

# Oracle® Banking Trade Finance Process Management Guarantee Advice Closure User Guide



Release 14.7.5.0.0

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September 2024

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

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Oracle Banking Trade Finance Process Management Guarantee Advice Closure User Guide, Release 14.7.5.0.0

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# Preface

- [Introduction](#)  
This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management 'Guarantee/SBLC Advise Closure' process.
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Related Documents](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Symbols and Icons](#)
- [Basic Actions](#)

## Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management 'Guarantee/SBLC Advise Closure' process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

- [Access to Oracle Support](#)

## Access to Oracle Support

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

## Critical Patches

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

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## Structure

This manual is organized into the following chapters:

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

## Related Documents

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

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

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

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

## Screenshot Disclaimer

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

## Symbols and Icons

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

**Table 1 Symbols and Icons - Common**














Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view

Table 1 (Cont.) Symbols and Icons - Common















Symbol/Icon	Function
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 2 Symbols and Icons - Widget

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



## Basic Actions

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

**Table 3 Common Action Buttons and its Definitions**

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

# 1

## Oracle Banking Trade Finance Process Management

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management process.

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

### Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. OBTFPM enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

### Benefits

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

### Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

# 2

## Guarantee Advise Closure

Guarantees/SBLC have a pre-scheduled auto closure date, a few days after the expiry of undertaking. This process enables, closure of a Guarantee/SBLC after the expiry date but before the auto closure date.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new Guarantee Advise Closure request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Guarantee Advise Closure request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Closure request.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Customer Acknowledgement letter Format](#)  
This topic helps you quickly get acquainted with the Customer Acknowledgement process.

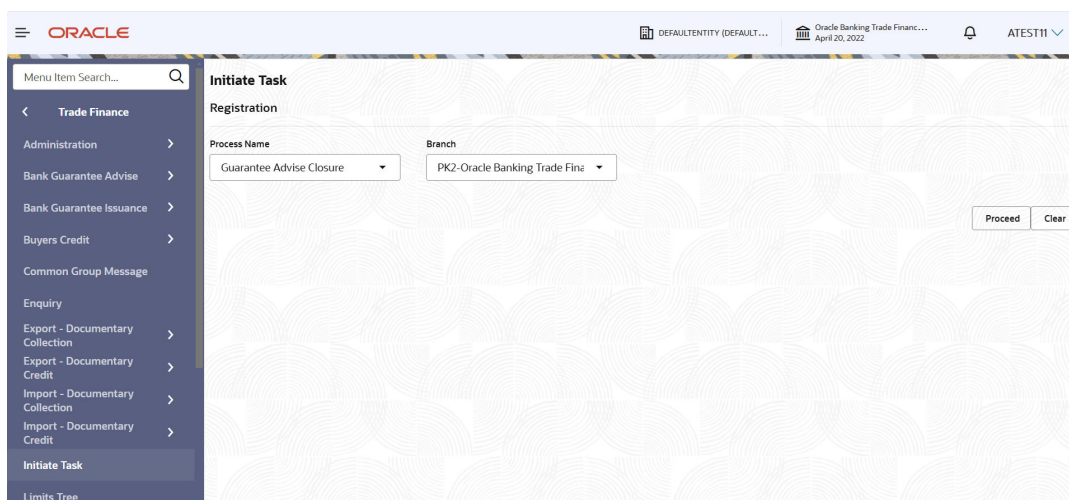
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new Guarantee Advise Closure request.

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

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

**Figure 2-1** Initiate Task



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



**Note:**

The fields which are marked in asterisk are mandatory.

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

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

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

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

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

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

## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Guarantee Advise Closure request.

As a registration user, you can register a Guarantee Advice closure request, also can upload relevant documents and verify checklist items. If Guarantee to be advised is received as physical instrument, the Guarantee Advice process starts from the Registration Stage. During registration stage, user can capture the basic details, check the signature of the authorized signatory of the Guarantee Issuing Bank and upload the guarantee. It also enables

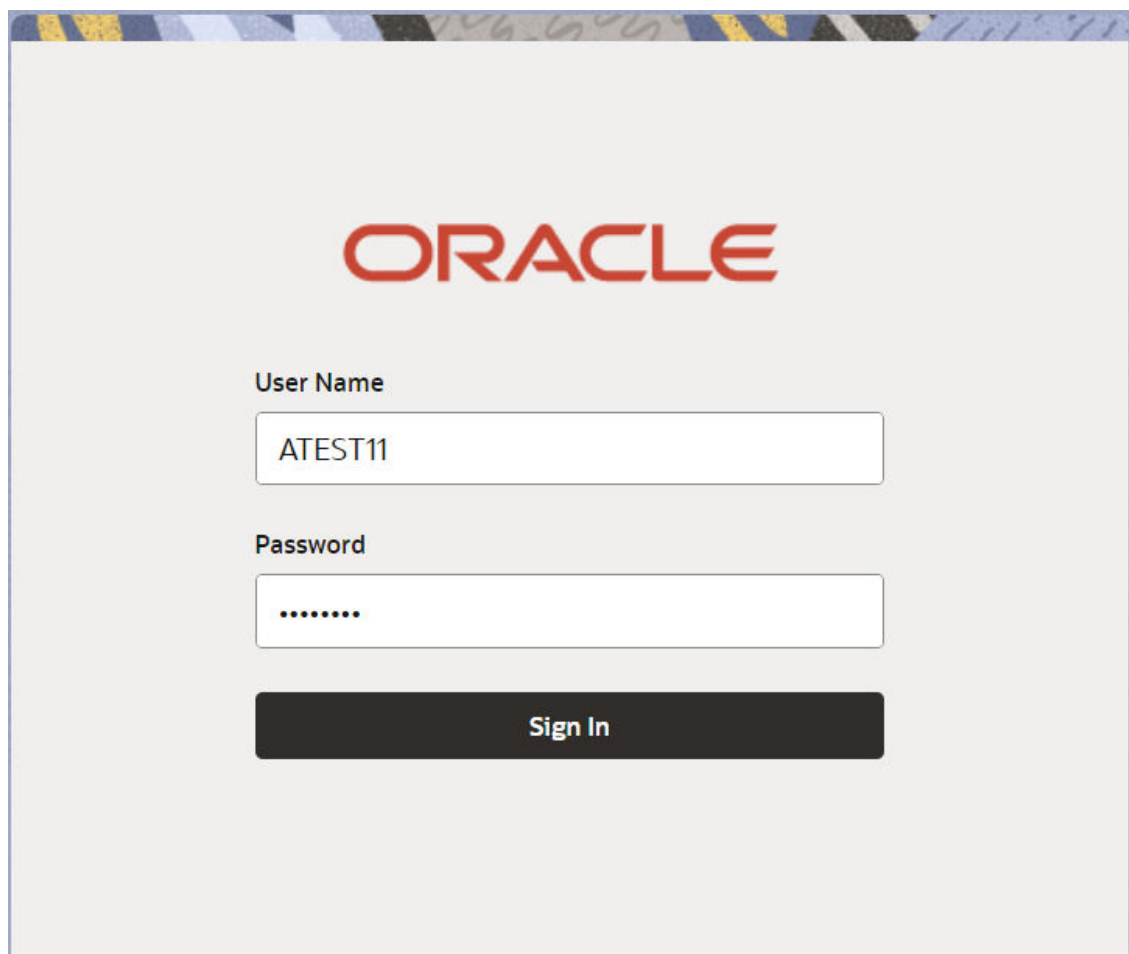
the user to capture some additional product related details as an option. On submit, the request will be available for an Guarantee Advice expert to handle the request in the next stage.

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.

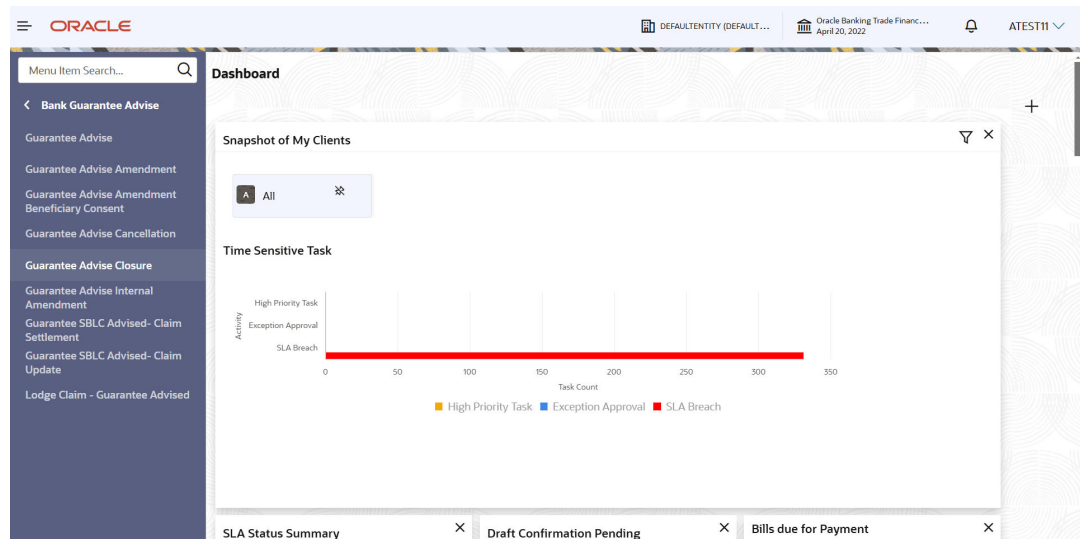
**Figure 2-2 Login Screen**



The screenshot shows the Oracle login interface. At the top, the Oracle logo is displayed in red. Below the logo, the text 'User Name' is followed by a text input field containing 'ATEST11'. Underneath, the text 'Password' is followed by a password input field containing seven dots. At the bottom of the form is a black button with the text 'Sign In' in white.

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee Advise Closure**.

**Figure 2-3 Guarantee Advice Closure**



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

**Figure 2-4** Guarantee Advise Closure - Registration - Application Details

The screenshot displays the 'Guarantee Advise Closure' registration screen. It is divided into two main sections: 'Application Details' and 'Guarantee Details'.  
**Application Details:**  
 - Advising Bank Reference Number: GUAD221100039512  
 - Amount in Local Currency: GBP, £1,000.00  
 - Transaction Date: April 20, 2022  
 - Beneficiary: 001044, GOODCARE  
 - Priority: Medium  
 - Issuer: 001041, WELLS FAR  
 - Branch: PK2-Oracle Banking, Trade Finc...  
 - Submission Mode: Desk  
 - 32B - Currency Code, Amount: GI, £1,000.00  
 - Process Reference Number: PK2GTAC000061823  
**Guarantee Details:**  
 - 22D - Form of Undertaking: DGAR - Guarantee  
 - User Reference Number: GUAD221100039512  
 - 22K - Type of Undertaking: CUST - Customs  
 - Date of Expiry: July 19, 2022  
 - 40C - Applicable Rules: None - Not subject to any rules  
 - Closure Date: August 18, 2022  
 - Product Code: GUAD  
 - 22A - Purpose of Message: (empty)  
 - 22K - Narrative: Customs Guarantee  
 - 35G - Expiry Condition/Event: (empty)  
 - 40C - Narrative: OTHR  
 - Product Description: Guarantee Advising  
 - 23X - File Identification: (empty)  
 - 30 - Date of Issue: April 20, 2022  
 - Applicant: 001043, MARKS ANI  
 - 39D - Additional Amounts: (empty)  
 - 20 - Undertaking Number: (empty)  
 - 23X - Narrative: (empty)  
 - 23B - Expiry Type: FIXD  
 - 51- Obligor/ Instructing Party: (empty)  
 - Auto Close: (checkbox)  
 At the bottom right, there are buttons for 'Hold', 'Cancel', 'Save & Close', and 'Submit'.

3. On **Guarantee Advise Closure - Registration - Application Details** screen, specify the fields.

 **Note:**

The fields which are marked in asterisk are mandatory.

**Table 2-3 Guarantee Advise Closure - Registration - Application Details - Field Description**

Field	Description
<b>Advising Bank Reference Number</b>	Specify the Advising Bank Reference Number or click <b>Search</b> icon to search and select the Advising Bank Reference Number from look-up. As part of lookup criteria; user can input the Undertaking Number, Beneficiary, Currency, Amount and User Reference Number.
<b>Beneficiary</b>	Read only field.  The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC details should be displayed.
<b>Branch</b>	Read only field. System will default the branch from Guarantee Advise.
<b>Currency Code, Amount</b>	Read only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC details is displayed.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
<b>Priority</b>	This field will be defaulted based on the priority maintenance, also enables the user to change the priority as per the requirement. Set the priority of the Guarantee Advice request as Low/Critical/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.  The user can change the priority.
<b>Submission Mode</b>	Select the submission mode of Guarantee Advice 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>• Courier - Request received through Courier</li> <li>• Fax - Request received through Fax</li> <li>• Email - Request received through Email</li> </ul> The user can change the submission mode.
<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>Transaction Date</b>	Read only field. By default, the application will display branch's current date.
<b>Issuer</b>	Read only field. The Issuing Bank as per the latest Guarantee/SBLC details should be displayed.

### Guarantee Details

Registration user can provide Guarantee Details in this section. Alternately, Guarantee Details can be provided by DE user. All fields displayed in Guarantee details section are read only fields.

4. On **Guarantee Advise Closure - Registration - Guarantee Details** screen, specify the fields.

**Figure 2-5 Guarantee Advise Closure - Registration - Guarantee Details**

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

**Table 2-4 Guarantee Advise Closure - Registration - Guarantee Details - Field Description**

Field	Description
<b>Form of Undertaking</b>	Read only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
<b>Product Code</b>	Read only field. The product code used for SBLC/Guarantee advise is displayed.
<b>Product Description</b>	Read only field. The Product description as per the latest Guarantee/SBLC advise is displayed
<b>Undertaking Number</b>	Read only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
<b>User Reference Number</b>	Read only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number.
<b>Purpose of Message</b>	Read only field. The Purpose of message (ACNF/ADVI) used during SBLC/ Guarantee advise is displayed.
<b>File Identification</b>	Read only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed. only and populated from Incoming MT 760.



**Table 2-4 (Cont.) Guarantee Advise Closure - Registration - Guarantee Details - Field Description**

Field	Description
<b>Narrative</b>	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
<b>Type of Undertaking</b>	Read only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
<b>Narrative</b>	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
<b>Date of Issue</b>	Read only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
<b>Expiry Type</b>	Read only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed.
<b>Date of Expiry</b>	Read only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
<b>Expiry Condition/Event</b>	Read only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.
<b>Applicant</b>	Read only field. Applicant details will be auto populated based on the details provided in Application Details section.
<b>Obligor/ Instructor Party</b>	Read only field. The Obligor/Instructing Party as per the latest Guarantee/SBLC advise details is displayed.
<b>Applicable Rules</b>	Read only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
<b>Narrative</b>	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
<b>Additional Amounts</b>	Read only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
<b>Auto Close</b>	Read only field. System default the value from the previous versions of the contracts.
<b>Closure Date</b>	Read only field. System default the value from the previous versions of the contracts.

5. Click **Submit**.

The task will move to next logical stage of Guarantee Advise Closure. For more information refer [Data Enrichment](#).

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

**Table 2-5 Guarantee Advise Closure - Registration - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	Upload the documents received. The possible documents submitted under Guarantee/SBLC Advise closure request are: <ul style="list-style-type: none"> <li>• Guarantee/SBLC Advise Closure request</li> </ul>
<b>Remarks</b>	Specify any additional information regarding the Guarantee Advise Closure. This information can be viewed by other users processing the request.
<b>Customer Instruction</b>	Click to view/ input the following: <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Guarantee/SBLC</b>	Click to view all SBLC/Guarantee details.
<b>Guarantee/SBLC Events</b>	Click to view all the Undertaking events under the Guarantee/SBLC Advised till date.
<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 Advise Closure Registration stage inputs. Details entered will not be saved and the task will be removed.
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	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 Advise Closure. 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.

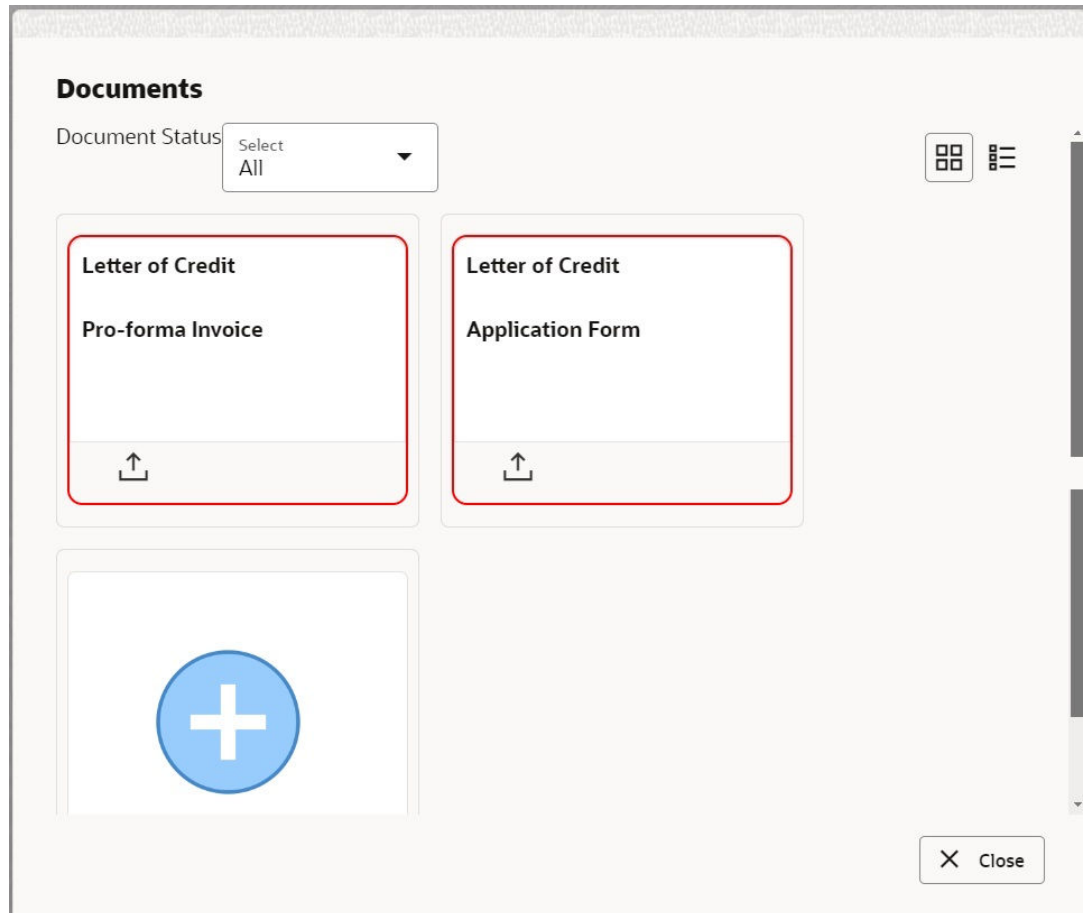
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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 Advise Closure request.

On successful completion of Registration of an Guarantee Advise Closure, the task moves to Data Enrichment stage. As part of Data Enrichment, user can enter/update basic details of the incoming request.



**Note:**

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

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

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

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

**Figure 2-6**

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Guarantee Advise	PK2GTEA000064883	PK2GTEA000064883	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064880	PK2ILCL000064880	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064879	PK2ILCL000064879	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064878	PK2ILCL000064878	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000064874	PK2GTEI000064874	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment...	PK2ELCA000064876	PK2ELCA000064876	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment...	PK2ELCA000064875	PK2ELCA000064875	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment...	PK2ELCA000064873	PK2ELCA000064873	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment...	PK2ELCA000064872	PK2ELCA000064872	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Issua...	PK2GISC000064858	PK2GISC000064858	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000064856	PK2GTEI000064856	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064852	PK2ILCL000064852	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064853	PK2ILCL000064853	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.

Figure 2-7 My Task

<input type="checkbox"/>	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Guarantee Advise	PK2GTEA000064883	PK2GTEA000064883	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance A...	PK2GTEI000064871	PK2GTEI000064871	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance In...	PK2GTEI000064842	PK2GTEI000064842	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Cancellation	PK2GTEC000064841	PK2GTEC000064841	AmountBlock Exception A...	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance Cl...	PK2GTEC000064839	PK2GTEC000064839	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000064833	PK2GISC000064833	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000062281	PK2GISC000062281	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Amendment	PK2GTEA000064804	PK2GTEA000064804	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000064800	PK2GISC000064800	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance In...	PK2GTEI000001916	PK2GTEI000001916	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI000064517	PK2GTEI000064517	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI000064742	PK2GTEI000064742	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export Docum...	PK2IEDC000064737	PK2IEDC000064737	Approval Task Level 1	22-04-20

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

- [Main Details](#)
- [Additional Fields](#)
- [Advices](#)
- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

Let's look at the details for Data Enrichment stage. You should be able to enter/update the fields. Some of the fields that are already having value from Data Enrichment/Online channels may not be editable.

- [Main Details](#)  
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Closure request.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of Guarantee Advise Closure request.



## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Closure request.

Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

### Application Details

All fields displayed under Application details section, would be read only except for the **Priority** field.

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

**Figure 2-8 Main Details**

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

**Table 2-6 Guarantee Advise Closure - Main - Application Details - Field Description**

Field	Description
<b>Advising Bank Reference Number</b>	Read-only field. The Advising Bank Reference Number as per the latest Guarantee/SBLC advise details is displayed.

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

Field	Description
<b>Beneficiary</b>	Read-only field. The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC advise details is displayed.
<b>Branch</b>	Read-only field.  System will default the branch from Guarantee Advise.
<b>Currency Code, Amount</b>	Read-only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC advise details is displayed.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
<b>Priority</b>	This field will be defaulted based on the priority maintenance. Set the priority of the Guarantee Advice Closure request as Low/Critical/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted. The user can change the priority.
<b>Submission Mode</b>	Read-only field.  Displays the submission mode of Guarantee Advise Closure 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>• Courier - Request received through Courier</li> <li>• Fax - Request received through Fax</li> <li>• Email - Request received through Email</li> </ul>
<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>Transaction Date</b>	Read-only field.  Displays the branch's current date by default.
<b>Issuer</b>	Read-only field. The Issuing Bank as per the latest Guarantee/SBLC details is displayed.

**Guarantee Details**

The fields listed under this section are same as the fields listed under the Guarantee Details section in Registration stage.

**Figure 2-9 Guarantee Details**

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

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

Field	Description
<b>Form of Undertaking</b>	Read-only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
<b>Product Code</b>	Read-only field. The product code used for SBLC/Guarantee advise is displayed.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the latest Guarantee/SBLC advise.
<b>Undertaking Number</b>	Read-only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
<b>User Reference Number</b>	Read-only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number in the Registration stage.
<b>Purpose of Message</b>	Read-only field. The Purpose of message (ACNF/ADVI) used during SBLC/ Guarantee advise is displayed.
<b>File Identification</b>	Read-only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed and populated from Incoming MT 760.
<b>Narrative</b>	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/ SBLC advise details is displayed.
<b>Type of Undertaking</b>	Read-only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
<b>Narrative</b>	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/ SBLC advise details is displayed.

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

Field	Description
<b>Date of Issue</b>	Read-only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
<b>Expiry Type</b>	Read-only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed..
<b>Date of Expiry</b>	Read-only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
<b>Expiry Condition/Event</b>	Read-only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.
<b>Applicant</b>	Read-only field. Applicant details will be auto populated based on the details provided in Application Details section.
<b>Obligor/ Instructor Party</b>	Read-only field. The Obligor/I nstructing Party as per the latest Guarantee/SBLC advise details is displayed.
<b>Applicable Rules</b>	Read-only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
<b>Narrative</b>	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/ SBLC advise details is displayed.
<b>Additional Amounts</b>	Read-only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
<b>Auto Close</b>	Read-only field. System default the value from the previous versions of the contracts.
<b>Closure Date</b>	Read-only field. System default the value from the previous versions of the contracts.

**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. For more information refer [Additional Fields](#)

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

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

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

Field	Description
<b>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.
<b>Request Clarification</b>	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>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.

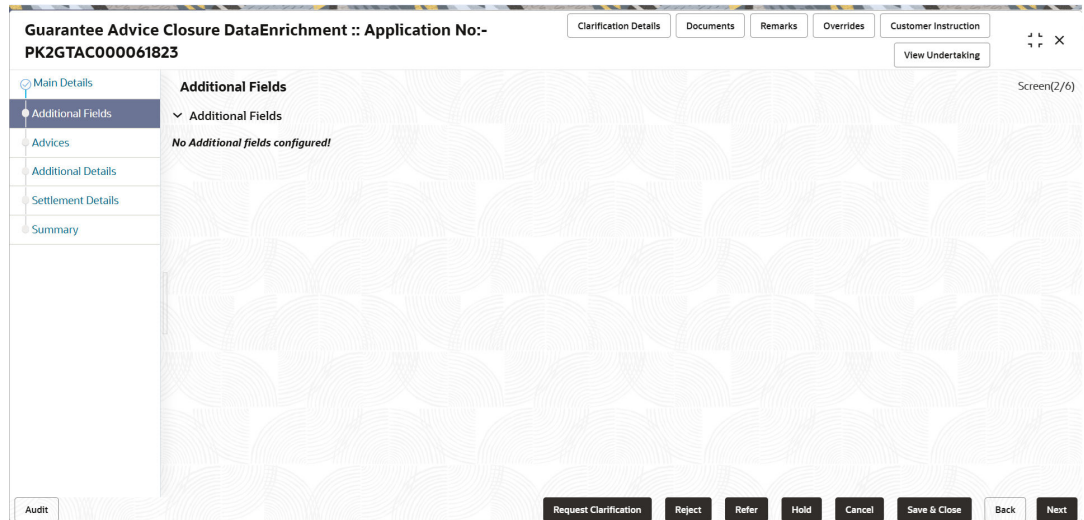
## 2.3.2 Additional Fields

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

DE user can view the additional fields implemented by the bank for Guarantee Advise Closure. Banks can configure these additional fields during implementation.

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

Figure 2-10 Additional Fields



2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#).  
For more information on action buttons, refer to the field description table below.

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

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	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. 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>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.

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

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

### 2.3.3 Advices

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

This section defaults the advices for Closure of Guarantee/SBLC Advise, based on the advices maintained at the Product level.

DE User can view the advices generated for Closure of Guarantee/SBLC Advise request.

Some of the possible advices are Closure of Guarantee/SBLC Issued and Payment Message.

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

**Figure 2-11 Advices**



**Guarantee Advice Closure DataEnrichment :: Application No- PK2GTAC000061823**

Clarification Details | Documents | Remarks | Overrides | Customer Instruction | View Undertaking

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

**Advices** Screen(5/6)

- Advice : LC\_CLOSE\_ADV**
  - Advice Name : LC\_CLOSE\_ADV
  - Advice Party : BEN
  - Party Name : GOODCARE PLC
  - Suppress Advice : NO
- Advice : GUAR\_RELEASE**
  - Advice Name : GUAR\_RELEASE
  - Advice Party : ISB
  - Party Name : WELLS FARGO ...
  - Suppress Advice : YES
- Advice : PAYMENT\_MESSAGE**
  - Advice Name : PAYMENT\_MESSAGE
  - Advice Party :
  - Party Name :
  - Suppress Advice : NO

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

### Advice Details

**Advice Details**

▼ Advice Details

Suppress Advice

Advice Name: LC\_CLOSE\_ADV | Medium: MAIL | Advice Party: BEN

Party ID: 001044 | Party Name: GOODCARE PLC

▼ FFT Code

FFT Code	FFT Description	Action
REPFIT	REPFIT	[Edit] [Delete]

▼ Instructions

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



OK | Cancel

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

**Table 2-11 Advice Details**

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	The advice name is defaulted from Guarantee Advise.

**Table 2-11 (Cont.) Advice Details**

Field	Description
<b>Medium</b>	The medium of advices is defaulted from the system. User can update, if required.
<b>Advice Party</b>	The medium of advices is defaulted from the system.
<b>Party ID</b>	Value be defaulted from Guarantee Advise.
<b>Party Name</b>	Read only field. Value be defaulted from Guarantee Advise.
<b>FFT Code</b>	
	Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> icon to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected.
<b>Action</b>	Click Edit icon to edit the existing FFT code. Click Delete icon to remove any existing FFT code.
<b>Instructions</b>	
	Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> icon to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected.
<b>Edit</b>	Click Edit icon to edit the instruction description.
<b>Action</b>	Click Edit icon to edit the existing instruction code. Click Delete icon to remove any existing instruction code.

2. Click **Next**.

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

**Table 2-12 Advices - Action Buttons - Field Description**

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

Table 2-12 (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 Advise Closure task. 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>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.
<b>Request Clarification</b>	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

**Table 2-12 (Cont.) Advices - 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>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details

Data Enrichment user can view the Additional Details during Guarantee Advise Closure request. Some of the possible additional details could be:

- Limits and Collateral (Non-editable)
  - Commission, Charges and Taxes
  - Preview Messages (Non-editable)
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

**Figure 2-12 Additional Details**

**Guarantee Advice Closure DataEnrichment :: Application No:- PK2GTAC000065400**

Clarification Details Documents Remarks Overrides Customer Instruction View Undertaking

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

**Additional Details** Screen(4/6)

**Limit & Collateral**

Contribution :  
 Currency :  
 Contribution Amount :  
 Limit Status :  
 Collateral Currency : **0**  
 Collateral Contribution : **Not Verified**  
 Collateral Status :

**Charge Details**

Charge : ...  
 Commission :  
 Tax :  
 Block Status : **Not Initiated**

**Preview Message**

Language :  
 Guarantee Number : **PK2GUAD22110...**

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

### Limits and Collaterals

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

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.

**Limit & Collateral**

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit	Delete
001044	Facility	001044	001044	1	100	GBP	1000	Not Available		001044	

Cash Collateral Details

Collateral Percentage: 20.0

Collateral Currency and amount: GBP £200.00

Exchange Rate: 1.0

Sequence Number	Settlement Account...	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount In Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	GBP	PK2001044 0017		100	200		NA		1	

Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	View
No data to display.						

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

Save & Close Close

Figure 2-13 Limit Details

### Limit Details

<b>Customer Id</b> <input type="text" value="001044"/>	<b>Linkage Type</b> <input type="text" value="Facility"/>
<b>Contribution %</b> <input type="text" value="100.0"/>	<b>Liability Number</b> <input type="text" value="001044"/>
<b>Contribution Currency</b> <input type="text" value="USD"/>	<b>Line Id/Linkage Ref No</b> <input type="text" value="001044_US"/>
<b>Limit/Liability Currency</b> <input type="text" value="USD"/>	<b>Limits Description</b> <input type="text"/>
<b>Limit Check Response</b> <input type="text" value="Available"/>	<b>Amount to Earmark</b> <input type="text" value="\$10.00"/>
<b>Expiry Date</b> <input type="text"/>	<b>Limit Available Amount</b> <input type="text" value="\$999,378,010.18"/>
<b>Response Message</b> <input type="text" value="Balance available of USD 999378010.18"/>	<b>ELCM Reference Number</b> <input type="text"/>

Figure 2-14 Collateral Details

**Collateral Details**

<b>Total Collateral Amount</b> <input type="text" value="£20.00"/>	<b>Collateral Amount to be Collected</b> <input type="text" value="£20.00"/>
<b>Sequence Number</b> <input type="text" value="1.0"/>	<b>Collateral Split %</b> <input type="text" value="100.0"/> <input type="button" value="v"/> <input type="button" value="^"/>
<b>Collateral Contribution Amount</b> <input type="text" value="£20.00"/>	<b>Settlement Account</b> <input type="text" value="PK20010440016"/> <input type="button" value="Q"/>
<b>Settlement Account Currency</b> <input type="text" value="GBP"/>	<b>Exchange Rate</b> <input type="text" value="1.0"/>
<b>Contribution Amount in Account Currency</b> <input type="text" value="£20.00"/>	<b>Account Available Amount</b> <input type="text"/>
<b>Response</b> <input type="text" value="VN"/>	<b>Response Message</b> <input type="text"/>

Figure 2-15 Deposit Linkage Details

### Deposit Linkage Details

<p><b>Customer Id</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="001044"/>	<p><b>Deposit Account</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2CDP1221100003"/>
<p><b>Deposit Branch</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2"/>	<p><b>Deposit Available Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£63,880.34"/> </div>
<p><b>Deposit Maturity Date</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="April 20, 2023"/>	<p><b>Exchange Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1"/>
<p><b>Deposit Available In Transaction Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="63,880.34"/> </div>	<p><b>Linkage Percentage %</b></p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="67.0"/> <div style="margin-left: 10px;"> <span style="font-size: 1em;">▼</span> <span style="font-size: 1em;">▲</span> </div> </div>
<p><b>Linkage Amount(Transaction Currency)</b></p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£67.00"/> </div>	

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

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




Field	Description
	Click plus icon to add new limit details.
<p><b>Limit Details</b> Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.</p>	
<b>Customer ID</b>	Applicant's/Applicant Bank customer ID will get defaulted. The user can change the customer ID.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>Facility</li> <li>Liability</li> </ul> By default Linkage Type should be "Facility".



Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
<b>Contribution %</b>	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> icon to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	<p>Read only field.</p> <p>The guarantee currency will be defaulted in this field.</p>
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> to search and select from the various lines available and mapped under the customer id gets listed in the drop-down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	<p>Read only field.</p> <p>This field displays the limit currency, when the user select the <b>Liability Number</b>.</p>
<b>Limits Description</b>	<p>Read only field.</p> <p>This field displays the limits description.</p>
<b>Limit Check Response</b>	<p>This field displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>

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


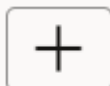


Field	Description
<b>Amount to Earmark</b>	This field defaults the amount to earmark. Amount to earmark will default based on the contribution %. User can change the value.
<b>Expiry Date</b>	Read only field. This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
<b>Response Message</b>	Read only field. This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	Read only field. This field displays the ELCM reference number.
Below fields appear in the <b>Limit Details</b> grid along with the above fields.	
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
	Click delete icon to delete the existing limit details.
<b>Cash Collateral Details</b>	
	Click plus icon to add new collateral details.
Provide the collateral details based on the description provided in the following table:	
<b>Cash Collateral Details</b>	
<b>Collateral Percentage</b>	Specify the percentage of collateral to be linked to this transaction.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon. Click + plus icon to add new collateral details.	
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. This field displays the account available amount which will be auto-populated based on the Settlement Account selection on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. Detailed Response message. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save &amp; Close</b>	Click to to save and close the record.
<b>Cancel</b>	Click to cancel the entry.
Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.	
<b>Collateral %</b>	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.

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

Field	Description
<b>Account Balance Check Response</b>	Read only field. Response for account balance check is defaulted in this field on clicking the <b>Verify</b> button.
<b>Edit</b>	Click edit link to edit the collateral details.
	Click delete icon to delete the existing collateral details.
<p><b>Deposit Linkage Details</b> In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/ modification of existing Linkage by calling Back-office system (DDA) system directly.</p> <p>Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen on clicking the View link.</p>	
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application.
<b>Deposit Account</b>	This field displays the deposit account for linkage.
<b>Deposit Branch</b>	This field displays the deposit branch which is auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	This field displays the maturity date of deposit.
<b>Exchange Rate</b>	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	This field displays the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.
Below fields appear in the <b>Deposit Linkage Details</b> grid along with the above fields.	
<b>Deposit Currency</b>	Deposit currency will get defaulted in this field.
<b>Transaction Currency</b>	Transaction currency will get defaulted in this field from the underlying task.
	Click delete icon to delete the existing deposit linkage details.
<b>Edit</b>	Click edit link to edit the deposit linkage details.

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

### Charge Details

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.

Recalculate
Re-default

▼ Commission Details

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

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

▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCLSCH G	GBP	1000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017

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▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
No data to display.							

Save & Close
Close

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

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

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

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

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

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

Field	Description
<b>Tax Details</b>	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
<b>Component</b>	This field displays the tax component.
<b>Type</b>	This field displays the type of tax component.
<b>Value Date</b>	This field displays the value date of tax component.
<b>Ccy</b>	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
<b>Billing</b>	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
<b>Settl. Acct</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.
4. Click **Next**.

The task will move to next data segment.

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

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

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

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

Field	Description
<b>Remarks</b>	Specify any additional information regarding the Guarantee Advise Closure task. 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>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.
<b>Request Clarification</b>	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>



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

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

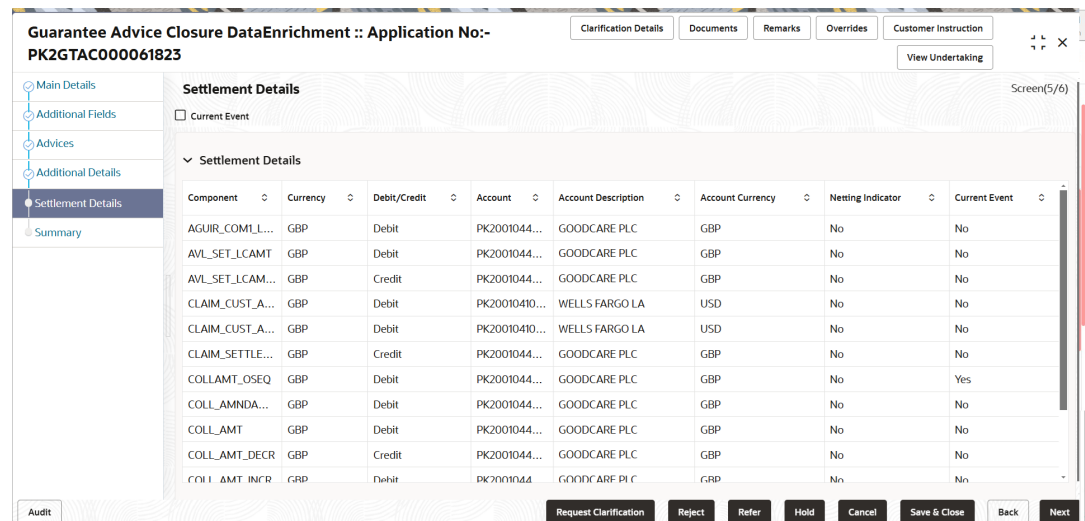
## 2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.

The user can view the settlement details during Closure of Guarantee advised request.

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

**Figure 2-16 Settlement Details**



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

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

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

**Table 2-16 (Cont.) Settlement Details – Field Description**

Field	Description
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.

- 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>
<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>Reciever</b>	Receiver is defaulted from the guarantee claim. The user can change the receiver.

## Payment Details

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

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

## Remittance Information

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

3. Click **Next**.

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

**Table 2-18 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 Advise Closure task. 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 2-18 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.
<b>Request Clarification</b>	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<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>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>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.6 Summary

This topic provides the systematic instructions to view the summary of Guarantee Advise Closure request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Advise Closure request.

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

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

**Figure 2-17 Summary**

### Tiles Displayed in Summary

- Main Details - User can view the application and Guarantee Advise Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.

- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

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

- Click **Submit**.

The task will move to next logical stage.

**Table 2-19 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 Advise Closure. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.
<b>Request Clarification</b>	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

Field	Description
<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>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>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Submit</b>	<p>Task will get moved to next logical stage of Guarantee Advise Closure.</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>
<b>Checklist</b>	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p>

## 2.4 Multi Level Approval

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

User can review and approve the Guarantee Advise Closure. The user can view the summary of details updated in multilevel approval stage for Guarantee Advise Closure request.

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

 **Note:**

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

### **Authorization Re-Key (Non-Online Channel)**

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

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



- Currency
- Contract Amount


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

### **Figure 2-18 Authorization Re-Key**





## Approval Rekey



 View Signature  Documents

 Remarks

Currency

GBP  

Contract Amount

GBP  £1,000.00 

Refer Close Proceed

## Approval Summary

**Guarantee Advice Closure Approval Task Level 1 :: Application No:- PK2GTAC000061823**

Documents Remarks Overrides Customer Instruction View Undertaking

Main Details	Additional Fields	Advices
SBLC/Guarantee Type : CUST Submission Mode : Desk Date of Issue : 2022-04-20	Click here to view Additional : fields	Advice 1 : LC_CLOSE_ADV Advice 2 : GUAR_RELEASE Advice 3 : PAYMENT_MESS...

Limits and Collaterals	Commission, Charges and Taxes	Preview Message
Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : GBP Collateral Contribution : 200 Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Charge : GBP 50.00 Commission : Tax : Block Status : Not Initiated	Language : ENG Preview Message : -

Parties Details	Settlement Details	Accounting Details
Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC Issuing Bank : WELLS FARGO ...	Component : LCCLSCHG_LIQ... Account Number : PK2001044001... Currency : GBP	Event : CLOS AccountNumber : PK2001044001... Branch : PK2

Exception (Approval)
EXCEPTION : Nil

Audit Reject Hold Refer Cancel Approve

### Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee Advice Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

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

- Exception(Approval) Details - User can view the exception (Approval) details.

1. Click **Approve**.

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

**Table 2-20 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 the Guarantee Advise Closure. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Undertaking</b>	Clicking this button allows the user should to view the undertaking details.

**Table 2-20 (Cont.) Approval 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>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>	<p>Cancel the Guarantee Advice Closure approval.</p>
<b>Approve</b>	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>

## 2.5 Customer Acknowledgement letter Format

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

Customer Acknowledgment is generated every time a new Guarantee Advise Closure is requested from the customer. The acknowledgment letter format is as follows.

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

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

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your closure of Guarantee Advise Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Closure of Guarantee Advise with the below details:

APPLICANT: <APPLICANT NAME>

BENEFICIARY NAME: <BENEFICIARY>

CURRENCY: <CCY>

AMOUNT: <AMT>

DATE OF ISSUE: <DATE OF ISSUE>

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

This acknowledgement does not constitute closure of Guarantee/SBLC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

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

## 2.5.1 Customer - Reject Advice

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Application for Closure of Guarantee Advise <User Ref> under our <Process Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Closure of Guarantee Advise application request dated <Application Date –DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to close the required Guarantee Advise.

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

<Reject Reason 1>

<Reject Reason 2>

<Reject Reason 3>

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

For any further queries about details of Closure of Guarantee Advise application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx.

Yours Truly

Authorized Signatory

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