

Oracle® Banking Trade Finance Process Management

Guarantee/SBLC Advice Internal Amendment User Guide



Release 14.7.5.0.0

G24309-01

September 2024

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

ORACLE®

Oracle Banking Trade Finance Process Management Guarantee/SBLC Advice Internal Amendment User Guide,
Release 14.7.5.0.0

G24309-01

Copyright © 2020, 2024, Oracle and/or its affiliates.

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

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

Contributors: (contributor), (contributor)

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface

Introduction	iv
Audience	iv
Documentation Accessibility	iv
Structure	v
Related Documents	v
Conventions	v
Screenshot Disclaimer	v
Symbols and Icons	v

1 Oracle Banking Trade Finance Process Management

2 Guarantee Advise Internal Amendment

2.1	Registration	2-1
2.1.1	Document Linkage	2-8
2.2	Data Enrichment	2-13
2.2.1	Main Details	2-15
2.2.2	Additional Fields	2-22
2.2.3	Advices	2-24
2.2.4	Additional Details	2-28
2.2.5	Settlement Details	2-42
2.2.6	Summary	2-46
2.3	Multi Level Approval	2-50

Index

Preface

- [Introduction](#)
- [Audience](#)
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Structure](#)
This manual is organized into the following chapters:
- [Related Documents](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Symbols and Icons](#)

Introduction

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

- [Access to Oracle Support](#)

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Structure

This manual is organized into the following chapters:

- Preface: Preface gives information on the intended audience, structure, and related documents for this User Manual.
- Chapters: The subsequent chapters provide an overview to the module.
- Screen Shot Disclaimer - The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; information used in the interface or documents are dummy, it does not exist in real world, and its only for reference purpose.

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

Table 1 (Cont.) Symbols and Icons - Common


















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

Table 1 (Cont.) Symbols and Icons - Common









Symbol/Icon	Function
	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

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 Internal Amendment

Guarantee Advise Internal Amendment allows the user to change the Limit/ Cash collateral details or to capture the MT 768 acknowledgment details received from Advise through bank.

Limits and Cash Collateral change are usually done when the Advising Bank or Advise through bank has confirmed the SBLC and in such cases the Limits/ Cash Collateral maintained by Issuing Bank is changed.

Following data can be changed during Internal Amendment

- Line ID
- CASA account for Cash Collateral
- Charges Simulated on account of this task
- Suppress of Advices generated on account of this task

Data received on account of Incoming MT 768 need to be captured as received.

This topic contains following subtopics:

- [Registration](#)
This topic provides the systematic instructions to initiate the Registration stage of Guarantee Advise Internal Amendment request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Internal Amendment request.
- [Multi Level Approval](#)
This topic helps you quickly get acquainted with the Multi Level Approval process.

2.1 Registration

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

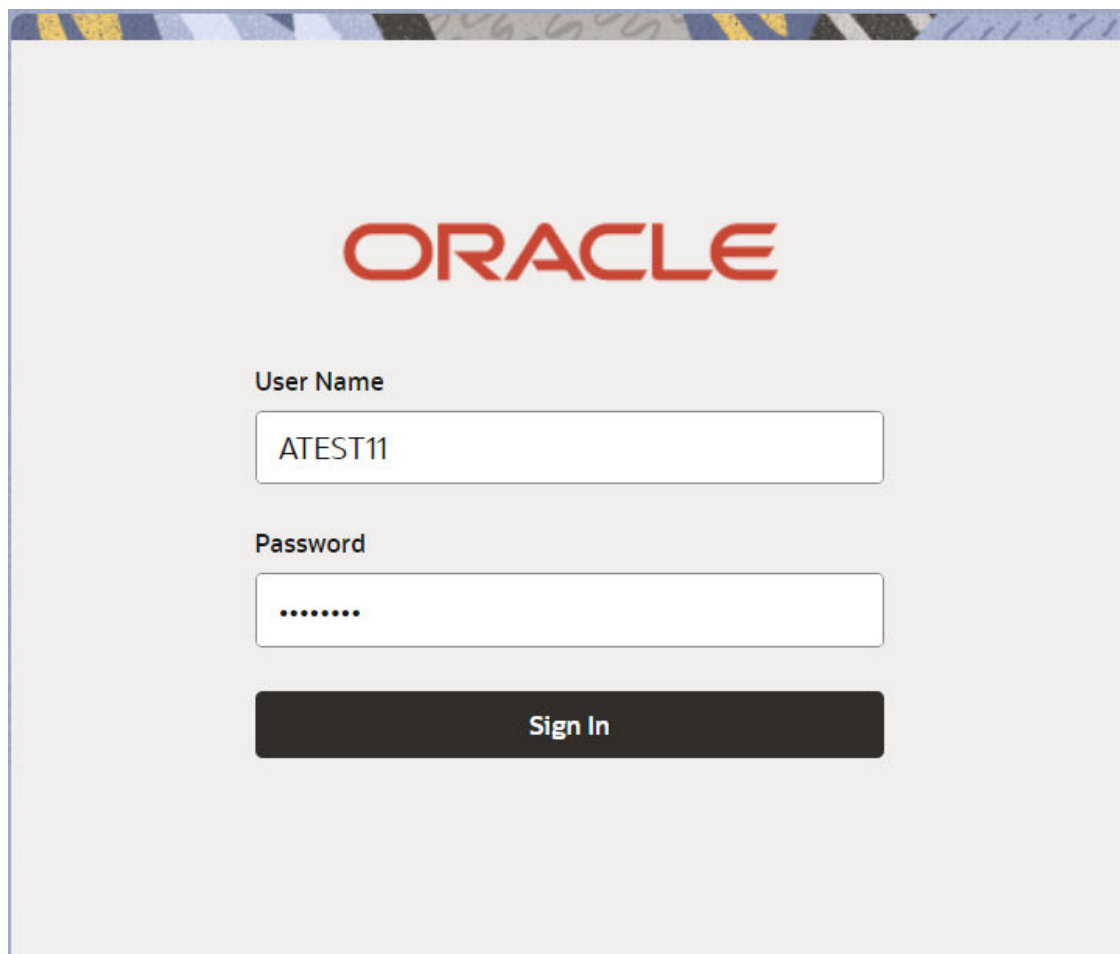
As a Registration user, you can register an internal amendment to a Guaranteed/SBLC Advised request, also can upload relevant documents and verify checklist items. If the request is received by mail/Courier, you can update the request.

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.

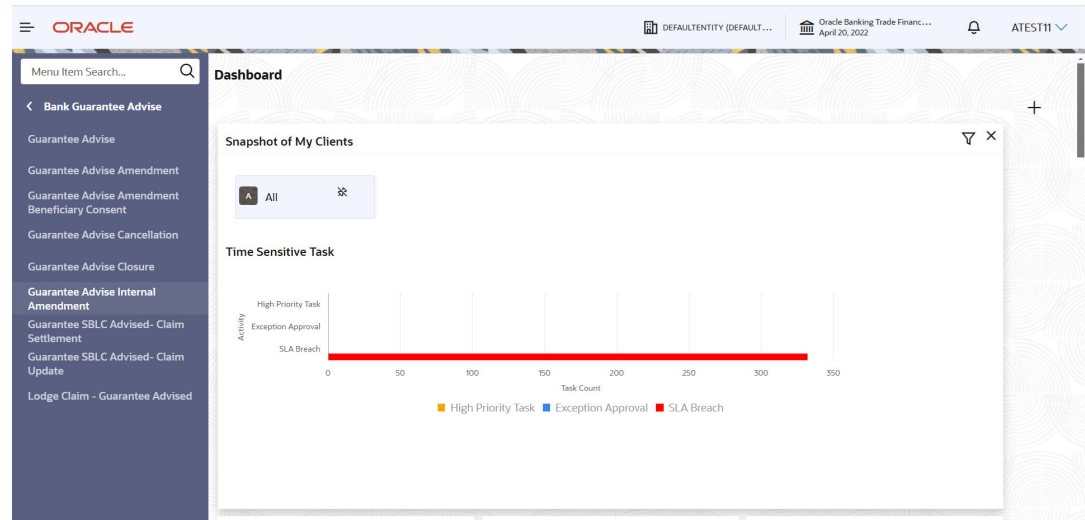
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-1 Login Screen

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

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

Figure 2-2 Guarantee Advise Internal Amendment



The **Guarantee Advise Internal Amendment** screen appears.

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

In case of STP of incoming SWIFT MT 768, a task should be directly created in Data Enrichment Stage after the required business validations and Registration stage is not applicable.

Figure 2-3 Guarantee Advise Internal Amendment - Registration - Application Details

The screenshot shows the 'Guarantee Advise Internal Amendment' registration form. It is divided into two main sections: 'Application Details' and 'Guarantee Details'.
Application Details:
 - Advising Bank Reference Number: GUAD22100018020
 - Submission Mode: Desk
 - Amendment Date: April 20, 2022
 - Beneficiary: 001044 GOODCARE
 - Process Reference Number: PK2GTAI000064910
 - Branch: PK2-Oracle Banking Trade Fina
 - Issuer: 001041 WELLS FAR
 - Priority: Select
 - Issuing Bank Reference: 1122
Guarantee Details:
 - 22D - Form of Undertaking: DGAR - Guarantee
 - 32B - Undertaking Amount: GBP £100.00
 - 22A - Purpose of Message: ADVI - Advice of issued undert
 - 40C - Narrative
 - 39D - Additional Amounts
 - 35G - Expiry Condition/Event
 - 20 - Undertaking Number
 - Amount In Local Currency: GBP £100.00
 - 23X - File Identification
 - 50 - Applicant Name: 001043 MARKS ANI
 - 23B - Expiry Type: FIXD
 - 51- Obligor/ Instructing Party: 001185 RBS PLC
 - Product Code: GUAD
 - 22K - Type of Undertaking: BILL - Bill of lading
 - 23X - Narrative
 - 59A - Beneficiary Name: 001044 GOODCARE
 - 31E - Date of Expiry: December 28, 2022
 - Auto Close
 - Product Description: Guarantee Advising
 - User Reference Number: GUAD22100018020
 - 40C - Applicable Rules: URDG - Uniform rules for dem
 - 56A - Advising Bank
 - Auto Renewal
 - Closure Date: January 27, 2025
 Buttons at the bottom: Hold, Cancel, Save & Close, Submit.

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

 **Note:**

The fields which are marked in asterisk are mandatory.

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

Table 2-1 Guarantee Advise Internal Amendment - Registration - Application Details

Field	Description
Advising Bank Reference Number	Specify the advising bank reference number. Alternatively, click Search to search and select the advising bank reference number from the look-up. As part of search criteria; user can input the Advising Bank Ref, Beneficiary, Currency, Amount and User Reference Number.
Beneficiary	Read only field. Beneficiary name is auto-populated from Guarantee /SBLC Advise.
Branch	Read only field. Branch name will be auto-populated from Guarantee /SBLC Advise details.
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Low or Medium or High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
Submission Mode	System defaults the submission mode of Guarantee Advise Internal Amendment request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none">• Desk - Request received through Desk• Courier - Request received through Courier User can change the submission mode.
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Issuer	Read only field. System defaults the Issuing Bank as per the Guarantee Advise details.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank reference from Guarantee Advise details.


Table 2-1 (Cont.) Guarantee Advise Internal Amendment - Registration - Application Details

Field	Description
Amendment Date	By default, the application will display branch's current date.

Guarantee Details

Registration user can view the latest LC values defaulted in the respective fields in the Guarantee Details in this section.

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

 **Note:**
The fields which are marked in asterisk are mandatory.

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

Table 2-2 Guarantee Advise Internal Amendment - Registration - SBLC/Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of Undertaking defaults from Guarantee Advice details.
Undertaking Number	Read only field. Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field. Product code defaults from Guarantee/ Standby Advise details.
Product Description	Read only field. This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.

**Table 2-2 (Cont.) Guarantee Advise Internal Amendment - Registration - SBLC/
Guarantee Details - Field Description**

Field	Description
Undertaking Amount	Read only field. System defaults the outstanding value available from Guarantee Advise details.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Type of Undertaking	Read only field. System defaults the type of undertaking value available from Guarantee Advise details.
User Reference Number	Read only field. System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System defaults the purpose of message from Guarantee/ Standby Advise.
File Identification	Read only field. The type of delivery channel and its associated file name or reference. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicable Rules	Read only field. This field displays the rules of the Guarantee/ Standby Advise. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicant Name	Read only field. This field displays the details of the applicant from Guarantee Advise details.
Beneficiary Name	Read only field. System defaults the beneficiary from Guarantee/ SBLC Advise details.
Advising Bank	Read only field. System defaults the details of the advising bank from Guarantee/ SBLC Advise.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.
Expiry Type	Read only field. Indicates the validity of the guarantee. System defaults the expiry type from Guarantee/ SBLC Advise.

**Table 2-2 (Cont.) Guarantee Advise Internal Amendment - Registration - SBLC/
Guarantee Details - Field Description**

Field	Description
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.
Auto Renewal	Enable the option for auto renewal. This field is enabled if Applicable Rules is 'URDG - Uniform rules for demand guarantees' and Expiry Type is 'OPEN'.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available. System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions. Toggle Off: Displays that auto close is not required for that transactions. The user can enable or disable the option.
Closure Date	System default the "Closure Date" value, if any, from the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the "Auto Close" toggle as "Yes". User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

5. Click **Submit**.

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

**Table 2-3 Guarantee Advise Internal Amendment - Registration - Action Buttons -
Field Description**

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

Table 2-3 (Cont.) Guarantee Advise Internal Amendment - Registration - Action Buttons - Field Description

Field	Description
Customer Instruction	Click to view/ input the following: <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
View Guarantee/SBLC	Click View Guarantee/SBLC button to view the snapshot of latest Guarantee Advise Internal Amendment details.
Guarantee/SBLC Events	Click Guarantee/SBLC Events button to view the snapshot of various events under the Guarantee Advise Internal Amendment.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Guarantee Advise Internal amendment task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	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 Internal Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

2.1.1 Document Linkage

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

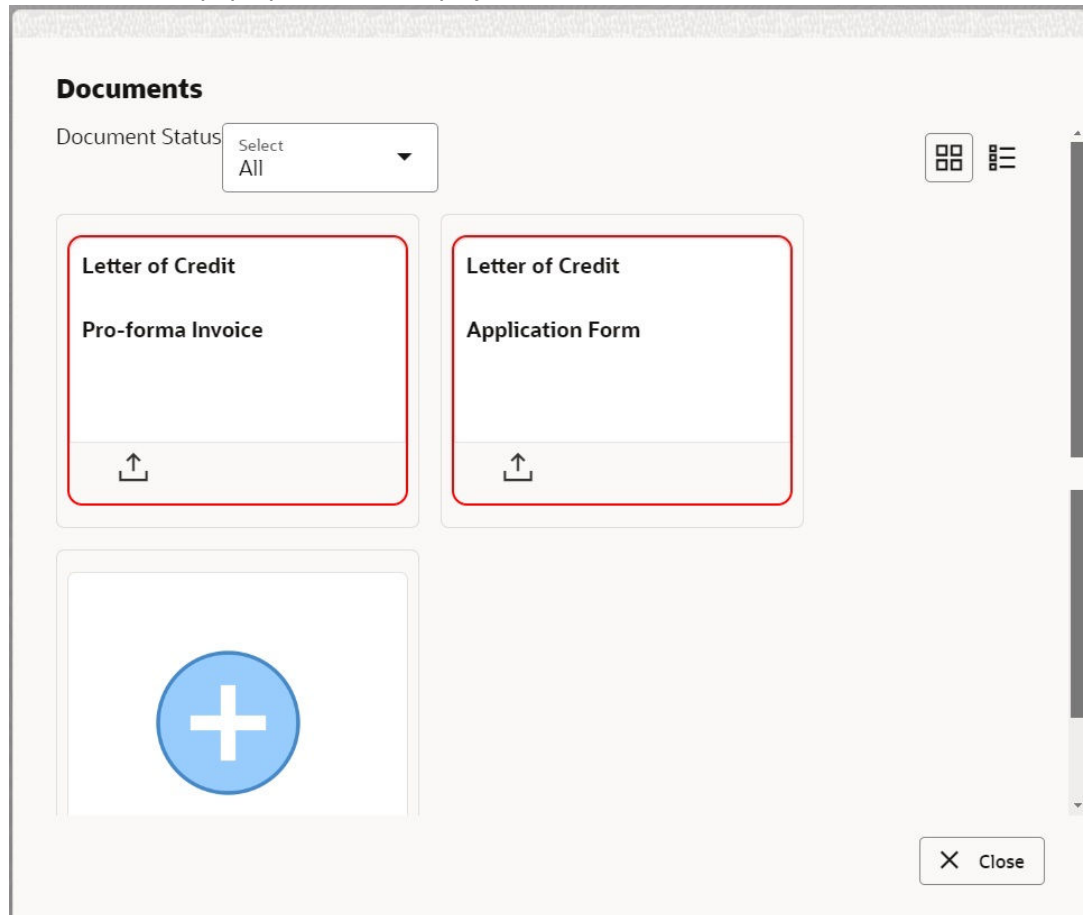
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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
Document Type	Select the document type from list. Indicates the document type from metadata.
Document Code	Select the document Code from list. Indicates the document Code from metadata.
Document Title	Specify the document title.
Document Description	Specify the document description.
Remarks	Specify the remarks.
Document Expiry Date	Select the document expiry date.
Link Document	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
Customer ID	This field displays the transaction Customer ID.
Document ID	Specify the document ID.
Document Type	Select the document type from list.
Document Code	Select the document Code from list.
Search Result	
Document ID	This field displays the document ID from metadata.
Customer ID	This field displays the transaction customer ID.
Document Type	This field displays the document type from metadata.
Document Code	This field displays the document code from metadata.
Link Document	The link to link the existing uploaded documents from DMS to the workflow task.
Upload Date	The field displays the upload date of the document.
Reference Number	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
Link	616	001044	fdff	INSURANCE	December 6, 2023	PK2ELCU000003399
Link	116	001044		INSURANCE	November 3, 2023	PK2ILCD000001238
Link	144	001044		INSURANCE	November 6, 2023	PK2IILD000001312
Link	162	001044		INSURANCE	November 9, 2023	PK2ELCC000001424
Link	684	001044	cvcvc	INSURANCE	December 11, 2023	PK2IELD000004034

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

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

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

The **Edit Document** screen is displayed.

Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

2.2 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Advise Internal Amendment request.

At this stage the user can register a request for Internal Amendment of Guarantee/SBLC Advised.

As part of Data Enrichment, user can update the details already captured in Registration stage. If details are not captured in DE stage, user can input the details.

If the request is received by mail/Courier, the user can update the request. The request will have the details entered during the Registration stage.

If the request is received by SWIFT, then the Internal Amendment task needs to be auto created and available for the user in the Dara Enrichment stage to handle.



Note:

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

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

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

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

Figure 2-4 Free Task

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Guarantee Advise Internal A...	PK2GTAI000064910	PK2GTAI000064910	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Cancellation	PK2ELCT000064911	PK2ELCT000064911	DataEnrichment	22-04-20
<input type="checkbox"/>		STP Process Allocation	PK2STPP000064903	PK2STPP000064903	Process Identification	22-04-20
<input type="checkbox"/>		STP Process Allocation	PK2STPP000064902	PK2STPP000064902	Process Identification	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise	PK2GTEA000052491	PK2GTEA000052491	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise	PK2GTEA00002558	PK2GTEA00002558	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise	PK2GTEA000061878	PK2GTEA000061878	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Import Documentary Collecti...	PK2IDCL000064892	PK2IDCL000064892	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import Documentary Collecti...	PK2IDCL000064891	PK2IDCL000064891	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064890	PK2ILCL000064890	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064889	PK2ILCL000064889	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Liquidation	PK2ILCL000064887	PK2ILCL000064887	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Common Group Message	PK2CGRM000064886	PK2CGRM000064886	Approval	22-04-20

The **Free Task** screen appears.

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

Figure 2-5 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 Internal Am...	PK2GTAI000064910	PK2GTAI000064910	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendmen...	PK2GTEA0000649...	PK2GTEA000064908	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee SBLC Advised -Clai...	PK2GADC000064...	PK2GADC000064901	Registration	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendmen...	PK2GTEA0000649...	PK2GTEA000064900	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise	PK2GTEA000054167	PK2GTEA000054167	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise	PK2GTEA0000648...	PK2GTEA000064883	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Issuance Amendm...	PK2GTEI000064871	PK2GTEI000064871	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Issuance Internal A...	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 Closure	PK2GTEC000064839	PK2GTEC000064839	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee SBLC Issuance -Cla...	PK2GISC000064833	PK2GISC000064833	DataEnrichment	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee SBLC Issuance -Cla...	PK2GISC000062281	PK2GISC000062281	Approval Task Level 1	22-04-20
<input type="checkbox"/> Edit	Medium	Guarantee Advise Amendmen...	PK2GTEA000064814	PK2GTEA000064814	DataEnrichment	22-04-20

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

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

- **Main Details**
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Internal Amendment request.
- **Additional Fields**
This topic provides the systematic instructions to capture the additional fields.
- **Advices**
This topic provides the systematic instructions to capture the advices details of Guarantee Advise Internal Amendment process.
- **Additional Details**
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment process.
- **Settlement Details**
This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Internal Amendment request.
- **Summary**
This topic provides the systematic instructions to view the summary of Guarantee Advise Internal Amendment request.

2.2.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

Application Details

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

Figure 2-6 Data Enrichment - Main Details

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

Table 2-4 Guarantee Advise Internal Amendment - Registration - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Read only field. This field displays the advising bank reference number, as selected in Registration stage.
Beneficiary	Read only field. Name of the customer or applicant will be auto populated from Guarantee /SBLC Advise.

Table 2-4 (Cont.) Guarantee Advise Internal Amendment - Registration - Application Details - Field Description

Field	Description
Branch	Read only field. Customer's home branch will be defaulted from Guarantee / SBLC Advise.
Priority	This field will be defaulted based on the priority maintained for the customer. Priority maintained will be populated as either 'Essential/ Critical /Low /Medium /High'. If priority is not maintained for a customer, 'Medium' priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Read only field. This field displays the submission mode of Guarantee Advise Internal Amendment request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> • Desk - Request received through Desk • Courier - Request received through Courier
Process Reference Number	Read only field. Unique OBTFPM task reference number for the transaction. This is auto generated by the system based on process name and branch code.
Issuer	Read only field. System defaults the Issuing Bank as per the Guarantee Advise details.
Issuing Bank Reference	Read only field. System defaults the Issuing Bank reference from Guarantee Advise details.
Amendment Date	The application displays the branch's current date by default.

Undertaking Details

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

Figure 2-7 Guarantee Details

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

Table 2-5 Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. This field displays the value for form of undertaking from Guarantee/ Standby Advise.
Undertaking Number	Read only field. Undertaking number defaults from Guarantee/ Standby Advise details.
Product Code	Read only field. This field displays the product code defaulted from Guarantee/ Standby Advise.
Product Description	Read only field. This field displays the description of the product as per the product code defaulted from Guarantee/ Standby Advise.
Undertaking Amount	Read only field. System defaults undertaking amount from Guarantee/ Standby Advise.
Amount In Local Currency	Read only field. This field displays the Local currency and amount value. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Type of Undertaking	Read only field. System defaults the type of undertaking value available from Guarantee Advise details.

Table 2-5 (Cont.) Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

Field	Description
User Reference Number	Read only field. System defaults the user reference number available from Guarantee Advise details.
Purpose of Message	Read only field. System defaults the purpose of message from Guarantee/ Standby Advise. The values are: <ul style="list-style-type: none"> • ISSU - Issue of Undertaking: • ICCO - Issuance of counter-counter-undertaking: • ISCO - Issuance of counter undertaking:
File Identification	Read only field. The type of delivery channel and its associated file name or reference. System defaults the value from Guarantee Advise details.
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicable Rules	Read only field. System defaults the value from Guarantee Advise details. The value can be: <ul style="list-style-type: none"> • URDG - Uniform rules for demand guarantees • UCPR - Uniform customs and Practices • ISPR - International standby Practices • NONE - Not subject to any rules • OTHR
Narrative	Read only field. System defaults the value from Guarantee Advise details.
Applicant Name	Read only field. This field displays the details of the applicant of the selected SBLC/Guarantee Number in Registration stage.
Beneficiary Name	Read only field. This field displays the beneficiary details of the selected Guarantee/ Standby Advise.
Advising Bank	Read only field. This field displays the details of the advising bank.
Additional Amount	Read only field. This field indicates the additional amounts covered as per the latest LC details is displayed in Guarantee Advise details.
Expiry Type	Read only field. System defaults the expiry type from guarantee Advise. This field indicates whether undertaking has specified expiry date or is open-ended.
Date of Expiry	Read only field. Expiry date of the Guarantee Advise. System defaults the expiry date from Guarantee/ SBLC Advise.

Table 2-5 (Cont.) Guarantee Advise Internal Amendment - Registration - Guarantee Details - Field Description

Field	Description
Auto Renewal	Enable the option for auto renewal. This field is enabled if Applicable Rules is 'URDG - Uniform rules for demand guarantees' and Expiry Type is 'OPEN'.
Expiry Condition/Event	Read only field. The documentary condition/event that indicates when the local undertaking will cease to be available. System defaults the value from Guarantee Advise details.
Obligor/ Instructor Party	Read only field. The party obligated to reimburse the issuer.
Auto Close	Toggle On: Displays that auto close is required for that transactions. Toggle Off: Displays that auto close is not required for that transactions.
Closure Date	Read only field. This field displays the "Closure Date" defaulted by the system from the previous version of the contract. If the system defaulted value for Auto Close is Yes, then Closure Date field will be a display only field and user is not allowed to edit the same. If the system defaulted value for Auto Close is No, then user can edit the Closure Date field by enabling the "Auto Close" toggle as "Yes". User can provide the value in this field, if Auto Close is enabled as a part of this internal amendment.

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 2-6 Audit - Field Description

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

Table 2-6 (Cont.) Audit - Field Description

Field	Description
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.
S. No	This field displays the serial number of the audit record.
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

Table 2-7 Main Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the Guarantee Advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.

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

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

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

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

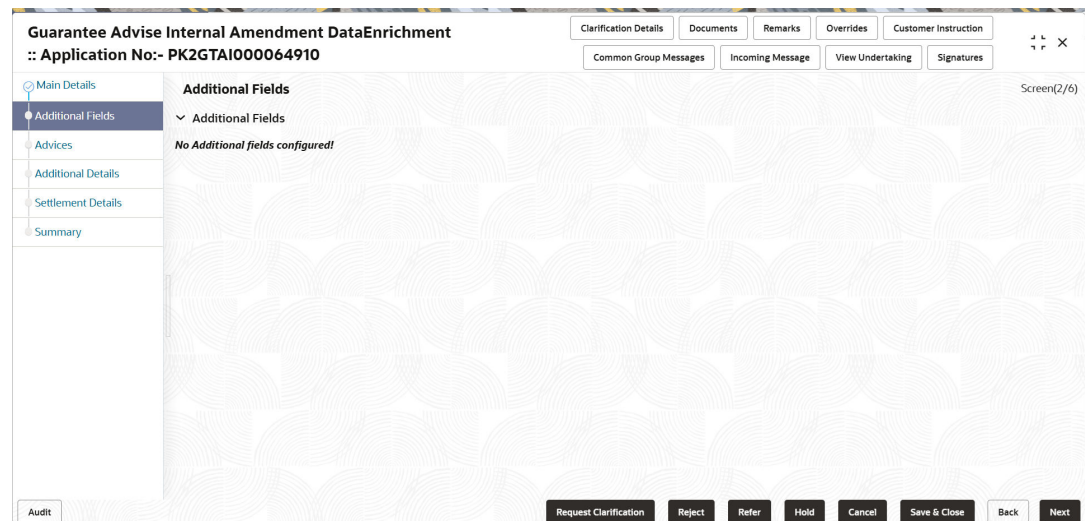
2.2.2 Additional Fields

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

This section displays the additional fields based on the User defined fields maintained in the system.

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

Figure 2-8 Additional Fields



2. Click **Next**.

The task will move to next data segment.

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

Table 2-8 Additional Fields - Action Buttons - Field Description

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

Table 2-8 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Documents	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
Remarks	<p>Specify any additional information regarding the guarantee issuance internal amendment. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p> <p>A walk-in customer of the receiving bank can be sent a common group message by the BIC.</p>
Incoming Message	<p>Clicking this button allows the user to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.

Table 2-8 (Cont.) Additional Fields - Action Buttons - Field Description

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

2.2.3 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee Advise Internal Amendment process.

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

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

Figure 2-9 Advices

Guarantee Advice Internal Amendment
DataEnrichment :: Application No:- PK2IGIA000008739

Advices

Advice Name	Advice Party	Party Name	Suppress Advice
AMD_EXP_CR	BEN	GOODCARE PLC	NO
LC_ACK_AMND	ISB	WELLS FARGO ...	NO
LC_CASH_COL_ADV	ISB	WELLS FARGO ...	YES
PAYMENT_MESSAGE			NO

Advice Details

Advice Details

▼ Advice Details

Suppress Advice:

Advice Name: AMD_EXP_CR Medium: MAIL Advice Party: BEN

Party ID: 001044 Party Name: GOODCARE PLC

▼ FFT Code

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	[Edit] [Delete]

▼ Instructions

Instruction Code	Instruction Description	Edit	Action
E022	OUR CONFIRMATION IS SUBJECT TO PAYMENT OF OUR	[Edit]	[Delete]





OK Cancel

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

Table 2-9 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Select the advice name.
Medium	The medium of advices is defaulted from the system.

Table 2-9 (Cont.) Advice Details

Field	Description
Advice Party	The medium of advices is defaulted from the system. User can update, if required.
Party ID	Value be defaulted from Guarantee Advise. User can update, if required.
Party Name	Read only field. Value be defaulted from Guarantee Advise.
Free Format Text	Specify the free format text details.
	Click plus icon to add new FFT code.
FFT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instruction Details	Specify the Instruction Details details.
	Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the selected Instruction code.
	Click edit icon to edit the existing instruction description.
Action	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-10 Advices - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

Table 2-10 (Cont.) Advices - Action Buttons - Field Description

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

2.2.4 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Advise Internal Amendment process.

In the Additional details section, user can enter, update and verify the additional details Data Segment of Internal Amendment of Guarantee/ SBLC Issued request.

User can change the values in 'Limits and Collateral' section and 'Charges Details' section. Change to existing Line or cash collateral is applicable when the advising bank has also confirmed the SBLC and changes the details Issuing bank Line/ Cash Collateral.

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

Figure 2-10 Additional Details

Guarantee Advise Internal Amendment DataEnrichment
:: Application No:- PK2GTAI000064248

Clarification Details Documents Remarks Overrides Customer Instruction
 Common Group Messages Incoming Message View Undertaking Signatures

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 :
 Collateral Contributor :
 Collateral Status : **Not Verified**
 Deposit Linkage Curre:
 Deposit Linkage Amou:

Charge Details

Charge :
 Commission :
 Tax :
 Block Status :

Preview Message

Language :
 Preview Message :-

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

Limits and Collaterals

In this section user can to attach more than one line.

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_GB	1	100	GBP	100	Not Available		001044	

Cash Collateral Details

Collateral Percentage: 20.0

Collateral Currency and amount: GBP £20.00

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	1	100	20	£20.00	VS	The amount	1	

Deposit Linkage Details

No data to display.

Save & Close Close

Figure 2-11 Limit Details

Limit Details

Customer Id: 001044

Linkage Type: Facility

Contribution %: 100.0

Liability Number: 001044

Contribution Currency: USD

Line Id/Linkage Ref No: 001044_US

Limit/Liability Currency: USD

Limits Description:

Limit Check Response: Available

Amount to Earmark: \$10.00

Expiry Date:

Limit Available Amount: \$999,378,010.18

Response Message: Balance available of USD 999378010.18

ELCM Reference Number:

Buttons: Verify, Save & Close, Close

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

Table 2-11 Limit Details - Field Description


Field	Description
Limit Details	Specify the limit details.
	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.

Table 2-11 (Cont.) Limit Details - Field Description


Field	Description
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.
Linkage Type	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> • Facility • Liability By default Linkage Type is "Facility".
Contribution %	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. 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.
Liability Number	Click Search to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. The LC currency will be defaulted in this field.
Line ID/ Linkage Ref No	Click Search 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. <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin: 10px 0;"> <p> Note:</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 Linkage Type is Liability.</p>
Limit/ Liability Currency	This field displays the limit currency. Limit Currency will be defaulted in this field, when you select the Liability Number .
Limits Description	Read only field. This field displays the limits description.
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the Verify button.
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.

Table 2-11 (Cont.) Limit Details - Field Description

Field	Description
Limit Available Amount	<p>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.</p> <p>The value in this field appears, if you click the Verify button.</p>
Response Message	<p>Read only field. This field displays the detailed response message.</p> <p>The value in this field appears, if you click the Verify button.</p>
ELCM Reference Number	<p>Read only field. This field displays the ELCM reference number.</p>
Limit Details - Grid	<p>Below fields appear in the Limit Details grid along with the above fields.</p>
Line Serial	<p>Read only field. Displays the serial of the various lines available and mapped under the customer id.</p> <p>This field appears on the Limits grid.</p>
Edit	<p>Click the edit link to edit the limit details.</p>

Figure 2-12 Collateral Details

Collateral Details

<p>Total Collateral Amount</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> £20.00</div> <p>Sequence Number</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">1.0 </div> <p>Collateral Contribution Amount</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> £20.00</div> <p>Settlement Account Currency</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">GBP </div> <p>Contribution Amount in Account Currency</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> £20.00</div> <p>Response</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">VS </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; width: fit-content; margin-left: 20px;">Verify</div>	<p>Collateral Amount to be Collected</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> £20.00</div> <p>Collateral Split %</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">100.0 </div> <p>Settlement Account</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">PK2001044019 </div> <p>Exchange Rate</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">1.0 </div> <p>Account Available Amount</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> £3,385.66</div> <p>Response Message</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">The amount block can be performed as the account has sufficient balance </div>
---	---

Table 2-12 Cash Collateral Details - Field Description


Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
	Click plus icon to add new collateral details. Below fields are displayed on the Cash Collateral Details pop-up screen, if the user clicks plus icon.

Table 2-12 (Cont.) Cash Collateral Details - Field Description

Field	Description
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	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.
Settlement Account	Click Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency and will be auto-populated based on the Settlement Account selection.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the Verify button.
Response	Read only field. System populates the response on clicking the Verify button.
Response Message	Read only field. System populates the response message on clicking the Verify button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details - Grid	Below fields appear in the Cash Collateral Details grid along with the above fields.
Collateral %	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.

Table 2-12 (Cont.) Cash Collateral Details - Field Description




Field	Description
Contribution Amount	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.
Account Balance Check Response	This field displays the account balance check response.
	Click delete icon to delete the existing collateral details.
Edit	Click edit link to edit the collateral details.

Figure 2-13 Deposit Linkage Details

Deposit Linkage Details

<p>Customer Id</p> <input style="width: 90%;" type="text" value="001044"/> 🔍	<p>Deposit Account</p> <input style="width: 90%;" type="text" value="PK2CDP1221100003"/> 🔍
<p>Deposit Branch</p> <input style="width: 90%;" type="text" value="PK2"/>	<p>Deposit Available Amount</p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: none; background-color: #f0f0f0;" type="text" value="GBP"/> ▼ <input style="width: 50%; border: none; background-color: #f0f0f0;" type="text" value="£63,880.34"/> </div>
<p>Deposit Maturity Date</p> <input style="width: 90%;" type="text" value="April 20, 2023"/> 📅	<p>Exchange Rate</p> <input style="width: 90%;" type="text" value="1"/>
<p>Deposit Available In Transaction Currency</p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: none; background-color: #f0f0f0;" type="text" value="GBP"/> ▼ <input style="width: 60%; border: none; background-color: #f0f0f0;" type="text" value="63,880.34"/> </div>	<p>Linkage Percentage %</p> <input style="width: 90%;" type="text" value="67.0"/> <div style="text-align: right; margin-top: 5px;"> ▼ ▲ </div>
<p>Linkage Amount(Transaction Currency)</p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: none; background-color: #f0f0f0;" type="text" value="GBP"/> ▼ <input style="width: 60%; border: none; background-color: #f0f0f0;" type="text" value="£67.00"/> </div>	

Table 2-13 Deposit Linkage Details

Field	Description
	Click plus icon to add new deposit linkage details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the customer ID.
Deposit Account	Click Search to search and select deposit for linkage from the look-up. All the Deposits of the customer should be listed in the look-up search. User should be able to select the deposit for linkage.
Deposit Branch	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Amount will be auto-populated based on the Deposit Account selection.
Deposit Maturity Date	Maturity Date of deposit is displayed based on the Deposit Account selection.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	System to default the transaction amount user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details - grid	Below fields appear in the Deposit Details grid along with the above fields.
Deposit Currency	The currency will get defaulted in this field.
Transaction Currency	The currency will get defaulted in this field from the underlying task.
	Click delete icon to delete the existing deposit linkage details.
Edit	Click edit link to edit the deposit linkage details.

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

Charge Details

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

Charge Details

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
No data to display.										
Page 1 (0 of 0 items) < < 1 > >										

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

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

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

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

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

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

Preview Message

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office. The preview message simulated from the back office and the user can view the message.

The screenshot displays a web interface titled "Preview Message". It is divided into two main sections: "Preview - SWIFT Message" and "Preview - Mail Advice".

- Preview - SWIFT Message:**
 - Language: English (dropdown)
 - Message Type: (dropdown)
 - Message Status: (text input)
 - Repair Reason: (text input)
- Preview - Mail Advice:**
 - Language: English (dropdown)
 - Advice Type: (dropdown)
 - Message Status: (text input)
 - Repair Reason: (text input)

Below these sections are two large, empty rectangular areas labeled "Preview Message". At the bottom right of the interface, there are two buttons: "Save & Close" and "Close".

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

Table 2-15 Preview Message - Field Description

Field	Description
Preview SWIFT Message	Displays the preview of SWIFT Messages.
Language	Read only field. The language to preview the draft guarantee details. English is set as default language for the preview.
Message Type	Select the message type from the drop-down.
Message Status	Read only field. Displays the message status of the draft message.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of the draft message. Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.
Preview Mail Device	Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.
Language	Read only field. The language for the advice message. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. Displays the message status of the mail advice.
Repair Reason	Read only field. Displays the reason of repair.
Preview Message	This field displays a preview of advice.

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

The task will move to next data segment.

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

Table 2-16 Additional Details - Action Buttons - Field Description

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

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

Field	Description
Documents	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
Remarks	<p>Specify any additional information regarding the guarantee Advise internal amendment. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p> <p>A walk-in customer of the receiving bank can be sent a common group message by the BIC.</p>
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761. Click to allow parsing of MT 760 along with MT761(up to 7) messages together to create a Guarantee Advise.</p> <p>In case of MT798, the User can click and view the MT798 message(784,760/761).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task..</p>
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

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

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

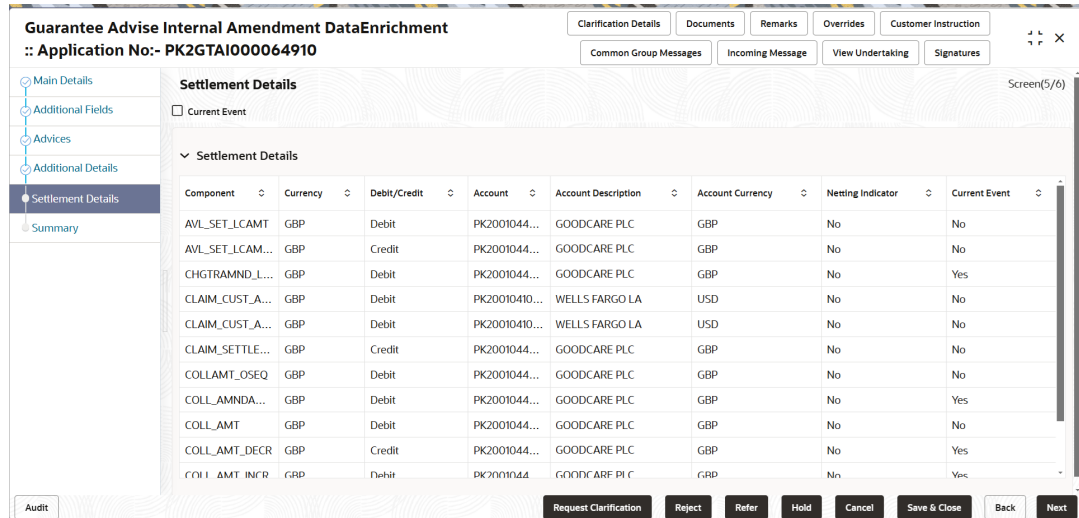
2.2.5 Settlement Details

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

The user can view the settlement details during internal amendment of Guarantee/SBLC Advised request.

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

Figure 2-14 Settlement Details



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

Table 2-17 Settlement Details – Field Description

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

- Click any component in the grid.

Party Details

Field	Description
Transfer Type	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> Customer Transfer Bank Transfer for own account Direct Debit Advice Managers Check None Customer Transfer with Cover Bank Transfer

Field	Description
Charge Details	Select the charge details for the transaction. The options are: <ul style="list-style-type: none"> Beneficiary All Charges Remitter Our Charges Remitter All Charges
Netting Indicator	Select the netting indicator for the component. The options are: <ul style="list-style-type: none"> Yes No
Ordering Customer	Click search icon to search and select the ordering customer from the look up.
Ordering Institution	Click search icon to search and select the ordering institution from the look up.
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.
Account with Institution	Click search icon to search and select the account with institution from the look up.
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the receiver from the look up.

Payment Details

Table 2-18 Payment Details - Field Description

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

Remittance Information

Field	Description
Payment Detail 1	Specify the payment details.
Payment Detail 2	Specify the payment details.
Payment Detail 3	Specify the payment details.
Payment Detail 4	Specify the payment details.

3. Click Next.

The task will move to next data segment.

Table 2-19 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.
Request Clarification	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

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

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

2.2.6 Summary

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

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

The Summary tiles must display a list of important fields with values. The tiles where fields have been amended is highlighted in different color, 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 2-15 Summary

Guarantee Advise Internal Amendment DataEnrichment ::
Application No:- PK2GTAI000064248

Clarification Details Documents Remarks Overrides Customer Instruction Common Group Messages
Incoming Message View Undertaking Signatures

Main Details
Additional Fields
Advices
Additional Details
Settlement Details
Summary

Summary

Main Details
SBLC/Guarantee Type : **BILL**
Submission Mode : **SWIFT**
Date of Issue : **2022-04-20**

Additional Fields
Click here to view Additional fields

Advices
Advice 1 :
Advice 2 :

Settlement Details
Component : **COLL_AMT_INC...**
Account Number : **PK2001044001...**
Currency : **GBP**

Limits and Collaterals
Contribution Currency :
Amount to Earmark :
Limit Status : **Not Verified**
Collateral Currency :
Collateral Contribution :
Collateral Status : **Not Verified**
Deposit Linkage Currency :
Deposit Linkage Amount :

Commission,Charges and Taxes
Charge :
Commission :
Tax :
Block Status : **Not Initiated**

Preview Messages
Language : **ENG**
Preview Message : **-**

Compliance details
KYC : **Not Initiate...**
Sanctions : **Not Initiate...**
AML : **Not Initiate...**

Parties Details
Applicant : **MARKS AND SP...**
Beneficiary : **GOODCARE PLC**
Issuing Bank : **WELLS FARGO ...**

Accounting Details
Event : **BADV**
AccountNumber : **S20000002**
Branch : **PK2**

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

Tiles Displayed in Summary

- Main Details - User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields - User can view the UDF maintained.
- Advices - User can view the advice details.
- Settlement Details - User can view the settlement details.
- Limits and Collaterals - User can view limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the charge details. User can only view but cannot modify the details.
- Preview Messages - User can have the preview of message.
- Compliance details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details - User can view party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.

 **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.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-20 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task. A walk-in customer of the receiving bank can be sent a common group message by the BIC.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.

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

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

2.3 Multi Level Approval

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

The Approval user can view the summary of details updated in multilevel approval stage and can approve a Guarantee Advise Internal Amendment request.

1. Log in into Oracle Banking Trade Finance Process Management application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.

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

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

Note:

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

Approval Summary

Guarantee Advise Internal Amendment Approval Task Level 1 ::
Application No:- PK2GTAI000005170

Documents Remarks Overrides Customer Instruction Common Group Messages
 Incoming Message View Undertaking Signatures

Main Details SBLC/Guarantee Type : BILL Submission Mode : Desk Date of Issue : 2022-04-20	Additional Fields Click here to view Additional : fields	Advices Advice 1 : LC_AMND_INST...
Settlement Details Component : COLL_AMT_INC... Account Number : PK2001044001... Currency : GBP	Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission,Charges and Taxes Charge : GBP 100.00 Commission : Tax : Block Status : Success
Preview Messages Language : ENG Preview Message : -	Compliance details KYC : Verified Sanctions : Not Initiate... AML : Not Initiate...	Parties Details Beneficiary : GOODCARE PLC Applicant : MARKS AND SP... Issuing Bank : WELLS FARGO ...
Accounting Details Event : AccountNumber : Branch :	Exception(Approval) EXCEPTION : Nil	

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main Details - User can view the application details and Guarantee details. User can only view but cannot modify the details.
- Additional Fields - User can view the additional fields details, if any.
- Advices - User can view the advice details.
- Settlement Details - User can view the Settlement details.
- Limits and Collaterals - User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission, Charges and Taxes - User can view the details provided for charges. User can only view but cannot modify the details.
- Preview Messages - User can have the preview of message.
- Compliance details - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Parties Details - User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

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

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

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

Field	Description
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the guarantee Advise internal amendment. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.

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

Field	Description
Signatures	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	<p>Cancel the Guarantee Advise Internal Amendment approval. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.</p>

6. Click **Approve**.

Index

A

Additional Details, [2-28](#)
Additional Details - Action Buttons - Field
Description, [2-28](#)
Additional Fields, [2-22](#)
Advices, [2-24](#)
Advices - Action Buttons, [2-24](#)
Application Details, [2-15](#)
Approval Summary, [2-50](#)
Approval Summary - Action Buttons - Field
Description, [2-50](#)

B

Benefits, [1-1](#)

C

Charge Details, [2-28](#)
Commission Details, [2-28](#)

D

Data Enrichment, [2-13](#)
Deposit Linkage Details, [2-28](#)

G

Guarantee Advise Internal Amendment -
Registration - Action Buttons - Field
Description, [2-1](#)
Guarantee Advise Internal Amendment -
Registration - Application Details, [2-1](#)
Guarantee Details, [2-15](#)

K

Key Features, [1-1](#)

L

Limits and Collaterals, [2-28](#)

M

Main Details, [2-15](#)
Main Details - Action Buttons - Field Description,
[2-15](#)
Multi Level Approval, [2-50](#)

O

Overview, [1-1](#)

P

Preview Message, [2-28](#)

R

Registration, [2-1](#)

S

Settlement Details, [2-42](#)
Settlement Details - Action Buttons - Field
Description, [2-42](#)
Summary, [2-46](#)
Summary - Action Buttons - Field Description,
[2-46](#)

T

Tax Details, [2-28](#)

U

Undertaking Details, [2-1](#)