

# Oracle® Banking Trade Finance Process Management Guarantee SBLC Advised Claim Settlement User Guide



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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 Settlement User Guide, Release 14.7.5.0.0

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

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

Contributors: (contributor), (contributor)

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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](#)
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- [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 Settlement' 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](#).

## Diversity and Inclusion

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

## Structure

This manual is organized into the following chapters:

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

## 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 Settlement

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

As a part of Guarantee SBLC Advised - Claim Settlement process, the user can initiate Settlement of Claim under a Guarantee/SBLC Advise.

This topic contains following subtopics:

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

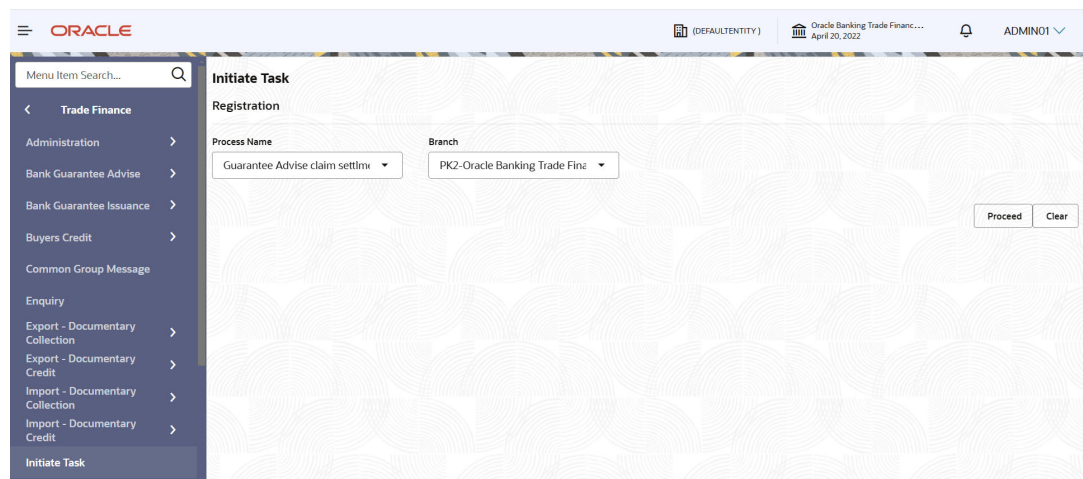
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new Guarantee SBLC Advised - Claim Settlement 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**



- 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.

- 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 Settlement request.

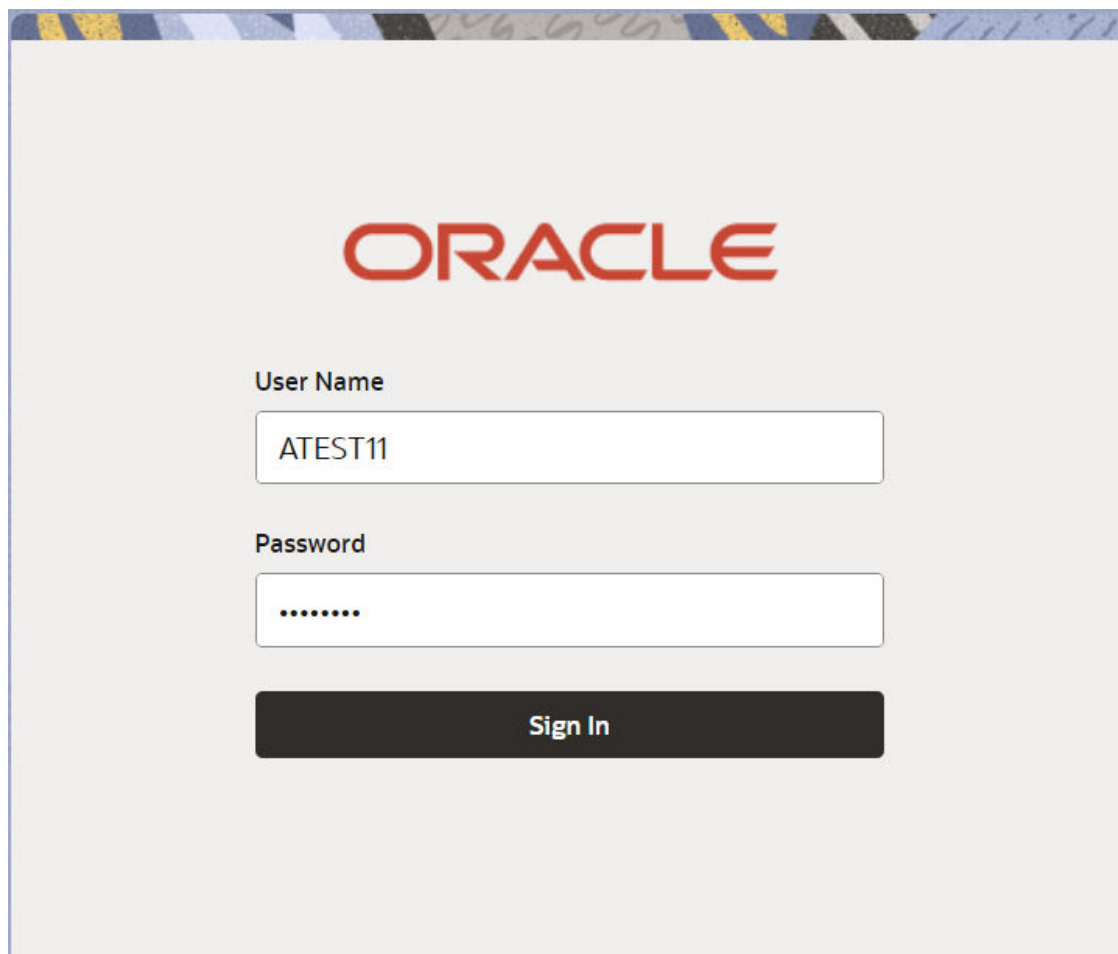
During the Registration stage, the user can register settlement of claim under a Guarantee SBLC Advised.

In this stage the user can initiate Settlement of Claim under a Guarantee SBLC Advised. 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.

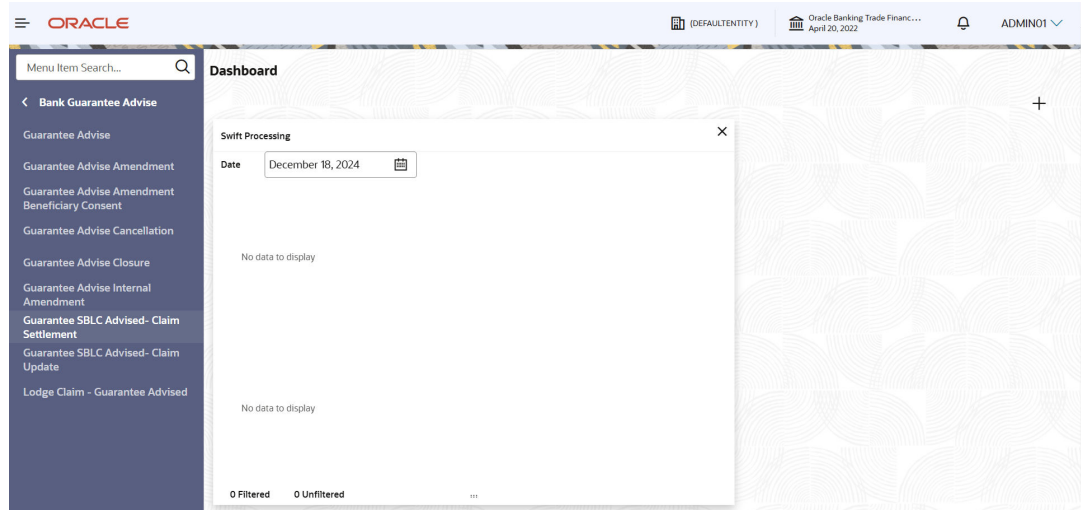
Specify **User ID** and **Password**, and login to **Home** screen.

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. The background of the screen is light grey with a decorative pattern at the top.

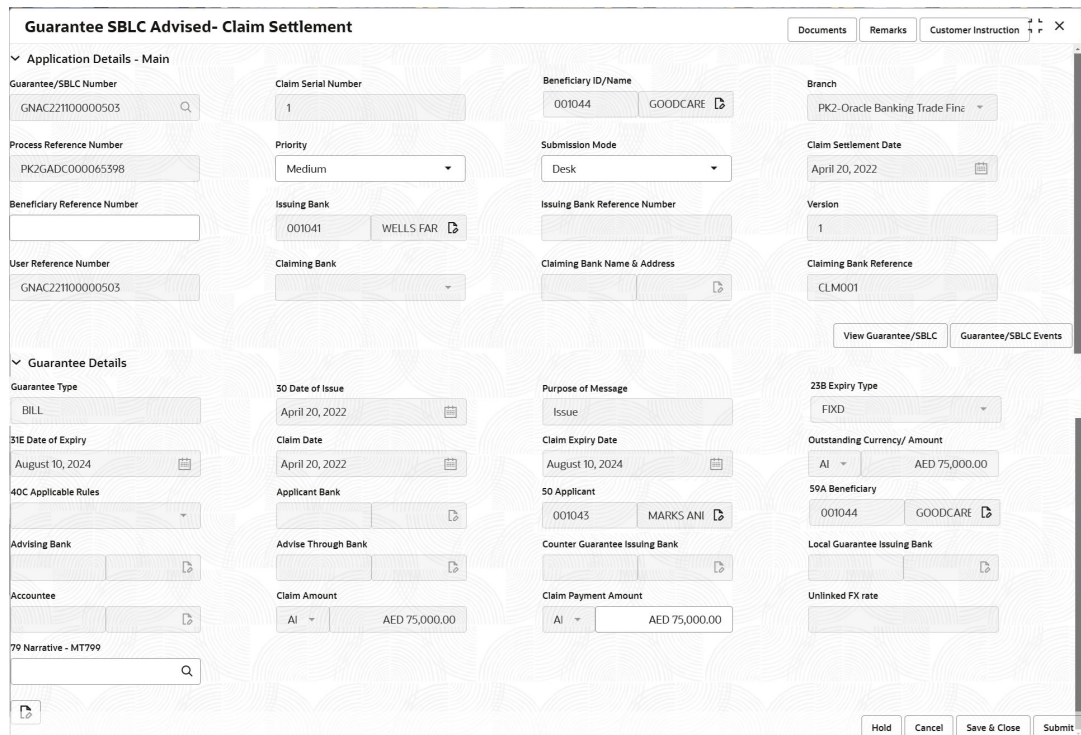
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee SBLC Advised- Claim Settlement**.

Figure 2-3 Guarantee SBLC Advised- Claim Settlement



The **Guarantee SBLC Advised- Claim Settlement** screen appears. The Guarantee SBLC Advised- Claim Settlement - 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 Settlement - 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 Settlement - Registration - Application Details**

Field	Description
<b>Guarantee/SBLC Number</b>	Specify the Guarantee/SBLC number.  Alternatively, click <b>Search</b> to search and select the Guarantee/SBLC number from the look-up.
<b>Claim Serial Number</b>	Read only field.  System defaults the claim serial number to which settlement has to be done.
<b>Beneficiary ID/Name</b>	Read only field.  System defaults the beneficiary ID/ Name from Guarantee/SBLC Advise.
<b>Branch</b>	Read only field.  System defaults the branch name from Guarantee /SBLC Advise.  Customer's home branch will be displayed.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Priority</b>	Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted.  User can change the priority.
<b>Submission Mode</b>	Select the submission mode of Guarantee SBLC Advised- Claim Settlement request from the drop-down list.  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>

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

Field	Description
<b>Claim Settlement Date</b>	Read only field. By default, the application will display branch's current date for the claim settlement date.
<b>Beneficiary Reference Number</b>	Specify the Beneficiary Reference Number, if available.
<b>Issuing Bank</b>	Read only field. System defaults the Issuing Bank (applicable for CTB,LTB).
<b>Issuing Bank Reference Number</b>	Read only field. System defaults the Issuing Bank Reference Number (applicable for CTB,LTB).
<b>Version</b>	Read only field. System defaults the version number.
<b>User Reference Number</b>	Read only field. System defaults the user reference number from Guarantee/SBLC Advise.

### Guarantee Details

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

- On **Guarantee SBLC Advised- Claim Settlement - 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 Settlement - Registration - Guarantee Details - Field Description**

Field	Description
<b>Guarantee Type</b>	Read only field. System defaults the Guarantee type from Guarantee/ Standby Advise.
<b>Date of Issue</b>	Read only field. System defaults the date of issue from Guarantee /SBLC Advise.
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message from Guarantee/ Standby Advise.
<b>Expiry Type</b>	Read only field. System defaults the expiry type from Guarantee/ SBLC Advise.
<b>Date of Expiry</b>	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.
<b>Claim Date</b>	Read only field. System defaults the claim date from Guarantee/ SBLC Advise.
<b>Claim Expiry Date</b>	Read only field. System defaults the claim expiry date from Guarantee/ SBLC Advise.
<b>Outstanding Currency/ Amount</b>	Read only field. System defaults outstanding currency and amount from Guarantee/ Standby Advise.
<b>Applicable Rules</b>	Read only field. This field displays the rules of the Guarantee. System defaults the value from Guarantee advise details.
<b>Applicant Bank</b>	Read only field. This system defaults the applicant bank details from Guarantee Advised.
<b>Applicant</b>	Read only field. System defaults the applicant from Guarantee advised.
<b>Beneficiary</b>	Read only field. System defaults the beneficiary from Guarantee/ SBLC Advise.
<b>Advising Bank</b>	Read only field. System defaults the details of the advising bank, if available.
<b>Advising Through Bank</b>	Read only field. System defaults the value of advising through bank, if available.
<b>Counter Guarantee Issuing Bank</b>	Read only field. System defaults the counter guarantee issuing through bank from Guarantee/ Standby Advised.



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

Field	Description
<b>Local Guarantee Issuing Bank</b>	Read only field. System defaults the local guarantee issuing bank from Guarantee/ Standby Advised.
<b>Accountee</b>	Read only field. System defaults the accountee name, if available in Guarantee.
<b>Claim Amount</b>	Read only field. System defaults the claim amount from the Guarantee Advise.
<b>Claim Payment Amount</b>	Select the currency and specify the the claim payment amount.
<b>Unlinked FX rate</b>	Read only field. If claim currency is different from local currency system displays the unlinked FX rate.
<b>Narrative - MT799</b>	Specify or click search icon to search and select the narrative.

5. Click **Submit**.

The task will move to next logical stage of Guarantee SBLC Advise Claim Settlement. For more information refer [Data Enrichment](#).  
For more information on action buttons, refer to the field description table below.

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

Field	Description
<b>Documents</b>	Upload the claim documents received. Application displays mandatory and optional documents to be uploaded for Guarantee SBLC Advise - Claim Settlement.
<b>Remarks</b>	Specify any additional information regarding the Guarantee SBLC Advise - Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>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 Settlement task. Details entered will not be saved and the task will be removed.

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

Field	Description
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	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 Settlement. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

## 2.2.1 Document Linkage

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

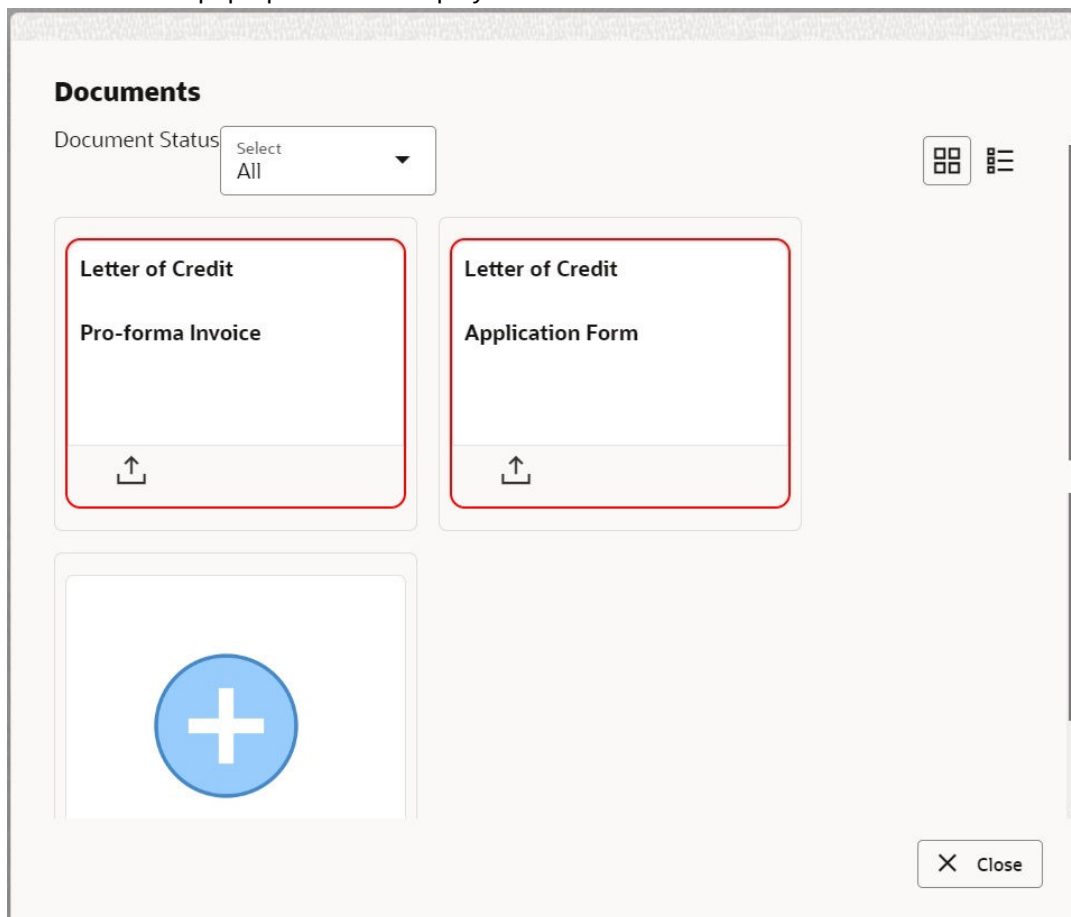
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

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

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

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

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

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

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

### Link Document

Customer Id

Document Type

Document Id

Document Code

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

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

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

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.3 Data Enrichment

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

On successful completion of Registration of an Guarantee SBLC Advised - Claim Settlement 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 settlement 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**

Process Name	Process Reference	Application Number	Stage	Application Date
Guarantee SBLC Advised - Claim Se...	PK2GADC000...	PK2GADC000065396	DataEnrichment	22-04-20
Import Documentary Collection Bo...	PK2IDCU0000...	PK2IDCU000065394	DataEnrichment	22-04-20
Import LC Drawing Update	PK2ILCU0000...	PK2ILCU000065393	Scrutiny	22-04-20
Islamic Shipping Guarantee Issuance	PK2ISGI0000...	PK2ISGI000065392	DataEnrichment	22-04-20
Shipping Guarantee Issuance	PK2SGTI0000...	PK2SGTI000065391	DataEnrichment	22-04-20
Islamic Export LC Transfer	PK2IELT0000...	PK2IELT000065390	Scrutiny	22-04-20
Islamic Export LC Transfer	PK2IELT0000...	PK2IELT000065389	Scrutiny	22-04-20
Import LC Internal Amendment	PK2ILCI00006...	PK2ILCI000065388	DataEnrichment	22-04-20
Import LC Amendment	PK2ILCA0000...	PK2ILCA000065385	Scrutiny	22-04-20
Guarantee Issuance Internal Amen...	PK2GTEI0000...	PK2GTEI000065379	DataEnrichment	22-04-20
Export Documentary Collection Bo...	PK2EDCU000...	PK2EDCU000065378	DataEnrichment	22-04-20
Import LC Liquidation	PK2ILCL0000...	PK2ILCL000065377	DataEnrichment	22-04-20
Import LC Internal Amendment	PK2ILCI00006...	PK2ILCI000065373	DataEnrichment	22-04-20
Import LC Internal Amendment	PK2ILCI00006...	PK2ILCI000065366	DataEnrichment	22-04-20

The **Free Task** screen appears.

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

Figure 2-6 My Task

Menu Item Search...	My Tasks	Process Name	Process Refer...	Application Number	Stage	Application Date
<input type="checkbox"/> Edit	Medium	Guarantee SBLC Advised - Claim Settle...	PK2GADC...	PK2GADC000065596	DataEnrichment	22-04-20
<input checked="" type="checkbox"/> Edit	Medium	Guarantee SBLC Advised - Claim Settle...	PK2GADC...	PK2GADC000065595	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Islamic Shipping Guarantee Issuance	PK2ISGI0...	PK2ISGI000052499	Approval Task Level 1	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Issuance Amendment Islamic	PK2IGTM...	PK2IGTM000065151	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Issuance Islamic	PK2IGTI0...	PK2IGTI000065092	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendment	PK2GTAA...	PK2GTAA000064944	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendment Benefici...	PK2GTEA...	PK2GTEA000064915	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendment Benefici...	PK2GTEA...	PK2GTEA000064915	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Internal Amendment	PK2GTAI0...	PK2GTAI000064910	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendment Benefici...	PK2GTEA...	PK2GTEA000064908	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee SBLC Advised - Claim Settle...	PK2GADC...	PK2GADC000064901	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendment Benefici...	PK2GTEA...	PK2GTEA000064900	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise	PK2GTEA...	PK2GTEA000054167	DataEnrichment	22-04-20

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

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

### 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee SBLC Advised Claim Settlement 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**

The screenshot displays the 'Guarantee SBLC Advised - Claim Settlement DataEnrichment' interface. The top navigation bar includes 'Clarification Details', 'Documents', 'Remarks', 'Overrides', and 'Customer Instruction'. The main content area is divided into sections: 'Application Details - Main' and 'Guarantee Details'. The 'Application Details' section includes fields for Guarantee/SBLC Number, Claim Serial Number, Beneficiary ID/Name, Branch, Process Reference Number, Priority, Submission Mode, Claim Settlement Date, Beneficiary Reference Number, Issuing Bank, Issuing Bank Reference Number, Version, User Reference Number, Claiming Bank, Claiming Bank Name & Address, and Claiming Bank Reference. The 'Guarantee Details' section includes Guarantee Type, 30 Date of Issue, Purpose of Message, 23B Expiry Type, 31E Date of Expiry, Claim Date, Claim Expiry Date, Outstanding Currency/ Amount, 40C Applicable Rules, Applicant Bank, 50 Applicant, 59A Beneficiary, Advising Bank, Advise Through Bank, Counter Guarantee Issuing Bank, Local Guarantee Issuing Bank, Accountee, Claim Amount, Claim Payment Amount, and Unlinked FX rate. The status is 'Q' and the 79 Narrative is 'MT799'. The bottom of the screen features an 'Audit' button and a row of action buttons: 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', and 'Next'.

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. System defaults the value from Registration stage.
<b>Claim Serial Number</b>	Read only field. System defaults the claim serial number from Guarantee/SBLC advise.
<b>Beneficiary ID/Name</b>	Read only field. System defaults the customer ID/ Name from Guarantee/SBLC claim.

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

Field	Description
<b>Branch</b>	Read only field. System defaults the branch name from Guarantee /SBLC advised.
<b>Process Reference Number</b>	Read only field. Unique OBTFPM task reference 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 'Essential/ Critical /Low /Medium /High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority.
<b>Submission Mode</b>	System defaults the submission mode of Guarantee Advised Claim Settlement request. 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> The user can change the submission mode.
<b>Claim Settlement Date</b>	Read only field. By default, the application will display branch's current date for the claim settlement date.
<b>Beneficiary Reference Number</b>	Specify the Beneficiary Reference Number.
<b>Issuing Bank</b>	Read only field. System defaults the Issuing Bank name from Guarantee/ SBLC advise.
<b>Issuing Bank Reference Number</b>	Read only field. System defaults the Issuing Bank Reference Number from Guarantee/ SBLC advise.
<b>Version</b>	Read only field. System defaults the version number.
<b>User Reference Number</b>	Read only field. System defaults the User Reference Number from Guarantee/ SBLC advise.

**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 to **Guarantee Details** 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. Guarantee type defaults from Guarantee/ Standby Advised.
<b>Date of Issue</b>	Read only field. System defaults the date of issue from Guarantee /SBLC Advised.
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message from Guarantee/ Standby Advised.
<b>Expiry Type</b>	Read only field. System defaults the expiry type from Guarantee/ SBLC Advised.
<b>Date of Expiry</b>	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advised.
<b>Claim Date</b>	Read only field. System defaults the claim date from Guarantee/ SBLC Advised.
<b>Claim Expiry Date</b>	Read only field. System defaults the claim expiry date from Guarantee/ SBLC Advised.
<b>Outstanding Currency/ Amount</b>	Read only field. System defaults outstanding currency and amount from Guarantee/ Standby Advised.
<b>Applicable Rules</b>	Read only field. System defaults the value from Guarantee Advised details.

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

Field	Description
<b>Applicant Bank</b>	Read only field. This system defaults the applicant bank details available in Guarantee.
<b>Applicant</b>	Read only field. System defaults the applicant from Guarantee/ SBLC Advised.
<b>Beneficiary</b>	Read only field. System defaults the beneficiary as in Guarantee/ SBLC Advised.
<b>Advising Bank</b>	Read only field. System defaults the advising bank if available.
<b>Advising Through Bank</b>	Read only field. System defaults the advising through bank if available in Guarantee Advise.
<b>Counter Guarantee Issuing Bank</b>	Read only field. System defaults the counter guarantee issuing through bank, if available in Guarantee Advise.
<b>Local Guarantee Issuing Bank</b>	Read only field. System defaults the local guarantee issuing bank, if available in Guarantee Advise.
<b>Accountee</b>	Read only field. System defaults the accountee name, if available in Guarantee.
<b>Claim Amount</b>	Read only field. System defaults the claim amount from the Guarantee Claim.
<b>Claim Payment Amount</b>	System defaults the claim amount and currency from the Guarantee Claim. The user can change the claim payment amount and currency.
<b>Unlinked FX rate</b>	Read only field. If claim currency is different from local currency system displays the unlinked FX rate.
<b>Status</b>	This field displays the status of the Guarantee advised claim settlement.
<b>Narrative - MT799</b>	Specify or click search icon to search and select the narrative.

## Audit

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

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

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

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

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

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

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

<b>Field</b>	<b>Description</b>
<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>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee Advised Claim Settlement. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <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 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>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. This reject reason will be available in the remarks window throughout the process.</p>

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

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>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.

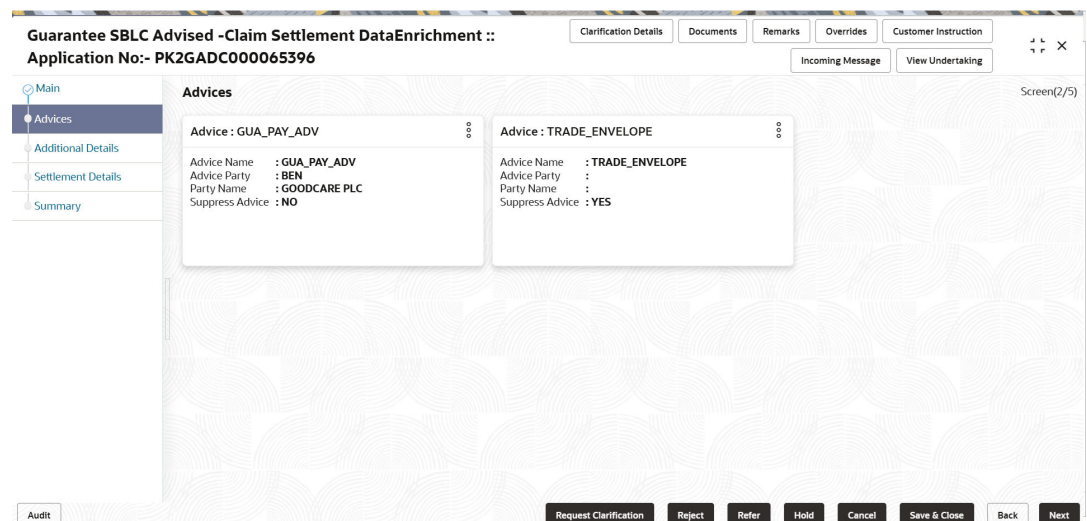
## 2.3.2 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee SBLC Advised - Claim Settlement 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 2-9 Advices**



### Advice Details

The user can also suppress the Advice, if required.





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

**Table 2-10 Advice Details**

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	Read only field. Advice name is defaulted from Guarantee Advise.
<b>Medium</b>	The medium of advices is defaulted from the system. The options are: <ul style="list-style-type: none"> <li>• MAIL</li> <li>• SWIFT</li> </ul> User can update, if required.
<b>Advice Party</b>	Read only field. The medium of advices is defaulted from the system.
<b>Party ID</b>	Read only field. Value be defaulted from Guarantee Advise.



**Table 2-10 (Cont.) Advice Details**

Field	Description
<b>Party Name</b>	Read only field. Value be defaulted from Guarantee Advise.
<b>Free Format Text</b>	Specify the free format text details.
	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.
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
<b>Instruction Details</b>	Specify the Instruction Details details.
	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.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

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

**Table 2-11 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'.

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

Field	Description
<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>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee Advised Claim Settlement. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <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 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>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. This reject reason will be available in the remarks window throughout the process.</p>

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

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

### 2.3.3 Additional Details

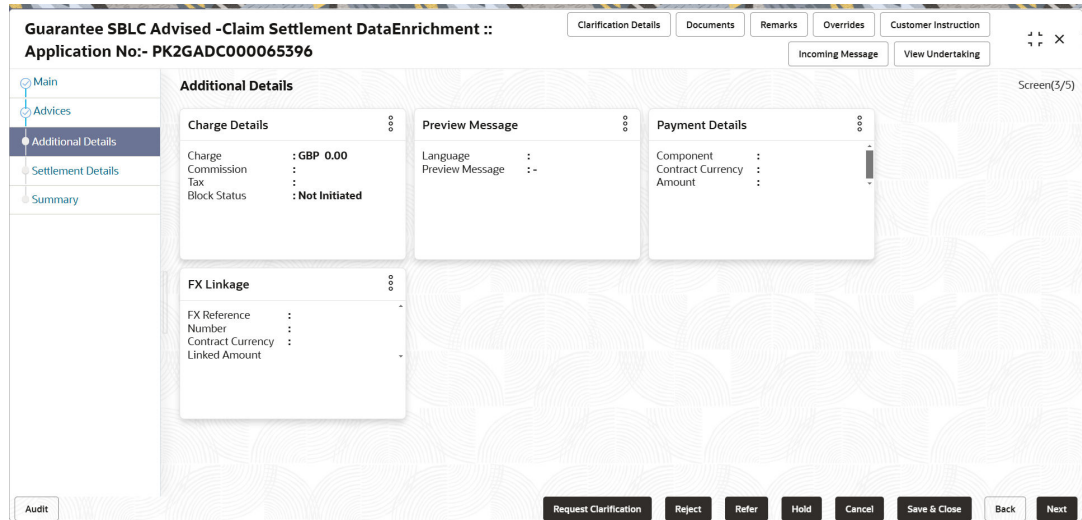
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Advised - Claim Settlement process.

A Data Enrichment user can verify/input/update the basic additional details available in the Claim Settlement request. In case the request is received through online channel user will verify the details populated. As a part of Additional details section, Guarantee /Standby claim settlement 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.

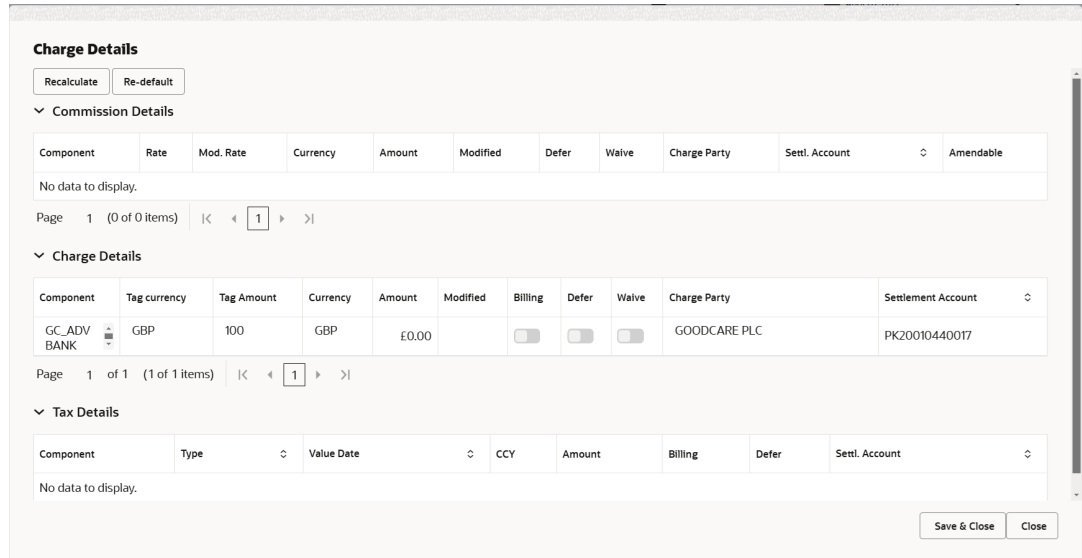
**Figure 2-10 Additional Details**



2. Click **Charge Details** 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. 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.



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

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

Field	Description
<b>Commission Details</b>	The commission details. All charges, commission and margin are collected from the counter-party by default.
<b>Component</b>	This field displays the commission component.

**Table 2-12 (Cont.) Charge Details - Field Description**

<b>Field</b>	<b>Description</b>
<b>Rate</b>	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	If enabled, charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settl. Account</b>	The settlement account.
<b>Amendable</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	Displays the charge details.
<b>Component</b>	This field displays the charge component type.
<b>Tag Currency</b>	This field displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	This field displays the tag amount that is maintained under the product code.
<b>Currency</b>	This field displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

**Table 2-12 (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>Settlement account is defaulted by the system.</p> <p>The user can change the settlement account.</p>
<b>Tax Details</b>	<p>Displays the tax details.</p> <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>Ccy</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>

**Table 2-12 (Cont.) Charge Details - Field Description**

Field	Description
<b>Settl. Account</b>	System defaults the settlement account. The user can modify the settlement account.

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 2-13 Preview Message - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	Displays the preview of SWIFT Messages.
<b>Language</b>	Read only field. The language to preview the draft guarantee details. 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. Display the message status of draft message of guarantee details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of guarantee details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	The preview message-mail advice is simulated from the back office and the user can view the message.

**Table 2-13 (Cont.) Preview Message - Field Description**

Field	Description
<b>Language</b>	Read only field. The language for the advice message. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of draft message of guarantee details.
<b>Repair Reason</b>	Read only field. 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.

**Payment Details**

As part of DE, the bank user can capture the payment details under a claim. The user can also be able to input the transaction details. The user can scrutinize the claim settlement request and input data as required.

**Payment Details**

Payment Details

Liquidate using Collateral  Outstanding Collateral Amount: GI £0.00 Split Settlement

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency	Original Exchange...	Exchange Rate	Deal Reference...
CLAIM_CUST_AMT	GBP	Debit	PK20010410027	WELLS FARGO LA	PK2	USD	2.5	2.5	
CLAIM_CUST_AMT_FX	GBP	Debit	PK20010410027	WELLS FARGO LA	PK2	USD			
CLAIM_SETTLE_AMT	GBP	Credit	PK20010440017	GOODCARE PLC	PK2	GBP	1		
GC_ADVBANK_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP			

Page 1 of 1 (1-4 of 4 items) |< < 1 > >|

Split Settlement

Co Contract Currency Amount

No data to display.

Split Settlement Details

Sequence	Amount	Settlement Account	Account Customer	Account Currency	Account Branch	Original Exchange Rate	Exchange Rate	Deal Reference Number
1	100	PK1002810905130	8482199	GBP	PK1		32	56565656

Save & Close Close

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

**Table 2-14 Payment Details - Field Description**

Field	Description
<b>Payment Details</b>	Specify the Payment Details.



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

Field	Description
<b>Liquidate using Collateral</b>	If the claim settlement has to be paid, via collateral the user has to select the Liquidate using collateral. User can liquidate using collateral only if collateral has been mapped at the time of Guarantee Issuance. In case collateral not mapped during issuance, user cannot add collaterals and use the same during liquidation.
<b>Outstanding Collateral Amount</b>	Read Only field. System defaults the outstanding collateral amount (if mapped).
<b>Settle Available Amount</b>	If partial settlement amount is debited from applicant and the balance have to be settled against loan, user to select this option.
<b>Split Settlement</b>	Enable the option to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
<b>Settlement Details</b>	Specify the Settlement Details.
<b>Component</b>	System defaults the component based on the product selected.
<b>Currency</b>	System defaults the currency for the component.
<b>Debit/Credit</b>	System defaults the debit/ credit value for the component.
<b>Account</b>	System defaults the customer account. User can modify the account.
<b>Account Description</b>	System defaults the description of the customer's account.
<b>Branch</b>	System defaults the branch of the customer's account.
<b>Account Currency</b>	This field defaults the currency of the account.
<b>Original Exchange Rate</b>	System defaults the original exchange rate as simulated in split settlement details section.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Deal Reference Number</b>	System defaults the exchange deal reference number.
<b>Split Settlement</b>	Below section appears, if user enables the <b>Split Settlement</b> option.
<b>Contract Currency</b>	System defaults the contract currency for the component.
<b>Amount</b>	The Amount for each component. This is populated from the transaction details of the guarantee issuance.
<b>Split Settlement Details</b>	Below section appears, if user enables the <b>Split Settlement</b> option. Click plus icon to add new Split Settlement details. Click - minus icon to delete the Split Settlement record.
<b>Sel.</b>	Check box to select the split settlement details record/s.
<b>Sequence</b>	The sequence number is auto populated with the value, generated by the system.
<b>Amount</b>	Specify the amount for the split settlement.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account from the look-up.
<b>Account Customer</b>	Displays the customer's account based on the settlement account selection.
<b>Account Currency</b>	Displays the customer's account currency based on the settlement account selection.
<b>Account Branch</b>	Displays the branch of the customer's account based on the settlement account selection.
<b>Original Exchange Rate</b>	System defaults the original exchange rate as simulated in settlement details section from OBTF on clicking the <b>Fetch Exchange Rate</b> button.

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

Field	Description
<b>Exchange Rate</b>	The exchange rate for the split settlement.
<b>Deal Reference Number</b>	The exchange deal reference number.

5. 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.

The screenshot shows a web application window titled "FX Linkage". It contains a table with the following data:

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	

Below the table, there is a pagination control showing "Page 1 of 1 (1 of 1 items)" and an "Average FX Rate" input field with the value "0". At the bottom right, there are "Save & Close" and "Cancel" buttons.

**Figure 2-11 FX Linkage Details**


The screenshot shows the "FX Linkage" details form. The fields are as follows:

- FX Reference Number:** 000FNDF20076A9N9
- Currency:** USD
- Contract Amount:** USD, \$4,000.00
- Linkage Amount:** USD, \$4,000.00
- FX Amount in Local Currency:** £2,962.96
- Available FX Contract Amount:** USD, \$4,000.00
- Rate:** 1.35
- FX Expiry Date:** March 19, 2020
- FX Delivery Period From:** (empty)
- FX Delivery Period To:** (empty)

At the bottom right, there are "Save & Close" and "Close" buttons.

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

**Table 2-15 FX Linkage - Field Description**

Field	Description
	Click + to add multiple <b>FX Details</b> . Below fields are displayed on the FX linkage pop-up screen, if the user clicks plus icon.
<b>FX Reference Number</b>	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, <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> 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.
<b>Currency</b>	This field displays the FX BOT currency from the linked FX contract.
<b>Contract Amount</b>	This field displays the FX BOT currency and Amount. The user can change the currency.
<b>Available FX Contract Amount</b>	This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount BOT currency and Amount is displayed.
<b>Linkage Amount</b>	This field displays the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
<b>Rate</b>	This field displays the rate at which the contract is booked.
<b>FX Amount in Local Currency</b>	This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
<b>FX Expiry Date</b>	This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	This field displays the date to which the contract is valid for utilization.
<b>FX Linkage grid</b>	Below fields appear in the FX linkage grid along with the above fields.
<b>Bought Currency</b>	This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.

**Table 2-15 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Total Utilized Amount</b>	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
<b>Average FX Rate</b>	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

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

The task will move to next data segment.

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

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

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

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	<p>Clicking this button allows the user 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>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. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.

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

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

## 2.3.4 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee SBLC Issuance - Claim Settlement request.

The user can view the settlement details during Guarantee SBLC Issuance - Claim Settlement request.

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

**Figure 2-12 Settlement Details**

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

**Table 2-17 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>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Currency</b>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Debit/Credit</b>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Account</b>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Account Description</b>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Account Currency</b>	Read only field. System defaults the value from Guarantee /SBLC claim.
<b>Netting Indicator</b>	Read only field. This field displays the applicable netting indicator. System defaults the value from Guarantee /SBLC claim.
<b>Current Event</b>	System displays the current event as Y or N.
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Deal Reference Number</b>	System defaults the exchange deal reference number.

2. Click any component in the grid.

**Party Details**

Field	Description
<b>Transfer Type</b>	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• None</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> </ul>
<b>Charge Details</b>	Select the charge details for the transaction. 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. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

Field	Description
<b>Ordering Customer</b>	Click search icon to search and select the ordering customer from the look up.
<b>Ordering Institution</b>	Click search icon to search and select the ordering institution from the look up.
<b>Senders Correspondent</b>	Click search icon to search and select the senders correspondent from the look up.
<b>Receivers Correspondent</b>	Click search icon to search and select the receivers correspondent from the look up.
<b>Intermediary Institution</b>	Click search icon to search and select the intermediary institution from the look up.
<b>Account with Institution</b>	Click search icon to search and select the account with institution from the look up.
<b>Beneficiary Institution</b>	Click search icon to search and select the beneficiary institution from the look up.
<b>Ultimate Beneficiary</b>	Click search icon to search and select the ultimate beneficiary from the look up.
<b>Intermediary Reimbursement Institution</b>	Click search icon to search and select the intermediary reimbursement institution from the look up.
<b>Receiver</b>	Receiver is defaulted from the guarantee claim. The user can change the receiver.

### Payment Details

Table 2-18 Payment Details - Field Description

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



Table 2-19 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.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Advised Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. 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>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.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

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

## 2.3.5 Summary

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

User can review the summary of details updated in Data Enrichment stage of Guarantee / Standby Advised - Claim settlement 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 2-13 Summary**

**Guarantee SBLC Advised - Claim Settlement DataEnrichment :: Application**  
No:- PK2GADC000065396

Clarification Details Documents Remarks Overrides Customer Instruction Incoming Message View Undertaking

Main Advices Additional Details Settlement Details Summary

Screen(5/5)

**Summary**

<p><b>Main</b></p> <p>Booking Date : 2022-04-20 Submission Mode : Desk Amount : GBP 100</p>	<p><b>Advices</b></p> <p>Advice 1 : GUA_PAY_ADV Advice 2 : TRADE_ENVELO...</p>	<p><b>Commission, Charges and taxes</b></p> <p>Charge : Commission : Tax : Block Status : Not Initiated</p>
<p><b>Preview Messages</b></p> <p>Language : ENG Preview Message : -</p>	<p><b>Payment Details</b></p> <p>Advance by Loan : Liquidate using Collateral :</p>	<p><b>Settlement Details</b></p> <p>Component : GC_ADV BANK_L... Account Number : PK2001044001... Currency : GBP</p>
<p><b>Party Details</b></p> <p>Issuing Bank : WELLS FARGO ... Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC</p>	<p><b>Compliance</b></p> <p>KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...</p>	<p><b>Accounting Details</b></p> <p>Event : GCLP AccountNumber : PK2001041002... Branch : PK2</p>
<p><b>FX Linkage</b></p> <p>Reference Number : Linkage Amount : Contract Currency :</p>		

Audit 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.
- 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.
- Payment Details - User can view the payment 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 - 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 the FX Linkages.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-20 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.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Issuance Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. 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>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.

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

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	<p>Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
<b>Back</b>	<p>Clicking on Back button, takes the user to the previous screen.</p>
<b>Submit</b>	<p>Task will get moved to next logical stage of Guarantee /Standby Claim settlement.</p> <p>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.</p>

## 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 settlement 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.

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 2-14 Approval Re-Key

**Approval Rekey**

View Signature Documents Remarks

Claim Amount

AED AED 1,000.00 ✓

Currency

AED ✓

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 Settlement Approval Task Level 1 ::**  
Application No:- PK2GADC000000751

Main	Advices	Commission, Charges and taxes
Booking Date : 2022-04-20 Submission Mode : Desk Amount : AED 1000	Advice 1 : GUA_PAY_ADV Advice 2 : TRADE_ENVELO...	Charge : GBP 150.00 Commission : Tax : Block Status : Success
Preview Messages	Payment Details	Settlement Details
Language : ENG Preview Message :-	Advance by Loan : Liquidate using Collateral :	Component : GC_ADV BANK_L... Account Number : PK2001044001... Currency : GBP
Party Details	Compliance	Accounting Details
Applicant : MARKS AND SP... Issuing Bank : RABO BANK Beneficiary : GOODCARE PLC	KYC : Not Initiate... Sanctions : Verified AML : Verified	Event : GCLP Account Number : PK2001044001... Branch : PK2
Exception(Approval)	FX Linkage	
Sanction,KYC : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS :-	Reference Number : Linkage Amount : Contract Currency :	

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

Tiles Displayed in Summary:

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

- Advices - User can view the advices details.
- Commission, Charges and Taxes - User can view the details provided for commission, charges and taxes. User can modify the details if required.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Compliance – The compliance tile has the KYC, Sanctions and AML.
- 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.
- FX Details - User can view the FX details.

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

**Table 2-21 Approval Summary - Action Buttons - Field Description**

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



Table 2-21 (Cont.) Approval Summary - 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.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Cancel</b>	Cancel the approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve**.

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