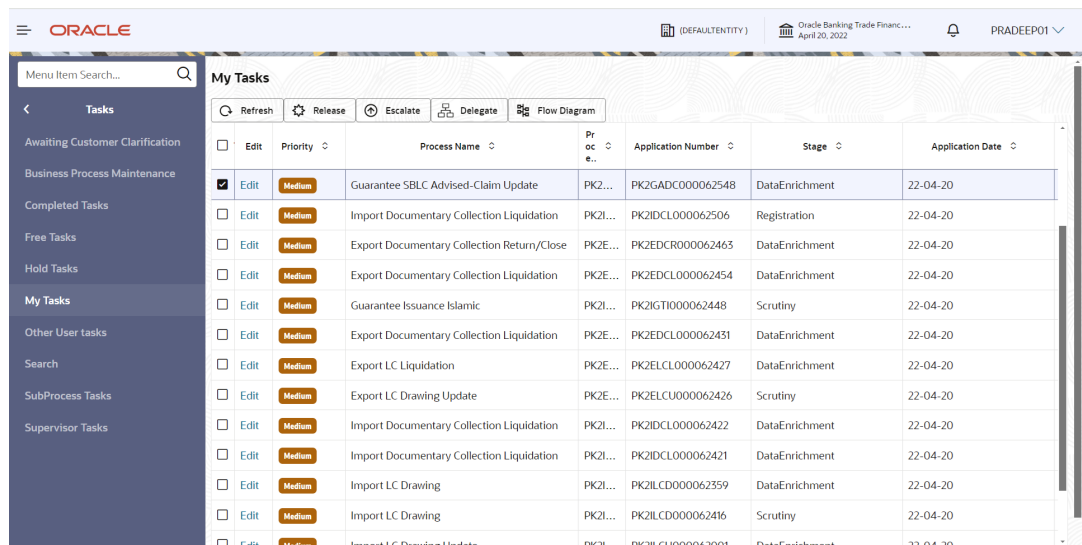




The **Free Task** screen appears.

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

**Figure 2-6 My Tasks**



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

Let's look at the details for Data Enrichment stage. User can enter/update the following fields as part of update of claim under Guarantee/SBLC - Data Enrichment Stage.

- [Main Details](#)  
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advised Claim Update request.
- [Claim Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.
- [Document Details](#)  
This topic provides the systematic instructions to capture the details of the documents received.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details of Guarantee SBLC Advised Claim Update process.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Guarantee SBLC Advised Claim Update request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advised Claim Update request.

Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

### Application Details

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

**Figure 2-7 Data Enrichment - Main**

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

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

| Field                          | Description   |
|--------------------------------|---|
| <b>Guarantee/SBLC Number</b>   | Read only field.<br>System defaults the value from Registration stage.                  |
| <b>Guarantee Advised by Us</b> | Read only field.<br>System defaults the value from Guarantee/ SBLC claim.               |
| <b>Claim Serial Number</b>     | Read only field.<br>System defaults the claim serial number from Guarantee/ SBLC claim. |
| <b>Beneficiary ID/Name</b>     | Read only field.<br>System defaults the customer ID/ Name from Guarantee/ SBLC claim.   |
| <b>Branch</b>                  | Read only field.<br>System defaults the branch name from Guarantee /SBLC Advised.       |

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

| Field                                | Description  |
|--------------------------------------|--|
| <b>Process Reference Number</b>      | Read only field.<br>Unique OBTFPM task reference number for the transaction.<br>This is auto generated by the system based on process name and branch code.  |
| <b>Priority</b>                      | Priority maintained will be populated as either 'Essential/Critical/Low/Medium/High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.<br>User can change the priority.  |
| <b>Submission Mode</b>               | System defaults the submission mode of Claim Update Guarantee Issued request.<br>By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Fax- Request received through Fax</li> <li>• Email- Request received through Email</li> </ul> User can change the submission mode. |
| <b>Claim Update Date</b>             | Read only field.<br>By default, the application will display branch's current date for the claim update date.  |
| <b>Beneficiary Reference Number</b>  | Specify the Beneficiary Reference Number.  |
| <b>Issuing Bank</b>                  | Read only field.<br>System defaults the Issuing Bank name from Guarantee/ SBLC claim.  |
| <b>Issuing Bank Reference Number</b> | Read only field.<br>System defaults the Issuing Bank Reference Number from Guarantee/ SBLC claim.  |
| <b>Version</b>                       | Read only field.<br>System defaults the version number.  |
| <b>User Reference Number</b>         | Read only field.<br>System defaults the user reference number from Guarantee/ SBLC claim.  |

**Main - Guarantee Details**

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

**Figure 2-8 Main - Guarantee Details**

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

**Table 2-7 Main - Guarantee Details - Field Description**

| Field                               | Description  |
|-------------------------------------|--|
| <b>Guarantee Type</b>               | Read only field.<br>Guarantee type defaults from Guarantee/ Standby Advised.   |
| <b>Date of Issue</b>                | Read only field.<br>System defaults the date of issue from Guarantee /SBLC Advised.  |
| <b>Purpose of Message</b>           | Read only field.<br>System defaults the purpose of message from Guarantee/ Standby Advised.                                |
| <b>Expiry Type</b>                  | Read only field.<br>System defaults the expiry type from Guarantee/ SBLC Advised.  |
| <b>Date of Expiry</b>               | Read only field.<br>Expiry date of the Guarantee Advised.<br>System defaults the expiry date from Guarantee/ SBLC Advised. |
| <b>Claim Date</b>                   | Read only field.<br>System defaults the claim date from Guarantee/ SBLC Advised.   |
| <b>Claim Expiry Date</b>            | Read only field.<br>System defaults the claim expiry date from Guarantee/ SBLC Advised.                                    |
| <b>Outstanding Currency/ Amount</b> | Read only field.<br>System defaults outstanding currency and amount from Guarantee/ Standby Advised.                       |
| <b>Applicable Rules</b>             | Read only field.<br>System defaults the value from Guarantee Advised details.  |
| <b>Applicant Bank</b>               | Read only field.<br>This system defaults the applicant bank details available in Guarantee.                                |

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

| Field                                 | Description   |
|---------------------------------------|---|
| <b>Applicant</b>                      | Read only field.<br>System defaults the applicant from Guarantee/ SBLC Advised.                         |
| <b>Beneficiary</b>                    | Read only field.<br>System defaults the beneficiary as in Guarantee/ SBLC Advised.                      |
| <b>Advising Bank</b>                  | Read only field.<br>System defaults the advising bank if available.                                     |
| <b>Advising Through Bank</b>          | Read only field.<br>System defaults the advising through bank if available in Advised.                  |
| <b>Counter Guarantee Issuing Bank</b> | Read only field.<br>System defaults the counter guarantee issuing through bank, if available in Advise. |
| <b>Local Guarantee Issuing Bank</b>   | Read only field.<br>System defaults the local guarantee issuing bank, if available in Advise.           |
| <b>Accountee</b>                      | Read only field.<br>System defaults the accountee name, if available in Guarantee.                      |

**Audit**

**Task Audit Trail Details**

|   |   |  |  |
|---|---|--|--|
| Application No.<br><input type="text" value="PK2GADC000062548"/>              | Branch Code<br><input type="text" value="PK2"/> | Initiated Date<br><input type="text" value="4/20/2022"/> | Initiated By<br><input type="text" value="ATEST11"/> |
| Process Name<br><input type="text" value="Guarantee SBLC Advised-Claim Upd"/> |   |  |  |

| S.No | Stage Name   | Pickup Time                   | Completed Time                | Completed By | Outcome |
|------|--------------|-------------------------------|-------------------------------|--------------|---------|
| 1    | Registration | Fri, 18 Oct 2024 11:20:53 GMT | Fri, 18 Oct 2024 11:21:15 GMT | ATEST11      | PROCEED |

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

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

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

| Field                  | Description   |
|------------------------|---|
| <b>Application No.</b> | This field displays the application number of the process.  |
| <b>Branch Code</b>     | This field displays the branch code.                        |
| <b>Initiated Date</b>  | This field displays the date on which process is initiated. |

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

| Field                 | Description  |
|-----------------------|--|
| <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>             | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.                   |
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee Advised Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.   |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <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 2-9 (Cont.) Main Details - Action Buttons - Field Description**

| Field                        | Description  |
|------------------------------|--|
| <b>Incoming Message</b>      | Clicking this button allows the user to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.  |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is required, system should display all the signatures.   |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.  |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |
| <b>Hold</b>                  | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.  |
| <b>Cancel</b>                | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.   |
| <b>Save &amp; Close</b>      | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.   |



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

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

## 2.3.2 Claim Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.

As part of DE, the bank user can update the various claim fields. The user can also be able to input the transaction details. The user can scrutinize the claim update request and input data as required.

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

**Figure 2-9 Claim Details**

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

**Table 2-10 Claim Details - Field Description**

| Field                                   | Description   |
|---|---|
| <b>Claiming Bank</b>                    | Read Only field.<br>The Claiming Party from whom the claim under the Bank Guarantee issued is received while lodging the Guarantee Claim. |
| <b>Claiming Bank Name &amp; Address</b> | Read Only field.<br>Displays the claiming bank details that is bank name and address.   |

**Table 2-10 (Cont.) Claim Details - Field Description**

| Field                                    | Description  |
|--|--|
| <b>Claiming Bank Reference</b>           | Read Only field.<br>Displays the claiming bank reference number.   |
| <b>Date of Demand</b>                    | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Demand Indicator</b>                  | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Demand Type</b>                       | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Claim Currency/ Amount</b>            | Read Only field.<br>System defaults the currency for claim and the claim amount from Guarantee /SBLC claim.  |
| <b>New Expiry Date</b>                   | System defaults the value from Guarantee /SBLC claim.<br>If the applicant has accepted the extension in expiry date, then the new expiry date should be updated in the Guarantee Amend module in OBTF. Any additional commission for the extension to be calculated from the Amendment module. |
| <b>New Expiry Date-Local Undertaking</b> | Specify or select the date for new expiry date of local undertaking.   |
| <b>Demand Statement</b>                  | Read Only field.<br>System defaults the narrative text that constitutes the demand.  |
| <b>Presentation Completion Details</b>   | Read Only field.<br>System defaults the presentation of completion details, if demand statement is provided. This field specifies information about the presentation documentation. If the presentation is incomplete, this must specify how the presentation will be completed.               |
| <b>Additional Amount Information</b>     | Read Only field.<br>System defaults the details of additional amount in this field.  |
| <b>Intermediary</b>                      | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Account with Institution</b>          | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.<br>This field specifies the financial institution through which the amount claimed must pass to reach the account with institution.  |
| <b>File Identification</b>               | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Sender to Receiver Information</b>    | Read Only field.<br>System defaults the value from Guarantee /SBLC claim.  |
| <b>Customer Business Reference</b>       | Specify the Customer Business Reference number or click 'Search' icon to search and select the Customer Business Reference number.   |
| <b>Bank Business Reference</b>           | Specify the Bank Business Reference number or click 'Search' icon to search and select the Bank Business Reference number.   |
| <b>Claim Update Details</b>              | Specify the Claim Update details based on the description in the following table:  |
| <b>Guarantor Response</b>                | Select the guarantor response from the drop-down. The values are: <ul style="list-style-type: none"> <li>• Legal Injunction</li> <li>• Reject Claim</li> <li>• Settle Claim</li> </ul>   |

**Table 2-10 (Cont.) Claim Details - Field Description**

| Field                                 | Description   |
|---------------------------------------|---|
| <b>Status</b>                         | <p>Read Only field.<br/>System with default status based on the user acceptance or rejection of the extension request.</p> <p>If the applicant has accepted the extension, the status of the claim update should be Extension – Accepted and handoff from OBTFPM should be provided to the Guarantee Amendment function id in OBTF.</p> <p>If the applicant has rejected the extension, the status of the claim update should be Extension – Rejected and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF.</p> <p>If the applicant has provided the legal injunction, the status of the claim update should be Injunction and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF.</p> <p>If the bank has found discrepancy in the claim, user selects Invalid Claim. The status should be Rejected and handoff from OBTFPM should be provided to the Guarantee Claim Update function id in OBTF.</p> |
| <b>Legal Injunction</b>               | <p>User can update the claim status if there is any legal injunction in processing the claim.<br/>If Legal injunction is enabled, all other subsequent fields will be ready only. User cannot update any other field.</p>   |
| <b>Reason for Refusal</b>             | <p>Specify the the reason for refusal.<br/>This field appears if you select <b>Reject Claim</b> option in <b>Guarantor Response</b> field.</p>  |
| <b>Disposal of Documents</b>          | <p>Read Only field.<br/>System defaults the mode in which the documents have to be disposed in case of rejection of claim.</p>  |
| <b>Sender to Receiver Information</b> | <p>Specify the details of sender to receiver Information.</p>   |

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-11 Claim Details - Action Buttons - Field Description**

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

**Table 2-11 (Cont.) Claim Details - Action Buttons - Field Description**

| Field                        | Description  |
|------------------------------|--|
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee SBLC Advised Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <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>Incoming Message</b>      | Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is required, system should display all the signatures  |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.  |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.   |

**Table 2-11 (Cont.) Claim Details - Action Buttons - Field Description**

| Field                   | Description  |
|-------------------------|--|
| <b>Refer</b>            | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> |
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.  |
| <b>Cancel</b>           | Cancel the 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.  |

### 2.3.3 Document Details

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

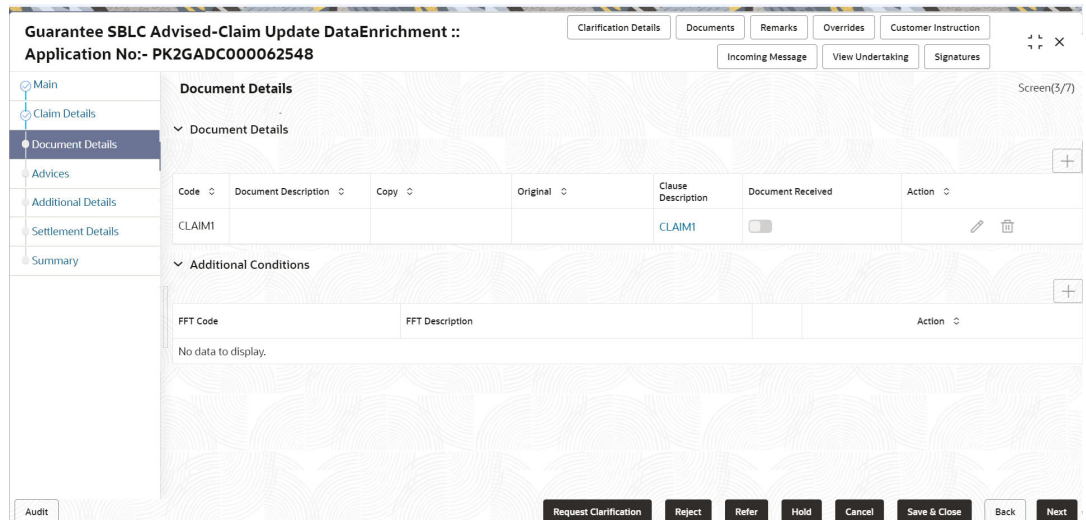
In Document Details hop, the user can view the documents required for a claim and verify if the Claim Documents are submitted as per documents required. The user, can scrutinize the claim request and input data as required.

The user can view the documents as part of claim under Guarantee/SBLC - DE Stage.

If documents to be submitted were provided in the Guarantee Advised they will be defaulted, else the user can capture the documents submitted under the claim in this section.

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

**Figure 2-10 Data Enrichment - Documents Details**



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

**Table 2-12 Documents Details - Field Description**

| Field                       | Description  |
|-----------------------------|--|
| <b>Document Details</b>     | This section displays the Document details.  |
| <b>Code</b>                 | Read only field.<br>Document code is defaulted from the system.                          |
| <b>Document Description</b> | Read only field.<br>System displays the document description based on the document code. |
| <b>Copy</b>                 | Read only field.<br>Number copies of the document received.                              |
| <b>Original</b>             | Read only field.<br>Number of original claim documents received.                         |
| <b>Clause Description</b>   | Read only field.<br>Click the link to view the description of the document clause.       |
| <b>Document Received</b>    | Read only field.<br>System displays whether original document is received or not.        |
| <b>Action</b>               | Edit icon- This action is disabled.<br><br>Delete icon - This action is disabled.        |

**Additional Conditions**

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

**Table 2-13 Additional Conditions - Field Description**

| Field           | Description                                       |
|-----------------|---|
| <b>FFT Code</b> | Read only field.<br>System displays the FFT code. |

**Table 2-13 (Cont.) Additional Conditions - Field Description**

| Field                  | Description   |
|------------------------|---|
| <b>FFT Description</b> | Read only field.<br>System displays the document name based on the document code selection. |
| <b>Action</b>          | Edit icon- This action is disabled.<br><br>Delete icon - This action is disabled.           |

2. Click **Next**.

The task will move to next data segment.

**Table 2-14 Document and Conditions - Action Buttons - Field Description**

| Field                        | Description  |
|------------------------------|--|
| <b>Clarification Details</b> | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.  |
| <b>Documents</b>             | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.                   |
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee SBLC Advised Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instructions</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>Incoming Message</b>      | Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task. .   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |

**Table 2-14 (Cont.) Document and Conditions - Action Buttons - Field Description**

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



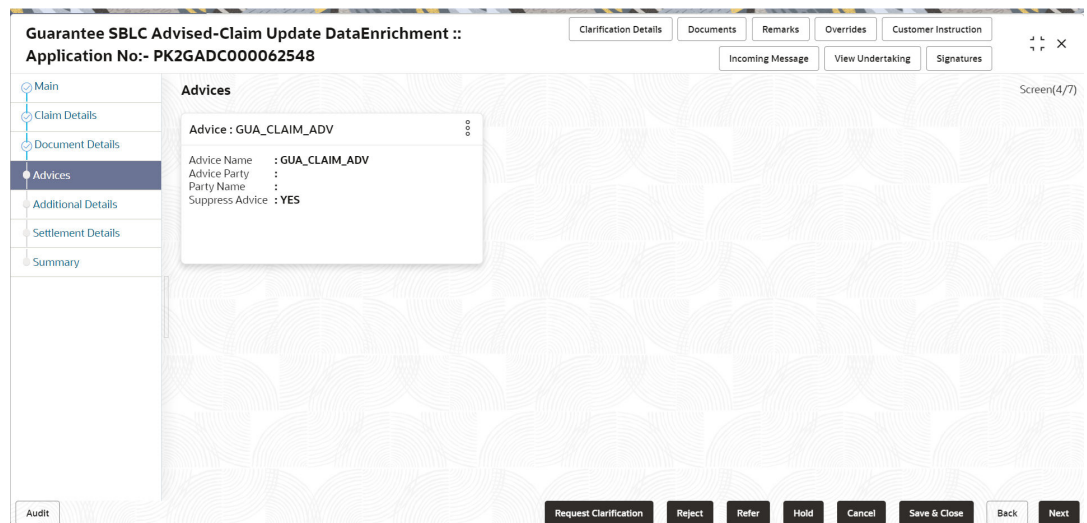
## 2.3.4 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee SBLC Advised Claim Update process.

This section defaults the advices maintained for the product based on the advices maintained at the Product level.

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

**Figure 2-11 Advices**



### Advice Details

**Advice Details**

▼ Advice Details

Suppress Advice  Advice Name: GUA\_CLAIM\_ADV Medium: MAIL Advice Party: [ ]

Party ID: [ ] Party Name: [ ]

▼ FFT Code

| FFT Code    | FFT Description        | Action          |
|-------------|------------------------|-----------------|
| 77NARRATIVE | 77 Narrative for MT747 | [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 2-15 Advice Details**

| Field   | Description   |
|---|---|
| <b>Suppress Advice</b>  | Enable this option to suppress the advice.<br>Disable this option if suppress advice is not required. |
| <b>Advice Name</b>  | Read only field.<br>Displays the advice name.   |
| <b>Medium</b>   | Displays the medium of advices is defaulted from the transfer LC.<br>User can update if required.     |
| <b>Advice Party</b>   | Read only field.<br>Displays the advice party, defaulted from the transfer LC.                        |
| <b>Party ID</b>   | Read only field.<br>Displays the party Id defaulted from transfer LC.                                 |
| <b>Party Name</b>   | Read only field.<br>Displays the defaulted from transfer LC.  |
| <b>Free Format Text</b>   | Specify the free format text based on the following table.  |
|  | Click plus icon to add new FFT code.  |
| <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.<br>User can edit the FFT description.    |

**Table 2-15 (Cont.) Advice Details**

| Field   | Description  |
|---|--|
|  | Click edit icon to edit the existing FFT description.  |
| <b>Action</b>   | Click delete icon to remove any existing FFT code.<br>Click edit icon to edit the existing FFT code.                       |
| <b>Instruction Details</b>  | Specify the instruction details based on the following table.  |
|  | Click plus icon to add new instruction code.   |
| <b>Instruction Code</b>   | Click <b>Search</b> to search and select the instruction Code.   |
| <b>Instruction Description</b>  | Instruction description is populated based on the instruction code selected.<br>User can edit the instruction description. |
|  | Click edit icon to edit the existing instruction description.  |
| <b>Action</b>   | Click delete icon to remove any existing instruction code.<br>Click edit icon to edit the existing instruction code.       |

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-16 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>             | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee SBLC Advised Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.   |

**Table 2-16 (Cont.) Advices - Action Buttons - Field Description**

| Field                        | Description  |
|------------------------------|--|
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <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>Incoming Message</b>      | Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is required, system should display all the signatures  |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.  |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.   |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |

**Table 2-16 (Cont.) Advices - Action Buttons - Field Description**

| Field                   | Description   |
|-------------------------|---|
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| <b>Cancel</b>           | Cancel the 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 Additional Details

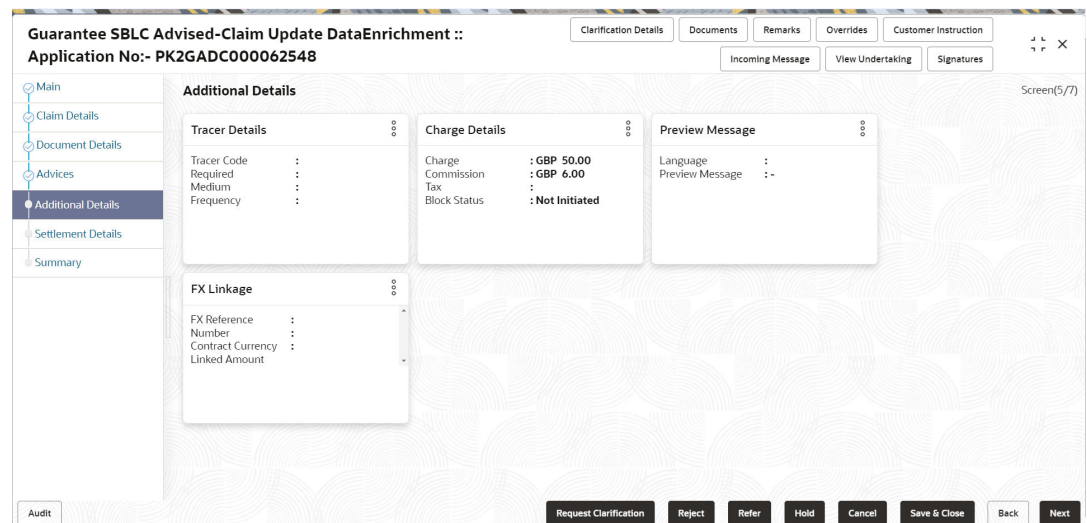
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.

As a part of Additional details section, Guarantee /Standby claim may have impact on Charges.

If any of the fields in the financial section of the pop up screen is checked then the limits and collaterals screen will be enabled.

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

**Figure 2-12 Additional Details**



#### Tracer Details

The bank users can capture these tracer details for Guarantee SBLC Advised Claim Update in Guarantee and send the tracers to the customer till its Settled / Extended / Rejected / Injunction.

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

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

| Field                  | Description  |
|------------------------|--|
| <b>Tracer Code</b>     | Read only field.<br>Tracer code is defaulted by the system maintained in the Product level.  |
| <b>Description</b>     | Read only field.<br>Description of the tracer code is auto populated.  |
| <b>Party Type</b>      | Specify the party type or click <b>Search</b> icon to search and select the receiver party type from the lookup.   |
| <b>Required</b>        | Enable the option, if tracer is required. <ul style="list-style-type: none"> <li>• Toggle On: Required</li> <li>• Toggle Off: Not required.</li> </ul>   |
| <b>Maximum Tracers</b> | Specify the value for maximum number of tracers to be sent. Maximum allowed is 99 exceeding the same system should prompt an error message for the same "Maximum number of numerals allowed is: 2" and should clear the field to enter the correct value by the user.<br>Maximum Tracers cannot be less than the "Number Sent", system needs to validate the same. |
| <b>Number Sent</b>     | Number Sent is defaulted by the System with the value, where the number of tracers sent so far. And it cannot be greater than the "Maximum Tracers".   |
| <b>Start Days</b>      | Specify the number of days after which the tracer has to be sent from the Tracer Start date. It should be positive numeric value.  |
| <b>Last Sent On</b>    | Read only field.<br>Tracer last sent date is defaulted by the system.  |

**Table 2-17 (Cont.) Tracer Details - Field Description**

| Field              | Description   |
|--------------------|---|
| <b>Medium</b>      | Select the the medium in which the Tracer has to be generated. It lists all the possible mediums maintained in the system.<br>The options are: <ul style="list-style-type: none"> <li>• MAIL</li> <li>• SWIFT</li> </ul>  |
| <b>Frequency</b>   | Specify the medium in which the Tracer has to be generated. It should be positive numeric value.<br>System should default the Frequency captured as part of the Contract here and should allow the user to modify the same.   |
| <b>Template ID</b> | Click <b>Search</b> icon to search and select the template ID, in which the tracer has to be generated from the lookup.<br>It is a lookup which lists all the possible templates maintained in the system.<br>Template ID is nothing but the data that goes in Tag 79 in MT799.<br>This template ID is applicable only for medium 'SWIFT' Template lookup displays all the template ids applicable for the given Tracer Code. |
| <b>Action</b>      | Click Edit icon to edit the tracer details.   |

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

### Charge Details

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

The screenshot shows the 'Charge Details' interface with three main sections: Commission Details, Charge Details, and Tax Details.

**Commission Details:**

| Component  | Rate | Mod. Rate | Currency | Amount | Modified | Defer                               | Waive                               | Charge Party | Settl. Acctnt | Amendable |
|------------|------|-----------|----------|--------|----------|-------------------------------------|-------------------------------------|--------------|---------------|-----------|
| ABBLC_COM1 | 1.5  |           | GBP      | £6.00  |          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | GOODCARE PLC | PK200104401   | Yes       |

**Charge Details:**

| Component | Tag currency | Tag Amount | Currency | Amount | Modified | Billing                             | Defer                               | Waive                               | Charge Party | Settlement Account |
|-----------|--------------|------------|----------|--------|----------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|--------------------|
| LCCGAM    | GBP          | 100        | GBP      | £50.00 |          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | GOODCARE PLC | PK20010440017      |

**Tax Details:**

| Component           | Type | Value Date | Ccy | Amount | Billing | Defer | Settl. Acctnt |
|---------------------|------|------------|-----|--------|---------|-------|---------------|
| No data to display. |      |            |     |        |         |       |               |

Buttons: Recalculate, Redefault, Save & Close, Close.

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

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

| Field                     | Description  |
|---------------------------|--|
| <b>Commission Details</b> | Specify the Commission Details based on the description of following table.  |
| <b>Component</b>          | Read only field.<br>This field displays the commission component.<br>Click the link to view the commission component details.  |
| <b>Rate</b>               | Read only field.<br>This field displays the rate that is defaulted from product.<br>The commission rate, if available in Back Office defaults in OBTFPM.   |
| <b>Mod. Rate</b>          | From the default value, if the rate is changed the value gets updated in this field.<br>The user can specify the modified rate value.  |
| <b>Currency</b>           | Read only field.<br>This field displays the currency in which the commission have to be collected.   |
| <b>Amount</b>             | Read only field.<br>This field displays the amount that is maintained under the product code.  |
| <b>Modified</b>           | From the default value, if the amount is changed, the value gets updated in the modified amount field.<br>The user can specify the modified value.   |
| <b>Defer</b>              | If enabled, charges/commissions has to be deferred and collected at any future step.   |
| <b>Waive</b>              | Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.<br>If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder. |
| <b>Charge Party</b>       | Charge party is 'Applicant' by default. User can change the value to Beneficiary.  |
| <b>Settl. Acct</b>        | Select the settlement account.   |
| <b>Amendable</b>          | The value is auto-populated as the commission is amendable or not.   |
| <b>Charge Details</b>     |  |
| <b>Component</b>          | This field displays the charge component type.   |
| <b>Tag Currency</b>       | This field displays the tag currency in which the charges have to be collected.  |
| <b>Tag Amount</b>         | This field displays the tag amount that is maintained under the product code.  |
| <b>Currency</b>           | This field displays the currency in which the charges have to be collected.  |
| <b>Amount</b>             | This field displays the amount that is maintained under the product code.  |
| <b>Modified</b>           | From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.  |



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

| <b>Field</b>   | <b>Description</b>  |
|--|---|
| <b>Billing</b>   | <p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>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.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p> |
| <b>Defer</b>   | <p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>   |
| <b>Waive</b>   | <p>Enable the toggle, if charges has to be waived.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>   |
| <b>Charge Party</b>  | <p>Charge party is applicant by default. User can change the value to beneficiary.</p>  |
| <b>Settlement Account</b>  | <p>Select the settlement account.</p>   |
| <b>Tax Details</b>   |   |
| <p>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.</p> |   |
| <b>Component</b>   | <p>This field displays the tax component.</p>   |
| <b>Type</b>  | <p>This field displays the type of tax component.</p>   |
| <b>Value Date</b>  | <p>This field displays the value date of tax component.</p>   |
| <b>Currency</b>  | <p>This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.</p>  |
| <b>Amount</b>  | <p>This field displays the tax amount based on the percentage of commission maintained.</p> <p>You can edit the tax amount, if applicable.</p>  |
| <b>Billing</b>   | <p>If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>   |
| <b>Defer</b>   | <p>If taxes have to be deferred and collected at any future step, this option has to be enabled.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>  |
| <b>Settl. Acct</b>   | <p>System defaults the settlement account.</p> <p>The user can modify the settlement account.</p>   |

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

### Preview Message

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

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

**Table 2-19 Preview Message - Field Description**

| Field                        | Description  |
|------------------------------|--|
| <b>Preview SWIFT Message</b> |  |
| <b>Language</b>              | Read only field.<br>The language to preview the draft guarantee details.<br>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.<br>Display the message status of draft message of guarantee details.  |
| <b>Repair Reason</b>         | Read only field.<br>Display the message repair reason of draft message of guarantee details.   |
| <b>Preview Message</b>       | This field displays a preview of the draft message.<br><br>Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen. |
| <b>Preview Mail Device</b>   |  |
| <b>Language</b>              | Read only field.<br><br>The language for the advice message.<br><br>English is set as default language for the preview.  |
| <b>Advice Type</b>           | Select the advice type.  |

**Table 2-19 (Cont.) Preview Message - Field Description**

| Field                  | Description  |
|------------------------|--|
| <b>Message Status</b>  | Read only field.<br>Display the message status of draft message of guarantee details.        |
| <b>Repair Reason</b>   | Read only field.<br>Display the message repair reason of draft message of guarantee details. |
| <b>Preview Message</b> | This field displays a preview of advice.   |

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

**FX Linkage**

This section enables the user to link the existing FX contract(s) to the Guarantee/SBLC Claim Settlement. FX Linkage call should be triggered on DE-submit.

**FX Linkage**

FX Linkage

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

Page 1 of 1 (1 of 1 items)

Average FX Rate  
0

Save & Close Cancel

**Figure 2-13 FX Linkage Details**

### FX Linkage

|   |  |
|---|--|
| <p><b>FX Reference Number</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="000FNDF20076A9N9"/>   | <p><b>Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>  |
| <p><b>Contract Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div> | <p><b>Available FX Contract Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div> |
| <p><b>Linkage Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div>  | <p><b>Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.35"/>   |
| <p><b>FX Amount in Local Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£2,962.96"/> </div>  | <p><b>FX Expiry Date</b></p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="March 19, 2020"/> <input style="width: 15%; border: 1px solid #ccc;" type="button" value="📅"/> </div>           |
| <p><b>FX Delivery Period From</b></p> <div style="display: flex; align-items: center;"> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 15%; border: 1px solid #ccc;" type="button" value="📅"/> </div>            | <p><b>FX Delivery Period To</b></p> <div style="display: flex; align-items: center;"> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 15%; border: 1px solid #ccc;" type="button" value="📅"/> </div>                           |

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

**Table 2-20 FX Linkage - Field Description**

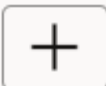
| Field   | Description   |
|---|---|
|  | <p>Click + to add multiple <b>FX Details</b>.</p> <p>Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.</p>   |
| <b>FX Reference Number</b>  | <p>Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p> |
| <b>Currency</b>   | <p>Read only field.</p> <p>This field displays the FX BOT currency from the linked FX contract.</p>   |
| <b>Contract Amount</b>  | <p>This field displays the FX BOT currency and Amount. The user can change the currency.</p>  |

Table 2-20 (Cont.) FX Linkage - Field Description

| Field                               | Description  |
|-------------------------------------|--|
| <b>Available FX Contract Amount</b> | Read only field.<br>This field displays the available FX contract amount.<br>The value is from the "Available Amount" in FXDLINKG screen in OBTR.<br>Available Amount BOT currency and Amount is displayed.  |
| <b>Linkage Amount</b>               | System defaults the amount available for linkage.<br>The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone.<br>The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX. |
| <b>Rate</b>                         | Read only field.<br>This field displays the rate at which the contract is booked.  |
| <b>FX Amount in Local Currency</b>  | Read only field.<br>This field displays the FX amount in local currency.<br>The value is defaulted as FX BOT currency and Amount from FXDTRONL   |
| <b>FX Expiry Date</b>               | Read only field.<br>This field displays the expiry date from the linked FX contract.   |
| <b>FX Delivery Period - From</b>    | Read only field.<br>This field displays the date from which the contract is valid for utilization.   |
| <b>FX Delivery Period - To</b>      | Read only field.<br>This field displays the date to which the contract is valid for utilization.   |
| <b>FX Linkage grid</b>              | Below fields appear in the FX linkage grid along with the above fields.  |
| <b>Bought Currency</b>              | Read only field.<br>This field displays the currency from the linked FX contract.  |
| <b>Sold Currency</b>                | Read only field.<br>This field displays the currency from the linked FX contract.  |
| <b>Available Contract Amount</b>    | Read only field.<br>Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.   |
| <b>Linked Amount</b>                | Sum of Linked amount will not be greater than LC contract amount.<br>Linked amount will not be greater than the available amount for linkage.  |
| <b>Total Utilized Amount</b>        | Read only field.<br>This field displays the total amount utilized against the corresponding linked FX.<br>On query, both Utilized and Total Utilized amount holds the amount of latest version.<br>The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .   |

**Table 2-20 (Cont.) FX Linkage - Field Description**

| Field                  | Description  |
|------------------------|--|
| <b>Average FX Rate</b> | Read only field.<br>Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate. |
| <b>Action</b>          | Click Edit icon to edit the FX details.<br><br>Click Delete icon to delete the FX details.   |

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

The task will move to next data segment.

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

**Table 2-21 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>             | Click to View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application                    |
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee Issuance Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <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 2-21 (Cont.) Additional Details - Action Buttons - Field Description**

| <b>Field</b>                 | <b>Description</b>   |
|------------------------------|--|
| <b>Incoming Message</b>      | Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is required, system should display all the signatures  |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.  |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| <b>Refer</b>                 | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |
| <b>Hold</b>                  | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.  |
| <b>Cancel</b>                | Cancel the 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.  |

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

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

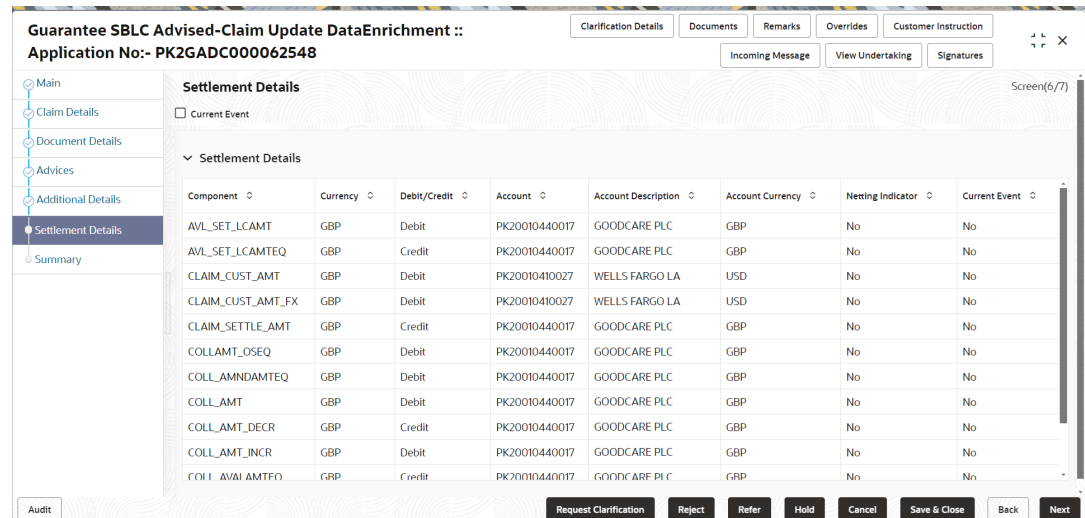
## 2.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee SBLC Advised Claim Update request.

The user can view the settlement details during Guarantee SBLC Advised Claim Update request.

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

**Figure 2-14 Settlement Details**



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

**Table 2-22 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.   |



Table 2-22 (Cont.) Settlement Details – Field Description

| Field                      | Description   |
|----------------------------|---|
| <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.  |

- Click any component in the grid.

### Party Details

| Field   | Description  |
|---|--|
| <b>Transfer Type</b>                          | Select the transfer type from the drop-down list.<br>The options are: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul> |
| <b>Charge Details</b>                         | Select the charge details for the transaction.<br>The options are: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>   |
| <b>Netting Indicator</b>                      | Select the netting indicator for the component.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</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.  |

### Payment Details

**Table 2-23 Payment Details - Field Description**

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

**Remittance Information**

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

3. Click **Next**.

The task will move to next data segment. For more information refer [#unique\\_39](#).

**Table 2-24 Settlement Details - Action Buttons - Field Description**

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

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

| Field                        | Description   |
|------------------------------|---|
| <b>Customer Instruction</b>  | <p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <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>Incoming Message</b>      | <p>Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.   |
| <b>Signatures</b>            | <p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures</p>  |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.   |
| <b>Reject</b>                | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description.<br/>This reject reason will be available in the remarks window throughout the process.</p>                                 |
| <b>Refer</b>                 | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>   |
| <b>Hold</b>                  | <p>The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>   |

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

| Field                   | Description   |
|-------------------------|---|
| <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. |

## 2.3.7 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee SBLC Advised Claim Update process.

User can review the summary of details updated in Data Enrichment stage of Guarantee / Standby Advised Claim update request.

In this section the user can see the summary tiles. The tiles must display a list of important fields with values. The tiles where fields have been amended is highlighted in different color, user must be also able to drill down from summary tiles into respective data segments.

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

**Figure 2-15 Summary**

**Guarantee SBLC Advised-Claim Update DataEnrichment :: Application**  
No:- PK2GADC000062548

**Summary**

| Segment                       | Field             | Value             |
|-------------------------------|-------------------|-------------------|
| Main                          | Booking Date      | : 2022-04-20      |
|                               | Submission Mode   | : Desk            |
|                               | Amount            | : GBP 100         |
| Claim Details                 | Demand Type       | : S               |
|                               | New ExpiryDate    | :                 |
|                               | Intermediary      | :                 |
| Document Details              | Document 1        | :                 |
|                               | Document 2        | :                 |
| Advices                       | Advice 1          | : GUA_CLAIM_RE... |
|                               | Advice 2          | : TRADE_ENVELO... |
| Commission, Charges and taxes | Charge            | :                 |
|                               | Commission        | : GBP 6.00        |
|                               | Tax               | :                 |
|                               | Block Status      | : Not Initiated   |
| Preview Messages              | Language          | : ENG             |
|                               | Preview Message   | : *               |
| Settlement Details            | Component         | : LCGCLM_LIQD     |
|                               | Account Number    | : PK2001044001... |
|                               | Currency          | : GBP             |
| Party Details                 | Issuing Bank      | : WELLS FARGO ... |
|                               | Applicant         | : MARKS AND SP... |
|                               | Beneficiary       | : GOODCARE PLC    |
| Tracer Details                | Tracer Code       | :                 |
|                               | Required          | :                 |
|                               | Medium            | :                 |
|                               | Frequency         | :                 |
| Compliance                    | KYC               | : Not Initiate... |
|                               | Sanctions         | : Not Initiate... |
|                               | AML               | : Not Initiate... |
| Accounting Details            | Event             | :                 |
|                               | AccountNumber     | :                 |
|                               | Branch            | :                 |
| FX Linkage                    | Reference Number  | :                 |
|                               | Linkage Amount    | :                 |
|                               | Contract Currency | :                 |

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

Tiles Displayed in Summary

- Main Details -User can view the application details and Guarantee/ Standby details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details - User can view the Document details.
- Advices - User can view the advices details.
- Commission, Charges and Taxes - User can view the details provided for charges. User can modify the details if required.
- Preview Message - User can drill down to view the message preview, legal verification and customer draft confirmation details.
- Settlement Details – User should be able to view the settlement details.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Tracer Details - User can view the tracer details.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can see the accounting details.

 **Note:**

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

- FX Linkage - User can view theFX Linkage details.

2. Click **Submit**.

The task will move to next logical stage.

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

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

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

| Field                        | Description  |
|------------------------------|--|
| <b>Remarks</b>               | Specify any additional information regarding the Guarantee Issuance Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b>             | Click to view the overrides accepted by the user.  |
| <b>Customer Instruction</b>  | Click to view/ input the following <ul style="list-style-type: none"> <li>• <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>Incoming Message</b>      | Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.<br>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.<br>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.   |
| <b>View Undertaking</b>      | Clicking this button allows the user to view the undertaking details.  |
| <b>Signatures</b>            | Click the Signature button to verify the signature of the customer/ bank if required.<br>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.<br>If more than one signature is required, system should display all the signatures  |
| <b>Request Clarification</b> | Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.  |
| <b>Reject</b>                | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process.   |

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

| Field                   | Description   |
|-------------------------|---|
| <b>Refer</b>            | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>                                  |
| <b>Hold</b>             | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant.   |
| <b>Cancel</b>           | Cancel the 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>Submit</b>           | Task will get moved to next logical stage of Guarantee /Standby Claim Update.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office. |

## 2.4 Multi Level Approval

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

This stage allows the approver user to approve a Claim Update under Guarantee Advised transaction. The user can view the Summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

### 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.

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

Figure 2-16 Approval Re-Key

**Approval Rekey**

View Signature Documents

Remarks

Claim Amount

GBP £100.00 ✓

Currency

GBP ✓

Refer Close Proceed

The application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

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

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



- Claim Amount
- Currency

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

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

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

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

### Approval Summary

**Guarantee SBLC Advised-Claim Update Approval Task Level 1 ::**  
Application No:- PK2GADC000062548

| Main  | Claim Details   | Document Details   |
|---|---|--|
| Booking Date : 2022-04-20<br>Submission Mode : Desk<br>Amount : GBP 100       | Demand Type : S<br>New ExpiryDate :<br>Intermediary :                                       | Document 1 :<br>Document 2 :                             |
| Advices   | Commission, Charges and taxes   | Preview Messages   |
| Advice 1 : GUA_CLAIM_RE...<br>Advice 2 : TRADE_ENVELO...                      | Charge :<br>Commission : GBP 6.00<br>Tax :<br>Block Status : Not Initiated                  | Language : ENG<br>Preview Message :-                     |
| Settlement Details  | Party Details   | Compliance   |
| Component : LCGCLM_LIQD<br>Account Number : PK2001044001...<br>Currency : GBP | Beneficiary : GOODCARE PLC<br>Issuing Bank : WELLS FARGO ...<br>Applicant : MARKS AND SP... | KYC : Verified<br>Sanctions : Verified<br>AML : Verified |
| Accounting Details  | Exception(Approval)   | Tracer Details   |
| Event :<br>AccountNumber :<br>Branch :  | Sanction : EXCEPTION<br>PLEASE VISIT REMARKS FOR MORE DETAILS :-                            | Tracer Code :<br>Required :<br>Medium :<br>Frequency :   |
| FX Linkage  |   |  |
| Reference Number :<br>Linkage Amount :<br>Contract Currency :                 |   |  |

**Audit** **Reject** **Hold** **Refer** **Cancel** **Approve**

Tiles Displayed in Summary:

- Main Details -User can view the application details and Guarantee/ Standby details. User can modify the details if required.
- Claim Details - User can view the claim details.

- Documents Details - User can view the Document details.
- Advices - User can view the advices details.
- Commission, Charges and Taxes - User can view the details provided for charges. User can modify the details if required.
- Preview Message - User can drill down to view the message preview, legal verification and customer draft confirmation details.
- Settlement Details – User should be able to view the settlement details.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can see the accounting details.

 **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.

- Exception (Approval) - User can view the Exception (Approval) details.
- Tracer Details - User can view the tracer details.
- FX Linkage - User can view theFX Linkage details.

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

**Table 2-26 Approval Summary - Action Buttons - Field Description**

| Field            | Description  |
|------------------|--|
| <b>Documents</b> | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| <b>Remarks</b>   | Specify any additional information regarding Guarantee /Standby Claim Update. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application.  |
| <b>Overrides</b> | Click to view the overrides accepted by the user.  |

Table 2-26 (Cont.) Approval Summary - Action Buttons - Field Description

| Field                       | Description   |
|-----------------------------|---|
| <b>Customer Instruction</b> | <p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul> |
| <b>Incoming Message</b>     | <p>Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>   |
| <b>View Undertaking</b>     | Clicking this button allows the user to view the undertaking details.   |
| <b>Signatures</b>           | <p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures</p>  |
| <b>Reject</b>               | <p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>                      |
| <b>Hold</b>                 | <p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>  |
| <b>Refer</b>                | <p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>   |
| <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.   |

Table 2-26 (Cont.) Approval Summary - Action Buttons - Field Description

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

8. Click **Approve**.

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