

Oracle® Banking Trade Finance Process Management Guarantee Cancellation User Guide



Release 14.7.5.0.0

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

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

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

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

Contributors: (contributor), (contributor)

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Preface

- [Purpose](#)
- [Audience](#)

This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)

This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Guarantee Cancellation** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

Convention	Meaning
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.

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

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

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

Action Buttons	Description
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

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

Action Buttons	Description
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	Click Cancel to cancel the transaction input midway without saving any data.
Save & Close	Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click 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.
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 3 Symbols and Icons - Common









Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record

Table 3 (Cont.) Symbols and Icons - Common














Symbol/Icon	Function
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status

Table 4 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	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 Cancellation

This chapter is documented to get familiar with the Guarantee Cancellation process of Oracle Banking Trade Finance Process Management.

Guarantee Cancellation enables the user to register request for Guarantee/SBLC Cancellation received from the Applicant.

If the request is received by mail/Courier, the user should be able to update the request.

In the following sections, let's look at the details for Guarantee/SBLC cancellation process.

This topic contains following subtopics:

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

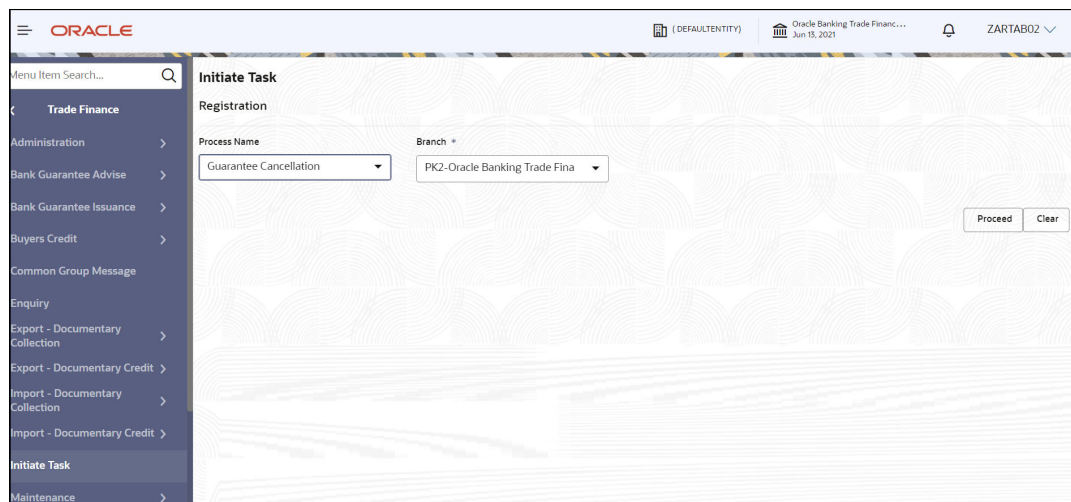
2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Guarantee Cancellation** request.


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

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

Figure 2-1 Initiate Task



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

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

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

Table 2-1 Initiate Task - Field Description

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

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

Table 2-2 Action Buttons - Field Description

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

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

2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of **Guarantee Cancellation** request.

The first stage of Guarantee Cancellation process starts from the Registration Stage. During Registration stage, user captures the basic details as well as undertaking details of the cancellation application. On submit of the request, the customer will be notified with an acknowledgment letter.

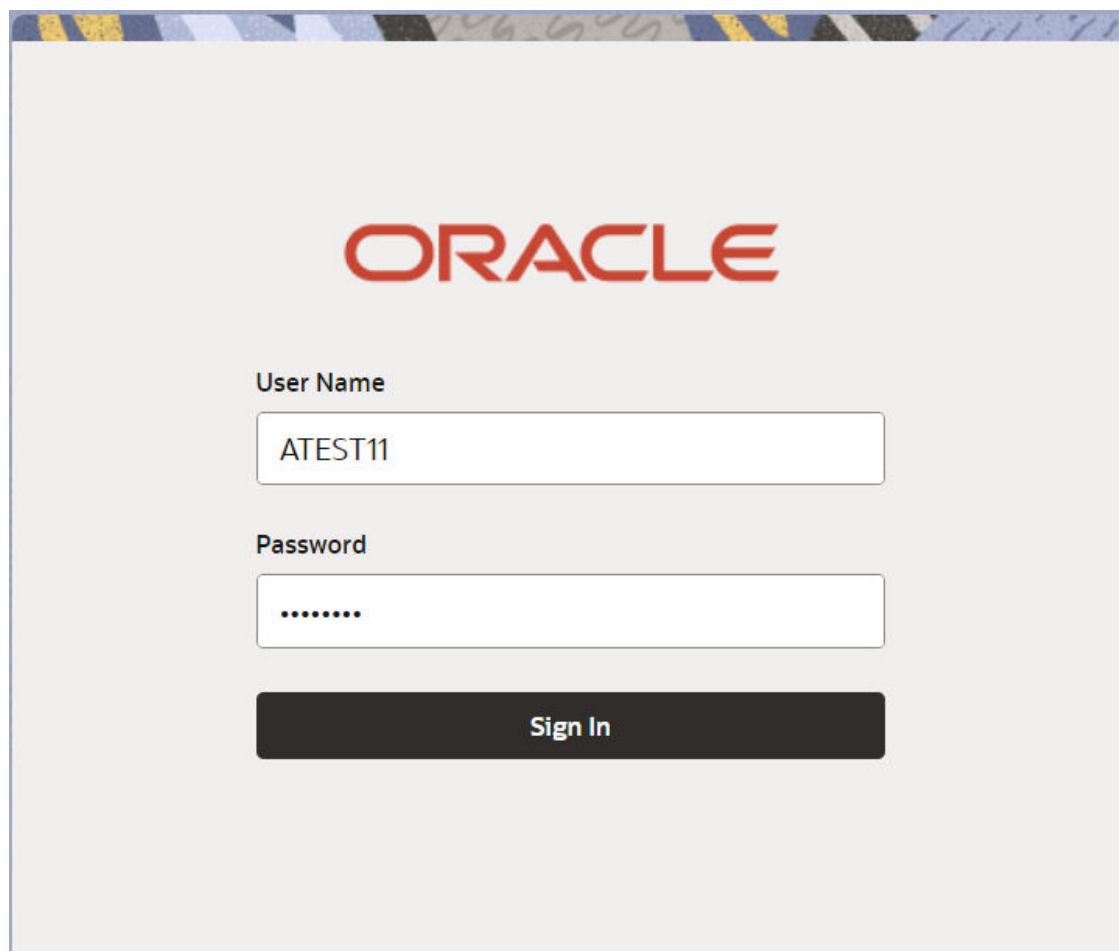
The user has the option to submit, hold, save and hold and cancel the application.

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

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

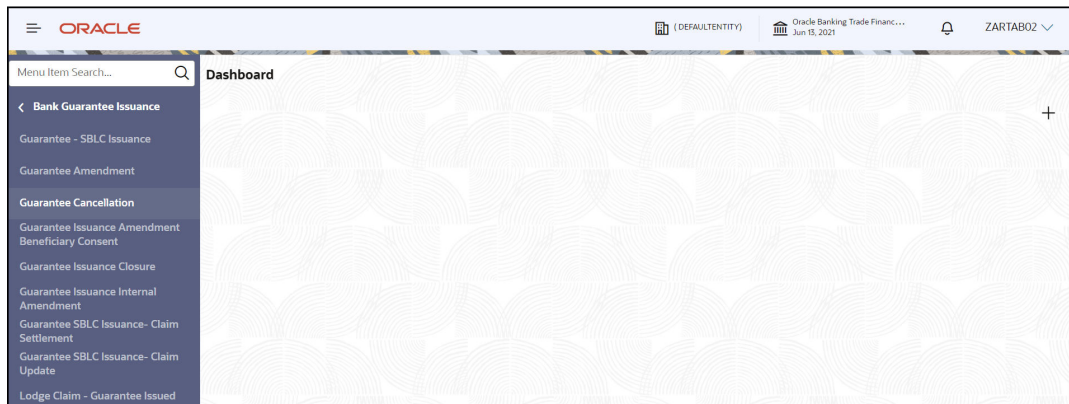
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 Login Screen

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

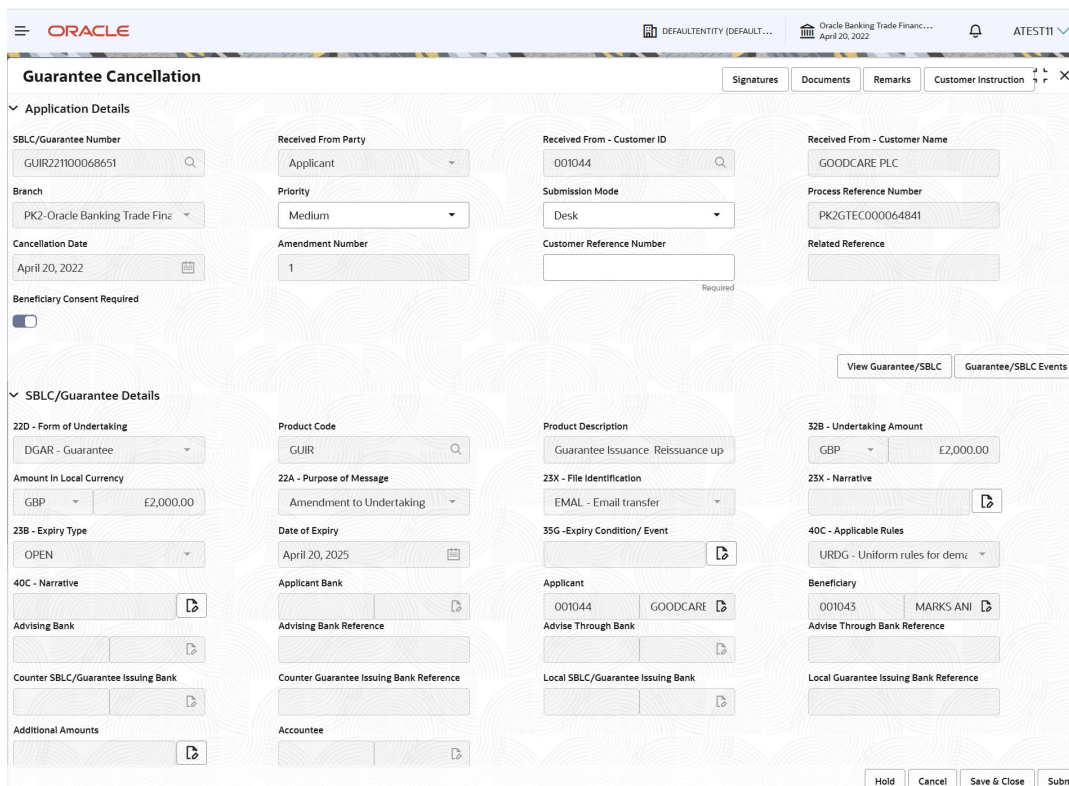
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Issuance**.
2. Under **Bank Guarantee Issuance**, click **Guarantee Cancellation**.

Figure 2-3 Guarantee Cancellation



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

Figure 2-4 Guarantee Cancellation - Registration - Application Details



- On **Guarantee Cancellation - Registration - Application Details** screen, specify the fields.

Note:

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

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

Table 2-3 Guarantee Cancellation - Registration - Application Details - Field Description

Field	Description
SBLC/Guarantee Number	<p>Click Search to search and select the SBLC/Guarantee number of the Guarantee to be cancelled from the look-up. Alternatively, specify the advising SBLC/Guarantee number.</p> <p>In the look-up search, user can specify the Undertaking Number, Applicant, Currency, Amount and User Reference to fetch the Guarantee details. Based on the search result, select the applicable Guarantee to be cancelled.</p>
Received from Applicant Bank	<p>Read only field.</p> <p>System defaults the name of the applicant as available in Guarantee.</p>
Received From - Customer ID	<p>Read only field.</p> <p>Customer ID is auto-populated from Guarantee /SBLC Issuance.</p>
Received From - Customer Name	<p>Read only field.</p> <p>Customer name is auto-populated from Guarantee /SBLC Issuance.</p>
Branch	<p>Read only field.</p> <p>Branch details is auto-populated from Guarantee /SBLC Issuance.</p>
Priority	<p>System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.</p> <p>Set the priority of the Guarantee Cancellation request as Essential or Critical or High or Medium or Low. If priority is not maintained for a customer, 'Medium' priority will be defaulted.</p>
Submission Mode	<p>System populates the submission mode of the Guarantee Cancellation request.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> • Desk - Request received through Desk • Email - Request received through Email • Fax - Request received through Fax
Process Reference Number	<p>Unique sequence number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>
Cancellation Date	<p>By default, the application will display branch's current date.</p>

Table 2-3 (Cont.) Guarantee Cancellation - Registration - Application Details - Field Description

Field	Description
Amendment Number	Read only field. Amendment number is auto-populated based on the system maintenance. Amendment number increases by 1 for each amendment.
Customer Reference Number	Specify a unique Customer Reference Number which is provided by the applicant/applicant bank. Enables the user to provide a unique Customer Reference Number for the cancellation.
Related Reference	Read only field. Related reference number is auto-populated based on the system maintenance.
Beneficiary Consent Required	Enable the option, if beneficiary consent is required for cancellation. Disable the option, if beneficiary consent is not required for cancellation.

SBLC/Guarantee Details

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

- On **Guarantee Cancellation - SBLC/Guarantee Details** screen, specify the fields.



Note:

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

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

Table 2-4 Guarantee Cancellation - Registration - SBLC/Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of undertaking is auto-populated from Guarantee /SBLC Issuance.
Product Code	Read only field. Product code is auto-populated from guarantee /SBLC issuance.
Product Description	Read only field. This field displays the description of the product as per the product code.
Undertaking Amount	Read only field. System defaults the outstanding value available in guarantee.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Purpose of Message	Read only field. System defaults the purpose of message value from guarantee. 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. System defaults the file identification value available in guarantee.
Narrative	Read only field. System defaults the value available in guarantee.
Expiry Type	Read only field. System defaults the expiry type as maintained in guarantee issuance.
Date of Expiry	Read only field. System defaults the expiry date of the guarantee.
Expiry Condition/Event	Read only field. System defaults the expiry condition/event value available in guarantee.
Applicable Rules	Read only field. This field displays the rules of the guarantee.
Narrative	Read only field. System defaults the narrative available in guarantee.

Table 2-4 (Cont.) Guarantee Cancellation - Registration - SBLC/Guarantee Details - Field Description

Field	Description
Applicant Bank	Read only field. This field displays the applicant bank details available in guarantee.
Applicant	Read only field. This field displays the details of the applicant available in guarantee.
Beneficiary	This field displays the beneficiary details of the selected guarantee and user can edit the details if required.
Advising Bank	Read only field. This field displays the details of the advising bank.
Advise Bank Reference	Read only field. This field displays the advising bank reference if available.
Advising Through Bank	Read only field. System defaults the advising through bank value available in guarantee.
Advise Through Bank Reference	Read only field. This field displays the advising bank reference if available.
Counter SBLC/Guarantee Issuing Bank	Read only field. System defaults the counter SBLC/guarantee issuing bank details available in guarantee.
Counter Guarantee Issuing Bank Reference	Read only field. System defaults the counter SBLC/guarantee issuing bank reference value available in guarantee.
Local SBLC/Guarantee Issuing Bank	Read only field. System defaults the local SBLC/guarantee issuing bank details available in Guarantee.
Local Guarantee Issuing Bank Reference	Read only field. System defaults the local SBLC/guarantee issuing bank reference value available in Guarantee.
Additional Amounts	Read only field. This field displays the details of the additional amount covered as per the latest guarantee details.
Accountee	Read only field. System defaults the outstanding value available in Guarantee.

5. Click **Submit**.

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

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

Table 2-5 Guarantee Cancellation - Registration - Action Buttons - Field Description

Field	Description
Documents	<p>Non- Online: Upload the documents received under the Guarantee Cancellation. The user has to upload all the mandatory documents required by the system to proceed for the guarantee cancellation application. If mandatory documents are not uploaded, system should display an error on submit.</p> <p>The possible documents submitted under an Guarantee/SBLC Cancellation request are:</p> <ul style="list-style-type: none"> Guarantee/SBLC Cancellation Request
Remarks	Specify any additional information regarding the Guarantee Cancellation. This information can be viewed by other users handling the request.
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.
Signatures	<p>Click the Signatures 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 id, signature title, image of the signature for verification and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the authorized signatories.</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>
Cancel	<p>Cancel the Guarantee Cancellation task. Details entered will not be saved and the task will be removed</p>
Save & Close	<p>Save the information provided and holds the task in 'My Task' queue for working later.</p> <p>This option will not submit the request.</p>
Submit	<p>The task will move to next logical stage of Guarantee Cancellation. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>
Checklist	<p>Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.</p>

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

2.2.1 Document Linkage

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

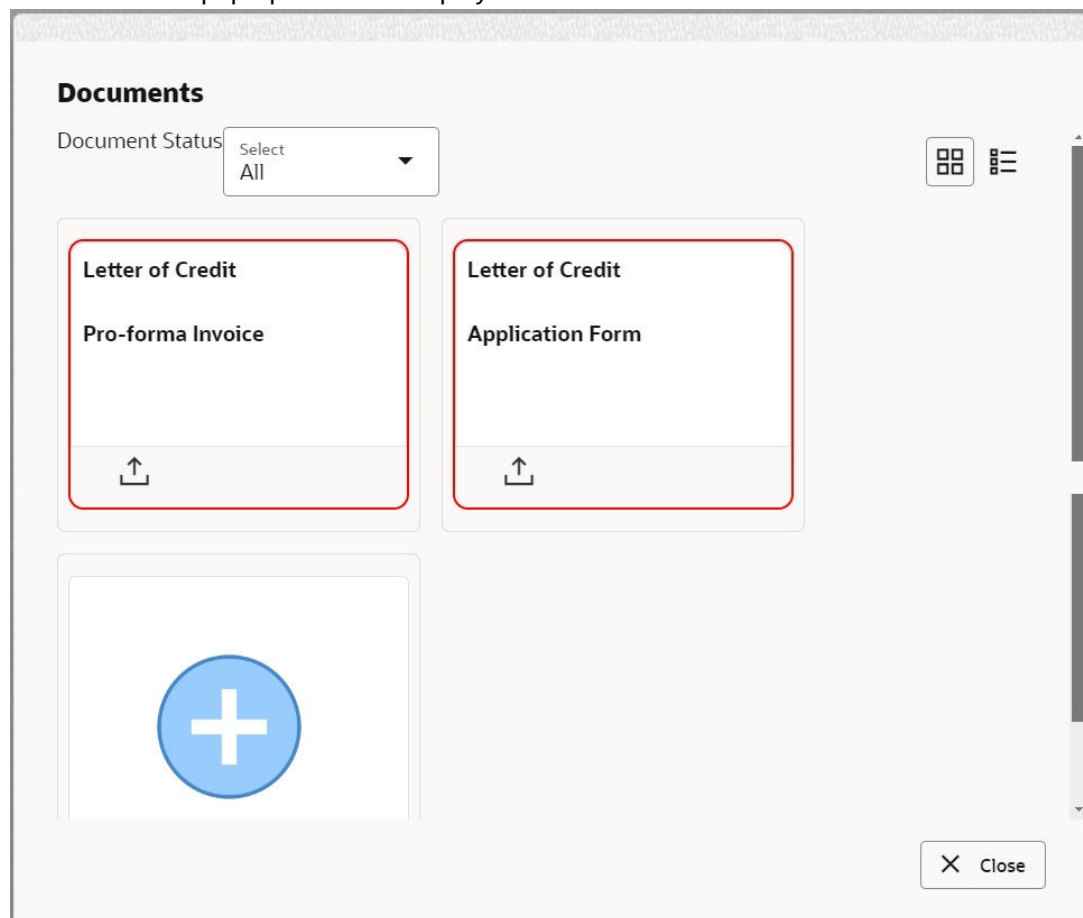
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

Field	Description
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

2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Cancellation request.

As part of Data Enrichment, user can register and update the Guarantee Cancellation request received from the Issuing Bank. If the request is received by mail/Courier, the user should be able to update the request. In case the message is received by SWIFT, then the cancellation task needs to be auto created and available for the user 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 2-5 Free Task

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Medium	Guarantee Cancellation	PK2GTEC000064841	PK2GTEC000064841	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064814	PK2GTEA000064814	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064815	PK2GTEA000064815	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064811	PK2GTEA000064811	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064809	PK2GTEA000064809	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064810	PK2GTEA000064810	DataEnrichment	22-04-20
Medium	Guarantee Advise Am...	PK2GTEA000064812	PK2GTEA000064812	DataEnrichment	22-04-20
Medium	ExportLC Amendment...	PK2IEAM000064808	PK2IEAM000064808	DataEnrichment	22-04-20
Medium	Import LC Issuance	PK2ILCI000064791	PK2ILCI000064791	Scrutiny	22-04-20
High	Import LC Issuance	PK2ILCI000064790	PK2ILCI000064790	Scrutiny	22-04-20
Medium	Export LC Transfer A...	PK2ELCT000064786	PK2ELCT000064786	Scrutiny	22-04-20
Medium	ExportLC Amendment...	PK2ELCA000064774	PK2ELCA000064774	DataEnrichment	22-04-20
Medium	ExportLC Amendment...	PK2ELCA000064777	PK2ELCA000064777	DataEnrichment	22-04-20

The **Free Task** screen appears.

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

Figure 2-6 My Task

	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Guarantee Cancellation	PK2GTEC000064841	PK2GTEC000064841	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance Cl...	PK2GTEC000064839	PK2GTEC000064839	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000064835	PK2GISC000064835	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000062281	PK2GISC000062281	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Amendment	PK2GTEA000064804	PK2GTEA000064804	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Issua...	PK2GISC000064800	PK2GISC000064800	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI000064517	PK2GTEI000064517	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI000064742	PK2GTEI000064742	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export Docum...	PK2IEDC000064737	PK2IEDC000064737	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export Docum...	PK2IEDU000064689	PK2IEDU000064689	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export Docum...	PK2IEDL000064643	PK2IEDL000064643	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Export Documentary ...	PK2EDCB000064574	PK2EDCB000064574	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Export LC Clos...	PK2IECL000064549	PK2IECL000064549	DataEnrichment	22-04-20

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

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

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.

- [Main Details](#)
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Cancellation request.
- [Acknowledgement Details](#)
This topic provides the systematic instructions to capture the acknowledgement details of Data Enrichment stage.
- [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 Cancellation process.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Cancellation process.

- **Settlement Details**
This topic provides the systematic instructions to capture the settlement details of Guarantee Cancellation request.
- **Summary**
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee Cancellation request.

2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- SBLC/ Guarantee Details.

Application Details

The fields listed under this section are same as the fields listed under the SBLC Guarantee Details section in Registration. During Registration, if user has not captured input, then user can capture the details in this section.

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

Figure 2-7 Main Details

The screenshot displays the 'Main' section of the 'Guarantee Cancellation DataEnrichment :: Application' screen. The application number is PK2GTEC00009803. The interface is divided into two main sub-sections: 'Application Details' and 'SBLC/Guarantee Details'.

Application Details:

- SBLC/Guarantee Number:** PK2GUR221106130
- Received From Party:** Applicant
- Received From - Customer ID:** 001044
- Received From - Customer Name:** GOODCARE PLC
- Branch:** PK2-Oracle Banking Trade Fine
- Priority:** Medium
- Submission Mode:** Online
- Process Reference Number:** PK2GTEC00009803
- Cancellation Date:** April 20, 2022
- Amendment Number:** 1
- Customer Reference Number:** (Empty)
- Related Reference:** (Empty)
- Beneficiary Consent Required:** (Toggle off)

SBLC/Guarantee Details:

- 22D - Form of Undertaking:** DGAR - Guarantee
- Product Code:** GUIR
- Product Description:** Guarantee Issuance Reissuance up
- 32B - Undertaking Amount:** GBP, £75,000.00
- Amount in Local Currency:** GBP, £75,000.00
- 22A - Purpose of Message:** Amendment to Undertaking
- 23X - Narrative:** (Empty)
- 23B - Expiry Type:** FIXD
- Date of Expiry:** December 31, 2024
- 35G - Expiry Condition/ Event:** (Empty)
- 40C - Applicable Rules:** URDG - Uniform rules for dema
- 40C - Narrative:** (Empty)
- Applicant Bank:** (Empty)
- Applicant:** 001044, GOODCARE
- Beneficiary:** 001204, ABC CORP
- Advising Bank:** 001041, WELLS FAR
- Advising Bank Reference:** (Empty)
- Advise Through Bank:** (Empty)
- Advise Through Bank Reference:** (Empty)
- Counter SBLC/Guarantee Issuing Bank:** (Empty)
- Counter Guarantee Issuing Bank Reference:** (Empty)
- Local SBLC/Guarantee Issuing Bank:** (Empty)
- Local Guarantee Issuing Bank Reference:** (Empty)
- Additional Amounts:** (Empty)
- Accountee:** (Empty)

At the bottom of the screen, there are buttons for 'Request Clarification', 'Reject', 'Refer', 'Hold', 'Cancel', 'Save & Close', and 'Next'.

 **Note:**

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

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

Table 2-6 Guarantee Cancellation - Main Details - Application Details - Field Description

Field	Description
SBLC/Guarantee Number	Read only field. The value is auto-populated from the Registration stage.
Received from Applicant Bank	Read only field. System defaults the name of the applicant as available in Guarantee.
Received From - Customer ID	Read only field. Customer ID is auto-populated from Guarantee /SBLC Issuance.
Received From - Customer Name	Read only field. Customer name is auto-populated from Guarantee /SBLC Issuance.
Branch	Read only field. Branch details is auto-populated from Guarantee /SBLC Issuance.
Priority	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement. Set the priority of the Guarantee Cancellation request as Essential/Critical/Low/Medium/High. If priority is not maintained for a customer, 'Medium' priority will be defaulted.
Submission Mode	System populates the submission mode of the Guarantee Cancellation request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> • Desk - Request received through Desk • Email - Request received through Email • Fax - Request received through Fax
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Cancellation Date	By default, the application will display branch's current date.

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

Field	Description
Amendment Number	Read only field. Amendment number is auto-populated based on the system maintenance. Amendment number increases by 1 for each amendment.
Customer Reference Number	Specify a unique Customer Reference Number which is provided by the applicant/applicant bank. Enables the user to provide a unique Customer Reference Number for the cancellation.
Related Reference	Read only field. Related reference number is auto-populated based on the system maintenance.
Beneficiary Consent Required	Enable the option, if beneficiary consent is required for cancellation. Disable the option, if beneficiary consent is not required for cancellation.

SBLC/ Guarantee Details

The fields listed under this section are same as the fields listed under the **SBLC/ Guarantee Details** section in Registration stage. During registration, if user has not captured input, then user can capture the details in this section.

Figure 2-8 SBLC/ Guarantee Details

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

Table 2-7 Guarantee Cancellation - SBLC/ Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of undertaking is auto-populated from guarantee /SBLC issuance.
Product Code	Read only field. Product code is auto-populated from Guarantee /SBLC Issuance.
Product Description	Read only field. This field displays the description of the product as per the product code.
Undertaking Amount	Read only field. System defaults the outstanding value available in guarantee.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Purpose of Message	Read only field. System defaults the purpose of message value from guarantee. 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. System defaults the file identification value available in guarantee.
Narrative	Read only field. System defaults the value available in guarantee.
Expiry Type	Read only field. System defaults the expiry type as maintained in guarantee issuance.
Date of Expiry	Read only field. System defaults the expiry date of the guarantee.
Expiry Condition/Event	Read only field. System defaults the expiry condition/event value available in guarantee.
Applicable Rules	Read only field. This field displays the rules of the guarantee.
Narrative	Read only field. System defaults the narrative available in guarantee.

Table 2-7 (Cont.) Guarantee Cancellation - SBLC/ Guarantee Details - Field Description

Field	Description
Applicant Bank	Read only field. Applicant bank details is defaulted from guarantee.
Applicant	Read only field. Applicant details is defaulted from guarantee.
Beneficiary	This field displays the beneficiary details of the selected guarantee and user can edit the details if required.
Advising Bank	Read only field. This field displays the details of the advising bank.
Advise Bank Reference	Read only field. This field displays the advising bank reference, if available.
Advising Through Bank	Read only field. System defaults the advising through bank value available in guarantee.
Advise Through Bank Reference	Read only field. This field displays the advising bank reference, if available.
Counter SBLC/Guarantee Issuing Bank	Read only field. System defaults the counter SBLC/guarantee issuing bank details available in guarantee.
Counter Guarantee Issuing Bank Reference	Read only field. System defaults the counter SBLC/guarantee issuing bank reference value available in guarantee.
Local SBLC/Guarantee Issuing Bank	Read only field. System defaults the local SBLC/guarantee issuing bank details available in Guarantee.
Local Guarantee Issuing Bank Reference	Read only field. System defaults the local SBLC/guarantee issuing bank reference value available in Guarantee.
Additional Amounts	Read only field. This field displays the details of the additional amount covered as per the latest guarantee details.
Accountee	Read only field. System defaults the outstanding value available in Guarantee.

Audit

Task Audit Trail Details

Application No. Branch Code Initiated Date Initiated By

Process Name

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

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

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

Table 2-8 Audit - Field Description

Field	Description
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.
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 2-9 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'.

Table 2-9 (Cont.) Main 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 Cancellation. This information can be viewed by other users handling the request.</p>
Overrides	<p>Click to view the overrides accepted by the user.</p>
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.
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 required, 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>

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

Field	Description
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	Cancels the Guarantee Cancellation 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.
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.
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.

2.3.2 Acknowledgement Details

This topic provides the systematic instructions to capture the acknowledgement details of Data Enrichment stage.

At this hop, user can update details for the acknowledgment and response details. This Acknowledgment related section is applicable only for Counter Issuing bank and Local issuing bank.

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

Figure 2-9 Acknowledgement Details

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

Table 2-10 Acknowledgement Details - Field Description

Field	Description
MT 768 - Acknowledgment Details	
(This is applicable in case of Counter Guarantee/Counter Counter Guarantee Issuing Bank).	
Issuing Bank Reference	Specify the value for issuing bank reference.
Account Identification	Click Search to search and select the account identification from the lookup. Alternatively user can specify the account identification details.
Date of Acknowledgement	System defaults the current system date as date of message acknowledgment.
Amount of Charges	Specify the values for the amount of charges and select the currency code.
Account with Bank	Click Search to search and select account with bank details from the lookup. Alternatively user can also specify the account with bank details.
Charges	Specify more details about charges, if applicable.
Sender to Receiver Information	Click Search to search and select the sender to receiver details, if applicable.

2. Click **Next**.

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

Table 2-11 Acknowledgement 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. 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 Instructions	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.
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.

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

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

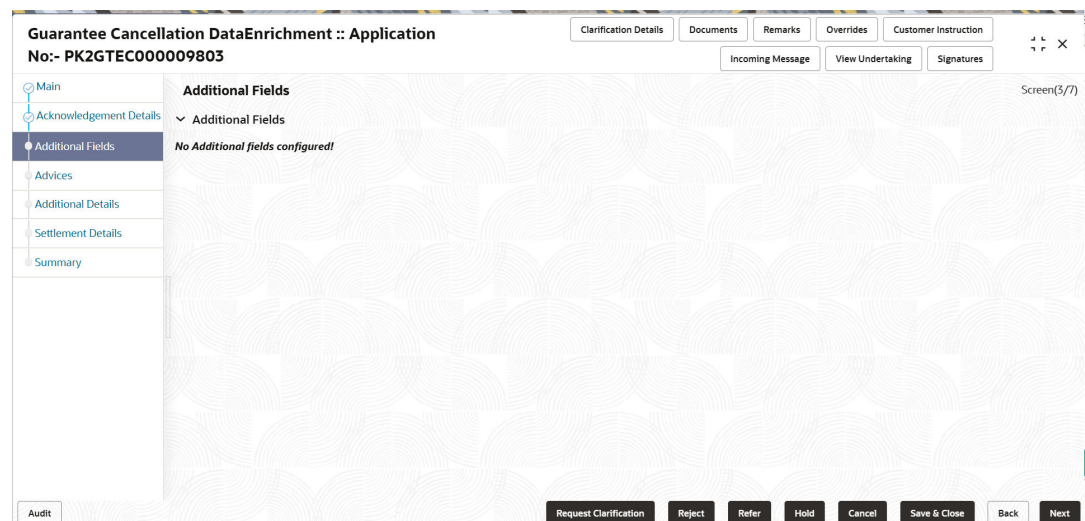
2.3.3 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-10 Additional Fields



2. Click **Next**.

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

Table 2-12 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'.
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 Cancellation. This information can be viewed by other users handling 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.
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 required, 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 2-12 (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>On click of Back, task moves to previous logical step.</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>

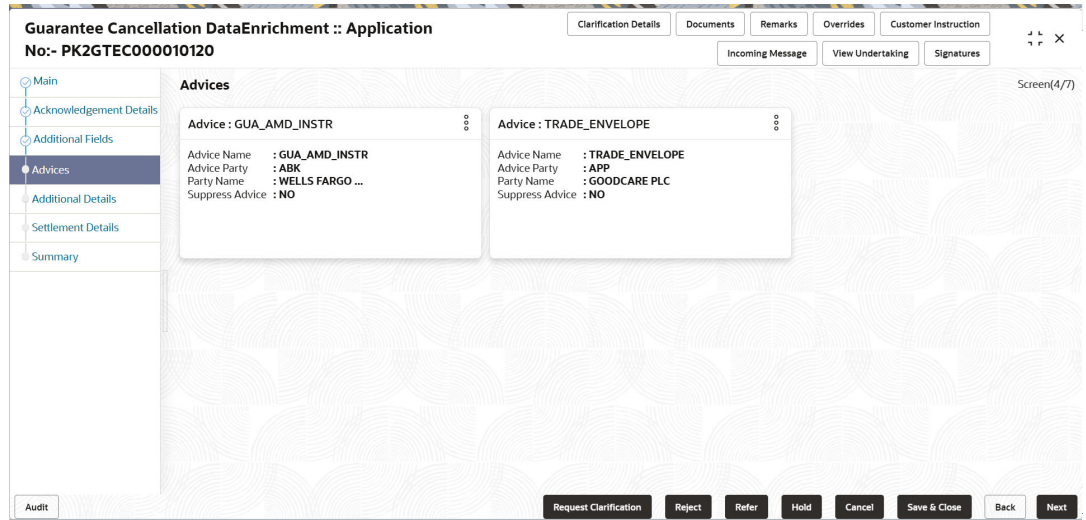
2.3.4 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee Cancellation process.

Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required. The user can also suppress the Advise, if required

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

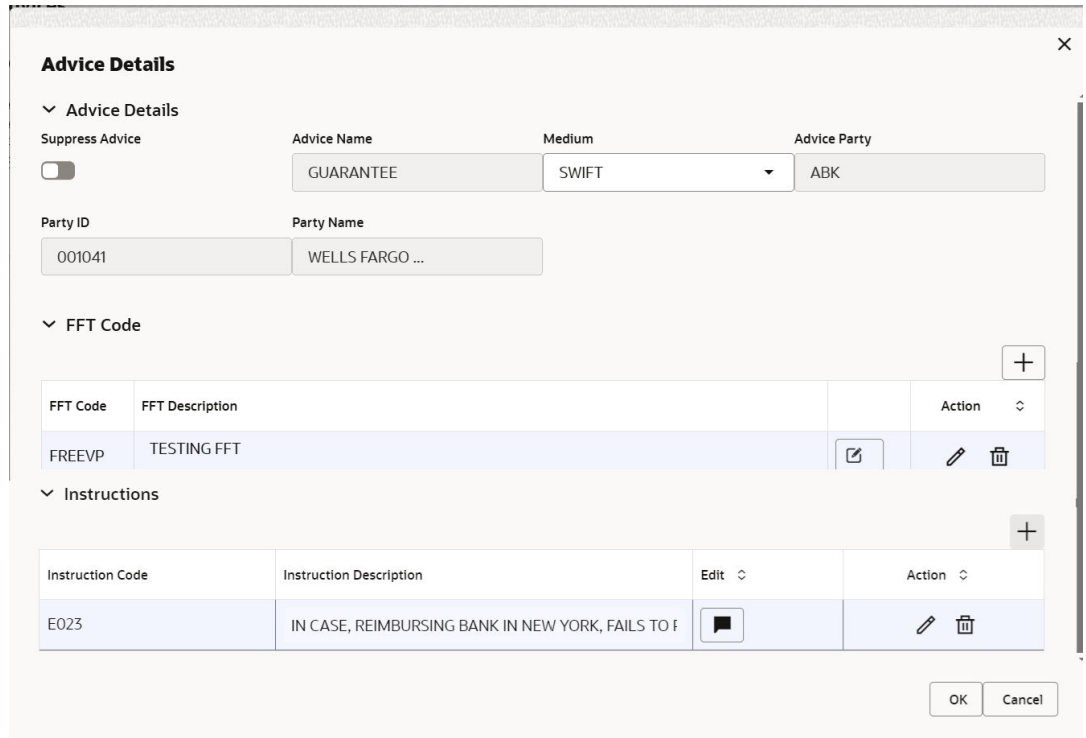
Figure 2-11 Advices



Advice Details



This section displays the Advice details.

Figure 2-12 Advice Details



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

Table 2-13 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Displays the advice name.
Medium	Displays the medium of advices is defaulted from the system.
Advice Party	Displays the advice party is defaulted from the system.
Party ID	Displays the party Id defaulted from system.
Party Name	Displays the defaulted from Guarantee.
FFT Code	Specify the FFT Code 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. User can edit the FFT description.
	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.
Instructions	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 instruction code selected. User can edit the instruction description.
	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 2-14 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'.

Table 2-14 (Cont.) Advices - 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 Cancellation. 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.
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 required, 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.
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>

Table 2-14 (Cont.) Advices - Action Buttons - Field Description

Field	Description
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. sUser 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.
Back	Clicking on Back button, takes the user to the previous screen.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.5 Additional Details

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

In the Additional details section, the user can verify/input/update the additional details data segment of the Guarantee/SBLC Cancellation request. Guarantee cancellation may have impact on the Charges and Commission section.


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

Figure 2-13 Additional Details

Guarantee Cancellation DataEnrichment :: Application
No:- PK2GTEC00009803

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

Main
Acknowledgement Details
Additional Fields
Advices
Additional Details
Settlement Details
Summary

Additional Details Screen(5/7)

Limit & Collateral	Charge Details	Preview Message
Contribution Currency: Contribution Amount : Limit Status : Collateral Currency : Collateral Contributor: Collateral Status : Not Verified Deposit Linkage Curre: Deposit Linkage Amou:	Charge : Commission : Tax : Block Status :	Language : Preview Message : -

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

Limits and Collaterals

The limits and collateral details are displayed as tile. The tiles displays a list of important fields with values.

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 (OBTFFPM) 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.

Note:

For Guarantee Advising MT 760, user can input the values, applicable if Advising bank confirms undertaking.

Figure 2-14 Limits and Collaterals

Limits and Collaterals

▼ 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	View
No data to display.										

▼

Cash Collateral Details

Collateral Percentage: 10.0

Collateral Currency and amount: USD \$1,000.00

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	View
1	USD	PK20010430013		100	0		NA	verify/Block not required	1

▼ Deposit Linkage Details

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

Save & Close Cancel

Figure 2-15 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 	Amount to Earmark \$4,840.00
Expiry Date 	Limit Available Amount \$0.00
Response Message 	ELCM Reference Number

Save & Close Close

Figure 2-16 Collateral Details

Collateral Details

<p>Total Collateral Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$1,000.00"/>	<p>Collateral Amount to be Collected</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Sequence Number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>	<p>Collateral Split %</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="100.0"/>
<p>Collateral Contribution Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$0.00"/>	<p>Settlement Account</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK20010430013"/>
<p>Settlement Account Currency</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>	<p>Exchange Rate</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>
<p>Contribution Amount in Account Currency</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Account Available Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Response</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="NA"/>	<p>Response Message</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="verify/Block not required"/>

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

Table 2-15 Limit Details - Field Description

Field	Description
Limit Details	Specify the limit details based on the description of following table. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon. Click plus icon to add new limit details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> • Facility • Liability By default Linkage Type should be Facility .

Table 2-15 (Cont.) Limit Details - Field Description



Field	Description
Contribution %	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> Note:</p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
Liability Number	<p>Click Search to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
Contribution Currency	This field displays the contribution currency.
Line ID/Linkage Ref No	<p>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.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> 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, when the user select the Liability Number .
Limits Description	This field displays the limits description.
Limit Check Response	<p>This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the Verify button.</p>
Amount to Earmark	<p>This field defaults the amount to earmark. Contribution amount will default based on the contribution %.</p> <p>User can change the value.</p>

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
Expiry Date	This field displays the date up to which the Line is valid.
Limit Available Amount	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.
Response Message	This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the Limit Details .
Cash Collateral Details	Specify the Cash Collateral details.
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. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Collateral Details pop-up screen	Click plus icon to add new collateral details. Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
Edit	Click edit link to edit the collateral details.
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	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
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 defaulted by the system.

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
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.
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.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.
Deposit Linkage Details	Specify the Deposit Linkage details. In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Click + plus icon to add new Deposit Linkage details.
Edit	Click edit link to edit the deposit linkage details.
Deposit Linkage Details pop-up screen	Below fields are displayed on the Deposit Linkage Details pop-up screen, if the user clicks plus icon.

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
Deposit Account	Click Search to search and select deposit for linkage from the list of all the customer Deposits. All the Deposits of the customer should be listed in the LOV 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	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit 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)	This field displays 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	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.

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

Commission, Charges and Taxes

This section displays Commission, Charges and Taxes 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.

Figure 2-17 Commission, Charges and Taxes

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

Table 2-16 Commission, Charges and Taxes - Field Description

Field	Description
Commission Details	This section displays the commission details.
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.
Modified 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 Amount	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 2-16 (Cont.) Commission, Charges and Taxes - 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.
Settlement Account	Select the settlement account.
Charge Details	This section displays 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 2-16 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
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.
Currency	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.
Settlement 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 Messages

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

The Preview section consists of following.

Preview – SWIFT and Advise

Based on the guarantee cancellation captured in the previous screen, the preview message simulated from the back office and the user can view the message.

Figure 2-18 Preview Messages


The screenshot displays the 'Preview Messages' interface. It is divided into two main sections: 'Preview - SWIFT Message' and 'Preview - Mail Advice'.
Preview - SWIFT Message: Includes a 'Language' dropdown set to 'English', a 'Message Type' dropdown, a 'Message Status' text box, and a 'Repair Reason' text box.
Preview - Mail Advice: Includes a 'Language' dropdown set to 'English', an 'Advice Type' dropdown set to 'AMD_EXP_CR', a 'Message Status' text box containing 'GENERATED', and a 'Repair Reason' text box.
Preview Message (SWIFT): A large text area showing a blank space.
Preview Message (Mail Advice): A large text area showing a preview of a message with the following content:
 20-APR-22 PAGE :1
 PK2WALKINT
 CHENNAI
 CHENNAI
 CHENNAI
 CHENNAI
 PAGE :1
 OUR REFERENCE : TRFU221100023509
 AMENDMENT NO : 2
 RECEIVER'S REFERENCE :
 ISSUING BANK : WELLS FARGO LA
 WFBUS6S
 APPLICANT : MARKS AND SPENCER
 MARGUS2SXXX
 At the bottom right, there are 'Save & Close' and 'Cancel' buttons.

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

Table 2-17 Preview Messages - Field Description

Field	Description
Preview SWIFT Message	This section displays the Preview SWIFT Message details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type from the drop down.
Message Status	Read only field. This field displays the message status of draft message of guarantee details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of guarantee details.
Preview Message	This field displays a preview of the draft message.
Preview - Mail Advice	This section displays the Preview - Mail Advice details.
Language	Read only field. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. This field displays the message status of draft message of liquidation details.
Repair Reason	Read only field. This field displays the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the advice.
Draft Confirmation Required	This section displays the Draft Confirmation Required details.

Table 2-17 (Cont.) Preview Messages - Field Description

Field	Description
Draft Confirmation Required	<p>Enable the Draft Confirmation Required toggle, if the guarantee message needs to be approved by customer before issue.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin: 10px 0;"> <p> Note:</p> <p>A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.</p> </div> <p>Following fields will have values on receipt of customer response.</p>
Customer Response	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system
Customer Remarks	Remarks from the customer for the draft.
Response Date	Customer Response received date.
Default Email list	Default email address of the customer.
Add Recipients	Enables to add more recipients for the customer response.

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 2-18 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'.
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 Cancellation. This information can be viewed by other users handling 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.

Table 2-18 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
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.
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 required, 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>On click of Back, task moves to previous logical step.</p>

Table 2-18 (Cont.) Additional Details - Action Buttons - Field Description

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

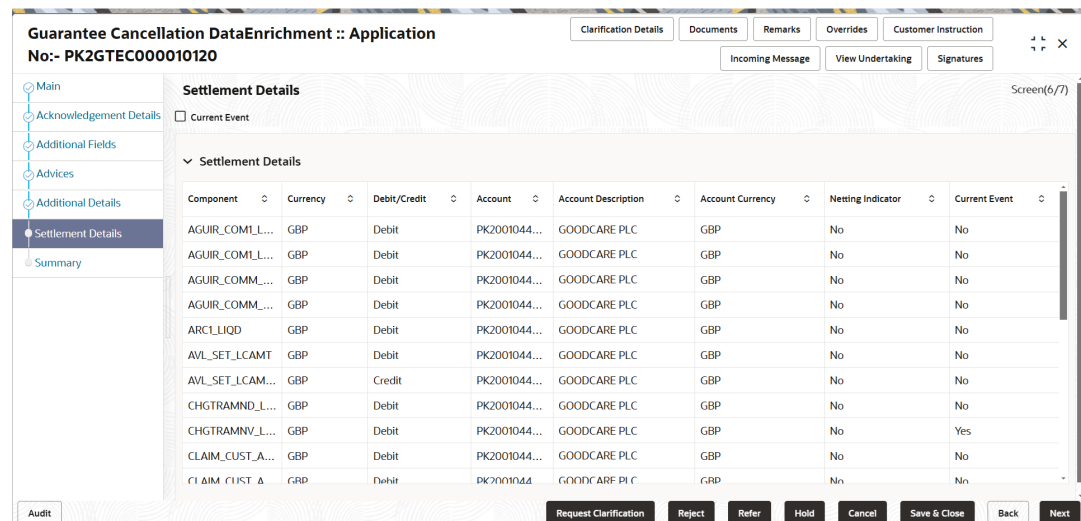
2.3.6 Settlement Details

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

The user can view the settlement details during Guarantee Cancellation request.

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

Figure 2-19 Settlement Details



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

Table 2-19 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.

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

Field	Description
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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This exchange rate.
Deal Reference Number	This exchange deal reference number.

- Click any component in the grid.

Party Details

Table 2-20 Party Details – Field Description

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 • None • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer
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.

Table 2-20 (Cont.) Party Details – Field Description

Field	Description
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 2-21 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**Table 2-22 Remittance Information - Field Description**

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

3. Click Next.

The task will move to next data segment.

Table 2-23 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

Table 2-23 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Remarks	<p>Specify any additional information regarding the Guarantee Cancellation. 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.
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 required, 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.
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

Table 2-23 (Cont.) Settlement Details - Action Buttons - Field Description

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

2.3.7 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee Cancellation request.

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

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


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

Figure 2-20 Summary

Tiles Displayed in Summary

- Main Details - User can view the application details and Guarantee/Standby details.
- Guarantee Details - User can view the Guarantee Details.
- Additional Fields - User can view the user defined field details.
- Advices - User can view the details of advices.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages.
- Limits and Collaterals - User can view the limits and collateral details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- 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 2-24 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 Cancellation. This information can be viewed by other users handling 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.
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 required, 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 2-24 (Cont.) Summary - 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>On click of Back, task moves to previous logical step.</p>
Submit	<p>Task will get moved to next logical stage of Guarantee Cancellation.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>

2.4 Multi Level Approval

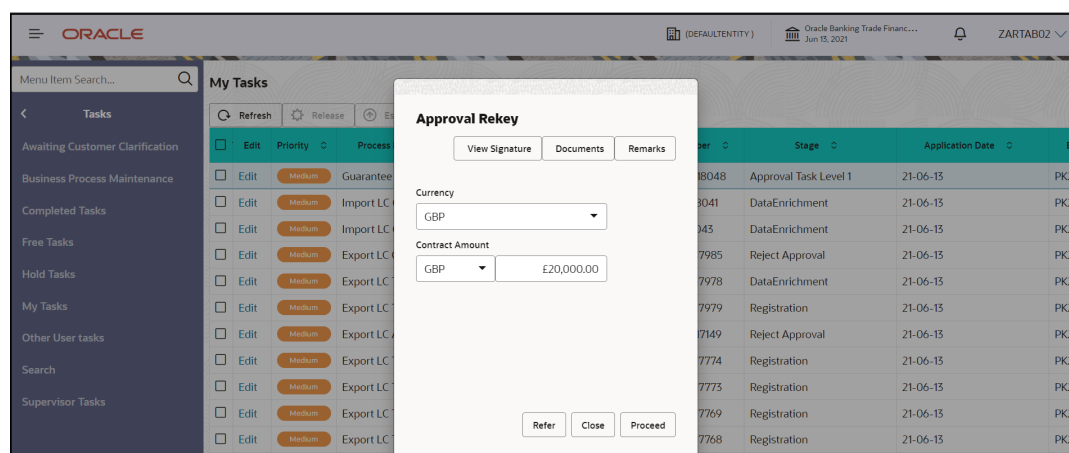
This topic helps you quickly get acquainted with the Multi Level Approval process.

The Approval user can approve a Guarantee Cancellation transaction.

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

The **Approval Re-Key** pop-up screen appears.

Figure 2-21 Approval Re-Key



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

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

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

- Currency
- Contract Amount

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

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

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

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

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

Section	Field	Value
Main	SBLC/Guarantee Type	: APAY
	Submission Mode	: Desk
	Date of Issue	: 2021-05-05
Guarantee Details	FFT Code 1	:
	FFT Code 2	:
Additional Fields	Click here to view	:
	Additional fields	:
Advices	Advice 1	:
	Advice 2	:
Commission, Charges and Taxes	Charge	:
	Commission	:
	Tax	:
	Block Status	: Not Initiated
Preview Message	Language	: ENG
	Preview Message	: +
Limits and Collaterals	Contribution Currency	:
	Contribution Amount	:
	Limit Status	: Not Verified
	Collateral Currency	:
	Collateral Status	: Not Verified
Party Details	Beneficiary Applicant	: PKZWALKINH
	Applicant	: GOODCARE PLC
	Advising Bank	: RABO BANK
Accounting Details	Event	: GCLM
	AccountNumber	: PK2001044001...
	Branch	: PK2
Exception(Approval)	EXCEPTION	: Nil
Metadata	id	: 110104645098...
	domainId	: 110104645098...
	applicationNumber	: PK2GTEC00001...
	processCode	:
	appSubmittedVia	: Desk
	customerName	: GOODCARE PLC

Tiles Displayed in Summary:

- Main Details - User can view the application details and Guarantee/Standby details.
- Guarantee Details - User can view the Guarantee Details.
- Additional Fields - User can view the user defined field details.
- Advices - User can view the details of advices.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages.
- Limits and Collaterals - User can view the limits and collateral details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- 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 2-25 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
Remarks	<p>Specify any additional information regarding the Guarantee Cancellation. 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	<p>Click to view the overrides accepted by the user.</p>
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.
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 required, 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>

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

Field	Description
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 Approval stage inputs. 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>

8. Click **Approve**.

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