

Oracle® Banking Trade Finance Process Management Guarantee SBLC Issuance Claim Update User Guide



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G24303-01
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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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

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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](#)
- [Screenshot Disclaimer](#)
- [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 SBLC Issuance Claim Update** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support

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

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

Screenshot Disclaimer

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

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>

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

Action Buttons	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	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

Table 3 (Cont.) Symbols and Icons - Common























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

Table 4 Symbols and Icons - Widget

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

1

Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM:

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

Overview

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

Benefits

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

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

Key Features

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

2

Guarantee SBLC Issuance Claim Update

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

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

The various scenarios to Update a claim lodged under a Guarantee/SBLC issued are:

- Capturing response from the Applicant/ Instructing party for Extend or Settle request

(As per Article 23 or URDG - Extend or Pay, the guarantor may suspend payment for a period not exceeding 30 calendar days following its receipt of the demand and in case of counter-guarantees, the counter-guarantor may suspend payment for a period not exceeding four calendar days less than the period during which payment of the demand under the guarantee was suspended)

- Capturing details of further Presentation details/ Documents received from Beneficiary or claiming party
- Capturing details of any legal injunctions received from the Applicant/ Instructing Party
- Update of Settlement account or any other information in the underlying claim

In the subsequent sections, let's look at the details for update a claim lodged under a Guarantee/SBLC Issued 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 new **Guarantee SBLC Issuance Claim Update** request.

- [Registration](#)

This topic provides the systematic instructions to initiate the Registration stage of **Guarantee SBLC Issuance Claim Update** request.

- [Data Enrichment](#)

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

- [Multi Level Approval](#)

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

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Guarantee SBLC Issuance Claim Update** request.

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

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

The **Initiate Task** screen appears.

Figure 2-1 Initiate Task

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

 **Note:**

The fields which are marked 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 SBLC Issuance Claim Update** request.

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

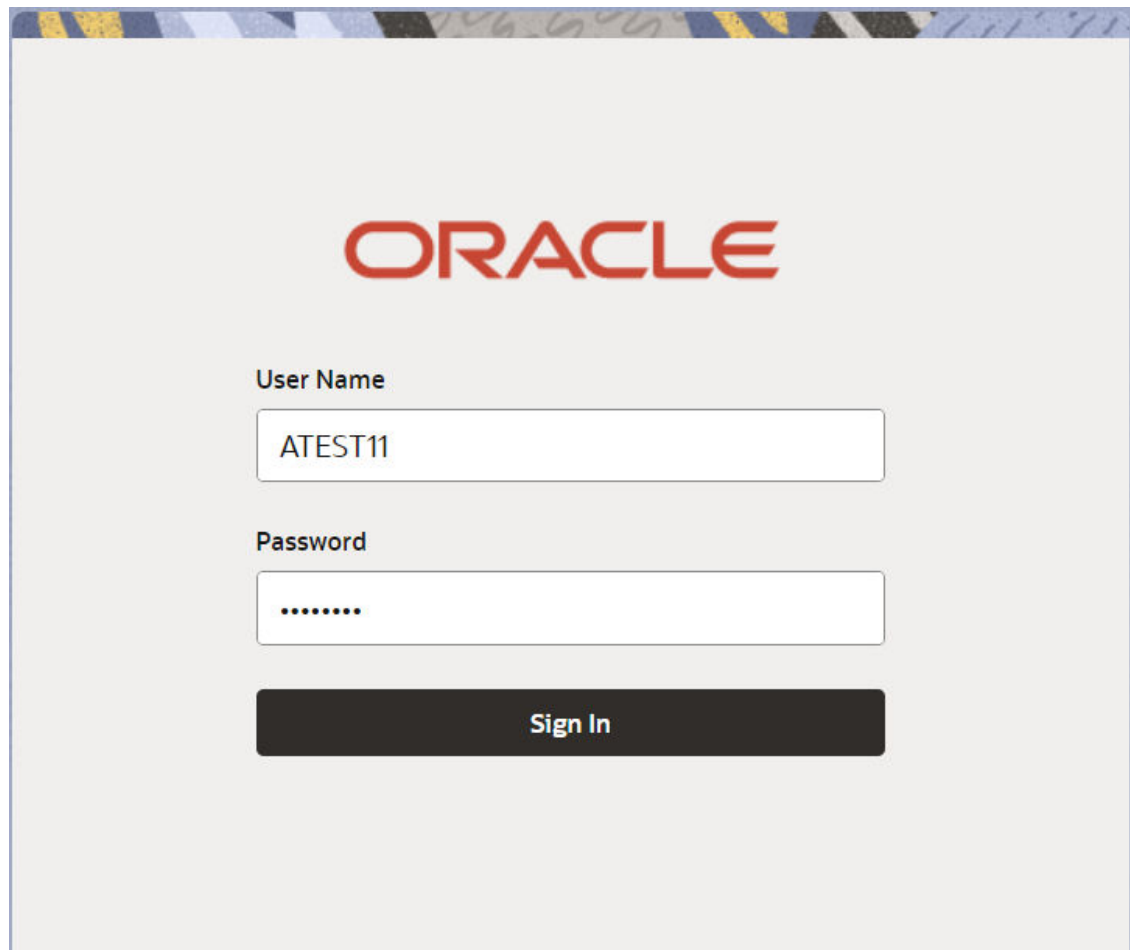
In this stage the user can initiate an update to the Guarantee/ SBLC Claim Lodged. The user can capture the basic details of the application, check the signature of the applicant and upload the related documents of the applicant.

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

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

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

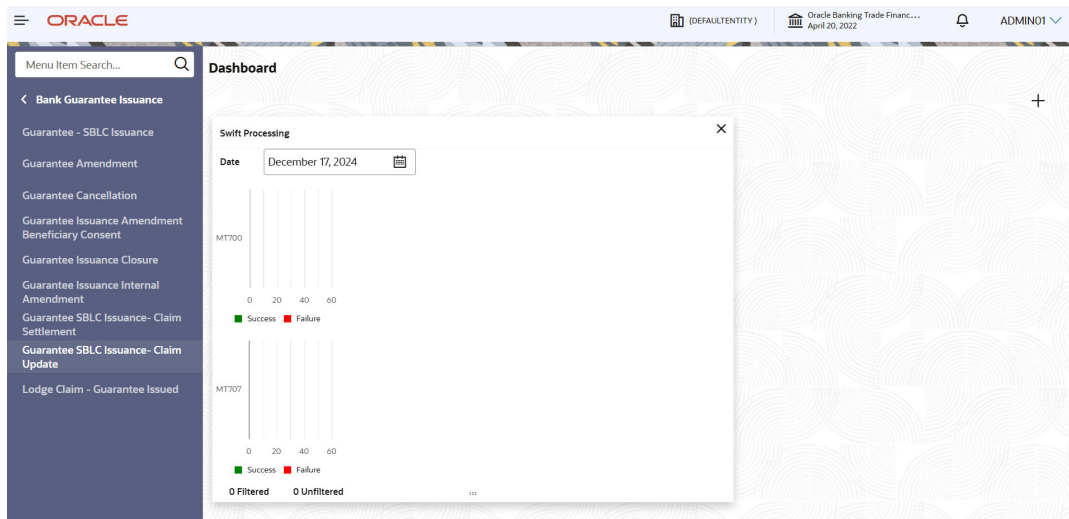
Figure 2-2 Login Screen



The screenshot shows the Oracle login interface. At the top center is the Oracle logo in red. Below the logo, the text "User Name" is followed by a text input field containing "ATEST11". Below that, the text "Password" is followed by a text input field containing seven dots. At the bottom of the form is a dark grey button with the text "Sign In" in white.

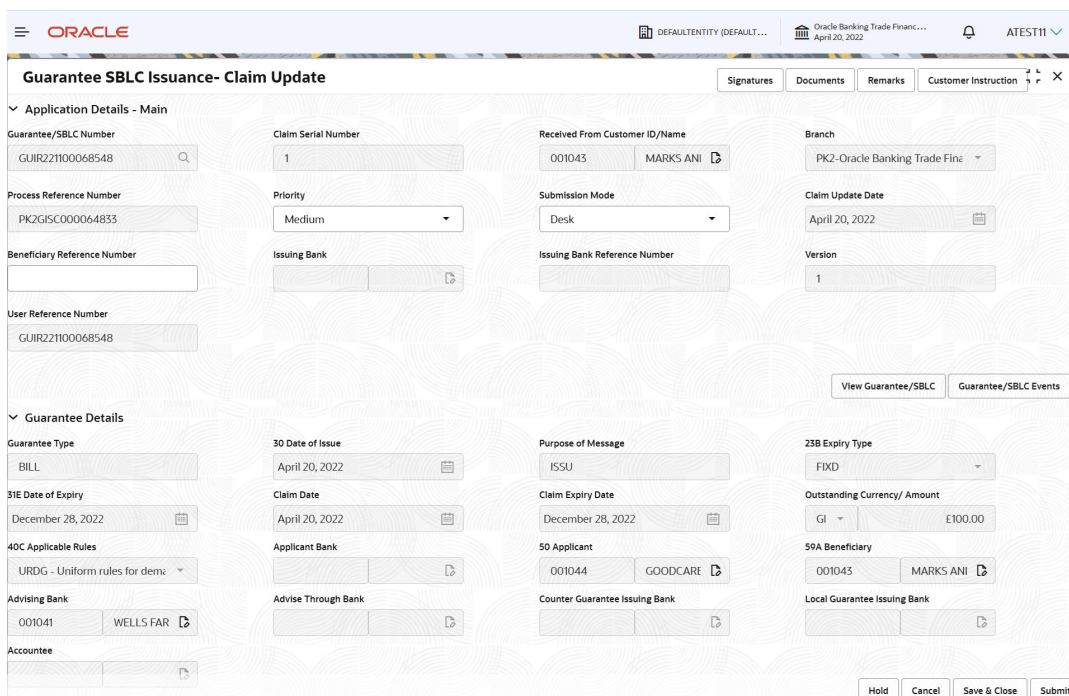
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Issuance**.
2. Under **Bank Guarantee Issuance**, click **Guarantee SBLC Issuance Claim Update**.

Figure 2-3 Guarantee SBLC Issuance Claim Update



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

Figure 2-4 Application Details



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

3. On **Guarantee SBLC Issuance Claim Update - 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 Guarantees SBLC Issuance Claim Update - Registration - Application Details

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

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

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

Guarantee Details

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

4. On **Guarantee SBLC Issuance Claim Update - Registration - 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 SBLC Issuance Claim Update- Registration - Guarantee Details - Field Description

Field	Description
Guarantee Type	Read only field. System defaults the Guarantee type from Guarantee/ Standby Issuance.
Date of Issue	Read only field. System defaults the date of issue from Guarantee /SBLC issuance.
Purpose of Message	Read only field. System defaults the purpose of message from Guarantee/ Standby Issuance. The value can be: <ul style="list-style-type: none"> • URDG - Uniform rules for demand guarantees • UCPR - Uniform customs and Practices • ISPR - International standby Practices • NONE - Not subject to any rules • OTHR
Expiry Type	Read only field. System defaults the expiry type from Guarantee/ SBLC Issuance. This field indicates whether undertaking has specified expiry date or is open-ended.
Date of Expiry	Read only field. Expiry date of the Guarantee Issuance. System defaults the expiry date from Guarantee/ SBLC Issuance.
Claim Date	Read only field. System defaults the claim date from Guarantee/ SBLC Issuance.
Claim Expiry Date	Read only field. System defaults the claim expiry date from Guarantee/ SBLC Issuance.
Outstanding Currency/ Amount	Read only field. System defaults outstanding currency and amount from Guarantee/ Standby Issuance.
Applicable Rules	Read only field. This field displays the rules of the Guarantee/ Standby issuance. System defaults the value from Guarantee issuance details.
Applicant Bank	Read only field. This system defaults the applicant bank details from Guarantee issuance.

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

Field	Description
Applicant	Read only field. System defaults the applicant from Guarantee issuance.
Beneficiary	Read only field. System defaults the beneficiary from Guarantee/ SBLC Issuance.
Advising Bank	Read only field. System defaults the details of the advising bank, if available.
Advising Through Bank	Read only field. System defaults the value of advising through bank from Guarantee/ Standby Issuance, if available.
Counter Guarantee Issuing Bank	Read only field. System defaults the counter guarantee issuing through bank, if available.
Local Guarantee Issuing Bank	Read only field. System defaults the local guarantee issuing bank, if available.
Accountee	Read only field. System defaults the accountee name from Guarantee/ Standby Issuance claim.

5. Click **Submit**.

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

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

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

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

Field	Description
Customer Instruction	Click to view/ input the following: <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Guarantee/SBLC	Clicking this button allows the user to view the latest underlying Guarantee/SBLC from the back office system.
Guarantee/SBLC Events	Clicking Guarantee/SBLC Events button allows the user to view all the previous events under the Guarantee/Standby LC.
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 SBLC Issuance Claim Update task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee SBLC Issuance Claim Update. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

2.2.1 Document Linkage

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

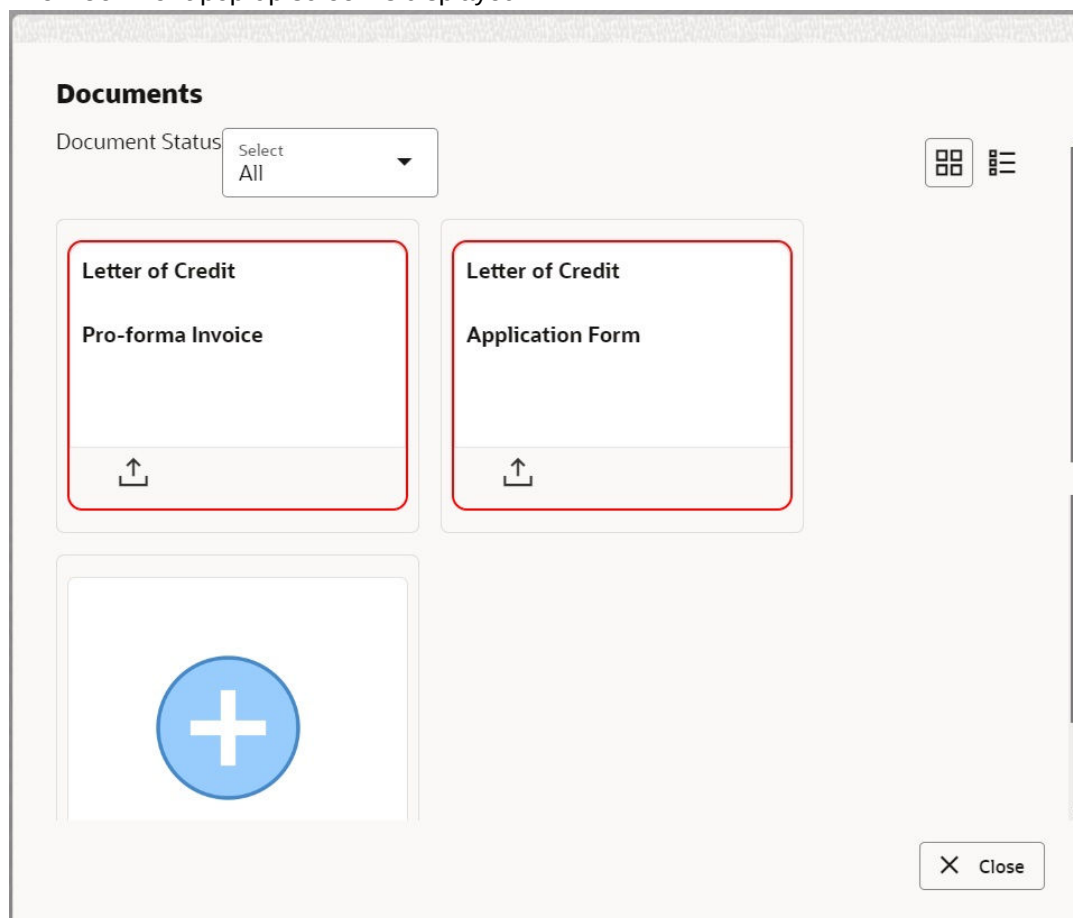
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

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

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

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

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

Link Document

Customer Id

Document Type

Document Id

Document Code

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

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

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

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

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

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

Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

2.2.2 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

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

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

Pre- Conditions:

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

2.3 Data Enrichment

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

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

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

Note:

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

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

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

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

Figure 2-5 Free Tasks

Acquire and Edit	Priority	Process Name	Process Reference...	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Guarantee SBLC Issuance-Claim U...	PK2GISCO000...	PK2GISCO00064833	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064814	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064813	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064811	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064809	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064810	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amendment Be...	PK2GTEA000...	PK2GTEA000064812	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment Beneficiary...	PK2IEAM0000...	PK2IEAM000064808	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Amendment	PK2GTEA000...	PK2GTEA000064804	DataEnrichment	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI00006...	PK2ILCI000064791	Scrutiny	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI00006...	PK2ILCI000064790	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Amendment	PK2ELCT0000...	PK2ELCT000064786	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment Beneficiary...	PK2ELCA0000...	PK2ELCA000064774	DataEnrichment	22-04-20

The **Free Tasks** screen appears.

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

Figure 2-6 My Tasks

Edit	Priority	Process Name	Process Reference...	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Guarantee SBLC Issuance-Claim Update	PK2GISCO000...	PK2GISCO00064833	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Issuance -Claim Settle...	PK2GISCO000...	PK2GISCO00062281	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Issuance -Claim Settle...	PK2GISCO000...	PK2GISCO00064800	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI0000...	PK2GTEI000064517	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI0000...	PK2GTEI000064742	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export Documentary Collection R...	PK2IEDCO000...	PK2IEDCO00064757	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Islamic Export Documentary Collection B...	PK2IEDU0000...	PK2IEDU000064689	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Islamic Export Documentary Collection Li...	PK2IEDL0000...	PK2IEDL000064643	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export Documentary Collection Booking	PK2EDCB0000...	PK2EDCB000064574	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Closure	PK2IELCO000...	PK2IELCO00064549	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing - Islamic	PK2IELD0000...	PK2IELD000064491	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Reopen	PK2IELR0000...	PK2IELR000064457	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Islamic Export LC Reopen	PK2IELR0000...	PK2IELR000064448	AmountBlock Exceptio...	22-04-20

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

- **Main Details**
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Issuance Claim Update request.

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

2.3.1 Main Details

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


Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

Application Details

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

Figure 2-7 Data Enrichment - Main

 **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 Main - Application Details - Field Description

Field	Description
Guarantee/SBLC Number	Read only field. System defaults the value from Registration stage.
Claim Serial Number	Read only field. System defaults the claim serial number from Guarantee/ SBLC claim.
Beneficiary ID/Name	Read only field. System defaults the customer ID/ Name from Guarantee/ SBLC claim.
Branch	Read only field. System defaults the branch name from Guarantee /SBLC issuance.

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

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

Main - Guarantee Details

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

Figure 2-8 Main - Guarantee Details

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

Table 2-7 Main - Guarantee Details - Field Description

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

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

Field	Description
Applicant	Read only field. System defaults the applicant from Guarantee/ SBLC Issuance.
Beneficiary	Read only field. System defaults the beneficiary as in Guarantee/ SBLC Issuance.
Advising Bank	Read only field. System defaults the advising bank if available.
Advising Through Bank	Read only field. System defaults the advising through bank if available in issuance.
Counter Guarantee Issuing Bank	Read only field. System defaults the counter guarantee issuing through bank, if available in issuance.
Local Guarantee Issuing Bank	Read only field. System defaults the local guarantee issuing bank, if available in issuance.
Accountee	Read only field. System defaults the accountee name, if 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.

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

Field	Description
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'.
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 Issuance Claim Update. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

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

Field	Description
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is 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
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	Cancel the Scrutiny 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.
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.

2.3.2 Claim Details

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

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

In case of requests received through SWIFT MT799, the task will be created in DE stage directly and the fields will be populated based on the incoming request.

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

Figure 2-9 Claim Details

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


Table 2-10 Claim Details - Field Description

Field	Description
Claim Details	Specify the claim details based on the description in the following table:
Claiming Bank	Read only field. The Claiming Party from whom the claim under the Bank Guarantee issued is received while lodging the Guarantee Claim.
Claiming Bank Name & Address	Read only field. System defaults the claiming bank details..

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

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

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

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

2. Click **Next**.

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

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

Field	Description
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 2-11 (Cont.) Claim 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 SBLC Issuance Claim Update. 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.
Incoming Message	<p>Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767.</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is available, system should display all the signatures.</p>
Request Clarification	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.

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

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

2.3.3 Document Details

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


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

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

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

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

Figure 2-10 Data Enrichment - Documents Details

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

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

Table 2-12 Documents Details - Field Description

Field	Description
Document Details	Specify the Document Details based on the description of following table:
Code	Click Search icon to search and select the document code based on the document received. User can add or delete the code by deleting the line on the grid.
Document Description	System displays the document description based on the document code selection.
Copy	Specify the number copies of the document received. User can edit the actual copies received.
Original	Specify the number of original claim documents received. User can edit the actual originals received.
Document Received	System displays whether original document is received or not. The user can enable the option, if original document is received.
Action	Click Edit icon to edit the document details. Click Delete icon to delete the document details.

Additional Conditions

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

Table 2-13 Additional Conditions - Field Description

Field	Description
FFT Code	Click Search to search and select the FFT code.
FFT Description	System displays the document name based on the document code selection.
Action	Click Edit icon to edit the additional condition details. Click Delete icon to delete the additional condition details.

2. Click **Next**.

The task will move to next data segment.

Table 2-14 Document and Conditions - 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 SBLC Issuance Claim Update. 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.
Incoming Message	Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task. .
View Undertaking	Clicking this button allows the user to view the undertaking details.

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

Field	Description
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.
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.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
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.
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.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.4 Advices

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

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


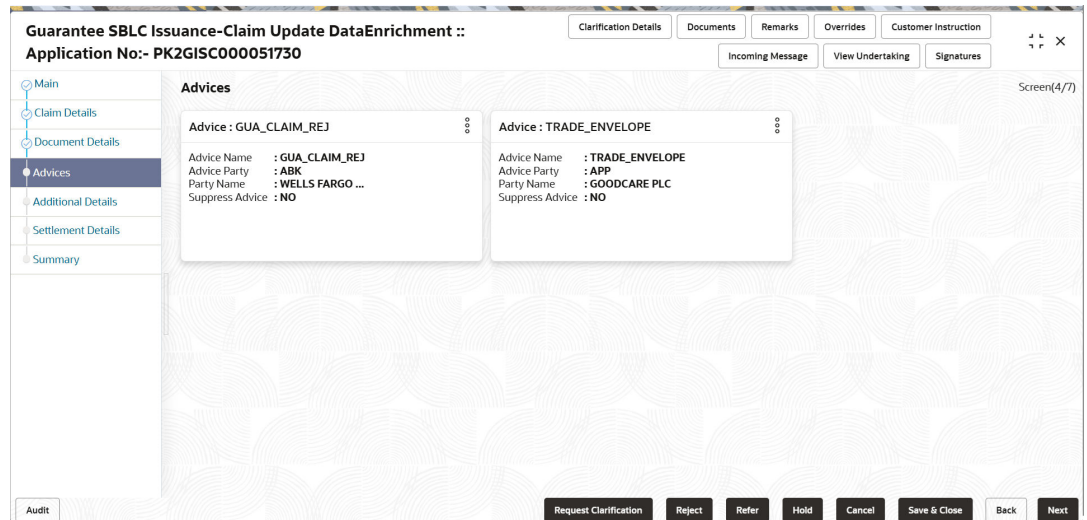
1. On **Advices** screen, click  on any advice tile to view the advice details.

Figure 2-11 Advices



Advice Details

Figure 2-12 Advice Details

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

Table 2-15 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.
FTT Code	Specify the FTT Code details. Click plus icon to add new FTT code.
FTT Code	Click Search to search and select the FTT Code.
FTT Description	FTT description is populated based on the FTT code selected. User can edit the FTT description.
	Click edit icon to edit the existing FTT description.
Action	Click delete icon to remove any existing FTT code. Click edit icon to edit the existing FTT code.

Table 2-15 (Cont.) Advice Details

Field	Description
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 2-16 Advices - Action Buttons - Field Description

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

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

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

Table 2-16 (Cont.) Advices - 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.

2.3.5 Additional Details

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

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

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


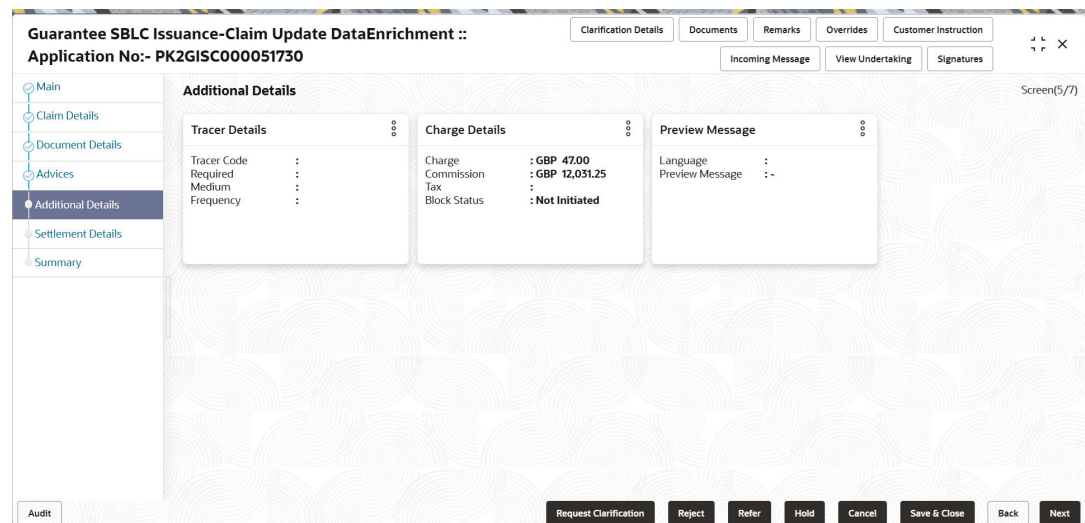
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

Figure 2-13 Additional Details



Limits and Collaterals

Provide the Limit Details based on the description in the following table.

Limit & Collateral

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	View
No data to display.										

▼

Cash Collateral Details

Collateral Percentage:

Collateral Currency and amount:

Exchange Rate:

Sequence Number	Settlement Account...	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	View
No data to display.									

Figure 2-14 Limit Details

Limit Details

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

Verify Save & Close Close

Figure 2-15 Collateral Details

Collateral Details

<p>Total Collateral Amount</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="£20.00"/>	<p>Collateral Amount to be Collected</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="£20.00"/>
<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="£20.00"/>	<p>Settlement Account</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK20010440016"/>
<p>Settlement Account Currency</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="GBP"/>	<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" value="£20.00"/>	<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="VN"/>	<p>Response Message</p> <input style="width: 90%; border: 1px solid #ccc; height: 40px;" type="text"/>

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

Table 2-17 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.
Edit	Click edit link to edit the 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 2-17 (Cont.) Limit Details - Field Description


Field	Description
Contribution %	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.
Liability Number	Click Search to search and select the Liability Number from the look-up.
Contribution Currency	This field displays the contribution currency.
Line ID/ Linkage Ref No	Click Search to search and select from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount. <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px 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>
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Limit/ Liability Currency	This field displays the limit currency. Limit Currency will be defaulted in this field, when you select the Liability Number .
Limits Description	This field displays the limits description.
Limit Check Response	This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.
Amount to Earmark	Amount to earmark will default based on the contribution %. User can change the value.
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.

Table 2-17 (Cont.) Limit Details - Field Description

Field	Description
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.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Settlement Account	Click Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency and will be auto-populated based on the Settlement Account selection.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.

Table 2-17 (Cont.) Limit Details - Field Description

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

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

Charge Details

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

Charge Details

Recalculate Re-default

▼ Commission Details

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
AGUIR_COMM	0		GBP	£31.25		<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC		Yes
ARCI	0		GBP	£12,000.00		<input type="checkbox"/>	<input type="checkbox"/>	Domestic Export Sight Bills Neeotiated		Yes

Page 1 of 1 (1-2 of 2 Items) |< < 1 > >|

▼ Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
GCLMR	GBP	75000	GBP	£47.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017

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

▼ Tax Details

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

Save & Close Close

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

Table 2-18 Charge Details - 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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.

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

Field	Description
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Acct	Select the settlement account.
Amendable	The value is auto-populated as the commission is amendable or not.
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 2-18 (Cont.) Charge Details - 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.
Settl. Acct	System defaults the settlement account. The user can modify the settlement account.

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

Preview Message

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

The screenshot displays the 'Preview Message' interface, which is divided into two main sections: 'Preview - SWIFT Message' and 'Preview - Mail Advice'. Each section contains several input fields:

- Preview - SWIFT Message:**
 - Language: English (dropdown)
 - Message Type: 786 (dropdown)
 - Message Status: REPAIRED (text field)
 - Repair Reason: Module procedure error (text field)
- Preview - Mail Advice:**
 - Language: English (dropdown)
 - Advice Type: (empty dropdown)
 - Message Status: (empty text field)
 - Repair Reason: (empty text field)

At the bottom right of the interface, there are two buttons: 'Save & Close' and 'Close'.

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

Table 2-19 Preview Message - Field Description

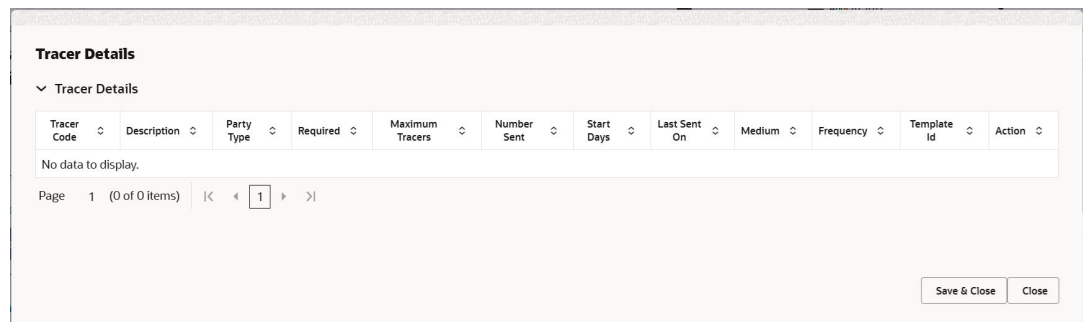
Field	Description
Preview SWIFT Message	This section displays the Preview SWIFT Message details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type from the drop down.
Message Status	Read only field. Display the message status of draft message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

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

Tracer Details

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

Figure 2-16 Tracer Details



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

Table 2-20 Tracer Details - Field Description

Field	Description
Tracer Code	Read only field. Tracer code is defaulted by the system maintained in the Product level.
Description	Read only field. Description of the tracer code is auto populated.
Party Type	Specify the party type or click Search to search and select the receiver party type from the lookup.
Required	Enable the option, if tracer is required. <ul style="list-style-type: none"> • Toggle On: Required • Toggle Off: Not required.
Maximum Tracers	Specify the value for maximum number of tracers to be sent. Maximum allowed is 99 exceeding the same system should prompt an error message for the same "Maximum number of numerals allowed is: 2" and should clear the field to enter the correct value by the user. Maximum Tracers cannot be less than the "Number Sent", system needs to validate the same.
Number Sent	Number Sent is defaulted by the System with the value, where the number of tracers sent so far. And it cannot be greater than the "Maximum Tracers".
Start Days	Specify the number of days after which the tracer has to be sent from the Tracer Start date. It should be positive numeric value.
Last Sent On	Read only field. Tracer last sent date is defaulted by the system.
Medium	Select the the medium in which the Tracer has to be generated. It lists all the possible mediums maintained in the system. The options are: <ul style="list-style-type: none"> • MAIL • SWIFT
Frequency	Specify the medium in which the Tracer has to be generated. It should be positive numeric value. System should default the Frequency captured as part of the Contract here and should allow the user to modify the same.
Template ID	Click Search to search and select the template ID, in which the tracer has to be generated from the lookup. It is a lookup which lists all the possible templates maintained in the system. Template ID is nothing but the data that goes in Tag 79 in MT799. This template ID is applicable only for medium 'SWIFT' Template lookup displays all the template ids applicable for the given Tracer Code.
Action	Click Edit icon to edit the tracer details.

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

The task will move to next data segment.

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

Table 2-21 Additional Details - Action Buttons - Field Description

Field	Description
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 Issuance Claim Update. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Incoming Message	Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
View Undertaking	Clicking this button allows the user to view the undertaking details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is 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 2-21 (Cont.) Additional Details - Action Buttons - Field Description

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

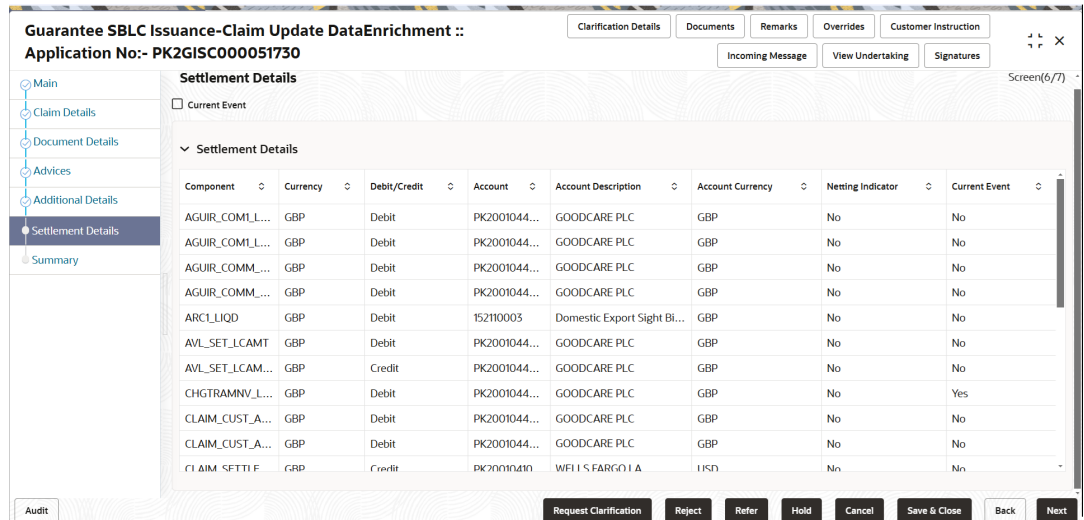
2.3.6 Settlement Details

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

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

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

Figure 2-17 Settlement Details



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

Table 2-22 Settlement Details – Field Description

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

- Click any component in the grid.

Party Details

Table 2-23 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 • Direct Debit Advice • Managers Check • Customer Transfer with Cover • Bank Transfer

Table 2-23 (Cont.) Party Details – Field Description

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

Payment Details

Table 2-24 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 2-25 Remittance Information – Field Description

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

Table 2-25 (Cont.) Remittance Information – Field Description

Field	Description
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 2-26 Settlement Details - Action Buttons - Field Description

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

Table 2-26 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Signatures	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is 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>Clicking on Back button, takes the user to the previous screen.</p>
Next	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

2.3.7 Summary

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

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

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


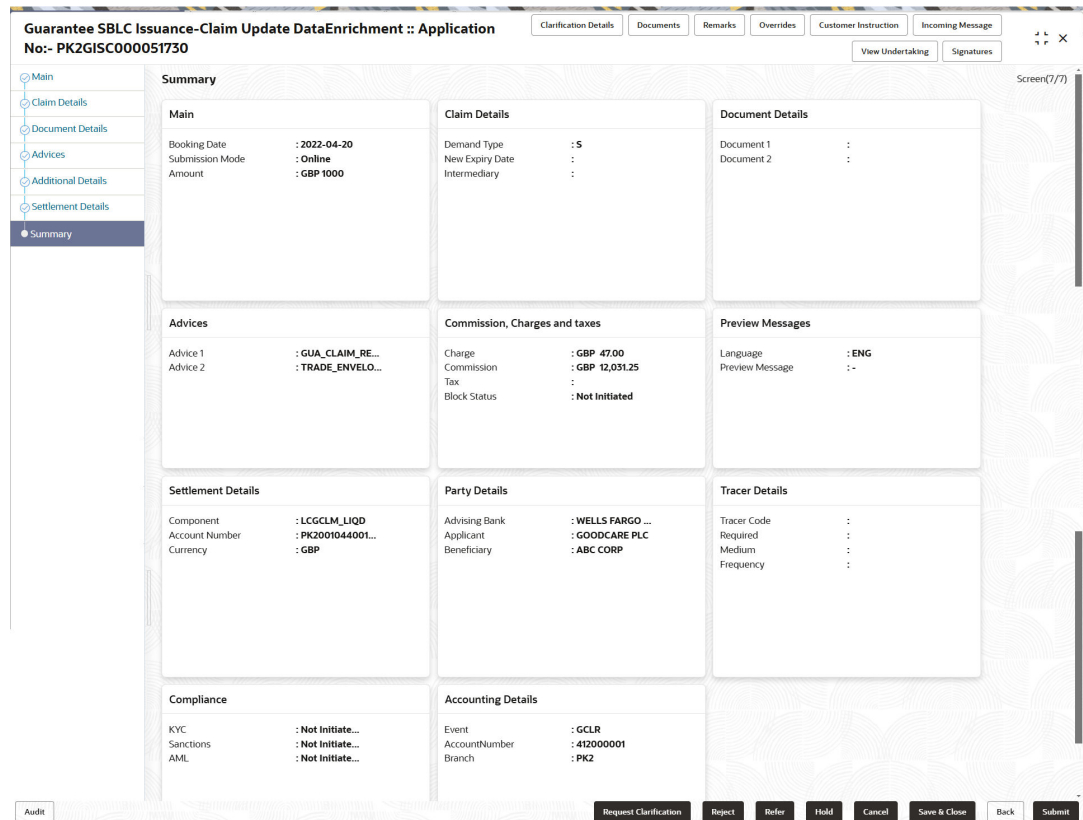
1. On **Summary** screen, click  on any tile to view the details.

Figure 2-18 Summary



Tiles Displayed in Summary

- Main Details -User can view the application details and Guarantee/ Standby details. User can modify the details if required.
- Claim Details - User can view the claim details.
- Documents Details - User can view the Document details.
- Advices - User can view the advices details.
- Commission, Charges and Taxes - User can view the details provided for charges. User can modify the details if required.

- Preview Message - User can drill down to view the message preview, legal verification and customer draft confirmation details.
- Settlement Details – User should be able to view the settlement details.
- Party Details - User can view party details like beneficiary, advising bank etc.
- Tracer Details - User can view the tracer details.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can see the accounting details.

 **Note:**

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

- Limits and Collaterals – User can view the limits and collaterals details.

2. Click **Submit**.

The task will move to next logical stage.

Table 2-27 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 Issuance Claim Update. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

Table 2-27 (Cont.) Summary - Action Buttons - Field Description

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

Table 2-27 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Submit	Task will get moved to next logical stage of Guarantee /Standby Claim Update. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.

2.4 Multi Level Approval

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

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

Note:

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

1. Log in into OBTFPM application and on **Home** screen, click, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.
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 2-19 Approval Re-Key

Approval Rekey

View Signature Documents

Remarks

Claim Amount

GBP £1,000.00 ✓

Currency

GBP ✓

Refer Close Proceed

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

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

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

- Claim Amount
- Currency

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

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

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

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

Approval Summary

Figure 2-20 Approval Summary

Guarantee SBL Issuance-Claim Update Approval Task Level 1 ::
Application No:- PK2GISCO00051730

Main	Claim Details	Document Details
Booking Date : 2022-04-20 Submission Mode : Online Amount : GBP 1000	Demand Type : S New Expiry Date : Intermediary :	Document 1 : Document 2 :
Advices	Commission, Charges and taxes	Preview Messages
Advice 1 : GUA_CLAIM_RE... Advice 2 : TRADE_ENVELO...	Charge : GBP 47.00 Commission : GBP 12,031.25 Tax : Block Status : Failed	Language : ENG Preview Message : -
Settlement Details	Party Details	Compliance
Component : LCGCLM_LIQD Account Number : PK2001044001... Currency : GBP	Advising Bank : WELLS FARGO ... Beneficiary : ABC CORP Applicant : GOODCARE PLC	KYC : Not Initiate... Sanctions : Verified AML : Verified
Accounting Details	Tracer Details	
Event : GCLR AccountNumber : PK2001044001... Branch : PKZ	Tracer Code : Required : Medium : Frequency :	

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

Tiles Displayed in Summary:

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

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

 **Note:**

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

- Limits and Collaterals – User can view the limits and collaterals details.

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

Table 2-28 Approval Summary - Action Buttons - Field Description

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

Table 2-28 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Incoming Message	Clicking this button allows the user should be able to see the message in case of STP of incoming MT 767. In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
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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.
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
Cancel	Cancel the approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve**.

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