

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



Release 14.7.5.0.0  
G24304-01  
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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 Issuance Claim Settlement User Guide, Release 14.7.5.0.0

G24304-01

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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 Settlement** process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

### Access to Oracle Support

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
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
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
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

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

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

## 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 Settlement

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

As a part of Guarantee Issuance Claim Settlement process, the user can initiate Settlement of Claim under a Guarantee/SBLC, when a valid claim is received from the Beneficiary or the Bank that is authorized by the Guarantor to raise a claim under the Guarantee/SBLC.

This topic contains following sub-topics:

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

### 2.1 Common Initiation Stage

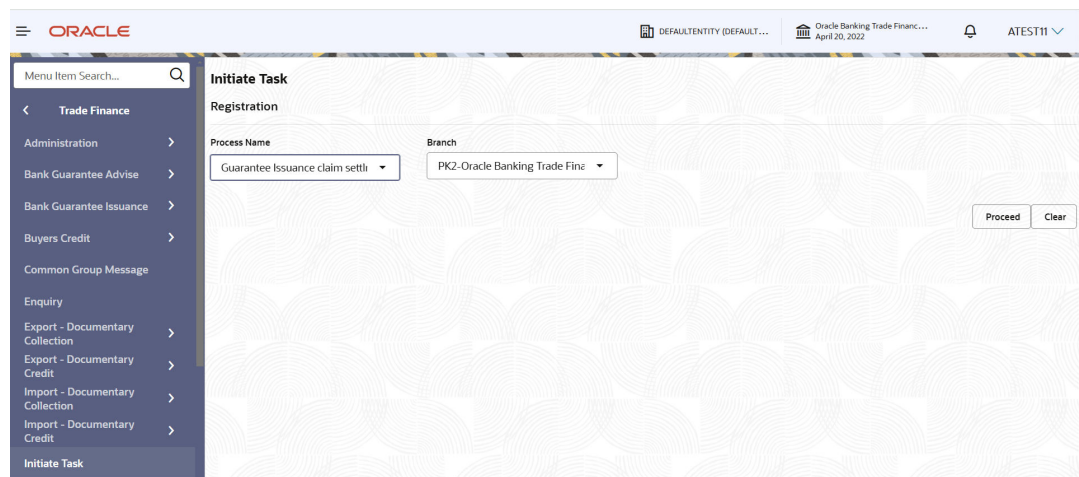
This topic provides the systematic instructions to initiate the new **Guarantee Issuance Claim Settlement** request.

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

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

The **Initiate Task** screen appears.

**Figure 2-1 Initiate Task**



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

 **Note:**

The fields which are marked 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
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

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

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

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

## 2.2 Registration

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

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

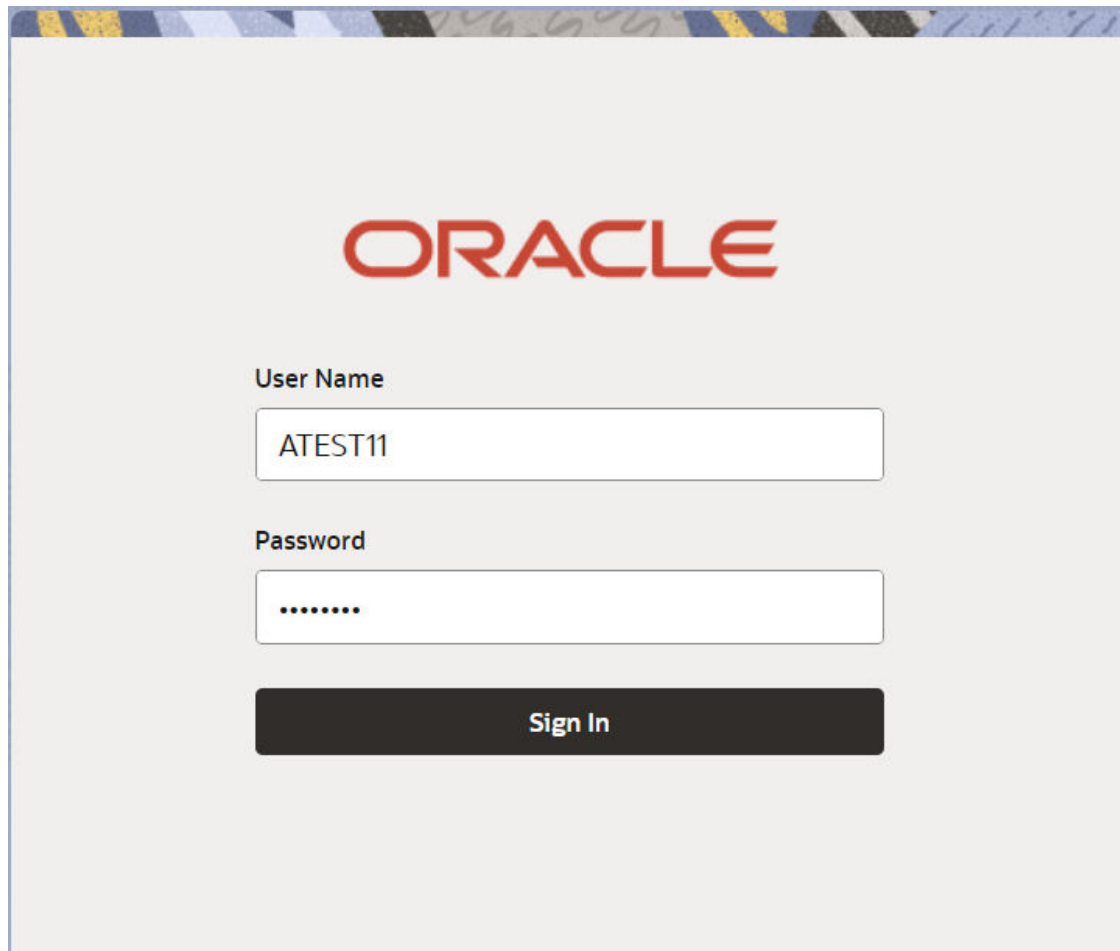
In this stage the user can initiate Settlement of Claim under a Guarantee/ SBLC. The user can capture the basic details of the application. The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT.

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

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

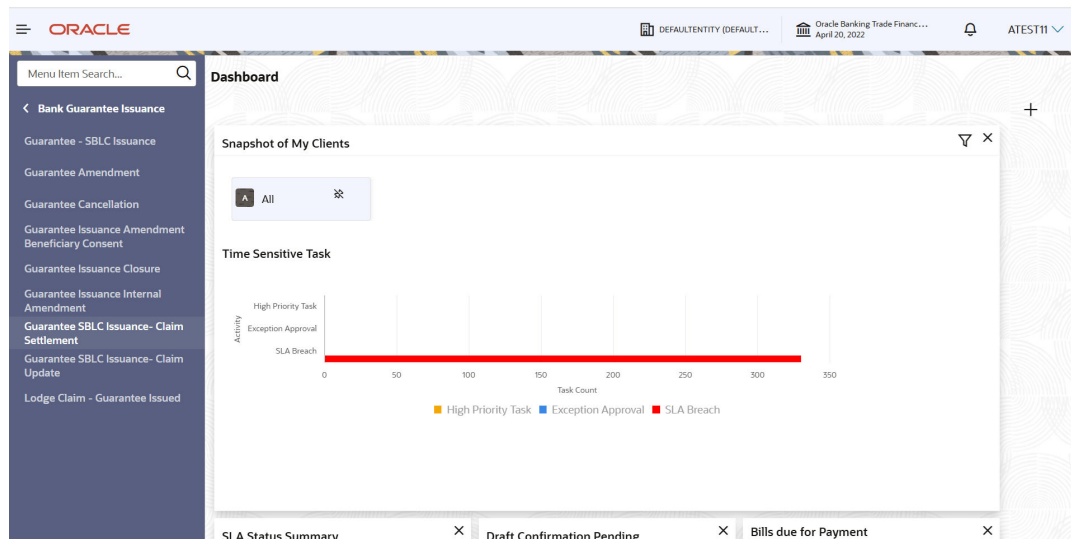
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 Login Screen

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

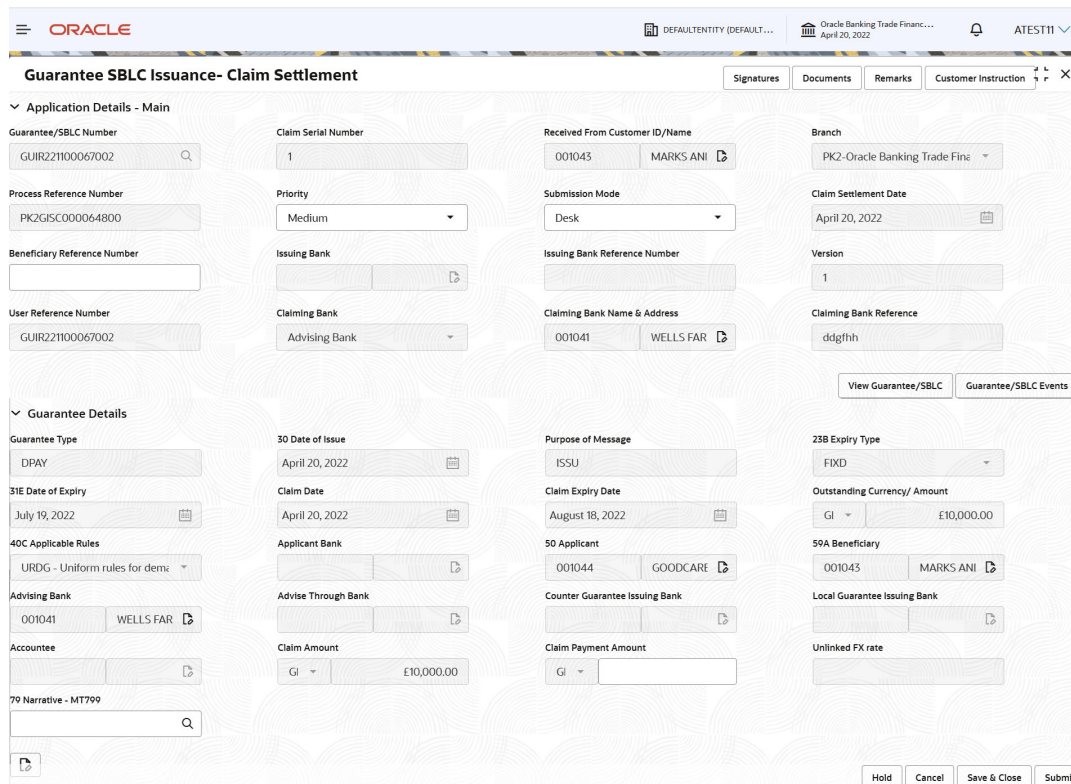
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Bank Guarantee Issuance**.
2. Under **Bank Guarantee Issuance**, click **Guarantee SBLC Issuance - Claim Settlement**.

Figure 2-3 Guarantee SBLC Issuance - Claim Settlement



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

Figure 2-4 Application Details



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

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

Field	Description
<b>Guarantee/SBLC Number</b>	Specify the Guarantee/SBLC number.  Alternatively, click <b>Search</b> to search and select the Guarantee/SBLC number from the look-up.
<b>Claim Serial Number</b>	Read only field.  System defaults the claim serial number from Guarantee/SBLC claim.
<b>Received From Customer ID/Name</b>	Read only field.  System defaults the customer ID/ Name from Guarantee/SBLC claim.
<b>Branch</b>	Read only field.  System defaults the branch name from Guarantee /SBLC issuance.  Customer's home branch will be displayed.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
<b>Priority</b>	Priority maintained will be populated as either <b>Low</b> or <b>Medium</b> or <b>High</b> or <b>Essential</b> , <b>Critical</b> . If priority is not maintained for a customer, <b>Medium</b> priority will be defaulted. User can change the priority populated any time before submit of Registration stage.
<b>Submission Mode</b>	Select the submission mode of Guarantee Issuance Claim Settlement request from the drop-down list.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Fax</b>- Request received through Fax</li> <li>• <b>Email</b>- Request received through Email</li> </ul>

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


<b>Field</b>	<b>Description</b>
<b>Claim Settlement Date</b>	Read only field.  By default, the application will display branch's current date for the claim settlement date.
<b>Beneficiary Reference Number</b>	Specify the Beneficiary Reference Number.
<b>Issuing Bank</b>	Read only field.  System defaults the Issuing Bank name from Guarantee/ SBLC claim.
<b>Issuing Bank Reference Number</b>	Read only field.  System defaults the Issuing Bank Reference Number from Guarantee/ SBLC claim.
<b>Version</b>	Read only field.  System defaults the version number.
<b>User Reference Number</b>	Read only field.  System defaults the Issuing Bank Reference Number from Guarantee/ SBLC claim.
<b>Claiming Bank</b>	Read only field.  The Claiming Party from whom the claim under the Bank Guarantee issued is received while lodging the Guarantee Claim.
<b>Claiming Bank Name &amp; Address</b>	Read only field.  This field displays the claiming bank details, that is bank ID and name.
<b>Claiming Bank Reference</b>	Read only field.  This field displays the claiming bank reference number.

**Guarantee Details**



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

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

Field	Description
<b>Guarantee Type</b>	Read only field. System defaults the Guarantee type from Guarantee/ Standby Issuance.
<b>Date of Issue</b>	Read only field. System defaults the date of issue from Guarantee /SBLC issuance.
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message from Guarantee/ Standby Issuance. The value can be: <ul style="list-style-type: none"> <li>• <b>URDG</b> - Uniform rules for demand guarantees</li> <li>• <b>UCPR</b> - Uniform customs and Practices</li> <li>• <b>ISPR</b> - International standby Practices</li> <li>• <b>NONE</b> - Not subject to any rules</li> <li>• <b>OTHR</b></li> </ul>
<b>Expiry Type</b>	Read only field. System defaults the expiry type from Guarantee/ SBLC Issuance.
<b>Date of Expiry</b>	Read only field. Expiry date of the Guarantee Issuance. System defaults the expiry date from Guarantee/ SBLC Issuance.
<b>Claim Date</b>	Read only field. System defaults the claim date from Guarantee/ SBLC Issuance.

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

Field	Description
<b>Claim Expiry Date</b>	Read only field. System defaults the claim expiry date from Guarantee/ SBLC Issuance.
<b>Outstanding Currency/ Amount</b>	Read only field. System defaults outstanding currency and amount from Guarantee/ Standby Issuance.
<b>Applicable Rules</b>	Read only field. This field displays the rules of the Guarantee/ Standby issuance. System defaults the value from Guarantee issuance details.
<b>Applicant Bank</b>	Read only field. This system defaults the applicant bank details from Guarantee issuance.
<b>Applicant</b>	Read only field. System defaults the applicant from Guarantee issuance.
<b>Beneficiary</b>	Read only field. System defaults the beneficiary from Guarantee/ SBLC Issuance.
<b>Advising Bank</b>	Read only field. System defaults the details of the advising bank, if available.
<b>Advising Through Bank</b>	Read only field. System defaults the value of advising through bank from Guarantee/ Standby Issuance, if available.
<b>Counter Guarantee Issuing Bank</b>	Read only field. System defaults the counter guarantee issuing through bank, if available.
<b>Local Guarantee Issuing Bank</b>	Read only field. System defaults the local guarantee issuing bank, if available.
<b>Accountee</b>	Read only field. System defaults the accountee name, if available in Guarantee.
<b>Claim Amount</b>	Read only field. System defaults the claim amount from the Guarantee Claim.
<b>Claim Payment Amount</b>	Specify the the claim payment amount.
<b>Unlinked FX rate</b>	Read only field. If claim currency is different from local currency system displays the unlinked FX rate.
<b>Narrative - MT799</b>	Specify or click Search to search and select the narrative.

5. Click **Submit**.

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

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

Field	Description
<b>Signatures</b>	<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>
<b>Documents</b>	<p>Upload the documents received.</p> <p>Application displays mandatory documents to be uploaded for Guarantee SBLC Issuance - Claim Settlement. Place holders are also available to upload additional documents submitted by the applicant</p>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee SBLC Issuance - Claim Settlement. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Customer Instruction</b>	<p>Click to view/ input the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Guarantee/SBLC</b>	<p>Clicking this button allows the user to view the latest underlying Guarantee/SBLC from the back office system.</p>
<b>Guarantee/SBLC Events</b>	<p>Clicking Guarantee/SBLC Events button allows the user to view all the previous events under the Guarantee/Standby LC.</p>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	<p>Cancels the Guarantee SBLC Issuance - Claim Settlement task. Details entered will not be saved and the task will be removed.</p>
<b>Save &amp; Close</b>	<p>Save the information provided and holds the task in 'My Task' queue for working later.</p> <p>This option will not submit the request.</p>
<b>Submit</b>	<p>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 Settlement.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>
<b>Checklist</b>	<p>Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.</p>

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

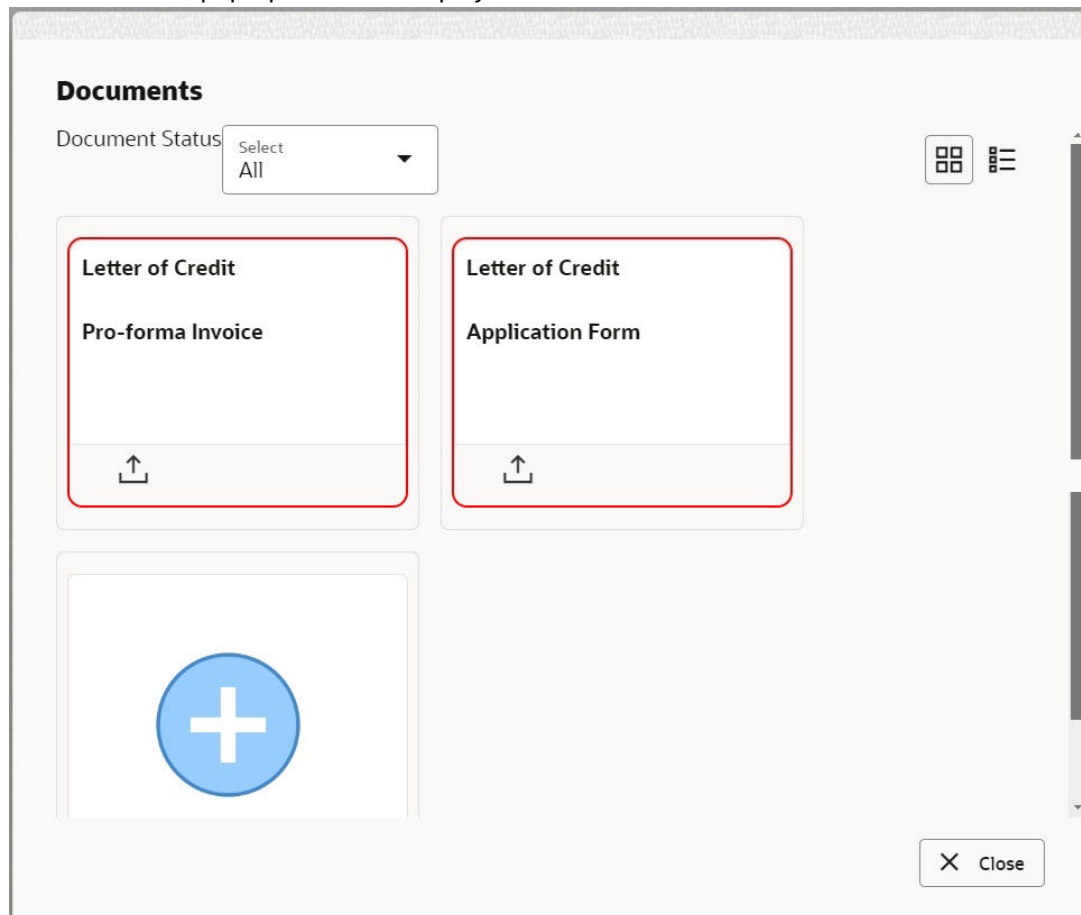
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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
<b>Document Type</b>	Select the document type from list. Indicates the document type from metadata.
<b>Document Code</b>	Select the document Code from list. Indicates the document Code from metadata.
<b>Document Title</b>	Specify the document title.
<b>Document Description</b>	Specify the document description.
<b>Remarks</b>	Specify the remarks.
<b>Document Expiry Date</b>	Select the document expiry date.
<b>Link Document</b>	The link to link the existing uploaded documents from DMS to the workflow task.

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

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

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

### Link Document

Customer Id

Document Type

Document Id

Document Code

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

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

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

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.2.2 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 Settlement request.

On successful completion of Registration of an Guarantee SBLC Issuance - Claim Settlement request, the request moves to Data Enrichment stage. At this stage the bank user can update the various claim fields. The user can input the transaction details. At this stage the gathered information during Registration stage and claim settlement request are scrutinized and enter the data as required.

### Note:

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

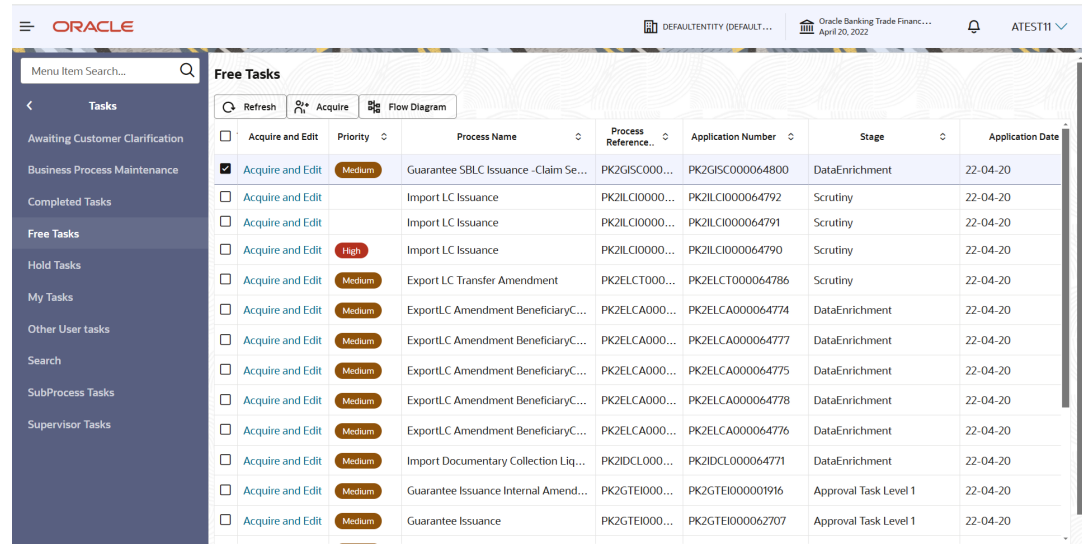
Do the following steps to acquire a task currently at Data Enrichment stage:

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

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



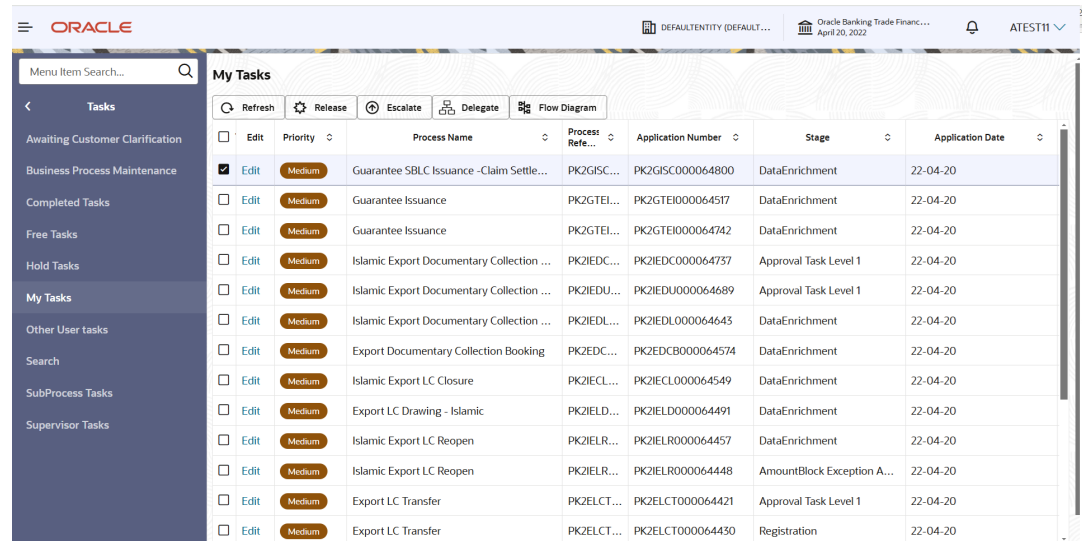
Figure 2-5 Free Task



The **Free Task** screen appears.

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

Figure 2-6 My Task



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

- [Main Details](#)
- [Advices](#)
- [Additional Details](#)

- [Settlement Details](#)
- [Summary](#)

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

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

## 2.3.1 Main Details

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


Main details section has two sub section as follows:

- Application Details
- Guarantee Details.

### **Application Details**

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

Figure 2-7 Data Enrichment - Main

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

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

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

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

Field	Description
<b>Claiming Bank Name &amp; Address</b>	Read only field. This field displays the claiming bank details, that is bank ID and name.
<b>Claiming Bank Reference</b>	Read only field. This field displays the claiming bank reference number.

**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
<b>Guarantee Type</b>	Read only field. Guarantee type defaults from Guarantee/ Standby Issuance.
<b>Date of Issue</b>	Read only field. System defaults the date of issue from Guarantee /SBLC issuance.
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message from Guarantee/ Standby Issuance.
<b>Expiry Type</b>	Read only field. System defaults the expiry type from Guarantee/ SBLC Issuance.

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

<b>Field</b>	<b>Description</b>
<b>Date of Expiry</b>	Read only field. Expiry date of the Guarantee Issuance. System defaults the expiry date from Guarantee/ SBLC Issuance.
<b>Claim Date</b>	Read only field. System defaults the claim date from Guarantee/ SBLC Issuance.
<b>Claim Expiry Date</b>	Read only field. System defaults the claim expiry date from Guarantee/ SBLC Issuance.
<b>Outstanding Currency/ Amount</b>	Read only field. System defaults outstanding currency and amount from Guarantee/ Standby Issuance.
<b>Applicable Rules</b>	Read only field. System defaults the value from Guarantee issuance details.
<b>Applicant Bank</b>	Read only field. This system defaults the applicant bank details available in Guarantee.
<b>Applicant</b>	Read only field. System defaults the applicant from Guarantee/ SBLC Issuance.
<b>Beneficiary</b>	Read only field. System defaults the beneficiary as in Guarantee/ SBLC Issuance.
<b>Advising Bank</b>	Read only field. System defaults the advising bank if available.
<b>Advising Through Bank</b>	Read only field. System defaults the advising through bank if available in issuance.
<b>Counter Guarantee Issuing Bank</b>	Read only field. System defaults the counter guarantee issuing through bank, if available in issuance.
<b>Local Guarantee Issuing Bank</b>	Read only field. System defaults the local guarantee issuing bank, if available in issuance.
<b>Accountee</b>	Read only field. System defaults the accountee name, if available in Guarantee.
<b>Claim Amount</b>	Read only field. System defaults the claim amount from the Guarantee Claim.
<b>Claim Payment Amount</b>	System defaults the claim amount from the Guarantee Claim.
<b>Unlinked FX rate</b>	Read only field. If claim currency is different from local currency system displays the unlinked FX rate.
<b>Narrative - MT799</b>	Specify or click Search to search and select the narrative.

## Audit

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

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

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

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

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

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

2. Click **Next**.

The task will move to next data segment.

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

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

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

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee Issuance Claim Settlement. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<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>
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>




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

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

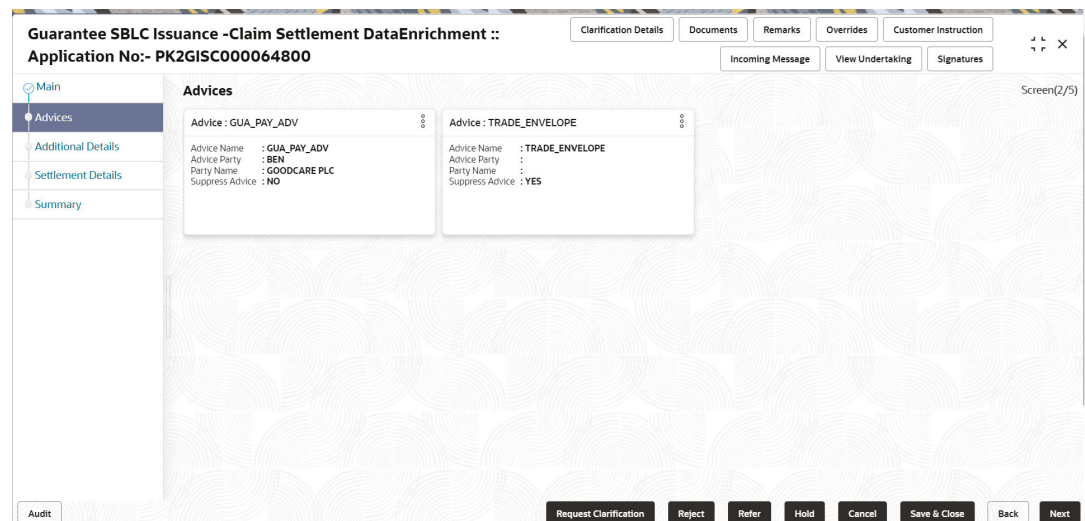
## 2.3.2 Advices

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

A Data Enrichment User can verify the advices details data segment of the incoming claim Settlement request. 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 2-9 Advices**




## Advice Details


Figure 2-10 Advice Details

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

Table 2-10 Advice Details

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the system.
<b>Advice Party</b>	Displays the advice party is defaulted from the system.
<b>Party ID</b>	Displays the party Id defaulted from system.
<b>Party Name</b>	Displays the defaulted from Guarantee.
<b>FTT Code</b>	Specify the <b>FTT Code</b> details. Click plus icon to add new FTT code.
<b>FTT Code</b>	Click <b>Search</b> to search and select the FTT Code.
<b>FTT Description</b>	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.

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

Field	Description
<b>Action</b>	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
<b>Instructions</b>	Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click delete icon to remove any existing instruction code. Click edit icon to edit the existing instruction code.

2. Click **Next**.

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

**Table 2-11 Advices - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Issuance Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

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

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<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>
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

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


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

### 2.3.3 Additional Details

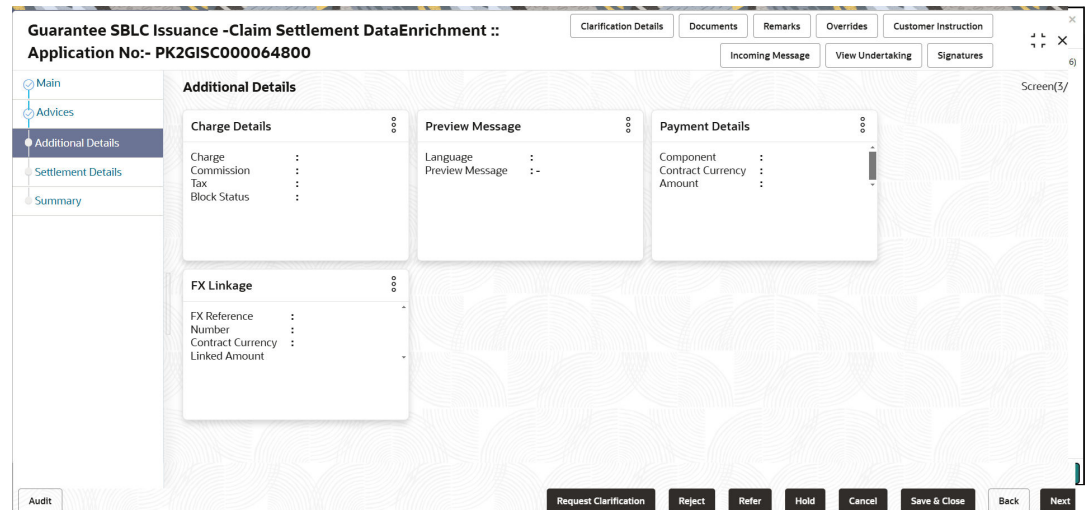
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee SBLC Issuance - Claim Settlement process.

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

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

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

**Figure 2-11 Additional Details**



#### Collaterals

System displays the collateral mapped at the time of Guarantee Issuance Claim Settlement.

Figure 2-12 Collaterals

**Limit & Collateral** ✕

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Contribution Amount	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 Currency	Settlement Account	Exchange Rate	Collateral %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	View
No data to display.									

Save & Close Close

Figure 2-13 Collateral Details

### Collateral Details

**Total Collateral Amount**

£20.00

**Sequence Number**

**Collateral Contribution Amount**

£20.00

**Settlement Account Currency**

**Contribution Amount in Account Currency**

£20.00

**Response**

Verify

**Collateral Amount to be Collected**

£20.00

**Collateral Split %**

▼ ▲

**Settlement Account**

🔍

**Exchange Rate**

**Account Available Amount**

**Response Message**

✓ ✕

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

Table 2-12 Collateral Details - Field Description

Field	Description
<b>Cash Collateral Details</b>	Specify the <b>Cash Collateral</b> details.
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Collateral Details</b> 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.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.

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

Field	Description
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save &amp; Close</b>	Click to to save and close the record.
<b>Cancel</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
<b>Collateral %</b>	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account selection.

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.

**Figure 2-14 Charge Details**

The screenshot displays the 'Charge Details' application interface. At the top, there are 'Recalculate' and 'Re-default' buttons. Below them are three expandable sections:

- Commission Details:** A table with columns: Component, Rate, Mod. Rate, Currency, Amount, Modified, Defer, Waive, Charge Party, Settl. Account, and Amendable. It shows 'No data to display.' and a pagination control for 'Page 1 (0 of 0 items)'.
- Charge Details:** A table with columns: Component, Tag currency, Tag Amount, Currency, Amount, Modified, Billing, Defer, Waive, Charge Party, and Settlement Account. It also shows 'No data to display.' and a pagination control for 'Page 1 (0 of 0 items)'.
- Tax Details:** A table with columns: Component, Type, Value Date, CCY, Amount, Billing, Defer, and Settl. Account. It shows 'No data to display.'

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



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

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

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

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

<b>Field</b>	<b>Description</b>
<b>Billing</b>	<p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Waive</b>	<p>Enable the toggle, if charges has to be waived.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>
<b>Charge Party</b>	<p>Charge party is applicant by default. User can change the value to beneficiary.</p>
<b>Settlement Account</b>	<p>Select the settlement account.</p>
<b>Tax Details</b>	<p>This section displays the tax details.</p> <p>The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.</p>
<b>Component</b>	<p>This field displays the tax component.</p>
<b>Type</b>	<p>This field displays the type of tax component.</p>
<b>Value Date</b>	<p>This field displays the value date of tax component.</p>
<b>Currency</b>	<p>This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.</p>
<b>Amount</b>	<p>This field displays the tax amount based on the percentage of commission maintained.</p> <p>You can edit the tax amount, if applicable.</p>
<b>Billing</b>	<p>If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<p>If taxes have to be deferred and collected at any future step, this option has to be enabled.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Settlement Account</b>	<p>System defaults the settlement account.</p> <p>The user can modify the settlement account.</p>

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.

**Figure 2-15 Preview Messages**

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

- Preview - SWIFT Message:**
  - Language: English (dropdown)
  - Message Type: (dropdown)
  - Message Status: (text area)
  - Repair Reason: (text area)
  - Preview Message: (large text area)
- Preview - Mail Advice:**
  - Language: English (dropdown)
  - Advice Type: CREDIT\_ADVICE (dropdown)
  - Message Status: (text area)
  - Repair Reason: (text area)
  - Preview Message: (large text area containing a simulated credit advice message)
    - Credit Advice
    - 20-APR-22
    - GOODCARE PLC
    - RABO BANK
    - sajani.t@oracle.com
    - lane no 4
    - London
    - Dear Sir(s),
    - Our Reference : GUIR221100052590

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

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

**Table 2-14 Preview Message - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	This section displays the <b>Preview SWIFT Message</b> details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down.  User can choose to see preview of different message like MT 700, MT 740 and MT 701.
<b>Message Status</b>	Read only field. Display the message status of draft message of guarantee details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of guarantee details.
<b>Preview Message</b>	This field displays a preview of the draft message.  Based on the guarantee text captured in the previous screen, guarantee draft is generated in the back office and is displayed in this screen.

**Table 2-14 (Cont.) Preview Message - Field Description**

Field	Description
<b>Preview - Mail Advice</b>	This section displays the <b>Preview - Mail Advice</b> details. Based on the guarantee amendment captured in the previous screen, the preview message-mail advice is simulated from the back office and the user can view the message.
<b>Language</b>	Read only field. The language for the advice message. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of draft message of guarantee details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of guarantee details.
<b>Preview Message</b>	This field displays a preview of advice.

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

### Payment Details

As part of DE, the bank user can capture the payment details under a claim. The user can also be able to input the transaction details.

**Payment Details**

Payment Details

Liquidate using Collateral  Outstanding Collateral Amount: GI £11,000.00 Settle Available Amount  Loan For claim Settlement

Split Settlement

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Branch	Account Currency	Original Exchange Rate	Exchange Rate	Deal Reference Number
LCGCLM_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	PK2	GBP			

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Split Settlement

Component Contract Currency Amount

No data to display.

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

Split Settlement Details

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

Fetch Exchange Rate

Save & Close Close

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

Table 2-15 Payment Details - Field Description

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

**Table 2-15 (Cont.) Payment Details - Field Description**

Field	Description
<b>Account Branch</b>	Displays the branch of the customer's account based on the settlement account selection.
<b>Original Exchange Rate</b>	System defaults the original exchange rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	The exchange rate for the split settlement.
<b>Deal Reference Number</b>	The exchange deal reference number.

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

**FX Linkage**

This section enables the user to link the existing FX contract(s) to the Guarantee/SBLC Claim Settlement. FX Linkage call should be triggered on DE-submit.

The screenshot shows the 'FX Linkage' window with a table containing one row of data. Below the table is a pagination control and an 'Average FX Rate' input field. At the bottom right, there are 'Save & Close' and 'Cancel' buttons.

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FNDF20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	

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Average FX Rate  
0

Save & Close Cancel

Figure 2-16 FX Linkage Details

### FX Linkage

<p><b>FX Reference Number</b></p> <input style="width: 90%;" type="text" value="000FNDF20076A9N9"/> <input style="width: 10%; text-align: center;" type="button" value="Q"/>	<p><b>Currency</b></p> <input style="width: 90%;" type="text" value="USD"/>
<p><b>Contract Amount</b></p> <input style="width: 30%; text-align: center;" type="text" value="USD"/> <input style="width: 60%;" type="text" value="\$4,000.00"/>	<p><b>Available FX Contract Amount</b></p> <input style="width: 30%; text-align: center;" type="text" value="USD"/> <input style="width: 60%;" type="text" value="\$4,000.00"/>
<p><b>Linkage Amount</b></p> <input style="width: 30%; text-align: center;" type="text" value="USD"/> <input style="width: 60%;" type="text" value="\$4,000.00"/>	<p><b>Rate</b></p> <input style="width: 90%;" type="text" value="1.35"/>
<p><b>FX Amount in Local Currency</b></p> <input style="width: 30%; text-align: center;" type="text"/> <input style="width: 60%;" type="text" value="£2,962.96"/>	<p><b>FX Expiry Date</b></p> <input style="width: 90%;" type="text" value="March 19, 2020"/> <input style="width: 10%; text-align: center;" type="button" value="📅"/>
<p><b>FX Delivery Period From</b></p> <input style="width: 90%;" type="text"/> <input style="width: 10%; text-align: center;" type="button" value="📅"/>	<p><b>FX Delivery Period To</b></p> <input style="width: 90%;" type="text"/> <input style="width: 10%; text-align: center;" type="button" value="📅"/>

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

Table 2-16 FX Linkage - Field Description

Field	Description
<b>FX Reference Number</b>	<p>Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>
<b>Bought Currency</b>	This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Rate</b>	This field displays the rate at which the contract is booked.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.

**Table 2-16 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Current Utilized amount</b>	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
<b>Total Utilized Amount</b>	This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version.
<b>Amount in Contract Currency</b>	This field displays the amount in contract currency converted from FX currency.
<b>FX Expiry Date</b>	This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	This field displays the date to which the contract is valid for utilization.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.
<b>Average FX Rate</b>	Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.

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

The task will move to next data segment.

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

**Table 2-17 Additional Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Issuance Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.



Table 2-17 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	<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>
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

**Table 2-17 (Cont.) Additional Details - Action Buttons - Field Description**

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

## 2.3.4 Settlement Details

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

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

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

**Figure 2-17 Settlement Details**

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

**Table 2-18 Settlement Details – Field Description**

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

Table 2-18 (Cont.) Settlement Details – Field Description

Field	Description
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Deal Reference Number</b>	System defaults the exchange deal reference number.

- Click any component in the grid.

### Party Details

Table 2-19 Party Details – Field Description

Field	Description
<b>Transfer Type</b>	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• <b>Customer Transfer</b></li> <li>• <b>Bank Transfer for own account</b></li> <li>• <b>None</b></li> <li>• <b>Direct Debit Advice</b></li> <li>• <b>Managers Check</b></li> <li>• <b>Customer Transfer with Cover</b></li> <li>• <b>Bank Transfer</b></li> </ul>
<b>Charge Details</b>	Select the charge details for the transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Beneficiary All Charges</b></li> <li>• <b>Remitter Our Charges</b></li> <li>• <b>Remitter All Charges</b></li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Ordering Customer</b>	Click search icon to search and select the ordering customer from the look up.
<b>Ordering Institution</b>	Click search icon to search and select the ordering institution from the look up.
<b>Senders Correspondent</b>	Click search icon to search and select the senders correspondent from the look up.
<b>Receivers Correspondent</b>	Click search icon to search and select the receivers correspondent from the look up.
<b>Intermediary Institution</b>	Click search icon to search and select the intermediary institution from the look up.
<b>Account with Institution</b>	Click search icon to search and select the account with institution from the look up.
<b>Beneficiary Institution</b>	Click search icon to search and select the beneficiary institution from the look up.
<b>Ultimate Beneficiary</b>	Click search icon to search and select the ultimate beneficiary from the look up.

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

Field	Description
<b>Intermediary Reimbursement Institution</b>	Click search icon to search and select the intermediary reimbursement institution from the look up.
<b>Receiver</b>	Click search icon to search and select the Receiver from the look up.

**Payment Details**

**Table 2-20 Payment Details - Field Description**

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

**Remittance Information**

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

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

3. Click **Next**.

The task will move to next data segment.

**Table 2-22 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application

Table 2-22 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the Guarantee Issuance Claim Settlement. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
<b>View Undertaking</b>	Clicking this button allows the user to view the undertaking details.
<b>Signatures</b>	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
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-22 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.5 Summary

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

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

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


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

Figure 2-18 Summary

Guarantee SBL Issuance - Claim Settlement DataEnrichment ::  
Application No:- PK2GISCO00064815

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

Main Advices Additional Details Settlement Details Summary

Summary

Main	Advices	Commission, Charges and taxes
Booking Date : 2022-04-20 Submission Mode : Desk Amount : GBP 5000	Advice 1 : Advice 2 :	Charge : Commission : Tax : Block Status : Not Initiated
Preview Messages	Payment Details	Settlement Details
Language : ENG Preview Message :-	Advance by Loan : Liquidate using Collateral :	Component : Account Number : Currency :
Party Details	Compliance	Accounting Details
Applicant : GOODCARE PLC Advising Bank : WELLS FARGO ... Beneficiary : MARKS AND SP...	KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...	Event : CLIQ AccountNumber : 263200001 Branch : PK2
FX Linkage		
Reference Number : Linkage Amount : Contract Currency :		

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

Screen(5/5)

### Tiles Displayed in Summary

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

 **Note:**

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

- FX Linkage – User can view the FX Linkages.
2. Click **Submit**.  
The task will move to next logical stage.

**Table 2-23 Summary - Action Buttons - Field Description**

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



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

Field	Description
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Submit</b>	<p>Task will get moved to next logical stage of Guarantee /Standby Claim settlement.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>

## 2.4 Multi Level Approval

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

This stage allows the approver user to approve a Claim settlement under Guarantee 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.

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 £10,000.00 ✓

Currency

GBP ✓

Refer Close Proceed

The application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to

open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

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

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

- Applicant Name
- Beneficiary Name
- Undertaking Currency
- Undertaking Amount
- Expiry Date

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 SBLC Issuance -Claim Settlement Approval Task Level 1 ::**  
Application No:- PK2GISC000062281

Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

<b>Main</b> Booking Date : 2022-04-20 Submission Mode : Desk Amount : GBP 10000	<b>Advices</b> Advice 1 : GUA_PAY_ADV Advice 2 : TRADE_ENVELO... Advice 3 : PAYMENT_MESS...	<b>Commission, Charges and taxes</b> Charge : Commission : Tax : Block Status : Not Initiated
<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Payment Details</b> Advance by Loan : N Liquidate using Collateral : Yes	<b>Settlement Details</b> Component : LCTAX4_AMT Account Number : PK2001044001... Currency : GBP
<b>Party Details</b> Applicant : GOODCARE PLC Beneficiary : MARKS AND SP... Advising Bank : RABO BANK	<b>Compliance</b> KYC : Not Initiate... Sanctions : Verified AML : Verified	<b>Accounting Details</b> Event : GCLP AccountNumber : PK2001044001... Branch : PK2
<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :		

Audit Reject Hold Refer Cancel Approve

## Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee details. User can modify the details if required.
- Commission, Charges and Taxes - User can view the charge details. User can modify the details if required.
- Preview Messages - User can drill down to view the message preview, legal verification and customer draft confirmation details.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Compliance – The compliance tile has the KYC, Sanctions and AML.
- Accounting Details - User can see the accounting details.

 **Note:**

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

- Limits and Collaterals - User can view limits and collateral details.
- FX Details - User can view the FX details.

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

**Table 2-24 Approval Summary - Action Buttons - Field Description**

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

Table 2-24 (Cont.) Approval Summary - Action Buttons - Field Description

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

8. Click **Approve**.

# Glossary

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