

# Oracle® Banking Trade Finance Process Management Import LC Issuance User Guide



Release 14.7.5.0.0

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

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Oracle Banking Trade Finance Process Management Import LC Issuance User Guide, Release 14.7.5.0.0

G24233-01

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# Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Symbols and Icons](#)
- [Basic Actions](#)

## Purpose

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

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

- [Access to Oracle Support](#)

## Access to Oracle Support

Oracle 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

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## 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.

## 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.

## Structure

This manual is organized into the following chapters:

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

## Related Documents

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

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

## Screenshot Disclaimer

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

## Symbols and Icons

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

**Table 1 Symbols and Icons - Common**















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

Table 1 (Cont.) Symbols and Icons - Common














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

Table 2 Symbols and Icons - Widget

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

## Basic Actions

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

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

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

# 1

## Oracle Banking Trade Finance Process Management

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

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

This document will take you through following activities in OBTFPM:

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

### Overview

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

### Benefits

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

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

### Key Features

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

# 2

## Import LC Issuance

As part of Import LC Issuance the applicant (importer or customer) approaches a bank and requests the bank to issue a Letter of Credit on their behalf to the beneficiary (exporter).

The Letter of Credit stipulates the required documents and the conditions to be met by the beneficiary while shipping under the said LC. On receipt of credit compliant documents, the issuing bank is obliged to make payment under the LC. The various stages involved for issuance of an Import Letter of Credit are:

- Receive and verify documents (Non Online Channel)- Registration stage
- Input application details Upload of related mandatory and non mandatory documents
- Verify documents and capture details (Online/Non Online Channels)- Scrutiny stage
- Input/Modify details of LC - Data Enrichment stage
- Check for limit availability
- Check balance availability for amount block Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges
- Capture remarks for other users to check and act
- Generate acknowledgements and draft LC copies
- Notify customer on any negative statuses in any of the stages to the applicant
- Hand off request to back office.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new import LC issuance request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of import LC Issuance request.
- [OBTFPM- OBDX Bidirectional flow](#)  
This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.
- [Scrutiny](#)  
This topic provides the systematic instructions to initiate the Scrutiny stage of import LC issuance request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import lc issuance request.
- [Customer Response - Draft Confirmation](#)  
This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.
- [Exceptions](#)  
This topic helps you quickly get acquainted with the Exceptions process.

- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.
- [Customer - Acknowledgement](#)  
This topic helps you quickly get acquainted with the Customer Acknowledgement process.
- [Customer - Reject Advice](#)  
This topic helps you quickly get acquainted with the Customer - Reject Advice.

## 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new import LC issuance request. Specify **User ID** and **Password**, and login to **Home** screen.

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

**Figure 2-1 Initiate Task**

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

 **Note:**

The fields which are marked in asterisk are mandatory.

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

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

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Customer ID</b>	Click <b>Search</b> to search and select the required customer ID.
<b>Branch</b>	Select the required branch code from the drop-down list.

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



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

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

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

## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of import LC Issuance request.

The user initiates the transaction from Registration Stage, if the LC Issuance request is received from the Applicant at the branch counters either by fax, mail or physical application. During Registration stage, user can capture the basic details of the application, check the signature of the applicant and upload the related documents submitted by the applicant. It also enables the user to capture some additional product related details as an option. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC Issuance expert to handle the request in the next stage.

For request received vide MT798 along with sub message 770,700,701, when customer initiates an Import LC request through SWIFT (Corporate to SWIFT) channel, the MT798 message containing the request is parsed and based on the STP parameters maintained, can create a Import LC Issuance Task in OBTFPM. The MT798 message, is routed to the Issuing Bank selected by the customer. Issuing Bank receives the MT798 and creates a task in Import LC Issuance Process in Scrutiny stage in OBTFPM.

The Incoming MT798 message contains three sections.

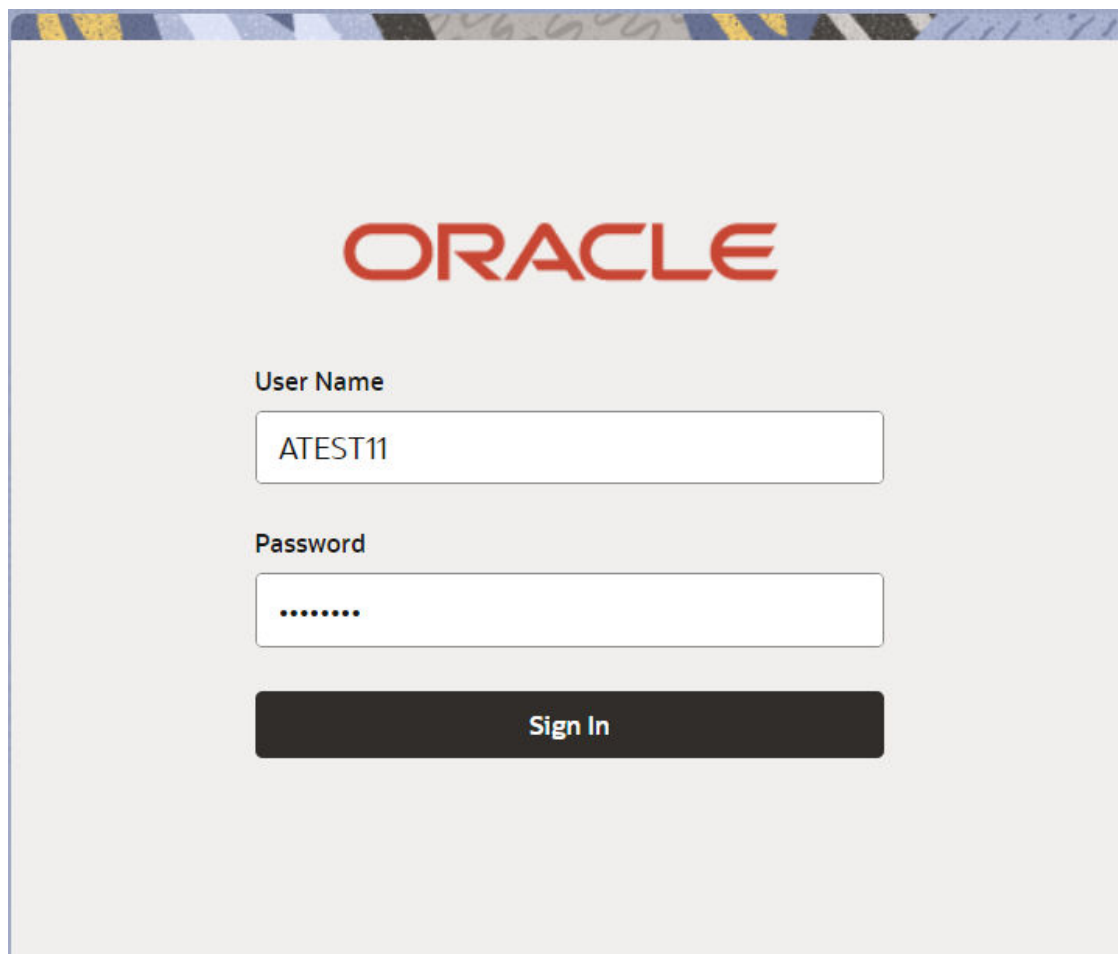
- MT798 Index Message which contains the Sub message type 770
- MT798 Details Message which contains the Sub Message type 700 (MT700 tags with values)
- MT798 Extension Message which contains the Sub Message type 701 (MT701 Extension message tag values) if applicable.

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 eight 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.

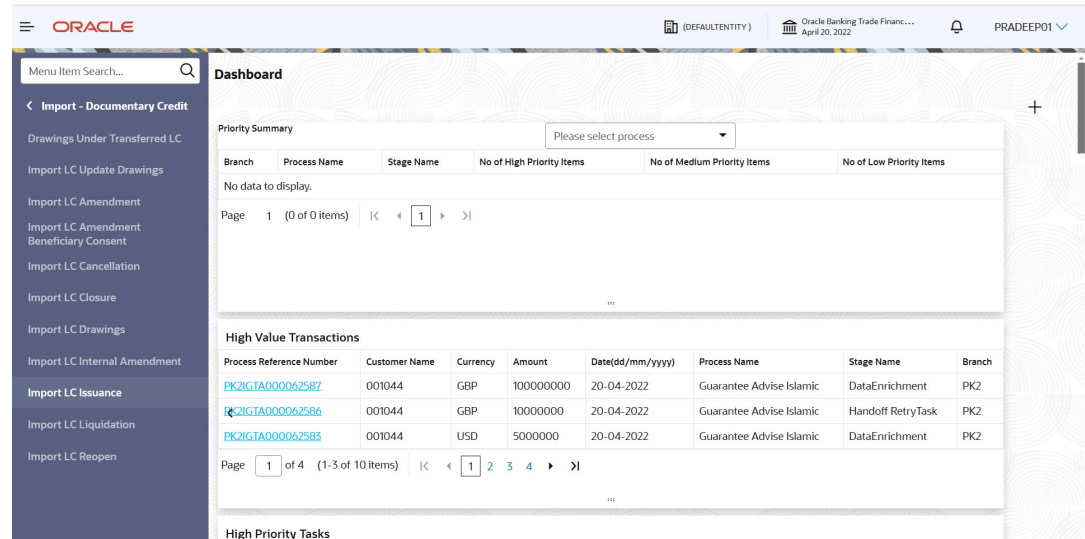
Specify **User ID** and **Password**, and login to **Home** screen.

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.

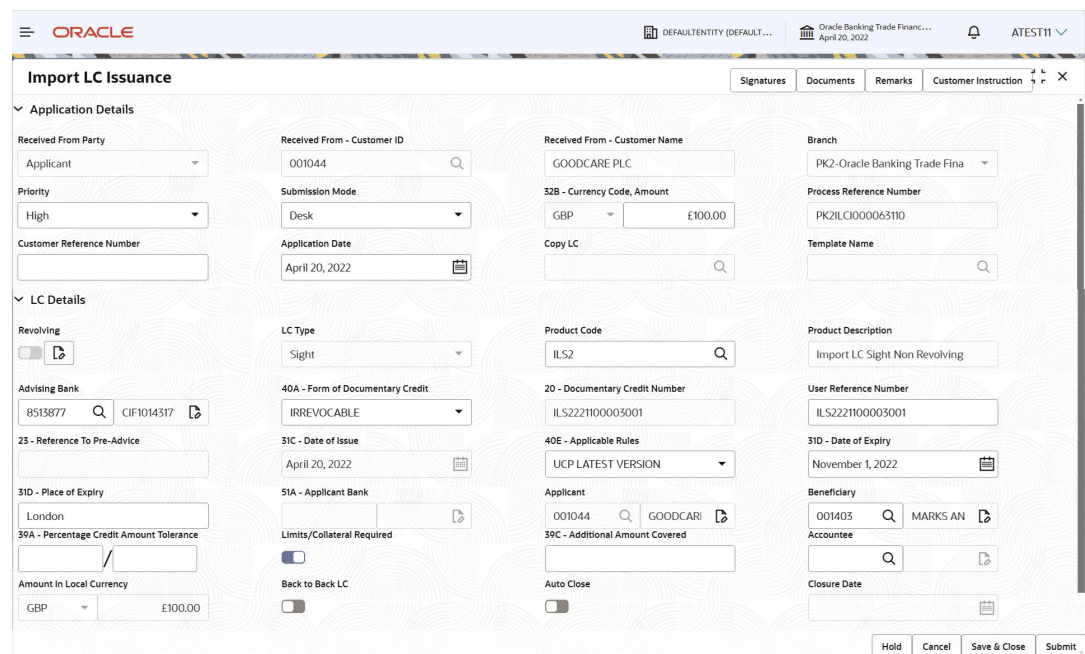
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import Documentary Credit**.
2. Under **Import Documentary Credit**, click **Import LC Issuance**.

Figure 2-3 Import LC Issuance



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

Figure 2-4 The Import LC Issuance - Registration - Application Details





3. On The **Import LC Issuance - Registration - Application Details** screen, specify the fields.

**Note:**


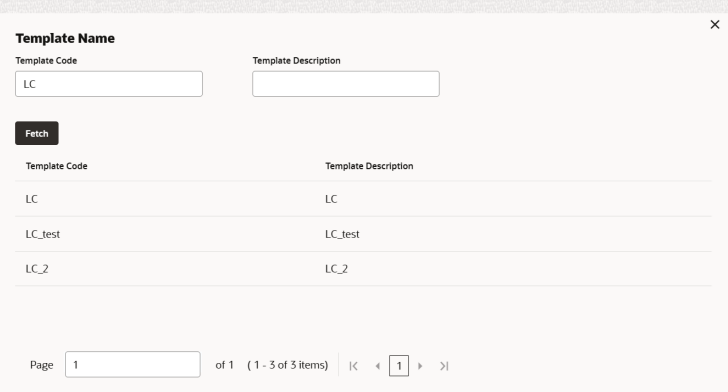
The fields which are marked as 'Required' are mandatory.

For more information on fields, refer to the field description table below. In case of MT798, Application Details are defaulted to SWIFT.

**Table 2-3 Import LC Issuance - Registration - Application Details - Field Description**

Field	Description
<b>Received from Party</b>	Select the party from which the Import LC Issuance request can be received. The options are: <ul style="list-style-type: none"> <li>• Applicant</li> <li>• Applicant's Bank</li> <li>• Accountee</li> </ul>
<b>Received From - Customer ID</b>	Specify the Customer ID of the applicant or applicant's bank. Alternatively, click <b>Search</b> to search and select the Customer ID. System allows only the customer of the bank for selection.   <b>Note:</b> If the selected customer/ party is blacklisted the system displays a warning message.
<b>Received From - Customer Name</b>	Name of the customer or applicant. This field will be auto populated based on the selected customer ID.
<b>Branch</b>	By default, customer's home branch will be displayed based on the customer ID and it can be changed, if required.   <b>Note:</b> Once the request is submitted, Branch field is non-editable.
<b>Priority</b>	Set the priority of the Import LC issuance request. The options are: <ul style="list-style-type: none"> <li>• Essential</li> <li>• Critical</li> <li>• High</li> <li>• Medium</li> <li>• Low</li> </ul> If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
<b>Submission Mode</b>	Select the submission mode of Import LC Issuance 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>Courier</b> - Request received through Courier</li> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Email</b>- Request received through Email</li> <li>• <b>SWIFT- Non STP</b> - Request received through SWIFT</li> <li>• <b>Fax</b>- Request received through Fax</li> </ul>

**Table 2-3 (Cont.) Import LC Issuance - Registration - Application Details - Field Description**

Field	Description
<b>Currency Code, Amount</b>	Select the currency code from the drop-down list. Specify the value of LC (with decimal places) as per currency type and tab out.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  Process Reference Number is auto generated by the system based on process name and branch code.
<b>Customer Reference Number</b>	Specify a unique Customer Reference Number which will be the User Reference of the LC.
<b>Application Date</b>	The application displays the branch's current date by default, and enables the user to change the date to any back date.   <b>Note:</b>  Future date selection is not allowed.
<b>Copy LC</b>	Specify the LC number, the system populates the details of the LC. Alternatively, click <b>Search</b> to search and select the LC.  If an existing LC is to be copied, the details of the LC is captured here.
<b>Template Name</b>	Specify the template name if the applicant details are already captured and the data can be reused with the template to reduce the effort. Alternatively, click <b>Search</b> to search and select the Template code.  

**Copy LC**

The user can copy the existing LC using Copy LC option, to create a new LC in Import LC Issuance process. The 'Copy LC' option allows quick processing of a request for issuing a new LC. The details of the LC is captured here. Following are the steps to copy the existing LC:

- a. Specify the LC number or alternately, or click search icon to search and select the LC Number.

The Search screen appears.

- b. Specify the fields DCN Reference Number, Applicant, Currency, Amount and User Reference Number as search criteria. The system displays all the LC with the given search criteria. Only LC which are authorized status in back office is displayed.

Branch	DCN Reference Number	Applicant	Currency	Amount	Product Code	Issue Date	Expiry Date	User Reference Number	Status
PK2	ILUN221100035502	001043	GBP	1000	ILUN	2022-04-20	2022-07-19	ILUN221100035502	A
PK2	ILUN221100035503	001043	GBP	1000	ILUN	2022-04-20	2022-07-19	ILUN221100035503	A
PK2	ILUN221100035505	001043	GBP	1000	ILUN	2022-04-20	2022-07-19	ILUN221100035505	A
PK2	ILUN221100035506	001043	GBP	12000	ILUN	2022-04-20	2022-07-19	ILUN221100035506	A
PK2	ILUN221100035504	001043	GBP	1000	ILUN	2022-04-20	2022-07-19	ILUN221100035504	A

- c. Select the LC, the system should populate all the LC related fields (LC Detail, Shipment and Goods, Payment Details and Document Details) in the new LC issuance screen except all fields in the Application Details Section. LC Type, Product Code, Product Description and Revolving flag value should be populated based on the LC selected. 'Applicant' field is populated based on the Customer ID chosen in the Application Details field. If the request is received from Applicant Bank, then the user has to manually input the Applicant details.

**View LC/Template**

▼ LC Details

Applicant: 001043  
 50 - Applicant Name: MARKS AND SPENCER  
 Branch Code: PK2  
 LC Type: Usance

Product Code: ILUN  
 Product Description: Import LC Usance Non Revolving  
 Advising Bank: WELLS FARGO LA  
 40A - Form of Documentary Credit: IRREVOCABLE

40E - Applicable Rules: UCPURR LATEST VERSION  
 31D - Place of Expiry: cvv  
 51A - Applicant Bank:  
 59 - Beneficiary Name: GOODCARE PLC

32A - Percentage Credit Amount Tolerance: /  
 39C - Additional Amount Covered:

▼ Availability Details

41a - Available with: cvvvvcv  
 41a - Available By: BY NEGOTIATION  
 42C - Drafts At:  
 42a - Drawee:

▼ Shipment Details

43P - Partial Shipments: NOT ALLOWED  
 43T - Transshipment: NOT ALLOWED  
 44A - Place of Taking in Charge: ddfdfdf  
 44E - Port of Loading: gf

44F - Port of Discharge: fddg  
 44B - Place of Final Destination: dgg  
 44C - Latest Date of Shipment:  
 44D - Shipment Period: 21

Transport Mode:  
 Transport Details:  
 Additional Shipment Details:

▼ 45A Description of Goods and/or Services

INCO Terms: CIF  
 INCO Terms Description: Cost, Insurance and Freight (named i

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
APPAREL	G	VARIETY OF APPARELS FOR EXPORT				

▼ Payment Details

49G - Special Payment conditions for beneficiary:  
 49H - Special Payment conditions for receiving bank:  
 48 - Period for Presentation: 21  
 49 - Confirmation Instructions: WITHOUT

58A - Requested Confirmation Party:  
 58A - Requested Confirmation Party:  
 57A - Advise Through Bank:  
 78 - Instructions to P/A/N Bank:

72 - Sender to Receiver Information:  
 71D - Charges:

▼ Reimbursement Authorization

53A - Reimbursing Bank:  
 Reimbursing Bank Charge Type:  
 Reimbursing Bank Charge Details: max length  
 72 - Sender to Receiver Information - 740:

▼ Revolving Details

Revolving In:  
 Revolving Frequency:  
 Revolve Units:  
 Automatic Reinstatement:

▼ Document Details

Code	Document Description	Copy	Original	Clause Details	Original Doc. Required	Action
AIRDOC	Air Way			AIRDOC		
BOL	Bill of Lading			BOL		
INSDOC	Insurance			INSDOC		
PACKINGLIST	PACKINGLIST			PACKINGLIST		

▼ Additional Conditions

FFT Code	FFT Description	Action
ADDCONDISS	<CLOB>	

Apply Cancel

d. Click **Apply** to copy the selected LC.

**LC Details**

Registration user can provide LC details in this section. Alternately, details can be provided by Scrutiny user.

4. On **Import LC Issuance - Registration - LC 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 Import LC Issuance - Registration - LC Details - Field Description**




Field	Description
<b>Revolving</b>	Switch to  the option, if LC type is revolving. Switch to  the option, if LC type is not revolving. For more details refer, <b>Revolving</b> section.
<b>LC Type</b>	Select the applicable LC type. The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>
<b>Product Code</b>	Specify the product code and on tab out, system will validate and populate the product code. Alternatively, click <b>Search</b> to search and select the product code with code or product description.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.



Table 2-4 (Cont.) Import LC Issuance - Registration - LC Details - Field Description

Field	Description
<b>Advising Bank</b>	<p>Specify the advising bank name or click <b>Search</b> to search and select the advising bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name.</p> <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>a. In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message "RMA arrangement not available, please change the bank or use MAIL Medium".</li> <li>b. If the party is blacklisted the system displays a warning message.</li> <li>c. If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</li> </ul> </div>
<b>Form of Documentary Credit</b>	Select the type of LC (Documentary Credit) as per the requirement. By default LC type is Irrevocable.
<b>Documentary Credit Number</b>	<p>Read only field.</p> <p>This field displays the documentary credit number, simulated from the back office. Number will be populated on the selection of Product Code.</p>
<b>User Reference Number</b>	<p>User Reference Number will be auto populated by the system based on selection of Product Code.</p> <p>The user can change the User Reference Number.</p>
<b>Reference To Pre-Advice</b>	<p>Read only field.</p> <p>This field displays the details of Pre-Advice, if issued by the bank.</p>
<b>Date of Issue</b>	<p>Read only field.</p> <p>This field displays the branch's current date as date of issue defaulted from the application.</p> <p>User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.</p>
<b>Applicable Rules</b>	<p>Select the applicable rules for the LC. Default rule as UCP Latest Version.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• UCP LATEST VERSION</li> <li>• EUCP LATEST VERSION</li> <li>• UCPURR LATEST VERSION</li> <li>• EUCPURR LATEST VERSION</li> <li>• OTHR</li> </ul>

**Table 2-4 (Cont.) Import LC Issuance - Registration - LC Details - Field Description**









Field	Description
<b>Rule Narrative</b>	Specify the rules narrative.  This field is available if the value in <b>Applicable Rule</b> is <b>OTHR</b> .
<b>Date of Expiry</b>	Select the expiry date of the LC. The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.
<b>Place of Expiry</b>	Specify the place of expiry of LC.
<b>Applicant Bank</b>	This field displays the applicant bank details , if <b>Received From Party</b> is Applicant's Bank, the applicant bank details will be displayed here.  If request is not received from applicant bank, this field must be blank.
<b>Applicant</b>	This field displays the applicant details based on the details provided in Application Details section. If the request is received from Applicant bank, select the applicant from the List of Values.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>a. If the selected applicant/ party is blacklisted the system displays a warning message.</li> <li>b. If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</li> </ul> </div>
<b>Beneficiary</b>	Specify the beneficiary of the LC or click <b>Search</b> to search and select the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the selected beneficiary/ party is blacklisted the system displays a warning message.</p> </div>
<b>Percentage Credit Amount Tolerance</b>	Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If tolerance is more than 10%, alert message will be displayed.

Table 2-4 (Cont.) Import LC Issuance - Registration - LC Details - Field Description

Field	Description
<b>Limits/Collateral Required</b>	<p>Switch to  the option, to enable limit check during the process flow of this request.</p> <p>Switch to  the option, to disable limit check during the process flow of this request.</p>
<b>Additional Amount Covered</b>	Specify the additional amount included in LC.
<b>Accountee</b>	<p>Specify the accountee or click <b>Search</b> to search and select the accountee.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the KYC non-compliant party is selected then the system immediately gives instant alert as “Customer ID - (CIF ID) is not KYC compliant.”</p> </div>
<b>Amount In Local Currency</b>	<p>Read only field.</p> <p>After the tab out of ‘Currency Code, Amount’ field, system populates the Local currency and amount value in this field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).</p>
<b>Back to Back LC</b>	<p>Switch to  the option, if the back to back Import LC is issued.</p> <p>Switch to  the option, if back to back LC is not applicable.</p>
<b>Export LC Reference</b>	<p>Specify the export LC reference or click <b>Search</b> to search and select the underlying export LC reference number.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Available Amount</b>	<p>Read only field.</p> <p>System displays the available amount under the Export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Expiry Date</b>	<p>Read only field.</p> <p>System displays the expiry date of the underlying export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Shipment Date</b>	<p>Read only field.</p> <p>System displays the latest shipment date of the underlying export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Auto Close</b>	Switch to  the option,

**Table 2-4 (Cont.) Import LC Issuance - Registration - LC Details - Field Description**

Field	Description
<b>Closure Date</b>	<p>Read only field.</p> <p>This field displays the “Closure Date” defaulted by the system, with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created.</p> <p>System automatically close the contract on the specified “Closure Date” if “Auto Close” is selected as “Yes” for the specific contract.</p> <p>User can modify the system defaulted “Closure Date” and system should validate the same for the below conditions,</p> <ul style="list-style-type: none"> <li>• Closure Date must be after the Issue Date.</li> <li>• Closure Date must be after the Expiry Date.</li> <li>• Closure Date cannot be blank, when the “Auto Close” is checked.</li> </ul>

**Revolving**

The user can enable the Revolving option for revolving LC. The revolving LC can be time based or value based.

- a. Click the **Edit** icon besides the **Revolving** field. The **Revolving Details** screen appears.

**Table 2-5 Revolving Details**

Field	Description
<b>Revolving</b>	System displays, if the LC is revolving or not using the slider button.
<b>Revolving In</b>	<p>Select the mode of revolving for the LC.</p> <p>The values are:</p> <ul style="list-style-type: none"> <li>• Time</li> <li>• Value</li> </ul>
<b>Revolving Frequency</b>	<p>Specify the value for the frequency in days and months by which the LC revolves.</p> <p>This field is enabled , if you select <b>Time</b> option in <b>Revolving In</b> field.</p>
<b>Revolve Units</b>	<p>Specify the units by which the LC revolves.</p> <p>This field is enabled , if you select <b>Time</b> option in <b>Revolving In</b> field.</p>
<b>Next Reinstatement Date</b>	Displays the date of next instatement for the LC based on the revolving frequency selected.

Table 2-5 (Cont.) Revolving Details

Field	Description
<b>Cumulative</b>	Enable this option, if the LC value has to be cumulative or not on reinstatement.
<b>Automatic Reinstatement</b>	Enable this option, to have automatic reinstatement on the reinstatement day without manual intervention.

- b. Click **Submit** to submit the revolving details.
5. Click **Submit** to submit the **Registration** stage inputs.

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

Table 2-6 Import LC Issuance - Registration - Action Buttons - Field Description

Field	Description
<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 available, system should display all the signatures.
<b>Documents</b>	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Import LC Issuance. Place holders are also available to upload additional documents submitted by the applicant. The Document already uploaded in the DMS system should be available for view and link from OBTFPM.
<b>Remarks</b>	Specify any additional information regarding the LC. This information can be viewed by other users processing the request.
<b>Customer Instruction</b>	Click to view/ input the following: <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>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 Import LC issuance task. Details entered will not be saved and the task will be removed.
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.

**Table 2-6 (Cont.) Import LC Issuance - Registration - Action Buttons - Field Description**

Field	Description
<b>Submit</b>	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Import LC issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

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

## 2.2.1 Document Linkage

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

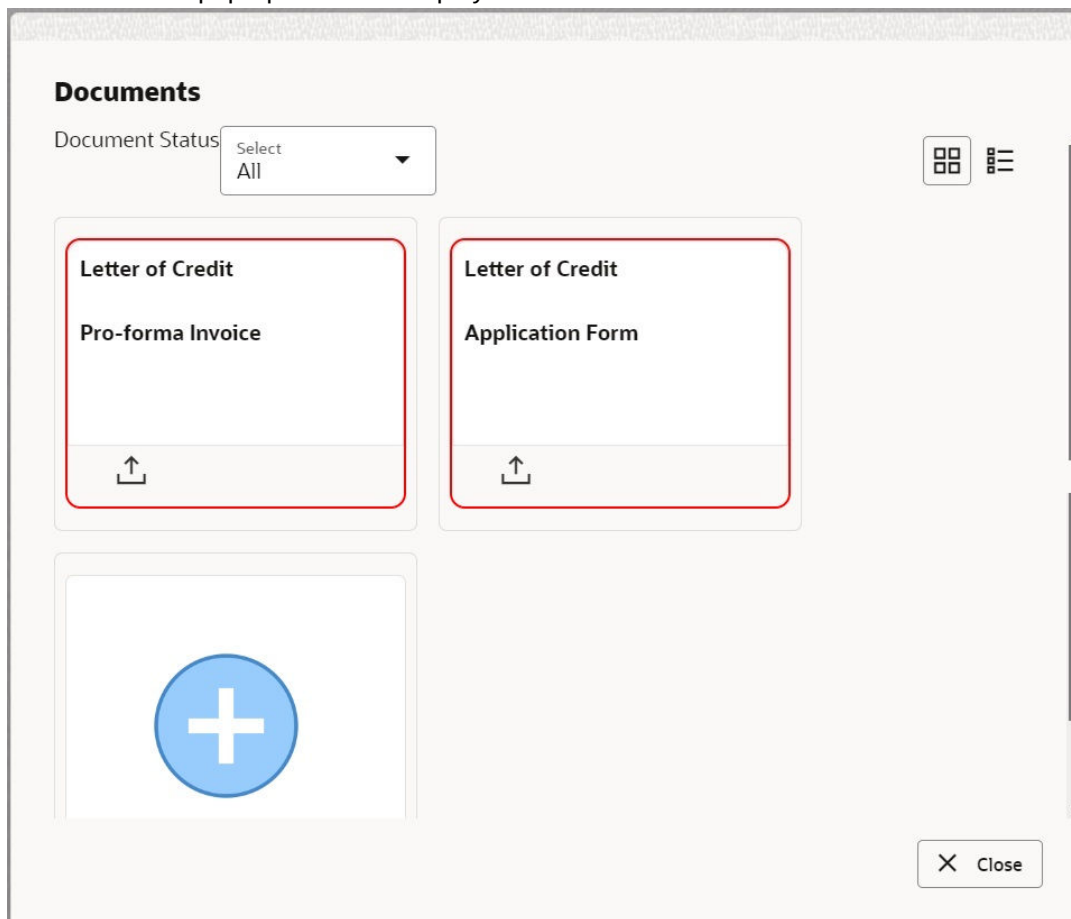
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

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

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

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

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



### Link Document

Customer Id

Document Type

Document Id

Document Code

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

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

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

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

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

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

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

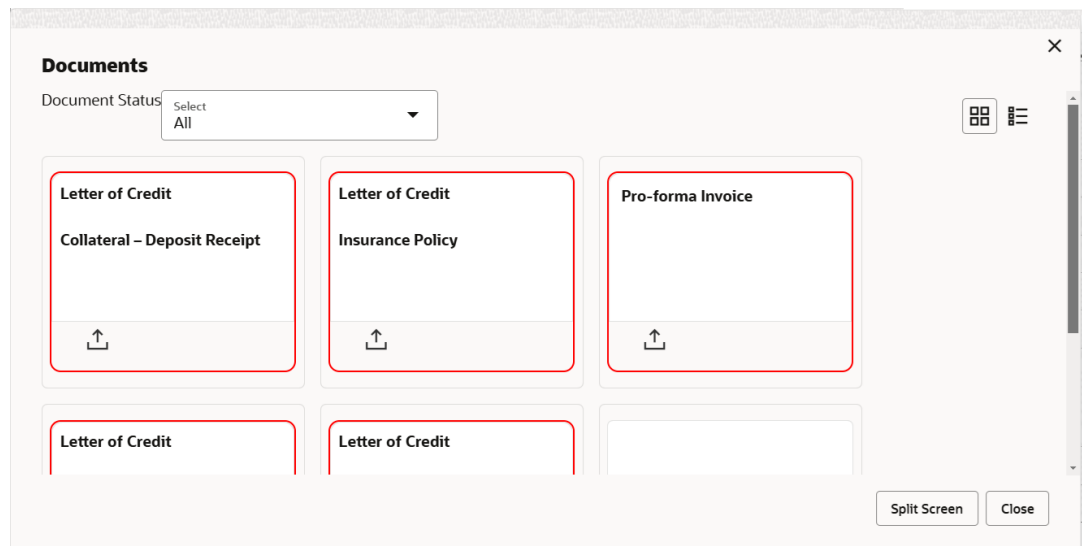
**Drop files here or click to select** Current selected files:ddf.pdf | 2464

## 2.3 OBTFPM- OBDX Bidirectional flow

This topic provides the systematic instructions to initiate the OBTFPM- OBDX Bidirectional flow.

As a part of Digital Experience, customers can initiate Trade Finance Transactions from online channels and the respective task will be available in OBTFPM for further handling. Oracle Banking Trade Finance Process Management (OBTFPM) user, for task received from online channel, raise clarification and receive response from the customer.

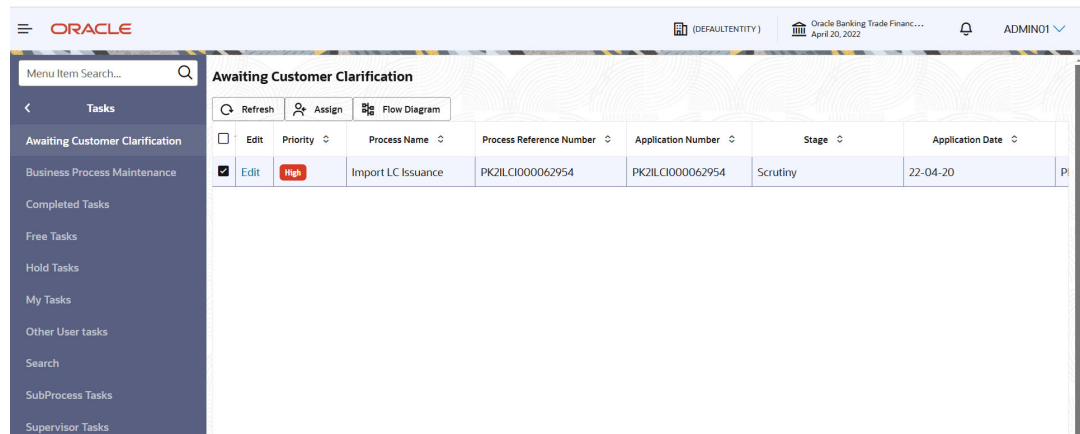
1. Customer initiates the Trade Finance transaction in Online channel (OBDX) and upload the necessary documents.



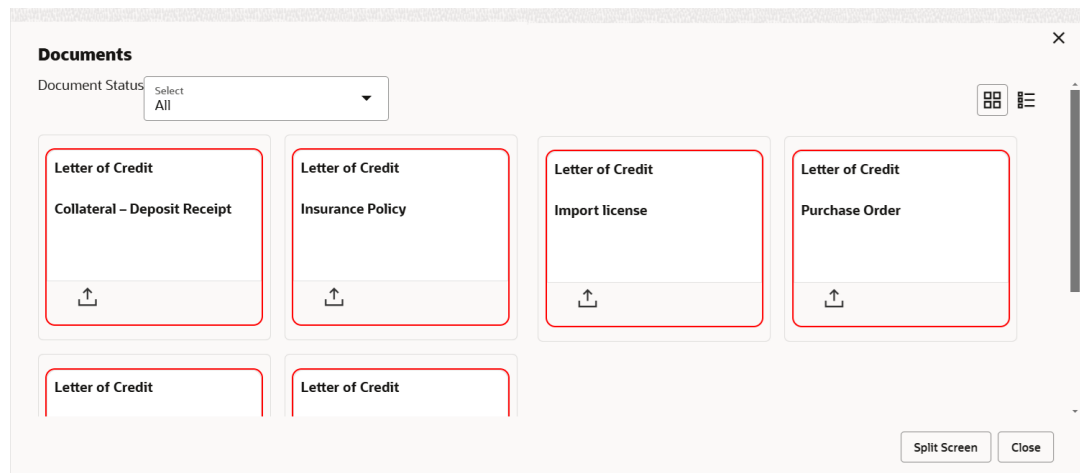
2. The task created will land in the Scrutiny stage of OBTFPM for handling by Trade expert for reviewing and identifying mismatch/incomplete data.
3. In the Scrutiny, Data Enrichment or Approval the bank user may require clarification from customer, OBTFPM user clicks **Request Clarification** button to request for online clarification from customer.

4. On **Registration - Application Details** screen, specify the fields.
5. The **Request Clarification** detailed screen gets displayed, user enters the information and clicks **Save**, the information should be sent to customer.
6. System will alert the OBTFPM user through email of receipt of Clarification for Bi-Directional clarifications sent to OBDX user.
7. OBTFPM user should be able to see the details in the View Clarification window and the status will be Clarification Requested. The user can click **Re Clarification** button if required.

8. The task goes to **Awaiting Customer Clarification** state until the response received from the customer.



9. Click **Edit**.
10. The user can click **Accept Clarification** button, if the query raised has been answered by the customer.  
The status should change to **Clarification Accepted** on next the task moves to the next logical stage.
11. Bank user checks the Clarification and opens the **Documents** Tab. System displays both the new document uploaded and the metadata for deleted document and the deleted document is displayed in a blurred way. User can open the new document, the deleted document cannot be opened. System should also increment the version number of the documents.



- [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.

### 2.3.1 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.

## 2.4 Scrutiny

This topic provides the systematic instructions to initiate the Scrutiny stage of import LC issuance request.

On successful completion of Registration of an Import LC Issuance, the task moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

**Non-Online Channel** - Import LC Issuance request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage. The data gets auto populated for all data segments from Application stage to Data Enrichment stage.

Tasks received via MT798, the task is verified and enriched. The user if required can update the editable fields. The fields that have been changed/updated have to be highlighted by the system and the user can check the incoming message placeholder for the original value. If the User encounters validation error during handling the task, a MT719 (Bank to Corporate message) common group message is created in the workflow and the task is put on ‘Hold’. Do the following steps to acquire a task currently at Scrutiny stage:

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

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

Figure 2-5 Free Tasks

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	High	Import LC Issuance	PK2ILCI000062986	PK2ILCA000062986	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062982	PK2ELCA000062982	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Clo...	PK2ELCT000062959	PK2ELCT000062959	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Ca...	PK2ELCT000062974	PK2ELCT000062974	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer	PK2ELCT000062973	PK2ELCT000062973	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer A...	PK2ELCT000062972	PK2ELCT000062972	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000062967	PK2GTEI000062967	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance Cl...	PK2IGCL000062966	PK2IGCL000062966	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Clo...	PK2ELCT000062964	PK2ELCT000062964	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Clai...	PK2GADC000062958	PK2GADC000062958	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export Documentary ...	PK2EDCB000062956	PK2EDCB000062956	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing - Is...	PK2IELD000062950	PK2IELD000062950	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Ca...	PK2IELT000062949	PK2IELT000062949	Handoff RetryTask	22-04-20

The **Free Tasks** screen displays.

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

Figure 2-6 My Tasks

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	High	Import LC Issuance	PK2ILCI000063113	PK2ILCA000063113	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062384	PK2ELCA000062384	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062968	PK2ELCA000062968	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062969	PK2ELCA000062969	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062992	PK2ELCA000062992	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062991	PK2ELCA000062991	Registration	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000062986	PK2ILCI000062986	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000062953	PK2GTEI000062953	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Import LC Amendment	PK2ILCA000062926	PK2ILCA000062926	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Advis...	PK2IGAC000062637	PK2IGAC000062637	DataEnrichment	22-04-20

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

The Scrutiny stage has the following hops for data capture:

- [Main](#)  
This topic provides the systematic instructions to initiate the main details of Scrutiny stage of import LC Issuance request.
- [Availability](#)  
This topic provides the systematic instructions to capture the availability details.
- [Payment](#)  
This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of import LC issuance request.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details
- [Summary](#)  
This topic provides the systematic instructions to view the summary of **Import LC Issuance**.

## 2.4.1 Main

This topic provides the systematic instructions to initiate the main details of Scrutiny stage of import LC Issuance request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

### **Application Details**

All fields displayed under Basic details section, would be read only except the **Priority** and **Customer Reference Number** fields. For more information on the fields, refer **Application Details** of **Registration** stage .

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



Figure 2-7 Scrutiny - Main

Table 2-7 Scrutiny - Main - Application Details - Field Description

Field	Description
<b>Received from Party</b>	Read only field. Import LC Issuance request can be received either from the applicant or the applicant's bank or accountee.
<b>Received From - Customer ID</b>	Read only field. The Customer ID of the applicant or applicant's bank, as selected in <b>Registration</b> stage.
<b>Received From - Customer Name</b>	Read only field. Name of the customer or applicant. This field will be auto populated based on the selected customer ID.
<b>Branch</b>	Read only field.  By default, customer's home branch will be displayed based on the customer ID and it can be changed, if required.
<b>Priority</b>	Set the priority of the Import LC issuance request as Essential/ Critical/Low/Medium/High. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
<b>Submission Mode</b>	Read only field. The submission mode of Import LC Issuance request.  By default the submission mode will have the value as 'Desk'.
<b>Currency Code, Amount</b>	Read only field. The currency code and amount is defaulted from <b>Registration</b> stage.

**Table 2-7 (Cont.) Scrutiny - 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>Customer Reference Number</b>	Specify a unique Customer Reference Number which will be the User Reference of the LC.
<b>Application Date</b>	Read only field. The application displays the branch's current date by default.
<b>Copy LC</b>	Read only field. Displays the LC number and LC details, if selected/entered in <b>Registration</b> stage.
<b>Template Name</b>	Read only field. Displays the template name and details if selected/entered in <b>Registration</b> stage.

**LC Details**

The fields listed under this section are same as the fields listed under the LC 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 LC Details**

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

**Table 2-8 Scrutiny - Main - LC Details - Field Description**

Field	Description
<b>Revolving</b>	Read only field. Displays whether the LC type is revolving.
<b>LC Type</b>	Read only field. Displays the applicable LC type.

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description


Field	Description
<b>Product Code</b>	Read only field. Displays the product code. The value is defaulted from <b>Registration</b> stage.
<b>Product Description</b>	Read only field. Displays the description of the product as per the product code.
<b>Advising Bank</b>	Specify the advising bank name or click <b>Search</b> to search and select the advising bank based on Party ID/Party Name. User can also input the party ID and on tab out system will validate and populate the 'Advising Bank' name.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin: 10px 0;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>a. In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message "RMA arrangement not available, please change the bank or use MAIL Medium".</li> <li>b. If the party is blacklisted the system displays a warning message.</li> <li>c. If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</li> </ul> </div>
<b>Form of Documentary Credit</b>	Select the type of LC (Documentary Credit) as per the requirement. By default LC type is Irrevocable.
<b>Documentary Credit Number</b>	Read only field. This field displays the documentary credit number, simulated from the back office. Number will be populated on the selection of Product Code.
<b>User Reference Number</b>	User Reference Number will be auto populated by the system based on selection of Product Code. This field is editable.
<b>Reference To Pre-Advice</b>	Read only field. This field displays the details of Pre-Advice, if issued by the bank.
<b>Date of Issue</b>	Read only field. This field displays the branch's current date as date of issue defaulted from the application. User cannot change the defaulted date. Application will populate the Date of Issue field with branch date on approval if date of approval is later than date of Registration.
<b>Applicable Rules</b>	Select the applicable rules for the LC. Default rule as UCP Latest Version.
<b>Rule Narrative</b>	Specify the rules narrative. Enter the rules narrative. This field is available if the value in <b>Applicable Rules</b> is <b>OTHR</b> .

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description



Field	Description
<b>Date of Expiry</b>	Select the expiry date of the LC. The expiry date can be equal or greater than the issue date. If the Expiry Date is earlier than the issue date, system will provide an error and if the 'Expiry Date is equal to the Issue Date', system will provide a alert message.
<b>Place of Expiry</b>	Specify the place of expiry of LC.
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details , if <b>Received From Party</b> is Applicant's Bank, the applicant bank details will be displayed here.  If request is not received from applicant bank, this field must be blank.
<b>Applicant</b>	Read only field. This field displays the applicant details based on the details provided in Application Details section. If the request is received from Applicant bank, select the applicant from the List of Values.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>a. If the selected applicant/ party is blacklisted the system displays a warning message.</li> <li>b. If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</li> </ul> </div>
<b>Beneficiary</b>	Specify the beneficiary of the LC or click <b>Search</b> to search and select the beneficiary based on Party ID/Party Name. If beneficiary is not a customer of the bank, then choose WALKIN customer id and provide the beneficiary details. If beneficiary is a customer and KYC status is not valid, then system will display alert message.  <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the selected beneficiary/ party is blacklisted the system displays a warning message.</p> </div>
<b>Percentage Credit Amount Tolerance</b>	Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If tolerance is more than 10%, alert message will be displayed.

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description








Field	Description
<b>Limits/Collateral Required</b>	<p>Switch to  the option, to enable limit check during the process flow of this request.</p> <p>Switch to  the option, to disable limit check during the process flow of this request.</p>
<b>Additional Amount Covered</b>	Specify the additional amount included in LC.
<b>Accountee</b>	<p>Specify the accountee or click <b>Search</b> to search and select the accountee.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the KYC non-compliant party is selected then the system immediately gives instant alert as "Customer ID - (CIF ID) is not KYC compliant."</p> </div>
<b>Amount In Local Currency</b>	<p>Read only field.</p> <p>After the tab out of 'Currency Code, Amount' field, system populates the Local currency and amount value in this field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).</p>
<b>Back to Back LC</b>	<p>Read only field.</p> <p>Switch to  the option, if the back to back Import LC is issued.</p> <p>Switch to  the option, if back to back LC is not applicable.</p>
<b>Export LC Reference</b>	<p>Specify the export LC reference or click <b>Search</b> to search and select the underlying export LC reference number.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Available Amount</b>	<p>System displays the available amount under the Export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Expiry Date</b>	<p>System displays the expiry date of the underlying export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Export LC Shipment Date</b>	<p>System displays the latest shipment date of the underlying export LC.</p> <p>This field is appears , if you enable <b>Back to Back LC</b> field.</p>
<b>Auto Close</b>	<p>Switch to  the option, if Auto close is required for that transactions.</p> <p>Switch to  the option, if Auto close is not required for that transactions.</p>

Table 2-8 (Cont.) Scrutiny - Main - LC Details - Field Description

Field	Description
<b>Closure Date</b>	<p>Read only field.</p> <p>This field displays the “Closure Date” defaulted by the system, with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created.</p> <p>System automatically close the contract on the specified “Closure Date” if “Auto Close” is selected as “Yes” for the specific contract.</p> <p>User can modify the system defaulted “Closure Date” and system should validate the same for the below conditions,</p> <ul style="list-style-type: none"> <li>• Closure Date must be after the Issue Date.</li> <li>• Closure Date must be after the Expiry Date.</li> <li>• Closure Date cannot be blank, when the “Auto Close” is checked.</li> </ul>

**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 2-9 Audit - Field Description

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

2. Click Next.

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

**Table 2-10 Main - 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 LC issuance. 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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

Field	Description
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.4.2 Availability

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

User can enter/update Availability, Shipment and Goods details of an Import LC request for the different fields under the respective data segments.

1. On **Availability** screen, specify the fields.



Figure 2-9 Availability

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

Table 2-11 Availability - Field Description

Field	Description
<b>Availability Details</b>	Specify the availability details based on the description of following table.
<b>Available with</b>	<p>Click <b>Search</b> to search and select the bank with which the credit is available, in case of Non - Online channel.</p> <ul style="list-style-type: none"> <li>If the LC is restricted to any particular bank, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <ul style="list-style-type: none"> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul> <p>In case of Online channel, this field is read only.</p>

Table 2-11 (Cont.) Availability - Field Description



Field	Description
<b>Available By</b>	<p>Select the available by from the drop-down list, in case of Non - Online channel.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If <b>BY PAYMENT</b> option is selected, payment at sight is applicable. It is applicable for Sight Type of product only.</p> </div> <p>In case of Online channel, this field is read only.</p>
<b>Drafts At</b>	<p>Specify the draft details. This field specifies the tenor of drafts to be drawn under the documentary credit.</p>
<b>Drawee</b>	<p>Click <b>Search</b> to search and select the Drawee bank (Advising bank or Confirming bank). This field will have value only if <b>Drafts At</b> field has values.</p> <ul style="list-style-type: none"> <li>• Search the bank with SWIFT code (BIC) or Bank Name.</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is mandatory if value is provided at Drafts At field</p> </div>
<b>Payment Details</b>	<p>Specify the payment details if, <b>Available By</b> field has value as <b>BY NEGOTIATION</b>.</p>
<b>Shipment Details.</b>	<p>Specify the shipment details based on the description of following table.</p>
<b>Partial Shipments</b>	<p>Select the partial shipment details from the drop-down list, in case of Non - Online channel. This field specifies whether or not partial shipments are allowed under the documentary credit.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Conditional</li> <li>• Not Allowed</li> </ul> <p>In case of Online channel, this field is read only.</p>

Table 2-11 (Cont.) Availability - Field Description




Field	Description
<b>Transshipment</b>	<p>Select the transshipment details from the drop-down list, in case of Non - Online channel.</p> <p>This field specifies whether or not transshipment are allowed under the documentary credit.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Conditional</li> <li>• Not Allowed</li> </ul> <p>In case of Online channel, this field is read only.</p>
<b>Place Of Taking In Charge</b>	<p>Specify the details of place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document for non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Port Of Loading</b>. Any of these fields must have value and if both the fields has values, application will display an error message</p> </div>
<b>Port Of Loading</b>	<p>Specify the details of Port/Airport of Loading to be indicated on the transport document, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Place Of Taking In Charge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>
<b>Port Of Discharge</b>	<p>Specify the details of the port of discharge or airport of destination to be indicated on the transport document, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Place Of Final Destination</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>

Table 2-11 (Cont.) Availability - Field Description





Field	Description
<b>Place Of Final Destination</b>	<p>Specify the details of Place of final destination or place of delivery to be indicated on the transport document, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Port Of Discharge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>
<b>Latest Date Of Shipment</b>	<p>Select the latest date for loading on board/dispatch/taking in charge.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Shipment Period</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> </div>
<b>Shipment Period</b>	<p>Specify the details of shipment period.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is alternate to <b>Latest Date Of Shipment</b>.. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> </div>
<b>Transport Mode</b>	<p>Select the transportation mode.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Air</li> <li>• Sea</li> <li>• Road</li> <li>• Rail</li> <li>• Multimodal</li> <li>• Other</li> </ul>
<b>Transport Details</b>	Specify the transportation details of shipment.
<b>Additional Shipment Details</b>	Specify the transportation additional shipment details, if any.
<b>Description of Goods and/or Services</b>	Specify the description of goods and/or services based on the description of following table.
<b>INCO Terms</b>	Click <b>Search</b> to search and select the INCO terms from the document received, in case of non-online channel. In case of Online channel, this field is read only.
<b>INCO Terms Description</b>	System displays the description of the INCO term based on selected INCO Terms.

Table 2-11 (Cont.) Availability - Field Description

Field	Description
	Click + to add multiple description of goods and services.
<b>Goods Code</b>	Click <b>Search</b> to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
<b>Goods Type</b>	This field displays the goods type depending on selected goods code.
<b>Goods Description</b>	The goods description is auto populated depending on selected goods code. The user can edit the goods description.
<b>No of Units</b>	Specify the number of units being imported or exported.
<b>Price per Unit</b>	Specify the value for price per unit.
<b>Total Amount</b>	System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).
<b>Action</b>	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-12 Availability - 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 LC issuance. 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>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

Table 2-12 (Cont.) Availability - Action Buttons - Field Description

Field	Description
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701).  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

## 2.4.3 Payment

This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of import LC issuance request.

1. On **Scrutiny - Payment** screen, specify the fields.

**Figure 2-10 Scrutiny - Payment**


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

Table 2-13 Payment - Field Description

Field	Description
<b>Payment Details</b>	Specify the payment details.
<b>Special Payment conditions for beneficiary</b>	Specify the details of special payment condition to the beneficiary, if any, in case of online and non-online channels.
<b>Special Payment conditions for receiving bank</b>	Specify the details of special payment condition to receiving bank, if any, in case of online and non-online channels. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.
<b>Period for Presentation</b>	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.
<b>Confirmation Instructions</b>	Select the confirmation instruction for the LC from the list, in case of non-online channels. The options are: <ul style="list-style-type: none"> <li>• CONFIRM</li> <li>• MAY ADD</li> <li>• WITHOUT</li> </ul> In case of Online channel, this field is read only.
<b>Requested Confirmation Party</b>	Select the requested confirmation party from the drop-down list in case of online and non-online channels. This field is enabled and mandatory if the <b>Confirmation Instructions</b> is <b>CONFIRM</b> or <b>MAY ADD</b> .
<b>Requested Confirmation Party</b>	Click <b>Search</b> to search and select the appropriate requested confirmation party, in case of online and non-online channels. This field is enabled if the <b>Confirmation Instructions</b> is <b>CONFIRM</b> or <b>MAY ADD</b> and <b>Requested Confirmation Party</b> is <b>Others</b> .
<b>Advise Through Bank</b>	Click <b>Search</b> to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. Party type with banks will be displayed in look-up. <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, update the details received..
<b>Instructions to P/A/N Bank</b>	Click <b>Search</b> to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received..
<b>Sender to Receiver Information</b>	Click <b>Search</b> to search and select the sender to receiver information, in case of Non - Online channel. In case of Online channel, update the details received..
<b>Charges</b>	Specify the charges details(FFT), in case of non-online channel. In case of Online channel, this field is read only.
<b>Reimbursement Authorization</b>	Specify the reimbursement authorization details based on the following table.



Table 2-13 (Cont.) Payment - Field Description

Field	Description
<b>Reimbursing Bank</b>	<p>If reimbursing bank is applicable user must update the field. Online Channel - Update the details received.</p> <p>Non Online Channel - Click <b>Search</b> icon and select the reimbursing bank, from the look-up. Party type with banks will be displayed in look-up.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available),</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>a. In case the selected Bank is not RMA Compliant, the system prompts the user to use a different advising bank or use non SWIFT Media to transmit the LC and displays error message "RMA arrangement not available, please change the bank or use MAIL Medium".</li> <li>b. If the party is blacklisted the system displays a warning message.</li> </ul> </div>
<b>Reimbursing Bank Charge Type</b>	<p>Select the reimbursing bank charge type. The options are:</p> <ul style="list-style-type: none"> <li>• Claimants - Select this option, if the charges are to be claimed from Beneficiary</li> <li>• Ours - Select this option, if the charges are to be borne by Applicant</li> </ul> <p>This field should be enabled only if <b>Reimbursing Bank</b> field has value.</p>
<b>Reimbursing Bank Charge Details</b>	<p>Specify the additional details about reimbursing bank charges. This field should be enabled only if <b>Reimbursing Bank</b> field has value.</p>
<b>Sender to Receiver Information-MT740</b>	<p>Click <b>Search</b> icon and select the FFT maintained for MT740 and change the description if required.</p>

2. Click **Next**.

The task will move to next data segment.

Table 2-14 Payment - Action Buttons - Field Description

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

Table 2-14 (Cont.) Payment - 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 collection. 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>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>
<b>Overrides</b>	<p>Click to view the overrides accepted by the user.</p>
<b>Customer Instructions</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>	<p>This button displays the multiple messages.</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
<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>Request Clarification</b>	<p>Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.</p>
<b>Cancel</b>	<p>Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.</p>

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

Field	Description
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.4.4 Additional Fields

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

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.

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

Figure 2-11 Additional Fields

2. Click **Next**.

The task will move to next data segment.

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

Table 2-15 Additional Fields - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the LC Issuance. 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>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.
<b>Overrides</b>	Click to view the overrides accepted by the user.

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

Field	Description
<b>Customer Instructions</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>	<p>This button displays the multiple messages.</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
<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>Request Clarification</b>	<p>Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.</p>
<b>Cancel</b>	<p>Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</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>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 2-15 (Cont.) Additional Fields - 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>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.4.5 Additional Details

This topic provides the systematic instructions to capture the additional details

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

Figure 2-12 Additional Details

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

### Limits and Collaterals

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

### Limits and Collaterals

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit	Delete
001044	Facility				100	GBP	100			001044	

▼

### Cash Collateral Details

Collateral Percentage:

Collateral Currency and amount:

Exchange Rate:

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	USD	PK20010440	2.5	100	20	\$50.00	VS	The amount	1	

▼ Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP121100005	GBP	April 20, 2025	GBP	63880.34	67	PK2CDP121100005	

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Figure 2-13 Limit Details

### Limit Details

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

Verify Save & Close Close

Figure 2-14 Collateral Details

### Collateral Details

Total Collateral Amount	£20.00	Collateral Amount to be Collected	£20.00
Sequence Number	1.0	Collateral Split %	100.0
Collateral Contribution Amount	£20.00	Settlement Account	PK20010440019
Settlement Account Currency	USD	Exchange Rate	2.5



**Deposit Linkage Details**

In this section which the deposit linkage details is captured.

System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.

**Figure 2-15 Deposit Linkage Details**

**Deposit Linkage Details**

Customer Id: 001044

Deposit Account: PK2CDP1221100002

Deposit Branch: PK2

Deposit Available Amount: GBP £15,408.72

Deposit Maturity Date: April 20, 2023

Exchange Rate: 1

Deposit Available In Transaction Currency: GBP 15,408.72

Linkage Percentage %: 67.0

Linkage Amount(Transaction Currency): GBP £67.00

Buttons: Save & Close, Close

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

**Table 2-16 Limits and Collaterals - Field Description**


Field	Description
	Click plus icon to add new limit details.
<b>Limit Details</b>	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.

Table 2-16 (Cont.) Limits and Collaterals - Field Description



Field	Description
<b>Linkage Type</b>	<p>Select the linkage type. Linkage type can be:</p> <ul style="list-style-type: none"> <li>• Facility</li> <li>• Liability</li> </ul> <p>By default Linkage Type should be "Facility".</p>
<b>Contribution %</b>	<p>System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified.</p> <p>Once contribution % is provided, system defaults the amount. System validates that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> to search and select the Liability Number from the look-up. The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	<p>Read only field. This field displays the contribution currency.</p>
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> to search and select from the various lines available and mapped under the customer id list. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	<p>Read only field. This field displays the limit currency, when the user select the <b>Liability Number</b>.</p>

Table 2-16 (Cont.) Limits and Collaterals - Field Description


Field	Description
<b>Limits Description</b>	Read only field. This field displays the limits description.
<b>Limit Check Response</b>	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the <b>Verify</b> button.
<b>Amount to Earmark</b>	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
<b>Expiry Date</b>	Read only field. This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
<b>Response Message</b>	Read only field. This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	Read only field. This field displays the ELCM reference number.
<b>Limit Details grid</b>	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
	Click delete icon to delete the existing limit details.
<b>Cash Collateral Details</b>	Specify the Collateral details based on the description of following table:
<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. 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>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. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.

Table 2-16 (Cont.) Limits and Collaterals - Field Description





Field	Description
	Click plus icon to add new collateral details.
<b>Collateral Details</b>	Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
<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.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save</b>	Click to to save and close the record.
<b>Close</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the along with the above fields.

Table 2-16 (Cont.) Limits and Collaterals - Field Description

Field	Description
<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>Account Balance Check Response</b>	This field displays the account balance check response.
<b>Edit</b>	Click edit link to edit the collateral details.
	Click delete icon to delete the existing 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.
<b>Deposit Linkage Details</b>	Specify the deposit linkage details based on the description of following table: System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.
	Click plus icon to add new deposit linkage details. Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.
<b>Customer Id</b>	This field displays the defaulted from the application. The user can change the Customer ID.
<b>Deposit Account</b>	Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.  All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
<b>Deposit Branch</b>	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
<b>Exchange Rate</b>	Read only field. This field displays the latest exchange rate for deposit linkage.  This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.

**Table 2-16 (Cont.) Limits and Collaterals - Field Description**

Field	Description
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.  System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
<b>Deposit Details grid</b>	Below fields appear in the <b>Deposit Details</b> grid along with the above fields.
<b>Deposit Currency</b>	This field displays the deposit currency.
<b>Transaction Currency</b>	This field displays the transaction currency.
<b>Edit</b>	Click edit link to edit the deposit linkage details.
	Click delete icon to delete the existing deposit linkage details.

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

### **Commission, Charges and Taxes Details**

This section displays charge details. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from Back End system. The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from

the Back office.

**Commission, Charges and taxes**

Recalculate Re-default

▼ Commission Details

Component	Rate	Mod. Rate	CCY	Amount	Modified	Defer	Waive	Split	Charge Party	Settl. Account	Amend
AILSN_COMM	1.25		GBP	£500.00		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GOODCARE PLC		Yes
AILUN_COM2	1.25		GBP	£10.42		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GOODCARE PLC		Yes

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▼ Charge Details

Component	Tag currency	Tag Amount	CCY	Amount	Modified	Billing	Defer	Waive	Split	Charge Party	Settl. Account
LCCOURISS	GBP	10000	GBP	£121.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
LCSWIFTIS	GBP	10000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
OTHBNKCHG	GBP	10000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
RATECLASS	GBP	10000	GBP	£300.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017

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▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
LCTAX	WITHHOLDING	April 20, 2022	GBP	£800.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017
LCTAX1	WITHHOLDING	April 20, 2022	GBP	£4.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017
LCTAX2	WITHHOLDING	April 20, 2022	GBP	£25.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017

▼ Split Settlement

select Component Currency Amount

No data to display.

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Split Settlement Details

Sequence	Component	Amount	Percentage	Branch	Account Currency	Account	Exchange Rate	Original Exchange Rate	Party Type	Customer	AR-AP Tracking	Loan/Finance Account	Net Rat
No data to display.													

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Save & Close Cancel

Figure 2-16 Split Settlement Details

### Split Settlement Details

<p><b>Component</b></p> <input style="width: 90%;" type="text" value="AILSN_COM1_LIQD_S01"/>	<p><b>Amount</b></p> <input style="width: 90%;" type="text" value="122.5"/>
<p><b>Customer</b></p> <input style="width: 90%;" type="text" value="001044-APP"/>	<p><b>GL Account</b></p> <input type="checkbox"/>
<p><b>Account</b></p> <input style="width: 90%;" type="text" value="PK20010440017"/>	<p><b>Account Currency</b></p> <input style="width: 90%;" type="text" value="GBP"/>
<p><b>Branch</b></p> <input style="width: 90%;" type="text" value="PK2"/>	<p><b>Percentage</b></p> <input style="width: 90%;" type="text" value="50.00"/>
<p><b>Exchange Rate</b></p> <input style="width: 90%;" type="text" value="1"/>	<p><b>Original Exchange Rate</b></p> <input style="width: 90%;" type="text" value="1"/>
<p><b>Party Type</b></p> <input style="width: 90%;" type="text" value="APP"/>	<p><b>Negotiation Reference</b></p> <input style="width: 90%;" type="text"/>
<p><b>AR-AP Tracking</b></p> <input type="checkbox"/>	<p><b>Loan/Finance Account</b></p> <input style="width: 90%;" type="text" value="N"/>
<p><b>Negotiation Rate</b></p> <input style="width: 90%;" type="text"/>	

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

Table 2-17 Commission, Charges and Taxes - Field Description

Field	Description
<b>Commission Details</b>	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
<b>Component</b>	Displays the commission component. Click the link to view the commission component details.



Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description





Field	Description
<b>Rate</b>	Displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	Displays the currency in which the commission have to be collected.
<b>Amount</b>	Displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.  If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	Switch to  for charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	Switch to  to waive the charges/commissions. 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>Split</b>	Switch to  for splitting the Commission.  Switch to  if splitting of commission is not required.
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settl. Account</b>	The settlement account.
<b>Amend</b>	Displays if the field is amendable or not.
<b>Charge Details</b>	This section displays the charge details.
<b>Component</b>	Displays the charge component type.
<b>Tag Currency</b>	Displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	Displays the tag amount that is maintained under the product code.
<b>Currency</b>	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 2-17 (Cont.) Commission, Charges and Taxes - Field Description









Field	Description
<b>Billing</b>	<p>Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. 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>Switch to  to defer the charges and collect at any future step. 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>Switch to  to waive the charges. 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>Split</b>	<p>Switch to  for splitting the Commission.</p> <p>Switch to , if splitting of commission is not required.</p>
<b>Charge Party</b>	Displays the charge party. By default the charge party is 'Applicant'.
<b>Settlement Account</b>	Click <b>Search</b> icon to search and select the settlement account.
<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>	Displays the tax component.
<b>Type</b>	Displays the type of tax component.
<b>Value Date</b>	Displays the value date of tax component.
<b>Ccy</b>	<p>Displays the currency in which the tax have to be collected.</p> <p>The tax currency is the same as the commission.</p>
<b>Amount</b>	<p>Displays the tax amount based on the percentage of commission maintained.</p> <p>The user can edit the tax amount, if applicable.</p>
<b>Billing</b>	<p>Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>

Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description

Field	Description
<b>Defer</b>	<p>Switch to  to defer the taxes and collect at any future step.</p> <p>Switch to  if you do not want to defer the taxes.</p> <p>On disabling the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Settl. Account</b>	System defaults the settlement account. The user can modify the settlement account.
<b>Split Settlement</b>	This section displays the Split Settlement. This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice. The default parties in Split row should be fetched from OBTF.
<b>Select</b>	The option to select the split settlement record.
<b>Component</b>	Displays the split component type eligible for Split .
<b>Currency</b>	Displays the currency of split settlement.
<b>Amount</b>	Displays the amount of split settlement.
<b>Split Settlement Details</b>	This section displays the Split Settlement details. Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.
<b>Sequence</b>	Displays the sequence number is auto populated with the value, generated by the system.
<b>Component</b>	Displays the split component type eligible for Split.
<b>Amount</b>	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount. More than two splits are not allowed.
<b>Customer</b>	Indicates the ID of the Customer in Split Settlement Details section.
<b>GL Account</b>	The system defaults the GL account.
<b>Account</b>	The system defaults the Settlement account. User can modify the settlement account. System initiates a call to common core tables within OBTFPM to select the account.
<b>Account Currency</b>	This field defaults the currency of the account.
<b>Branch</b>	Indicates the branch of the customer where transaction is getting processed.
<b>Percentage</b>	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed. The bank user can modify the amount. The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained.
<b>Original Exchange Rate</b>	Displays the Original Exchange Rate as simulated in split settlement details section.
<b>Party Type</b>	Displays the party type in split settlement details section.
<b>Negotiation Reference</b>	Specify the negotiation reference number.

**Table 2-17 (Cont.) Commission, Charges and Taxes - Field Description**

Field	Description
<b>AR-AP Tracking</b>	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.
<b>Loan/Finance Account</b>	Displays the loan account.
<b>Negotiation Rate</b>	Displays the negotiation rate.
<b>Negotiation Reference</b>	Displays the negotiation reference.

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

### Insurance Details

The user can enter and view the Insurance details if the Insurance policy is applicable for the transaction.

Provide the Insurance details based on the description in the following table.

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

**Table 2-18 Insurance Details - Field Description**

Field	Description
<b>Code</b>	Click <b>Search</b> icon to search and select insurance company code.
<b>Company Name</b>	This field displays the insurance company name as per the selected company code.
<b>Company Address</b>	This field displays the insurance company address details as per the selected company code.
<b>Policy Number</b>	Click <b>Search</b> icon to search and select the policy number of the insurance. If the user selects the policy number, the company details and the policy details are populated. If the user does not select the Policy number, then only the company details are saved in the contract, user has to enter all other fields.

**Table 2-18 (Cont.) Insurance Details - Field Description**

Field	Description
<b>Open Policy</b>	Read only field. If enabled, this field denotes whether the policy is an open policy.
<b>Cover Date</b>	The cover date of the policy.
<b>Expiry Date</b>	The Expiry Date of the Policy. System displays an override if the policy is expired.
<b>Insurance Amount</b>	The insurance amount for the policy.
<b>Utilized Amount</b>	This field displays the utilized amount, if the policy is an Open Policy.

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 Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- 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. The same will be populated in the Average FX Rate.

**FX Linkage**

FX Linkage

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 2-17 FX Linkage Details

**FX Linkage**

FX Reference Number: 000FNDF20076A9N9

Currency: USD

Contract Amount: USD \$4,000.00

Available FX Contract Amount: USD \$4,000.00

Linkage Amount: USD \$4,000.00

Rate: 1.35

FX Amount in Local Currency: £2,962.96

FX Expiry Date: March 19, 2020


FX Delivery Period From: [Calendar Icon]

FX Delivery Period To: [Calendar Icon]

Save & Close Close

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

Table 2-19 FX Linkage - Field Description

Field	Description
	Click + to add multiple <b>FX Details</b> . Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.
<b>FX Reference Number</b>	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, <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> 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.
<b>Currency</b>	Read only field. This field displays the FX SOLD currency from the linked FX contract.
<b>Contract Amount</b>	This field displays the FX SOLD currency and Amount. The user can change the currency.
<b>Available FX Contract Amount</b>	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.
<b>Linkage Amount</b>	System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
<b>Rate</b>	Read only field. This field displays the rate at which the contract is booked.
<b>FX Amount in Local Currency</b>	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
<b>FX Expiry Date</b>	Read only field. This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	Read only field. This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	Read only field. This field displays the date to which the contract is valid for utilization.
<b>FX Linkage grid</b>	Below fields appear in the FX linkage grid along with the above fields.
<b>Bought Currency</b>	Read only field. This field displays the currency from the linked FX contract.

**Table 2-19 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Sold Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<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.
<b>Total Utilized Amount</b>	Read only field. 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.  The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .
<b>Average FX Rate</b>	Read only field. 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.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

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

The task will move to next data segment.

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

**Table 2-20 Additional Details - Action Buttons - Field Description**

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



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

Field	Description
<b>Remarks</b>	Specify any additional information regarding the LC Issuance. 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>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701).  In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.  In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.

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

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.4.6 Summary

This topic provides the systematic instructions to view the summary of **Import LC Issuance**.

User can review the summary of details updated in Data Enrichment stage of **Import LC Issuance** request.

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

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

Figure 2-18 Summary

**Import LC Issuance Scrutiny :: Application No:- PK2ILCI000063110**

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Screen(6/6)

**Summary**

**Main**

Form of LC : IRREVOCABLE  
 Submission Mode : Desk  
 Date of Issue : 2022-04-20

**Availability**

Available With :  
 Available By :  
 Port of Loading :  
 Port of Discharge :

**Payment**

Period of Present. :  
 Confirmation Instr. : CONFIRM

**Additional Fields**

Click here to view Additional :  
 fields

**Revolving Details**

Revolving : NO  
 Revolving In :  
 Revolving Frequency :

**Limits and Collaterals**

Contribution Currency :  
 Amount to Earmark :  
 Limit Status : Not Verified  
 Collateral Currency :  
 Collateral Contr. :  
 Collateral Status : Not Verified  
 Deposit Linkage Currency :  
 Deposit Linkage Amount :

**Commission, Charges and taxes**

Charge :  
 Commission :  
 Tax :  
 Block Status : Not Initiated

**Insurance Details**

Company :  
 Insured Amount :  
 Expiry Date :

**FX Linkage**

Reference Number :  
 Linkage Amount :  
 Contract Currency :

Audit Reject Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
  - Availability - User can view the Availability details.
  - Payment - User can view the payment details.
  - Additional Fields - User can view the details of additional fields.
  - Revolving Details - User can view the revolving details.
  - Limits and Collaterals - User can view limits and collateral details.
  - Commission, Charges & Taxes - User can view charge details.
  - Insurance Details - User can view the insurance details.
  - FX Linkage - User can view the details of FX Linkage.
2. Click **Submit**.

The task will move to next logical stage.

Table 2-21 Summary - Action Buttons - Field Description

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

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

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the LC issuance. 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 Instructions</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTfPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline.
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.

**Table 2-21 (Cont.) 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>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Submit</b>	<p>Task will get moved to next logical stage of Import Documentary Collection Booking.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>
<b>Checklist</b>	<p>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>

## 2.5 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC issuance request.

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

### **Note:**

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

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

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

**Figure 2-19 Free Tasks**

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
High	Import LC Issuance	PK2ILCI000063110	PK2ILCI000063110	DataEnrichment	22-04-20
Medium	Common Group Mess...	PK2CGRM000063129	PK2CGRM000063129	Handoff RetryTask	22-04-20
Medium	Common Group Mess...	PK2CGRM000063127	PK2CGRM000063127	Handoff RetryTask	22-04-20
Medium	Export Documentary ...	PK2EDCB000063118	PK2EDCB000063118	Sanction Check Exceptiona...	
Medium	Guarantee Advise Am...	PK2GTAA000063112	PK2GTAA000063112	DataEnrichment	22-04-20
Medium	Export LC Transfer Ca...	PK2ELCT000063101	PK2ELCT000063101	Approval Task Level 1	22-04-20
Medium	Common Group Mess...	PK2CGRM000063097	PK2CGRM000063097	Handoff RetryTask	22-04-20
Medium	Common Group Mess...	PK2CGRM000063098	PK2CGRM000063098	MessageGeneration	22-04-20
Medium	Export LC Advise	PK2ELCA000050630	PK2ELCA000050630	Approval Task Level 1	22-04-20
Medium	Export LC Advise	PK2ELCA000008632	PK2ELCA000008632	Approval Task Level 1	22-04-20
Medium	Common Group Mess...	PK2CGRM000063093	PK2CGRM000063093	MessageGeneration	22-04-20
Medium	Common Group Mess...	PK2CGRM000063089	PK2CGRM000063089	MessageGeneration	22-04-20
Medium	Common Group Mess...	PK2CGRM000063087	PK2CGRM000063087	Handoff RetryTask	22-04-20

The **Free Tasks** screen displays.

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

**Figure 2-20 My Tasks**

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
High	Import LC Issuance	PK2ILCI000063110	PK2ILCI000063110	DataEnrichment	22-04-20
High	Import LC Issuance	PK2ILCI000063113	PK2ILCI000063113	Registration	22-04-20
Medium	Export LC Advise	PK2ELCA000062384	PK2ELCA000062384	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000062968	PK2ELCA000062968	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000062969	PK2ELCA000062969	DataEnrichment	22-04-20
Medium	Export LC Advise	PK2ELCA000062992	PK2ELCA000062992	Registration	22-04-20
Medium	Export LC Advise	PK2ELCA000062991	PK2ELCA000062991	Registration	22-04-20
High	Import LC Issuance	PK2ILCI000062986	PK2ILCI000062986	Scrutiny	22-04-20
Medium	Guarantee Issuance	PK2GTEI000062953	PK2GTEI000062953	Scrutiny	22-04-20
Medium	Import LC Amendment	PK2ILCA000062926	PK2ILCA000062926	Scrutiny	22-04-20

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

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

- **Main**  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Issuance request.
- **Availability**  
This topic provides the systematic instructions to capture the availability details.
- **Payment**  
This topic provides the systematic instructions to initiate the Payment Data Enrichment stage of import LC issuance request.
- **Documents and Conditions**  
This topic provides the systematic instructions to capture the details of the documents received.
- **Additional Fields**  
This topic provides the systematic instructions to capture the additional fields.
- **Advices**  
This topic provides the systematic instructions to capture the advices details.
- **Additional Details**  
This topic provides the systematic instructions to capture the additional details
- **Settlement Details**  
This topic provides the systematic instructions to capture the settlement details of import LC issuance request.
- **Summary**  
This topic provides the systematic instructions to view the summary of import LC Issuance request.

## 2.5.1 Main

This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Issuance request.

Main section has two sub section as follows:

- Application Details
- LC Details.

### **Application Details**

All fields displayed under Basic details section, would be read only except the **Priority** and **Customer Reference Number** fields. For more information on the fields, refer **Application Details** of [Table 2-3](#) stage .

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

Figure 2-21 Data Enrichment - Main Details

### LC Details

The fields listed under this section are same as the fields listed under the LC Details section in Registration stage. For more information on the fields, refer to **LC Details** of [Table 2-4](#) stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 2-22 LC Details

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

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

2. Click **Next**.

The task will move to next data segment.



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

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the LC issuance. 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>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.

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

Field	Description
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.5.2 Availability

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

User can enter/update Availability, Shipment and Goods details of an Import LC request for the different fields under the respective data segments.

1. On **Availability** screen, specify the fields.

Figure 2-23 Availability

**Import LC Issuance DataEnrichment :: Application No:- PK2ILCI000063110**

**Availability**

Availability Details

41a-Available with: HYVEDEMM

41a-Available By: BY NEGOTIATION

42C-Drafts At: Test

42a-Drawee: BWSU566LAX

42 P/M - Payment Details

Shipment Details

43P-Partial Shipments: ALLOWED

43T-Transshipment: ALLOWED

44A-Place of Taking in Charge: Mumbai

44E-Port of Loading

44F-Port of Discharge: London

44B-Place of Final Destination

44C-Latest Date of Shipment

44D-Shipments Period

Transport Mode: Air

Transport Details

Additional Shipment Details

45A Description of Goods and/or Services

INCO Terms: CIF

INCO Terms Description: Cost, Insurance and Freight (named)

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
UPLD_GOODS3	G	from good desc	10	£10.00	£100.00	[Edit] [Delete]

Audit [Reject] [Refer] [Hold] [Cancel] [Save & Close] [Back] [Next]

For more information on fields, refer [Availability](#) section in Scrutiny stage.

**2. Click Next.**

The task will move to next data segment.

## 2.5.3 Payment

This topic provides the systematic instructions to initiate the Payment Data Enrichment stage of import LC issuance request.

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

**Figure 2-24 Data Enrichment - Payment**

For more information on fields, refer [Payment](#) section in Scrutiny stage.

**2. Click Next.**

The task will move to next data segment. For more information on action buttons, refer to [Table 2-14](#).

## 2.5.4 Documents and Conditions

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

As part of document and conditions screen in DE stage, user must provide the required documents and additional conditions (if applicable) in this section. Document and Conditions section has two sub section as follows:

- Documents Details
- Additional Conditions

### Document Details

Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.

 **Note:**

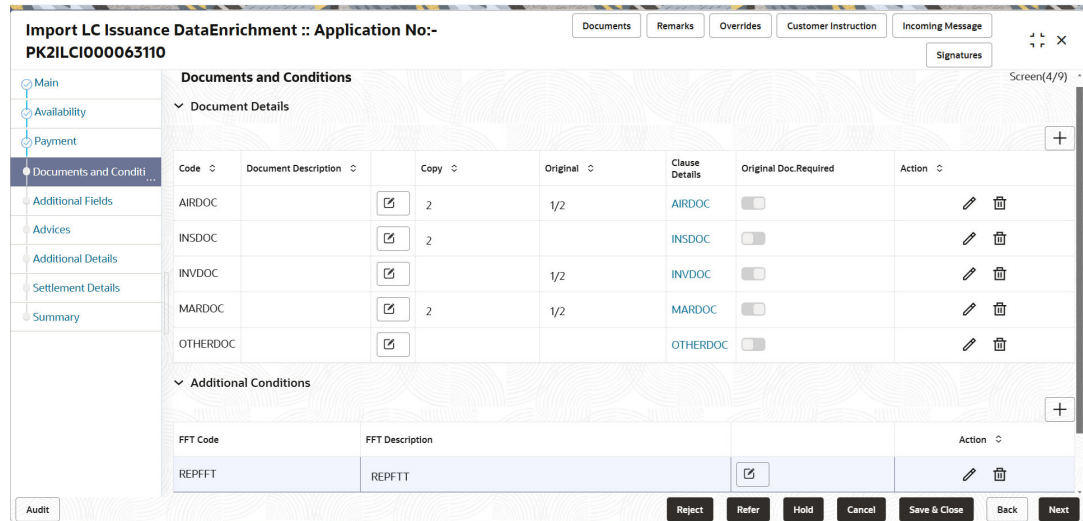
Insurance document is available in Documents Details section, if value in the 'INCO Term' field is not 'CFR', 'FOB', 'FCA', 'FAS' or 'EXW' in the Availability stage. If not system gives the warning message.

Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both 'Bill Of lading' and 'Airway Bill' are chosen.


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

**Figure 2-25 Data Enrichment - Documents and Conditions**



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

**Table 2-23 Documents and Conditions - Field Description**

Field	Description
<b>Document Details</b>	Specify the document details. Click + to add multiple <b>Document Details</b> .
<b>Code</b>	Click <b>Search</b> icon to search and select the document code based on the document received.  User can add or delete the code by deleting the line on the grid.
<b>Document Description</b>	System displays the document description based on the document code selection. User can edit the description.
	Click Edit icon to edit the document description.
<b>Copy</b>	Specify the number copies received from the Drawer. User can edit the actual copies received.
<b>Original</b>	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
<b>Clause Details</b>	Displays the description of the clause required as per LC. The user can click the link to view the clause details
<b>Original Doc. Required</b>	System displays whether original document is required or not. The user can enable the option, if original document is required.

**Table 2-23 (Cont.) Documents and Conditions - Field Description**

Field	Description
<b>Action</b>	Click Edit icon to edit the document details.  Click Delete icon to delete the document details.



**Additional Conditions**

Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line delimiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT.

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

**Table 2-24 Additional Conditions - Field Description**

Field	Description
	Click plus icon to add the multiple additional condition details.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT code.
<b>FFT Description</b>	System displays the FFT description name based on the FFT code selection.
	Click Edit icon to edit the FFT description.
<b>Action</b>	Click Edit icon to edit the additional condition details.  Click Delete icon to delete the additional condition details.

2. Click **Next**.

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

**Table 2-25 Document and Conditions - 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 2-25 (Cont.) Document and Conditions - 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 lc issuance. 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>	<p>This button displays the multiple messages.</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p>
<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>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

**Table 2-25 (Cont.) Document and Conditions - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Next</b>	<p>On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

## 2.5.5 Additional Fields

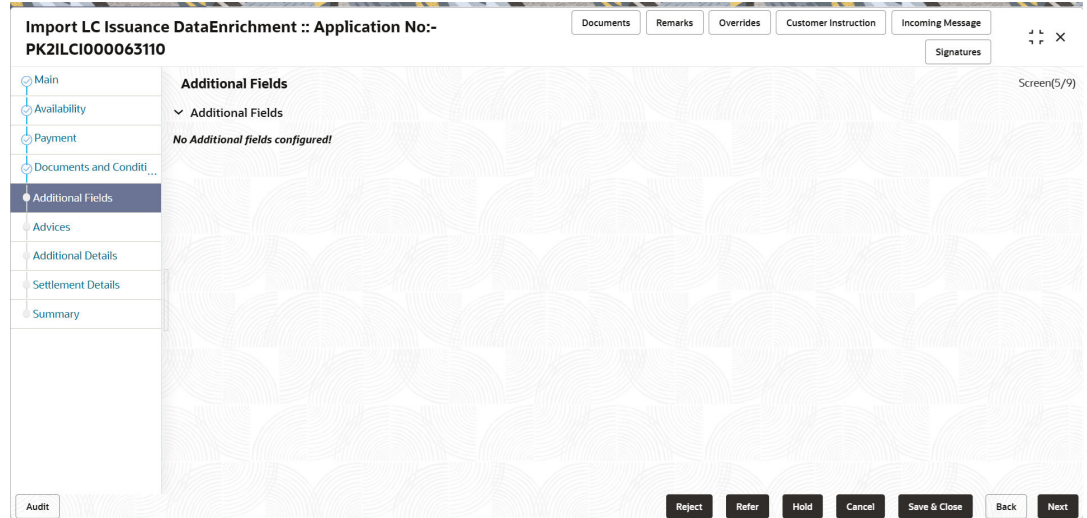
This topic provides the systematic instructions to capture the additional fields.

Banks can configure user defined fields as per their requirement in the Additional Fields Screen.

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



**Figure 2-26 Additional Fields**



2. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer [Additional Fields](#) section in Scrutiny stage.

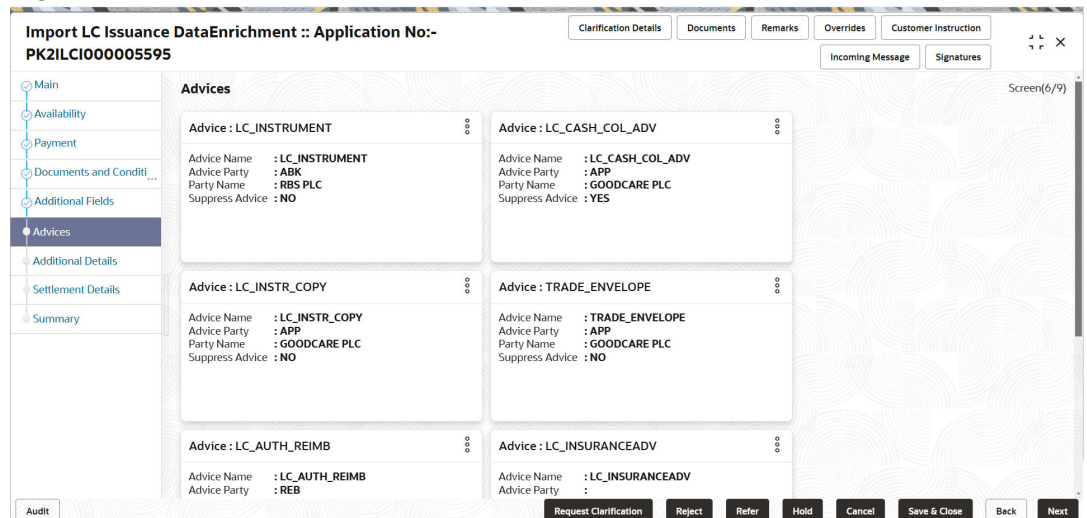
## 2.5.6 Advices

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

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.

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

**Figure 2-27 Advices**



### Advice Details

**Advice Details**

▼ Advice Details

Suppress Advice  Advice Name: LC\_AMND\_INSTR Medium: [dropdown] Advice Party: ABK

Party ID: 001204 Party Name: ABC BANK

▼ FFT Code

FFT Code	FFT Description	Action
FREEVP	TESTING FFT	[edit] [delete]




▼ Instructions

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




OK Cancel

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

**Table 2-26 Advice Details**

Field	Description
<b>Suppress Advice</b>	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the LC issuance. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the system.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from the system.
<b>Party Name</b>	Read only field. Displays the defaulted from the system.
<b>Free Format Text</b>	Specify the free format text based on the following table.
	Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected. User can edit the FFT description.

**Table 2-26 (Cont.) Advice Details**

Field	Description
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
<b>Instruction Details</b>	Specify the instruction details based on the following table.
	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 on fields, refer to the field description table below.

**Table 2-27 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 lc issuance. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.

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

Field	Description
<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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
<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 available, system should display all the signatures.
<b>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-27 (Cont.) Advices - 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>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.5.7 Additional Details

This topic provides the systematic instructions to capture the additional details

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

**Figure 2-28 Additional Details**

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

### Limits and Collaterals

**Limits and Collaterals**

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	Edit	Delete
001044	Facility				100	GBP	100			001044	

▼

**Cash Collateral Details**

Collateral Percentage:

Collateral Currency and amount:

Exchange Rate:

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	USD	PK20010440	2.5	100	20	\$50.00	VS	The amount	1	

▼ Deposit Linkage Details

Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	Edit	Delete
PK2CDP1221100003	GBP	April 20, 2023	GBP	63880.34	67	PK2CDP1221100003	

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

For more information on fields, refer to the field description table [Table 2-16](#) in **Scrutiny** stage.

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

### Charge Details

This section displays charge details.

**Commission, Charges and taxes**

Recalculate Re-default

▼ Commission Details

Component	Rate	Mod. Rate	CCY	Amount	Modified	Defer	Waive	Split	Charge Party	Settl. Account	Amend
AILSN_COMM	1.25		GBP	£500.00		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GOODCARE PLC		Yes
AILUN_COM2	1.25		GBP	£10.42		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GOODCARE PLC		Yes

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

▼ Charge Details

Component	Tag currency	Tag Amount	CCY	Amount	Modified	Billing	Defer	Waive	Split	Charge Party	Settl. Account
LCCOURISS	GBP	10000	GBP	£121.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
LCSWIFTIS	GBP	10000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
OTHBNKCHG	GBP	10000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017
RATECLASS	GBP	10000	GBP	£300.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017

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▼ Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
LCTAX	WITHHOLDING	April 20, 2022	GBP	£800.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017
LCTAX1	WITHHOLDING	April 20, 2022	GBP	£4.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017
LCTAX2	WITHHOLDING	April 20, 2022	GBP	£25.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440017

▼ Split Settlement

select Component Currency Amount

No data to display.

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Split Settlement Details

Sequence	Component	Amount	Percentage	Branch	Account Currency	Account	Exchange Rate	Original Exchange Rate	Party Type	Customer	AR-AP Tracking	Loan/Finance Account	Net Rate
No data to display.													

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

Save & Close Cancel

For more information on fields, refer to the field description table [Table 2-17](#) in **Scrutiny** stage.

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

### Preview Message

User can preview the draft SWIFT message based on message type and the draft mail advice based on the advice type.

The OBTFPM user can send the draft of the message to the registered email id of the corporate customer as an attachment containing PDF. The PDF sent to the corporate customer is protected by a password. Password to be generated with first four digits of Customer Name and last four digits of Customer Number.

### Note:

A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.


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

**Table 2-28 Preview Messages - Field Description**

Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT Messages fields.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type.
<b>Message Status</b>	Read only field. Display the message status of draft message of issuance details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of issuance details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of Mail Advice fields.
<b>Language</b>	Read only field. 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 issuance details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of issuance details.
<b>Preview Message</b>	This field displays a preview of the draft message.



Table 2-28 (Cont.) Preview Messages - Field Description

Field	Description
<b>Draft Confirmation</b>	This section displays the draft confirmation fields.
<b>Draft Confirmation Required</b>	Switch to  , if draft confirmation is required.
<b>Customer Response</b>	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system.
<b>Customer Remarks</b>	Read only field. Display the remarks from the customer for the draft.
<b>Response Date</b>	Read only field. Display the customer response received date.
<b>Customer Email ID 1</b>	Click <b>Search</b> icon to search and select the Email ID from lookup. The user can select from the Customer Email Address field of the customer maintenance in Back Office and replicated in OBTFPM. By default this field is blank.

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

#### Create Template

This option allows user to create a new template with the already captured details and the data can be reused with the template to reduce the effort. The user can enter the template name and create the template, details pertaining to the subsequent screens in scrutiny and data enrichment screens will be persisted and populated.

### Create Template

Template Name:

**LC Details**

Applicant:  50 - Applicant Name:  Branch Code:  LC Type:

Product Code:  Product Description:  Advising Bank:  40A - Form of Documentary Credit:

40E - Applicable Rules:  31D - Place of Expiry:  51A - Applicant Bank:  59 - Beneficiary Name:

32A - Percentage Credit Amount Tolerance:  39C - Additional Amount Covered:

**Availability Details**

41a - Available with:  41a - Available By:  42C - Drafts At:  42a - Drawee:

**Shipment Details**

43P - Partial Shipments:  43T - Transshipment:  44A - Place of Taking In Charge:  44E - Port of Loading:

44F - Port of Discharge:  44B - Place of Final Destination:  44C - Latest Date of Shipment:  44D - Shipment Period:

Transport Mode:  Transport Details:  Additional Shipment Details:

**45A Description of Goods and/or Services**

INCO Terms:  INCO Terms Description:

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
UPLD_GOODS3	G	from good desc	10	£10.00	£100.00	<input type="button" value="edit"/> <input type="button" value="delete"/>

**Payment Details**

49G - Special Payment conditions for beneficiary:  49H - Special Payment conditions for receiving bank:  48 - Period for Presentation:  49 - Confirmation Instructions:

58A - Requested Confirmation Party:  58A - Requested Confirmation Party:  57A - Advise Through Bank:   78 - Instructions to PJA/N Bank:

72 - Sender to Receiver Information:  71D - Charges:

**Reimbursement Authorization**

53A - Reimbursing Bank:  Reimbursing Bank Charge Type:  Reimbursing Bank Charge Details:  72 - Sender to Receiver Information - 740:

**Revolving Details**

Revolving In:  Revolving Frequency:  Revolve Units:  Automatic Reinstatement:

**Document Details**

Code	Document Description	Copy	Original	Clause Details	Original Doc. Required	Action
AIRDOC		2	1/2	AIRDOC	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
INSDOC		2		INSDOC	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
INVDOC			1/2	INVDOC	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
MARDOC		2	1/2	MARDOC	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
OTHERDOC				OTHERDOC	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

**Additional Conditions**

FFT Code	FFT Description	Action
REPFFT	REPFFT	<input type="button" value="edit"/> <input type="button" value="delete"/>

For more information on fields, refer to the 'LC Details' field description table in **Scrutiny** stage.

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

### Insurance Details

Provide the Insurance details based on the description in the following table.

For more information on fields, refer to the field description table [Table 2-18](#) in **Scrutiny** stage..

7. 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 Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.

- 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. The same will be populated in the Average FX Rate.

**FX Linkage**

FX Linkage

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 2-29 FX Linkage Details**

**FX Linkage**

FX Reference Number: 000FNDF20076A9N9

Currency: USD

Contract Amount: USD \$4,000.00

Available FX Contract Amount: USD \$4,000.00

Linkage Amount: USD \$4,000.00

Rate: 1.35

FX Amount in Local Currency: £2,962.96

FX Expiry Date: March 19, 2020

FX Delivery Period From: [Calendar Icon]

FX Delivery Period To: [Calendar Icon]

Save & Close Close

For more information on fields, refer to the field description table [Table 2-19](#) in **Scrutiny** stage.

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

**Tracer Details**

The bank user can capture these tracer details for LC Issuance.



Tracer Code	Description	Party Type	Required	Maximum Tracers	Number Sent	Start Days	Last Sent On	Medium	Frequency	Template Id	Action
ACK_TRACER	ACK_TRACER		<input checked="" type="checkbox"/>								
CHG_COM_TRA	CHG_COM_TRA		<input checked="" type="checkbox"/>								
CON_TRACER	CON_TRACER		<input checked="" type="checkbox"/>								

Page 1 of 1 (1-3 of 3 items) |< < 1 > >|

Save & Close Close

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

**Table 2-29 Tracer Details - Field Description**

Field	Description
<b>Tracers Code</b>	Read only field. System defaults the value for tracer code from the latest LC.
<b>Description</b>	Read only field. System defaults the value for description of tracer from the latest LC.
<b>Party Type</b>	Click <b>Search</b> to search and select the party type from the lookup.
<b>Required</b>	Switch to  , if user requires to capture the tracer details. Switch to  , if user does not require to capture tracer details.
<b>Maximum Tracers</b>	Specify the value for maximum number of tracers.
<b>Number Sent</b>	Specify the value for number of tracers to be sent.
<b>Start Days</b>	Specify the value for tracer start days.
<b>Last Sent On</b>	Select the date on which the tracer is last sent.
<b>Tracer Medium</b>	Select the value for tracer medium. The options are: <ul style="list-style-type: none"> <li>MAIL</li> <li>SWIFT</li> </ul>
<b>Tracer Frequency</b>	System defaults the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc. The user can change the value.
<b>Template ID</b>	Click <b>Search</b> to search and select the party type of the template ID from the lookup.

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

10. **Next.**

The task will move to next data segment.

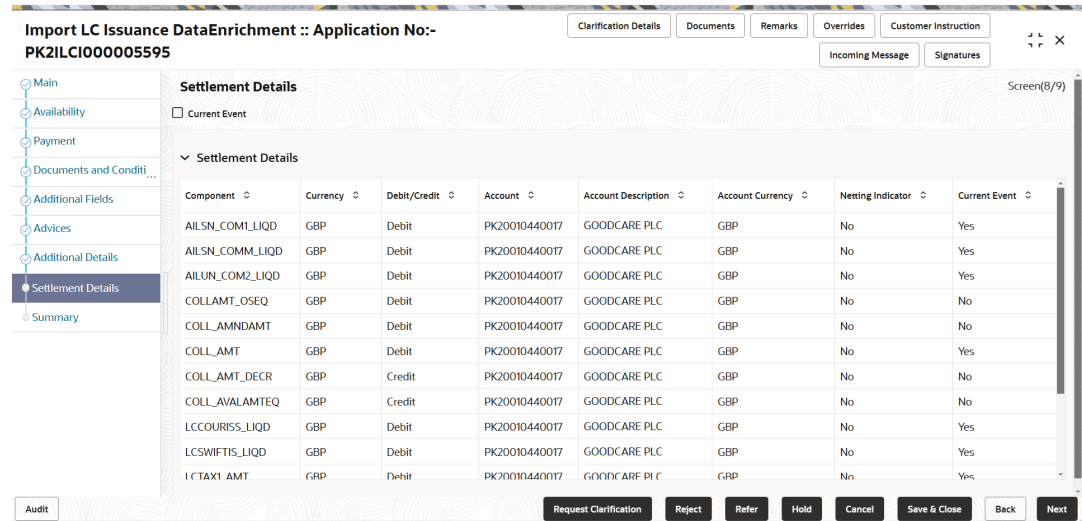
For more information on action buttons, refer to the field description table [Table 2-20](#) in **Scrutiny** stage.

## 2.5.8 Settlement Details

This topic provides the systematic instructions to capture the settlement details of import LC issuance request.

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

**Figure 2-30 Settlement Details**



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

**Table 2-30 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.
<b>Account Currency</b>	System defaults 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>	System defaults the current event as Y or N.

2. Click any component in the grid.

### Party Details

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

### Payment Details

**Table 2-31 Payment Details - Field Description**

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

### Remittance Information

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

3. Click **Next**.

The task will move to next data segment.

**Table 2-32 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the lc issuance. 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>	This button displays the multiple messages. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.



Table 2-32 (Cont.) Settlement Details - 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>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.5.9 Summary

This topic provides the systematic instructions to view the summary of import LC Issuance request.

User can review the summary of details updated in Data Enrichment stage of import LC Issuance request.

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

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

**Figure 2-31 Summary**

**Import LC Issuance DataEnrichment :: Application No:- PK2ILCI000063110**

**Summary**

<b>Main</b> Form of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date of Issue : <b>2022-04-20</b>	<b>Availability</b> Available With : <b>HYVEDEMM</b> Available By : <b>NEGOTIATION</b> Port of Loading : Port of Discharge : <b>London</b>	<b>Payment</b> Period of Present. : Confirmation Instr. : <b>CONFIRM</b>
<b>Documents and Conditions</b> Document 1 : <b>AIRDOC</b> Document 2 : <b>INSDOC</b> Document 3 : <b>INVDIOC</b> Document 4 : <b>MARDOC</b> Document 5 : <b>OTHERDOC</b>	<b>Additional Fields</b> Click here to view Additional fields	<b>Advices</b> Advice 1 : Advice 2 :
<b>Revolving Details</b> Revolving : <b>NO</b> Revolving In : Revolving Frequency :	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contr. : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : Commission : Tax : Block Status : <b>Not Initiated</b>
<b>Preview Messages</b> Language : <b>ENG</b> Preview Message : -	<b>Party Details</b> Beneficiary : <b>MARKS AND SP...</b> Advise Through Bank : <b>CIF945092610...</b> Applicant : <b>GOODCARE PLC</b> Advising Bank : <b>CIF101431715...</b>	<b>Compliance</b> KYC : <b>Not Initiate...</b> Sanctions : <b>Not Initiate...</b> AML : <b>Not Initiate...</b>
<b>Accounting Details</b> Event : Account Number : Branch :	<b>Insurance Details</b> Company : Insured Amount : Expiry Date :	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :
<b>Settlement Details</b> Component : Account Number : Currency :	<b>Tracer Details</b> Tracer Code : Required : Medium : Frequency :	

Audit | Respect | Refer | Hold | Cancel | Save & Close | Back | Submit

Tiles Displayed in Summary

- Main - User can view the application and LC details and modify the details if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view and modify the advice details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- Preview Messages - User can view the preview messages.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

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

- Insurance Details - User can view and modify insurance details, if required.
- FX Linkage - User can view and modify the details of FX Linkage, if required.
- Settlement Details - User can view and modify settlement details, if required.
- Tracer Details - User can view and modify tracer details, if required.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-33 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.

Table 2-33 (Cont.) Summary - 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 LC issuance. 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 Instructions</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	<p>This button displays the multiple messages.</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
<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>Request Clarification</b>	Submit the request for clarification to the “Trade Finance Portal” for the transactions initiated offline
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

**Table 2-33 (Cont.) 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>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	<p>On click of Back, system moves the task back to previous data segment.</p>
<b>Submit</b>	<p>Task will get moved to next logical stage of Import LC issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>
<b>Checklist</b>	<p>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>

## 2.6 Customer Response - Draft Confirmation

This topic helps you quickly get acquainted with the Customer Response - Draft Confirmation process.

The user can review and handle the customer's response received for the draft confirmation for LC amendment transactions, which is sent to the customer for their verification and confirmation.

The customer response can be received both by online and offline mode.

In non-online mode, user receives the response in the branch.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

The chapter consists of following:

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

## 2.6.1 Customer Response

This topic helps you quickly get acquainted with the Customer Response.

1. Log in into OBTFPM application and acquire the task to see customer response screen.

Language - Read only field

Draft Message - Read only field.

### **Draft Confirmation**

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Changes Required - Change and proceed

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

Customer Remarks - Capture the remarks of the customer.

Response Date - Non-Online channel – Update the date on which the customer response has been received.

Online Channel – Read only

### **Summary**

Tiles Displayed in Summary:

- Main - User can view and modify details about application details and LC details, if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents and Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advice details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission and Charges and Taxes - User can view the Commission and Charges and Taxes details, if required.
- Preview Messages - User can view and modify preview details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required

- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

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

- FX Linkage - User can view and modify the details of FX Linkage, if required.
- Insurance Details - User can view and modify insurance details, if required.
- Settlement Details - User can view and modify settlement details, if required.

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

**Table 2-34 Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the documents uploaded in the system and upload documents if customer response has been received through non- online channel.
<b>Remarks</b>	Specify the remarks, if required and must be able to view the remarks captured during earlier stages.
<b>Cancel</b>	Cancel the Draft Confirmation.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-34 (Cont.) Action Buttons - Field Description**

Field	Description
<b>Submit</b>	On submit, task moves to the next logical stage of Import LC Issuance. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## 2.7 Exceptions

This topic helps you quickly get acquainted with the Exceptions process.

The Import LC Amendment request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

### Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of updated available fields with values.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

### Amount Bock Exception

This section will display the amount block exception details.

### Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Availability and Shipment - User can view and modify availability and shipment details, if required.



- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details.
- Additional Fields - User can view the additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and Taxes - User can view and modify charge, commission and taxes details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Message - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

**Table 2-35 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
<b>View LC</b>	Click to view the details of the LC.
<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.

**Table 2-35 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</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>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

**Exception - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.  
User can pick up a transaction and do the following actions:

**Approve**

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

**Summary**

**Figure 2-32 Exception - Know Your Customer (KYC) Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amendment details.
- Additional Fields - User can view the additional fields.
- Advices - User can view the advices. Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and Taxes - User can view and modify charge, commission and taxes details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Message - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

**Table 2-36 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.
<b>Remarks</b>	Specify any additional information regarding the lc amendment. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).

**Table 2-36 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>View LC</b>	Click to view the details of the LC.
<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>Approve</b>	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.
<b>Back</b>	Task moves to previous logical step.

**Exception - Limit Check/Credit**

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

1. Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue.
2. Click **My Task**. The summary tiles displays summary of important fields with values.

Limit check Exception approver can do the following actions:

**Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

**Refer**

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

**Reject**

The transaction due to non-availability of limits capturing reject reason.

**Limit/Credit Check**

This section will display the amount block exception details.

**Summary**

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Availability Shipment - User can view and modify availability details, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Amendment Details - User can view the amendment details.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

**Table 2-37 Exception - Limit Check/Credit - 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>

Table 2-37 (Cont.) Exception - Limit Check/Credit - 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 Import LC Amendment KYC exception check.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

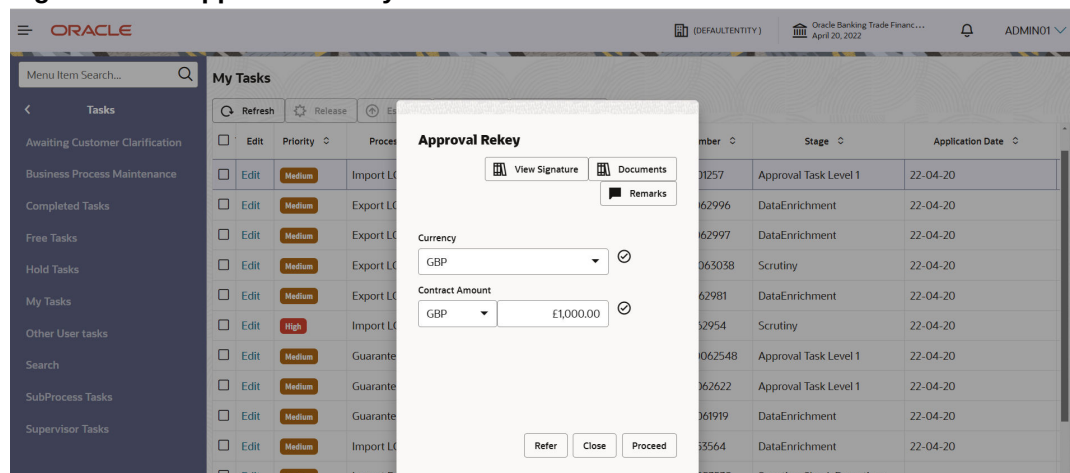
## 2.8 Multi Level Approval

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

This stage allows the approver user to approve a Import LC Issuance transaction.

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 gets displayed.

Figure 2-33 Approval Re-Key



For non online channel, 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.:

- Currency
- Contract Amount

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

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

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

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

#### Note:

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

## Approval Summary

ORACLE
(DEFAULTTENANT)
Oracle Banking Trade Financ...  
April 20, 2022
ADMIN01

**Import LC Issuance Approval Task Level 1 :: Application No:-  
PK2ILCI000001257**
Documents Remarks Overrides Customer Instruction Incoming Message

Signatures

<b>Main</b> Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20	<b>Availability</b> Available With : CITIGB2LRRR Available By : PAYMENT Port of Loading : s Port of Discharge : s	<b>Payment</b> Period of Present. : Confirmation Instr. : WITHOUT
<b>Documents and Conditions</b> Document 1 : AIRDOC Document 2 : INSDOC Document 3 : INVDOC Document 4 : MARDOC Document 5 : OTHERDOC	<b>Additional Fields</b> Click here to view Additional : fields	<b>Advices</b> Advice 1 : LC_CASH_COL... Advice 2 : LC_INSTR_COP... Advice 3 : TRADE_ENVELO... Advice 4 : LC_INSTRUMEN... Advice 5 : LC_AUTH_REIM...
<b>Revolving Details</b> Revolving : NO Revolving In : Revolving Frequency :	<b>Limits and Collaterals</b> Contribution Currency : GBP Amount to Earmark : 1,100.00 Limit Status : Earmark Fail... Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : GBP 333.00 Commission : GBP 256.90 Tax : GBP 104.78 Block Status : Success
<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Party Details</b> Beneficiary : GOODCARE PLC Applicant : MARKS AND SP...	<b>Compliance</b> KYC : Not initiate... Sanctions : Verified AML : Verified
<b>Accounting Details</b> Event : CLIQ AccountNumber : 263200001 Branch : PK2	<b>Exception(Approval)</b> Limit Earmark,KYC : EXCEPTION PLEASE VISIT REMARKS : - FOR MORE DETAILS	<b>Insurance Details</b> Company : Insured Amount : Expiry Date :
<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Tracer Details</b> Tracer Code : Required : Medium : Frequency :	<b>Settlement Details</b> Component : RATECLASS_LL... Account Number : PK2001043001... Currency : GBP

Audit
Reject Hold Refer Cancel Approve

### Tiles Displayed in Summary:

- Main - User can view and modify details about application details and LC details, if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payment - User can view and modify all details related to payments, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.



- Revolving Details - User can view and modify revolving details on revolving LC, if applicable
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission Charges and Taxes - User can view and modify commission, charge and tax details, if required.
- Preview Messages - User can view and modify preview details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated in back office.

 **Note:**

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

- Exception(Approval) - User can view the exception(Approval) details.
- Insurance Details - User can view the insurance details.
- FX Linkage - User can view the FX Linkage details.
- Tracer Details - User can view the tracer details.
- Settlement Details - User can view the settlement details.

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

**Table 2-38 Approval Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the LC Issuance. 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 2-38 (Cont.) Approval Summary - 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>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Incoming Message</b>	<p>This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).</p>
<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>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.</p> <p>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 Data Enrichment stage 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** to approve the transaction. The transaction is approved and handed off to the back end system for posting.
- [Reject Approval](#)  
This topic helps you quickly get acquainted with the Reject Approval process.

## 2.8.1 Reject Approval

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

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import LC Issuance available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can be seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

### Summary

**Import LC Issuance Reject Approval :: Application No:-**  
**PK2ILCI00055009**

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

<b>Main</b> Form of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date of Issue : <b>2022-04-20</b>	<b>Availability</b> Available With : <b>CITIUS33</b> Available By : <b>PAYMENT</b> Port of Loading : Port of Discharge : <b>LONDON</b>	<b>Payment</b> Period of Present. : Confirmation Instr. : <b>WITHOUT</b>
<b>Documents and Conditions</b> Document 1 : Document 2 :	<b>Additional Fields</b> Click here to view Additional : fields	<b>Advices</b> Advice 1 : <b>LC_INSTRUMEN...</b> Advice 2 : <b>LC_CASH_COL...</b> Advice 3 : <b>LC_INSTR_COP...</b> Advice 4 : <b>TRADE_ENVELO...</b> Advice 5 : <b>LC_AUTH_REIM...</b>
<b>Revolving Details</b> Revolving : <b>NO</b> Revolving In : Revolving Frequency :	<b>Limits and Collaterals</b> Contribution Currency : <b>GBP</b> Amount to Earmark : <b>1,100.00</b> Limit Status : <b>Available</b> Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : <b>GBP 254.00</b> Commission : <b>GBP 45.15</b> Tax : <b>GBP 94.20</b> Block Status : <b>Not Initiated</b>
<b>Preview Messages</b> Language : <b>ENG</b> Preview Message : -	<b>Party Details</b> Beneficiary : <b>PK2WALKINI</b> Applicant : <b>GOODCARE PLC</b> Advising Bank : <b>WELLS FARGO ...</b>	<b>Compliance</b> KYC : <b>Not Initiate...</b> Sanctions : <b>Not Initiate...</b> AML : <b>Not Initiate...</b>
<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :	<b>Tracer Details</b> Tracer Code : <b>ACK_TRACER</b> Required : <b>No</b> Medium : Frequency :	

Audit Reject Hold Cancel Approve

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view and modify details about application details and LC details, if required.
- Availability - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents and Conditions - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.

- Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
  - Limits and Collaterals - User can view and modify limits and collateral details, if required.
  - Commission Charges and Taxes - User can view and modify Commission, Charges and Taxes details, if required.
  - Preview Messages - User can view and modify preview details, if required.
  - Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
  - Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
  - FX Linkage - User can view the FX Linkage details.
  - Tracer Details - User can view the tracer details.
1. Click **Reject Approve** to reject the transaction.

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

**Table 2-39 Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the collection. 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>	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).

**Table 2-39 (Cont.) Action Buttons - Field Description**

Field	Description
<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 available, system should display all the signatures.
<b>Reject</b>	On click of Reject, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.
<b>Hold</b>	User can put the transaction on 'Hold'. Task will remain in Pending state.
<b>Cancel</b>	Cancel the Reject Approval.
<b>Approve</b>	On click of Approve, the transaction is rejected.

## 2.9 Customer - Acknowledgement

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

Customer Acknowledgment is generated every time a new Import LC Issuance is requested from the customer. The acknowledgment letter format is as follows.

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

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your LC Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for issue of Import LC with the below details: CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REFERENCE NUMBER>

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

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

This acknowledgement does not constitute issuance of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

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

Thank you

## 2.10 Customer - Reject Advice

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

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

FROM:

<BANK NAME>>

<BANK ADDRESS

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

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Import LC Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Import LC application request dated <Application Date -DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to issue the required LC.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reason <Reject Reason > On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx

Yours Truly

Authorized Signatory

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