

# Oracle® Banking Trade Finance Process Management Import LC Reopen 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 Reopen User Guide, Release 14.7.5.0.0

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# Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [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 Re-open** 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

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

## 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.

## 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.

## Related Documents

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

- Getting Started User Guide

- Oracle Banking Common Core User Guide

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

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

## Symbols and Icons

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

**Table 2 Symbols and Icons - Common**






Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 2 (Cont.) Symbols and Icons - Common























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



Table 3 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 4 Common Action Buttons and its Definitions

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

Table 4 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<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 ReOpen

This process illustrates the update to an Import LC ReOpen handled in OBTFPM

This process allows the user to register a request for an Import LC Reopen received at desk.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the new **Import LC Reopen** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of import LC Re-Open request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Reopen request.
- [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 Format](#)  
This topic helps you quickly get acquainted with the Customer - Reject format.

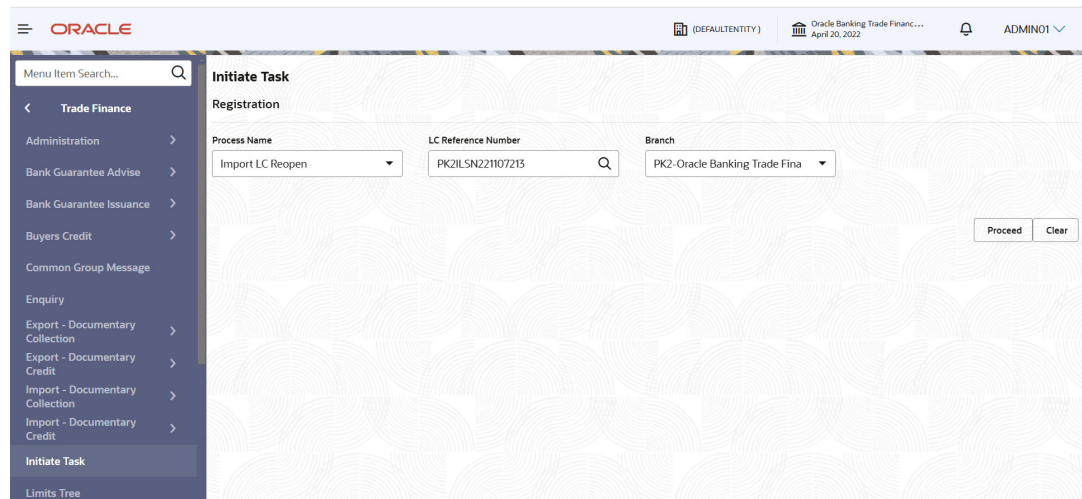
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Import LC Reopen** 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 displays.

**Figure 2-1** Initiate Task



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

 **Note:**

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

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

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

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

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

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

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

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

## 2.2 Registration

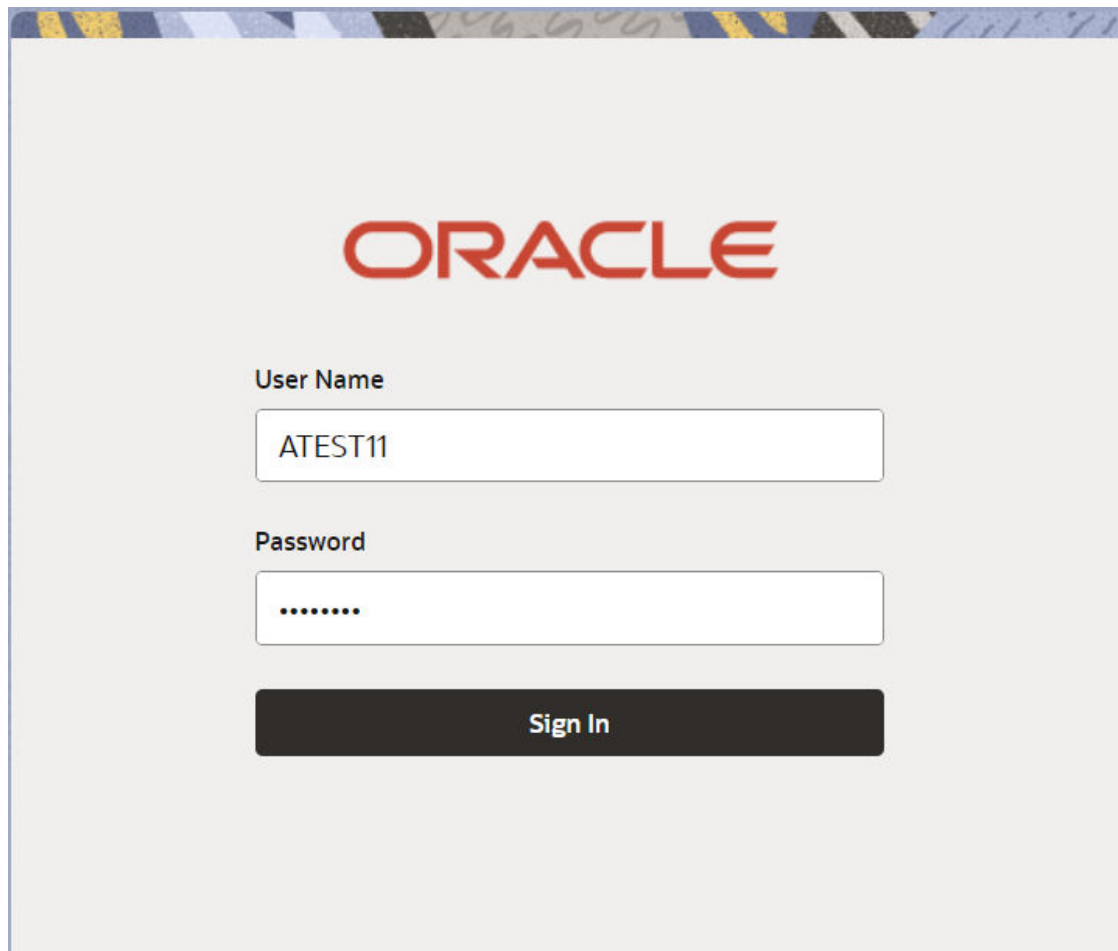
This topic provides the systematic instructions to initiate the Registration stage of import LC Re-Open request.

At the Registration stage, the user can register request for an Import LC reopen received at the front desk (as an application received physically/received by mail/fax). During Registration, user can capture the basic details of the application, check the signature of the applicant and upload related documents. On submit of the request, the customer should be notified with

acknowledgment and the request should be available for an LC expert to handle in the next stage.

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

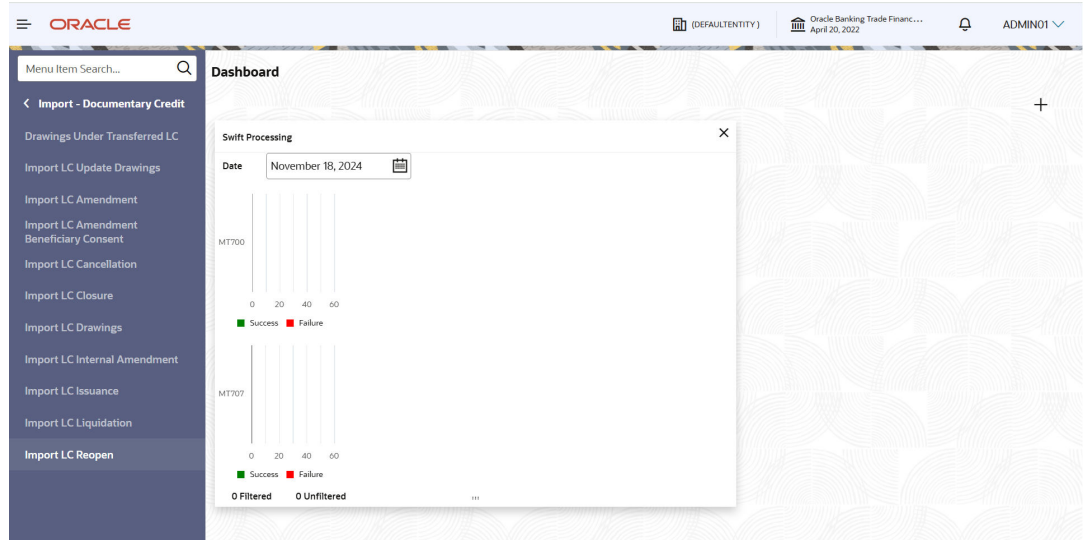
**Figure 2-2** LogIn Screen



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

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

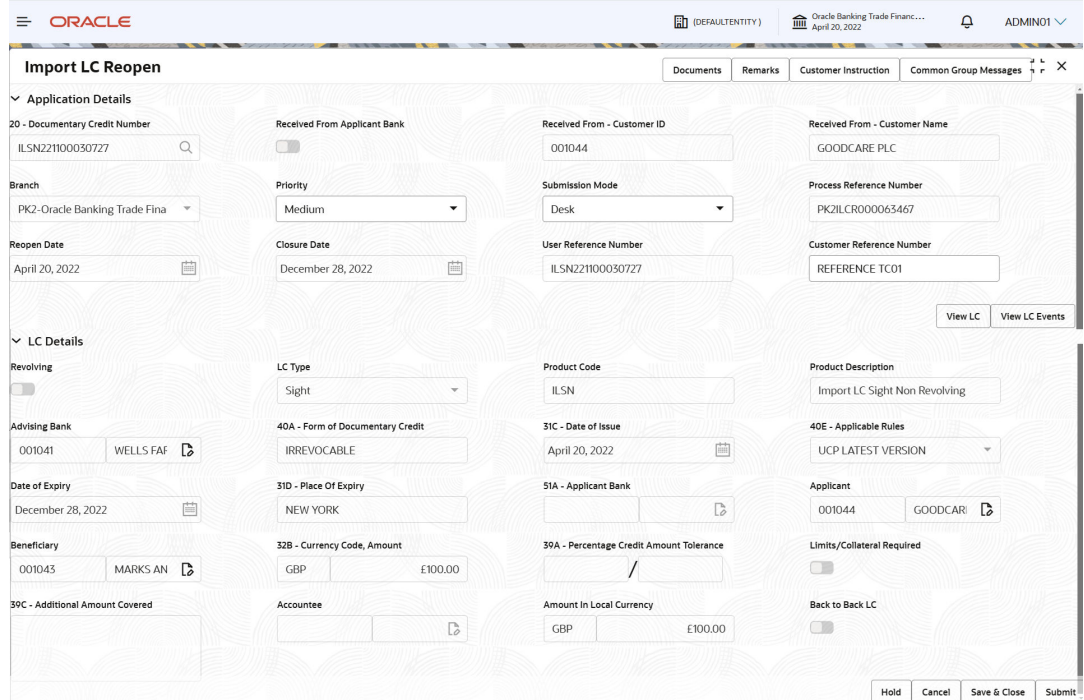
Figure 2-3 Import LC Reopen



The **Import LC Reopen** screen appears.


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

Figure 2-4 Import LC Reopen - Registration - Application Details



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

Table 2-3 Import LC Reopen - Registration - Application Details - Field Description

Field	Description
<b>Documentary Credit Number</b>	<p>Specify the documentary credit number.</p> <p>Alternatively, click <b>Search</b> to search and select the documentary credit number.</p> <p>In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the LC details.</p> <p>Based on the search result, select the applicable LC to be opened.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>System displays the LCs only which are in Closed status.</p> </div>
<b>Received From Applicant Bank</b>	<p>Read only field.</p> <p>System displays the value available in LC.</p>
<b>Received From - Customer ID</b>	<p>Read only field.</p> <p>System displays the value available in LC.</p>
<b>Received From - Customer Name</b>	<p>Read only field.</p> <p>System displays the name of the Customer available in LC.</p>
<b>Branch</b>	<p>Read only field.</p> <p>Branch details will be auto-populated based on the selected LC from the lookup.</p>
<b>Priority</b>	<p>System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.</p> <p>User can change the priority populated any time before submit of Registration stage.</p>
<b>Submission Mode</b>	<p>Select the submission mode of Import LC Reopen request. By default the submission mode will have the value as 'Desk' for transactions created via registration.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Courier - Request received through Courier</li> <li>• Email - Request received through Mail</li> <li>• Fax - Request received through Fax</li> </ul>
<b>Process Reference Number</b>	<p>Unique sequence number for the transaction.</p> <p>This is auto generated by the system based on process name and branch code.</p>
<b>Reopen Date</b>	<p>By default, the application will display branch's current date.</p>



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

Field	Description
<b>Closure Date</b>	Read only field. System defaults the LC Closure date. Closure Date should not be earlier than the branch date
<b>User Reference Number</b>	Read only field. User reference number is defaulted based on the selected LC.
<b>Customer Reference Number</b>	Specify the 'Customer Reference number', if any.

**LC Details**

The user can view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.

The screenshot shows the 'LC Details' form with the following fields and values:

- Revolving:**  (unchecked)
- LC Type:** Usance
- Product Code:** LIUN
- Product Description:** Islamic Import LC Usance Non Revol
- Advising Bank:** 001041 WELLS FAF
- 40A - Form of Documentary Credit:** IRREVOCABLE
- 31C - Date of Issue:** April 20, 2022
- 40E - Applicable Rules:** UCP LATEST VERSION
- Date of Expiry:** December 28, 2022
- 31D - Place Of Expiry:** NEW YORK
- 51A - Applicant Bank:** (empty)
- Applicant:** 001044 GOODCAR
- Beneficiary:** 001043 MARKS AN
- 32B - Currency Code, Amount:** GBP £100.00
- 39A - Percentage Credit Amount Tolerance:** /
- Limits/Collateral Required:**  (unchecked)
- 30C - Additional Amount Covered:** (empty)
- Accountee:** (empty)
- Amount In Local Currency:** GBP £100.00
- Back to Back LC:**  (unchecked)

Buttons at the bottom: Hold, Cancel, Save & Close, Submit.

- On **Import LC Reopen - Registration - LC Details** screen, specify the fields.  
For more information on fields, refer to the field description table below.

**Table 2-4 Import LC Reopen - Registration - LC Details - Field Description**

Field	Description
<b>Revolving</b>	This field displays the revolving value as per the latest LC details.
<b>LC Type</b>	This field displays the LC type as per the latest LC details.
<b>Product Code</b>	This field displays the product code used during LC Reopen.
<b>Product Description</b>	This field displays the description as in Import LC.
<b>Advising Bank</b>	This field displays the advising bank details as per the latest LC details.
<b>Form of Documentary Credit</b>	This field displays the form of documentary credit available in LC record.
<b>Date of Issue</b>	This field displays the LC issuance date.
<b>Applicable Rules</b>	This field displays the applicable rule as per the latest LC details.
<b>Date of Expiry</b>	This field displays the expiry date as per the latest LC details.
<b>Place of Expiry</b>	This field displays the place of expiry as per the latest LC details.
<b>Applicant Bank</b>	This field displays the applicant bank details as per the latest LC details.

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

Field	Description
<b>Applicant</b>	This field displays the details of the applicant as per the latest LC details.
<b>Beneficiary</b>	This field displays the beneficiary details as per the latest LC details.
<b>Currency Code, Amount</b>	This field displays the currency code of LC along with the currency details as per the latest LC details.
<b>Percentage Credit Amount Tolerance</b>	This field displays the percentage credit amount tolerance details as per the latest LC details.
<b>Limits/Collateral Required</b>	Limits/Collateral applicable as per the latest LC details is displayed.
<b>Additional Amount Covered</b>	This field displays any additional amount covered as per the latest LC details.
<b>Accountee</b>	Accountee details as per the latest LC details is displayed.
<b>Amount In Local Currency</b>	Amount in local currency as per the latest LC details is displayed.
<b>Back to Back LC</b>	Back to Back LC as per the latest LC details is displayed.

5. Click **Submit**.

The task will move to next logical stage of Import LC Reopen.

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

Table 2-5 Import LC Reopen - Registration - Action Buttons - Field Description

Field	Description
<b>Signatures</b>	<p>Click the <b>Signatures</b> to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Documents</b>	<p>Upload the documents received under the LC.</p> <p>Application displays mandatory documents to be uploaded for Import LC Reopen. Place holders are also available to upload additional documents submitted by the applicant</p>
<b>Remarks</b>	<p>Specify any additional information regarding the reopening of import LC. This information can be viewed by other users processing the request.</p>
<b>Customer Instruction</b>	<p>Click to view/ input the following:</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Common Group Message</b>	<p>Click Common Group Message button, to send MT799 and MT999 messages from within the task.</p>
<b>View LC</b>	<p>Click to view the latest LC values displayed in the respective fields.</p>
<b>View LC Events</b>	<p>Click to view the details of LC events.</p>

**Table 2-5 (Cont.) Import LC Reopen - Registration - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancels the Import LC Reopen 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.
<b>Submit</b>	Click Submit, task will get moved to next logical stage of Import LC Reopen. 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. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

- [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.

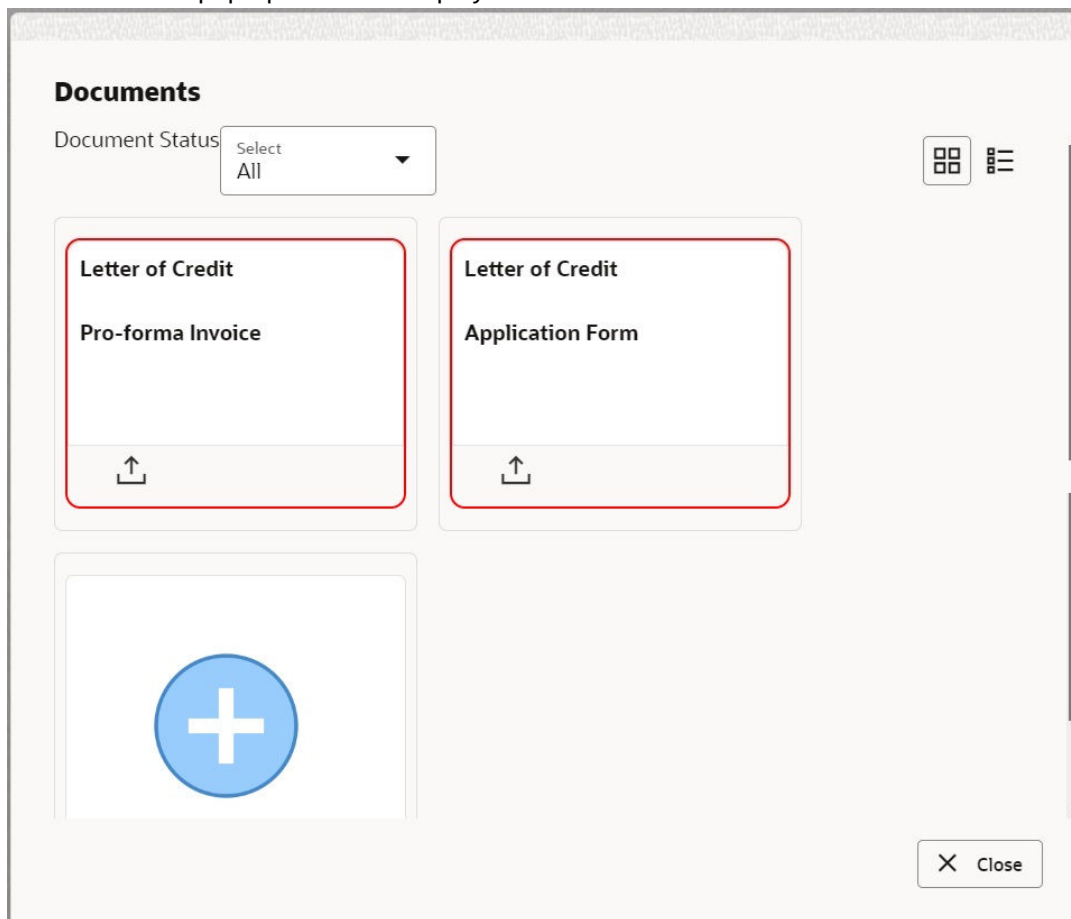
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried 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.

The screenshot shows a form titled "Document" with the following fields and controls:

- Document Type:** A dropdown menu with "Letter of Credit" selected.
- Document Code:** A dropdown menu with "Insurance Policy" selected.
- Document Title:** A text input field with a "Required" label below it.
- Document Description:** A text input field.
- Remarks:** A text input field.
- Document Expiry Date:** A date picker field with a calendar icon.
- File Upload:** A dashed box containing the text "Drop files here or click to select".
- Link Document:** A text label.
- Selected files:** A label below the file upload area.
- Buttons:** "Upload", "Link", and "Cancel" buttons at the bottom right.

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

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

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

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.3 Data Enrichment

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

As part of Data Enrichment, user can enter/update new Import LC Reopen request. Import LC Reopen request that is received at the desk will move to DE stage post successful Registration stage. The transaction will have the details entered during the Registration stage.



### Note:

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

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

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

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

**Figure 2-5 Free Tasks**

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Medium	Import LC Reopen	PK2ILCR000063467	PK2ILCR000063467	DataEnrichment	22-04-20
Medium	Import LC Drawing Up...	PK2ILCU000053391	PK2ILCU000053391	Approval Task Level 1	22-04-20
Medium	Import LC Internal Am...	PK2ILCI000051240	PK2ILCI000051240	Approval Task Level 1	22-04-20
Medium	Export LC Advise	PK2ELCA000063450	PK2ELCA000063450	Registration	22-04-20
Medium	Import Documentary ...	PK2IDCB000063404	PK2IDCB000063404	Registration	22-04-20
Medium	Import Documentary ...	PK2IDCB000063405	PK2IDCB000063405	Registration	22-04-20
Medium	Import Documentary ...	PK2IDCB000063401	PK2IDCB000063401	Registration	22-04-20
Medium	Export Documentary ...	PK2EDCB000063400	PK2EDCB000063400	Registration	22-04-20
Medium	Import Documentary ...	PK2IDCB000063399	PK2IDCB000063399	Registration	22-04-20
Medium	Import Documentary ...	PK2IDCB000063397	PK2IDCB000063397	Registration	22-04-20
Medium	Export Documentary ...	PK2EDCB000063396	PK2EDCB000063396	Registration	22-04-20
Critical	Import LC Cancellation	PK2ILCC000063394	PK2ILCC000063394	DataEnrichment	22-04-20
Medium	Import Documentary ...	PK2IDCB000063359	PK2IDCB000063359	Sanction Check Exceptiona...	

The **Free Tasks** screen appears.

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



Figure 2-6 My Tasks

<input type="checkbox"/>	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Import LC Reopen	PK2ILCR000063467	PK2ILCR000063467	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Import LC Dra...	PK2IILD000003029	PK2IILD000003029	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Liquidation	PK2ILCL0000061602	PK2ILCL0000061602	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advis...	PK2GADC000000751	PK2GADC000000751	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Up...	PK2ILCU0000063310	PK2ILCU0000063310	Scrutiny	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Up...	PK2ILCU0000063294	PK2ILCU0000063294	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing Up...	PK2ILCU0000010020	PK2ILCU0000010020	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Drawing	PK2ILCD000006879	PK2ILCD000006879	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Amendment	PK2ILCA000002204	PK2ILCA000002204	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Amendment	PK2ILCA000002104	PK2ILCA000002104	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Amendment	PK2ILCA000005177	PK2ILCA000005177	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA0000050630	PK2ELCA0000050630	Reject Approval	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Issuance Isl...	PK2IILI000004226	PK2IILI000004226	DataEnrichment	22-04-20

The Data Enrichment stage has the following hops for data capture: Let's look at the details for Data Enrichment stage. User can enter/update the following fields.

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

- [Main Details](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Reopen 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 import LC Reopen 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 Reopen request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of import LC Reopen update request.

## 2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- LC Details.

### Application Details

All fields displayed under main details section, would be same as Registration stage. For more information on fields, refer 'Main' hop of **Registration** stage.

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

**Figure 2-7 Data Enrichment - Main Details**

Field	Description
<b>Documentary Credit Number</b>	Read only field. The drawing reference number as selected in the Registration stage.
<b>Received From Applicant Bank</b>	Read only field. Displayed as available from earlier stage.

Field	Description
<b>Received From - Customer ID</b>	Read only field. Displayed as available from earlier stage.
<b>Received From - Customer Name</b>	Read only field. Displayed as available from earlier stage.
<b>Branch</b>	Read only field. Displayed as available from earlier stage.
<b>Priority</b>	Read only field. System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.
<b>Submission Mode</b>	Read only field. Displayed as available from earlier stage.
<b>Process Reference Number</b>	Read only field. Displayed as available from earlier stage.
<b>Reopen Date</b>	Read only field. Displayed as available from earlier stage.
<b>Closure Date</b>	Read only field. Displayed as available from earlier stage.
<b>User Reference Number</b>	Read only field. Displayed as available from earlier stage.
<b>Customer Reference Number</b>	Read only field. Displayed as available from earlier stage.

### LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in **Registration** stage. All fields displayed in LC details section are read only fields.

**Figure 2-8 LC Details**

**Table 2-6 Data Enrichment - Main Details - Liquidation Details - Field Description**

Field	Description
<b>Revolving</b>	Read only field. This field displays the revolving value as per the latest LC details.
<b>LC Type</b>	Read only field. This field displays the LC type as per the latest LC details.
<b>Product Code</b>	Read only field. This field displays the product code used during LC Reopen.
<b>Product Description</b>	Read only field. This field displays the description as in Import LC.
<b>Advising Bank</b>	Read only field. This field displays the advising bank details as per the latest LC details.
<b>Form of Documentary Credit</b>	Read only field. This field displays the form of documentary credit details as per the selection done at the time of Import LC Issuance.
<b>Date of Issue</b>	Read only field. This field displays the LC issuance date.
<b>Applicable Rules</b>	Read only field. This field displays the applicable rule as per the latest LC details.
<b>Date of Expiry</b>	Read only field. This field displays the expiry date as per the latest LC details.
<b>Place of Expiry</b>	Read only field. This field displays the place of expiry as per the latest LC details.
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details as per the latest LC details.
<b>Applicant</b>	Read only field. This field displays the details of the applicant as per the latest LC details.
<b>Beneficiary</b>	Read only field. This field displays the beneficiary details as per the latest LC details.
<b>Currency Code, Amount</b>	Read only field. This field displays the currency code of LC along with the currency details as per the latest LC details.
<b>Percentage Credit Amount Tolerance</b>	Read only field. This field displays the percentage credit amount tolerance details as per the latest LC details.
<b>Limits/Collateral Required</b>	Read only field. Limits/Collateral applicable as per the latest LC details is displayed.

**Table 2-6 (Cont.) Data Enrichment - Main Details - Liquidation Details - Field Description**

Field	Description
<b>Additional Amount Covered</b>	Read only field. This field displays any additional amount covered as per the latest LC details.
<b>Accountee</b>	Read only field. Accountee details as per the latest LC details is displayed.
<b>Amount In Local Currency</b>	Read only field. Amount in local currency as per the latest LC details is displayed.
<b>Back to Back LC</b>	Read only field. Back to Back LC as per the latest LC details is displayed.

2. Click **Next**.

The task will move to next data segment.

**Table 2-7 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 Reopen. 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 various overrides that have been generated and accepted.
<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>

Table 2-7 (Cont.) Main 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>View LC</b>	Click to view the latest LC summary with the latest LC details values.
<b>View LC Events</b>	Click to view the LC Events.
<b>Request Clarification</b>	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.2 Availability

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

In this section user can view the basic details of Availability, Shipment and Goods description in the Import LC Reopen request.

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

**Figure 2-9 Availability**

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

**Table 2-8 Availability - Field Description**

Field	Description
<b>Availability Details</b>	This section displays the availability details.
<b>Available with</b>	Read only field. This field identifies the bank with which the credit is available.
<b>Available By</b>	Read only field. Displays how the credit is available. The Available By values can be: <ul style="list-style-type: none"> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul>
<b>Drafts At</b>	Read only field. This field indicates the tenor of drafts to be drawn under the documentary credit.
<b>Drawee</b>	Read only field. Displays drawee as per the latest LC details.

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

Field	Description
<b>Payment Details</b>	Read only field. Displays the payment details.
<b>Shipment Details</b>	This section displays the shipment details.
<b>Partial Shipments</b>	Read only field. Displays the partial shipment, as per the latest LC details.
<b>Transshipment</b>	Read only field. Displays the transshipment, as per the latest LC details.
<b>Place Of Taking In Charge</b>	Read only field. Displays the place of taking in charge, as per the latest LC details.
<b>Port Of Loading</b>	Read only field. Displays the port of loading, as per the latest LC details.
<b>Port Of Discharge</b>	Read only field. Displays the port of discharge, as per the latest LC details.
<b>Place Of Final Destination</b>	Read only field. Displays the place of final destination, as per the latest LC details.
<b>Latest Date Of Shipment</b>	Read only field. Displays the latest date of shipment, as per the latest LC details.
<b>Shipment Period</b>	Read only field. Displays the shipment period, as per the latest LC details.
<b>Transport Mode</b>	Read only field. Displays the transportation mode from the drop-down. The options are: <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>	Read only field. Displays the transportation details of shipment.
<b>Additional shipment Details</b>	Read only field. Displays the additional details of shipment.
<b>Description of Goods and/or Services</b>	This section displays the Description of Goods and/or Services.
<b>INCO Terms</b>	Read only field. Displays the default INCO terms, as per the latest LC details.
<b>INCO Terms Description</b>	Read only field. Displays the default INCO term description, as per the latest LC details.
<b>Goods Code</b>	Read only field. Displays the goods code.
<b>Goods Type</b>	Read only field. Displays the goods type depending on the goods code.
<b>Goods Description</b>	Read only field. Displays the description of goods based on goods code.
<b>No of Units</b>	Read only field. Displays the number of units being imported or exported.



**Table 2-8 (Cont.) Availability - Field Description**

Field	Description
<b>Price per Unit</b>	Read only field. Dispalys the value for price per unit.
<b>Total Amount</b>	Read only field. 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>	Edit icon - This icon is disabled. Delete icon - This icon is disabled.

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 2-9 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 Reopen. 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>

Table 2-9 (Cont.) Availability - 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>	<p>Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline</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>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>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>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>Back</b>	<p>Click Back to move to the previous screen of Data Enrichment stage.</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>

## 2.3.3 Payment

This topic provides the systematic instructions to initiate the Payment in import LC Reopen request.

In this section, user can input and view the Payment data segment for Import LC Reopen request. The user can verify the basic details available in the Import LC reopen request. In case the request is received through online channel, user verifies the details populated.

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

**Figure 2-10 Payment**

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

**Table 2-10 Payment - Field Description**

Field	Description
<b>Payment Details</b>	This section displays the payment details.
<b>Special Payment conditions for beneficiary</b>	Read only field. Displays the special payment condition for beneficiary, as per the latest LC details.
<b>Special Payment conditions for receiving bank</b>	Read only field. Displays the special payment condition for receiving bank, as per the latest LC details.
<b>Period for Presentation</b>	Read only field. Displays the period of presentation, as per the latest LC details.
<b>Confirmation Instructions</b>	Read only field. Displays the confirmation instruction, as per the latest LC details.

Table 2-10 (Cont.) Payment - Field Description

Field	Description
<b>Requested Confirmation Party</b>	Read only field. Displays the the requested Confirmation Party, as per the latest LC details.
<b>Requested Confirmation Party</b>	Read only field. Displays the the requested Confirmation Party, as per the latest LC details.
<b>Advise Through Bank</b>	Read only field. Displays the the advise through bank, as per the latest LC details.
<b>Instructions to P/A/N Bank</b>	Read only field. Displays the the instructions to P/A/N Bank, as per the latest LC details.
<b>Sender to Receiver Information</b>	Read only field. Displays the the sender to receiver information, as per the latest LC details.
<b>Charges</b>	Read only field. Displays the the charges, as per the latest LC details.
<b>Reimbursement Authorization</b>	This section displays the payment details.
<b>Reimbursing Bank</b>	Read only field. This field displays the reimbursing bank details as per the latest LC details.
<b>Reimbursing Bank Charge Type</b>	Read only field. Displays the reimbursing bank charge type.  The options are: <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> This field should be enabled only if <b>Reimbursing Bank</b> field has value.
<b>Reimbursing Bank Charge Details</b>	Read only field. Displays the additional details about reimbursing bank charges.  This field should be enabled only if <b>Reimbursing Bank</b> field has value.
<b>Sender to Receiver Information - 740</b>	Read only field. Displays the sender to receiver information.

2. Click **Next**.

The task will move to next data segment.

Table 2-11 Payment - 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 2-11 (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 LC Reopen. 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>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>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 2-11 (Cont.) Payment - 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 Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.4 Documents and Conditions

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

User can view the Documents and conditions details for Import LC reopen. The below fields can be amended in DE stage:

- Documents Details
- Additional Conditions

### Document Details

Documents details as per the latest LC details is displayed in this section.

1. On **Document and Conditions** screen, view the fields.

**Figure 2-11 Documents and Conditions**

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

**Table 2-12 Documents and Conditions - Field Description**

Field	Description
<b>Document Details</b>	This section displays the document details.
<b>Code</b>	Read only field. Document code is auto-populated from the latest LC.
<b>Document Description</b>	Read only field. Description of the document is auto-populated from the latest LC.
<b>Copy</b>	Read only field. Displays the number of duplicate copies of documents as required in LC.
<b>Original</b>	Read only field. Displays the number of documents in original as required in LC.
<b>Clause Details</b>	Read only field. Displays the description of the clause required as per LC. Click the link to view the clause details.
<b>Original Doc Required</b>	Read only field. System defaults the value to display whether original documents are required or not.
<b>Action</b>	Edit icon: This icon is disabled. Delete icon: This icon is disabled.

**Additional Conditions**

Additional conditions as per the latest LC details is displayed

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

**Table 2-13 Additional Conditions - Field Description**

Field	Description
<b>FFT Code</b>	Read only field. This field displays the FFT code as per the latest LC.
<b>FFT Description</b>	Read only field. This field displays the description of the FFT code as per the latest LC.
<b>Action</b>	Edit icon: This icon is disabled. Delete icon: This icon is disabled.

2. Click **Next**.

The task will move to next data segment.

**Table 2-14 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'.
<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 Reopen. 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>



**Table 2-14 (Cont.) Document and Conditions - 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>	<p>Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.</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>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>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>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>Back</b>	<p>Click Back to move to the previous screen of Data Enrichment stage.</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>

## 2.3.5 Additional Fields

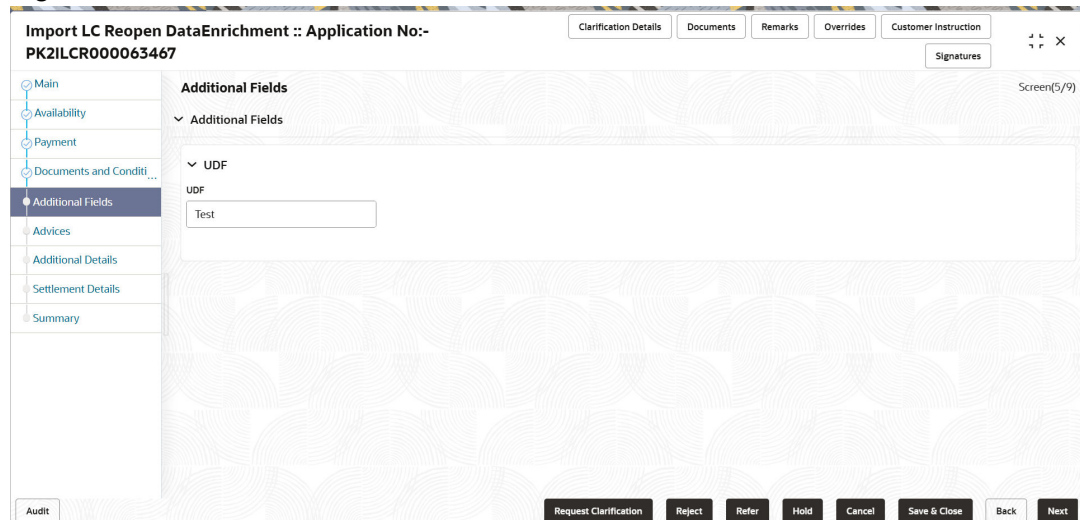
This topic provides the systematic instructions to capture the additional fields.

In this section, the user can input in the additional fields implemented by the bank for Import LC Reopen.

Any user defined fields maintained at the bank level should be available in this Additional field details.

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

**Figure 2-12 Additional Fields**



2. Click **Next**.

The task will move to next data segment.

**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

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

Field	Description
<b>Remarks</b>	Specify any additional information regarding the LC Reopen. 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>• <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>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>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>
<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 2-15 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

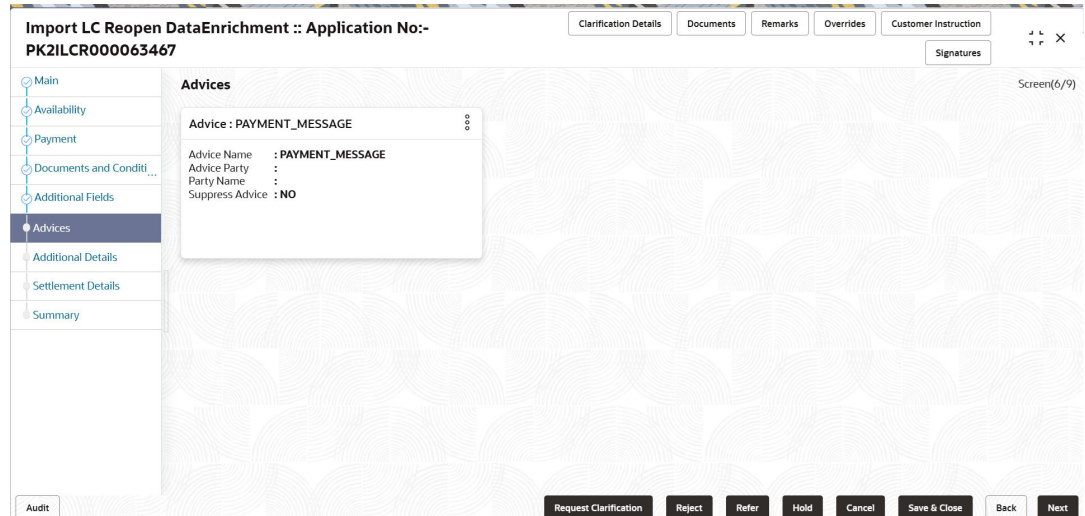
## 2.3.6 Advices

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

DE user can view the Advices generated during Import LC Reopen request. Advices menu displays the advices available under a product code from the back office as tiles. Some of the possible advices could be of LC closure, payment message, etc.

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

Figure 2-13 Advices



Advice Details

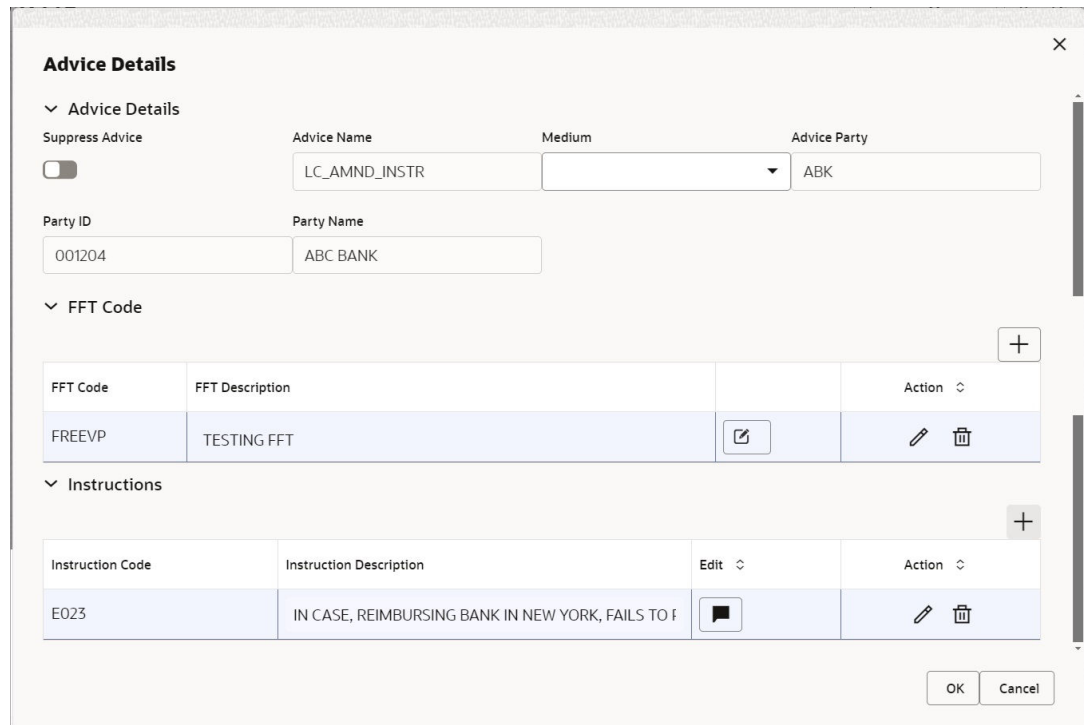







Table 2-16 Advice Details

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 defaulted from LC issuance.

**Table 2-16 (Cont.) Advice Details**

Field	Description
<b>Medium</b>	This field displays the medium of advices defaulted from the system. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the LC issuance.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from LC issuance.
<b>Party Name</b>	Read only field. Displays the party name defaulted from LC issuance.
<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.
<b>Action</b>	Click Edit icon to edit the FFT code.  Click Delete icon to delete the 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 2-17 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'.

**Table 2-17 (Cont.) Advices - 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 Reopen. 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>	<p>Click to view the overrides accepted by the user.</p>
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>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>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 2-17 (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>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click Back to move to the previous screen of Data Enrichment stage.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

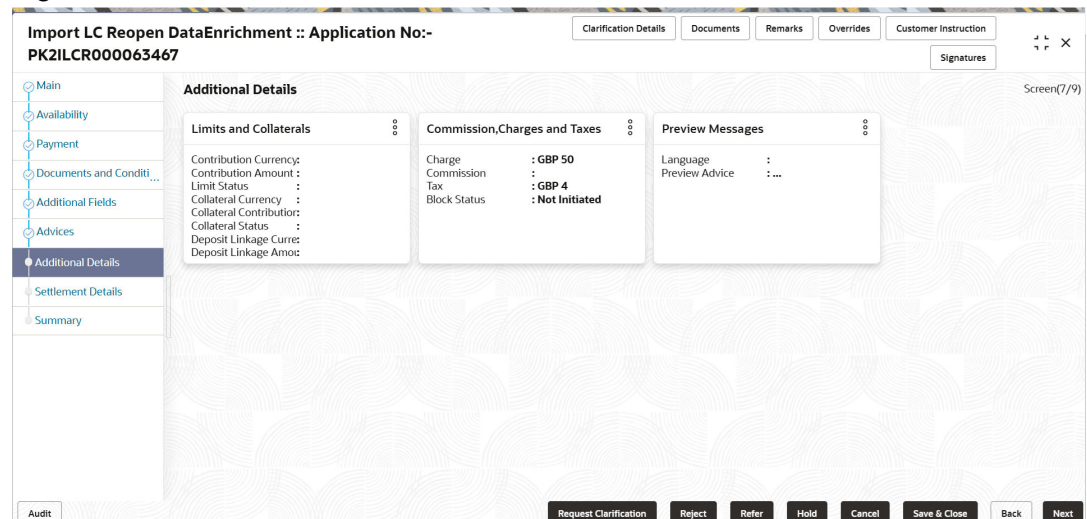
### 2.3.7 Additional Details

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

A Data Enrichment user can verify and enter the basic additional details available for the Import LC Reopen request.

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

**Figure 2-14 Additional Details**





2. Click **Save and Close** to save the details and close the screen.
3. Click the 3 dots on **Limits and Collaterals** tiles to view the **Limits and Collaterals** screen.

### Limits and Collaterals

On Approval, system should not release the Earmarking against each limit line and system should handoff the “Limit Earmark Reference Number “to the back office. On successful handoff, back office will make use of these “Limit Earmark Reference Number” to release the Limit Earmark done in the mid office (OBTFPM) and should Earmark the limit from the Back office.

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.

**Limits and Collaterals**

▼ Limit Details

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

▼

**Cash Collateral Details**

Collateral Percentage:

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	View
No data to display.									

Figure 2-15 Limit Details

### Limit Details

Customer Id	001044	Linkage Type	Facility
Contribution %	100.0	Liability Number	001044
Contribution Currency	GBP	Line Id/Linkage Ref No	001044
Limit/Liability Currency	GBP	Limits Description	
Limit Check Response	Released	Amount to Earmark	£10,000.00
Expiry Date		Limit Available Amount	£0.00
Response Message	Earmark released successfully.	ELCM Reference Number	

Verify Save & Close Close

Figure 2-16 Collateral Details

### Collateral Details

Total Collateral Amount		Collateral Amount to be Collected	
Sequence Number	1.0	Collateral Split %	20.2532
Collateral Contribution Amount	£15,594.94	Settlement Account	
Settlement Account Currency		Exchange Rate	
Contribution Amount in Account Currency		Account Available Amount	

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






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.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• Facility</li> <li>• Liability</li> </ul> By default Linkage Type should be "Facility".
<b>Contribution %</b>	System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified. 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.  <div style="border-left: 2px solid #0070C0; padding-left: 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>	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.
<b>Contribution Currency</b>	Read only field. This field displays the contribution currency.



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

Field	Description
<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: 5px; 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>
<b>Limits Description</b>	<p>Read only field. This field displays the limits description.</p>
<b>Limit Check Response</b>	<p>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.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Amount to Earmark</b>	<p>This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.</p>
<b>Expiry Date</b>	<p>Read only field. This field displays the date up to which the Line is valid.</p>
<b>Limit Available Amount</b>	<p>Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Response Message</b>	<p>Read only field. This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>ELCM Reference Number</b>	<p>Read only field. This field displays the ELCM reference number.</p>
<b>Limit Details grid</b>	<p>Below fields appear in the <b>Limit Details</b> grid along with the above fields.</p>
<b>Line Serial</b>	<p>Displays the serial of the various lines available and mapped under the customer id.</p>
<b>Edit</b>	<p>Click the link to edit the <b>Limit Details</b>.</p>


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

Field	Description
	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.
	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.

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

Field	Description
<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.
<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.

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

Field	Description
<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.
<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.

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

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

In Additional Details section, default commission, charges and tax if any, will get populated.

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.

**Commission,Charges and Taxes**

Recalculate Re-default

▼ **Commission Details**

Component	Rate	Mod. Rate	CCY	Amount	Modified	Defer	Waive	Split	Charge Party	Settl. Account	Amend
LCROP COM	1		GBP	£400.00		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	GOODCARE PLC		Yes

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▼ **Charge Details**

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCROPCHG	GBP	10000	GBP	£50.00		<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
LCTAXS	WITHHOLDING	April 20, 2022	GBP	£4.00	<input type="checkbox"/>	<input type="checkbox"/>	PK20010440016

▼ **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 2-17 Split Settlement Details

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




Table 2-19 Commission,Charges and Taxes - Field Description

Field	Description
<b>Commission Details</b>	This section displays the commission details.
<b>Component</b>	Read only field. This field displays the commission component. Click the link to view the component details.



**Table 2-19 (Cont.) Commission,Charges and Taxes - Field Description**

Field	Description
<b>Rate</b>	Read only field. This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified Rate</b>	From the default value, if the rate is changed the value gets updated in this field. The user can change the value.
<b>Currency</b>	Read only field. This field displays the currency in which the commission have to be collected.
<b>Amount</b>	Read only field. This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field. The user can change the value.
<b>Defer</b>	Switch to  , if 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>	Read only field. Charge party is 'Applicant' by default.
<b>Settlement Account</b>	Read only field. This field displays the settlement account.
<b>Amend</b>	Read only field. Displays if the field is amendable or not.
<b>Charge Details</b>	This section displays the charge details.

**Table 2-19 (Cont.) Commission,Charges and Taxes - Field Description**

Field	Description
<b>Component</b>	Read only field. This field displays the charge component type.
<b>Tag Currency</b>	Read only field. This field displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	Read only field. This field displays the tag amount that is maintained under the product code.
<b>Currency</b>	Read only field. This field displays the currency in which the charges have to be collected.
<b>Amount</b>	Read only field. 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. The user can change the value.
<b>Billing</b>	If charges are handled by separate billing engine, switch to  , the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	Switch to  , if charges have to be deferred and collected 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. 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.
<b>Waive</b>	Switch to  , if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if <b>Defer</b> toggle is enabled.
<b>Charge Party</b>	Read only field. Charge party is 'Applicant' by default.
<b>Settlement Account</b>	System defaults the settlement account is in this field. The user can change the settlement account.

**Table 2-19 (Cont.) Commission,Charges and Taxes - Field Description**

Field	Description
<b>Tax Details</b>	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.
<b>Component</b>	Read only field. This field displays the tax component.
<b>Type</b>	Read only field. This field displays the type of tax component.
<b>Value Date</b>	Read only field. This field displays the value date of tax component.
<b>Currency</b>	Read only field. This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	Read only field. This field displays the tax amount based on the percentage of commission maintained.
<b>Billing</b>	If taxes are handled by separate billing engine, switch to  , billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	Switch to  , if charges have to be deferred and collected at any future step. 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.
<b>Settlement 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.

**Table 2-19 (Cont.) Commission,Charges and Taxes - Field Description**

Field	Description
<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.
<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.

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

**Preview Messages**

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

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

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

6. Click **Save and Close** to save the details and close the screen.
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 Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FND20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	

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Average FX Rate  
0

Save & Close Cancel

Figure 2-18 FX Linkage Details

### FX Linkage

<p><b>FX Reference Number</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="000FNDF20076A9N9"/>	<p><b>Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>
<p><b>Contract Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div>	<p><b>Available FX Contract Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div>
<p><b>Linkage Amount</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/> </div>	<p><b>Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.35"/>
<p><b>FX Amount in Local Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£2,962.96"/> </div>	<p><b>FX Expiry Date</b></p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="March 19, 2020"/> <input style="width: 15%; border: 1px solid #ccc;" type="button" value="📅"/> </div>
<p><b>FX Delivery Period From</b></p> <div style="display: flex; align-items: center;"> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 10%; border: 1px solid #ccc;" type="button" value="📅"/> </div>	<p><b>FX Delivery Period To</b></p> <div style="display: flex; align-items: center;"> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <input style="width: 10%; border: 1px solid #ccc;" type="button" value="📅"/> </div>

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

Table 2-20 FX Linkage - Field Description

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



Table 2-20 (Cont.) FX Linkage - Field Description

Field	Description
<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.
<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 .

**Table 2-20 (Cont.) FX Linkage - Field Description**

Field	Description
<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.

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

The task will move to next data segment.

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

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

Field	Description
<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 Reopen. 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>

Table 2-21 (Cont.) Additional 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>	<p>Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.</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>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>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>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>Back</b>	<p>Click Back to move to the previous screen of Data Enrichment stage.</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>

## 2.3.8 Settlement Details

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

The user can view the settlement details for Import LC Reopen request. The following are the list of fields to be displayed.

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

**Figure 2-19 Settlement Details**

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

**Table 2-22 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>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.

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>Receiver</b>	Click search icon to search and select the receiver from the look up.

### Payment Details

Table 2-23 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 2-24 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 Reopen. 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>• <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>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.

**Table 2-24 (Cont.) Settlement 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>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>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>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>Back</b>	<p>Click Back to move to the previous screen of Data Enrichment stage.</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>

## 2.3.9 Summary

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

User can review the summary of details updated in Data Enrichment stage of import LC Reopen 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 2-20 Summary

Import LC Reopen DataEnrichment :: Application No:- PK2ILCR000063467

Clarification Details Documents Remarks Overrides Customer Instruction Signatures

Screen(9/9)

Main Availability Payment Documents and Conditions Additional Fields Advices

Summary

Main		Availability		Payment	
Form of LC	: IRREVOCABLE	Available With	: CITIZBZLXX	Period of Present.	:
Submission Mode	: Desk	Available By	: PAYMENT	Confirmation Instr.	: WITHOUT
Date of Issue	: 2022-04-20	Port of Loading	: NEWYORK		
Date of Expiry	: 2022-12-28	Port of Discharge	: LONDON		
Place of Expiry	: NEW YORK				

Documents and Conditions		Additional Fields		Advices	
Document 1	:	Click here to view Additional	:	Advice 1	: PAYMENT_MESS...
Document 2	:	fields			

Revolving Details		Limits and Collaterals		Commission,Charges and Taxes	
Revolving	: N	Contribution Currency	:	Charge	: GBP 50.00
Revolving In	:	Amount to Earmark	:	Commission	:
Revolving Frequency	:	Limit Status	: Not Verified	Tax	: GBP 4.00
		Collateral Currency	:	Block Status	: Not Initiated
		Collateral Contribution.	:		
		Collateral Status	: Not Verified		
		Deposit Linkage Currency	:		
		Deposit Linkage Amount	:		

Preview Messages		Party Details		Settlement Details	
Language	: ENG	Applicant	: GOODCARE PLC	Component	: COLLAMT_OSEQ
Preview Message	: -	Beneficiary	: MARKS AND SP...	Account Number	: PK2001044001...
		Advising Bank	: WELLS FARGO ...	Currency	: GBP

Accounting Details		Compliance	
Event	:	KYC	: Not Initiate...
AccountNumber	:	Sanctions	: Not Initiate...
Branch	:	AML	: Not Initiate...

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

### Tiles Displayed in Summary

- Main - User can view the application and LC details.
- Availability - User can view already captured availability details.
- Payment: User can View all details related to payment.
- Documents and Conditions: User can to view the details of documents and conditions.
- Additional Fields - User can view the details of additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.
- Preview Messages: User can see the SWIFT message and Mail Advice.
- Party Details - User can view party details like applicant, advising bank etc.



- Settlement Details - User can view the settlement details.
- 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."

- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-25 Summary - Action Buttons - Field Description**

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

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

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

On submit of DE Stage, if Limits Earmark or Amount block fails, system should park the task in Limit Exception stage or Amount Block exception stage as required.

## 2.4 Multi Level Approval

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

The Approval summary screen displays the summary tiles. The tiles displays a list of important fields with values. User must be able to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

 **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.



### Authorization Re-Key (Non-Online Channel)


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

2. Open the task and specify (re-key) some of the critical field values from the request in the 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.

## Approval Rekey



 View Signature     Documents

 Remarks

**Currency**

GBP  

**Contract Amount**

GBP  £1,000.00 

**Refer**    **Close**    **Proceed**

## Approval Summary

ORACLE (DEFAULTTENITY) Oracle Banking Trade Financ... April 20, 2022 LAXMAN02

Import LC Reopen Approval Task Level 1 :: Application No:- PK2ILCR000053273

Documents Remarks Overrides Customer Instruction Signatures

<b>Main</b> Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20 Date of Expiry : 2022-11-15 Place of Expiry : NEW YORK	<b>Availability</b> Available With : HDBANK65XXX Available By : Days Port of Loading : NEWYORK Port of Discharge : LONDON	<b>Payment</b> Period of Present. : 21 Confirmation Instr. : WITHOUT
<b>Documents and Conditions</b> Document 1 : Document 2 :	<b>Additional Fields</b> Click here to view Additional : fields	<b>Advices</b> Advice 1 : LC_AMND_INST... Advice 2 : LC_INSTRUMEN... Advice 3 : PAYMENT_MESS...
<b>Revolving Details</b> Revolving : N Revolving In : Revolving Frequency :	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission,Charges and Taxes</b> Charge : GBP 50.00 Commission : Tax : GBP 4.00 Block Status : Not Initiated
<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Settlement Details</b> Component : LCTAXS_AMT Account Number : PK2001044001... Currency : GBP	<b>Accounting Details</b> Event : ROPN AccountNumber : 313100003 Branch : PK2
<b>Party Details</b> Beneficiary : MARKS AND SP... Applicant : GOODCARE PLC	<b>Compliance</b> KYC : Not Initiate... Sanctions : Not Initiate... AML : Not Initiate...	<b>Exception(Approval)</b> EXCEPTION : Nil

Audit Reject Hold Refer Cancel Approve

### Tiles Displayed in Summary:

- Main - User can view the application and LC details.
- Availability - User can view already captured availability details.
- Payment: User can View all details related to payment.
- Documents and Conditions: User can to view the details of documents and conditions.
- Additional Fields - User can view the details of additional fields.
- Advices: User can view the advice details.
- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.
- Limits and Collaterals: User can see captured details of limits and collateral.
- Commission, Charges and Taxes: User can see details provided for commission, charges and taxes.

- Preview Messages: User can see the SWIFT message and Mail Advice.
- Settlement Details - User can view the settlement details.
- 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.

- Party Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Exception(Approval) - User can view the approval details.

**Table 2-26 Multi Level Approval Details - 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 Reopen. 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>• 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>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.

**Table 2-26 (Cont.) Multi Level Approval 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>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> <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>Cancel</b>	<p>Cancel the Approval stage.</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>

3. Click **Approve** to approve the transaction. The transaction is approved and handed off to the back end system for posting.

## 2.5 Customer - Acknowledgement

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

Customer Acknowledgment is generated every time a new Import LC Reopen 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 Reopen 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 Reopen 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

## 2.6 Customer - Reject Format

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

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 Reopen Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Import LC Reopen 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 reopen the required LC.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to reopen the LC due to the below reason

1. < Reject Reason >
2. < Reject Reason >
3. < 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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