# Oracle® Banking Trade Finance Process Management Export Documentary Collection Return User Guide



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Oracle Banking Trade Finance Process Management Export Documentary Collection Return User Guide, Release 14.8.0.0.0

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## 1 Preface

- Purpose
- Audience
   This document is intended for the following audience:
- Documentation Accessibility
- Structure This manual is organized into the following chapters:
- Critical Patches
- Diversity and Inclusion
- Conventions
- Related Documents
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Basic Actions

### 1.1 Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Export Documentary Collection Return - Close** process.

### 1.2 Audience

This document is intended for the following audience:

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

## **1.3 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

### 1.3.1 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.



## 1.4 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.

## **1.5 Critical Patches**

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

## 1.6 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.

## **1.7 Conventions**

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
italic	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.

The following text conventions are used in this document:

## 1.8 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

## 1.9 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.



## 1.10 Acronyms and Abbreviations

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

Table 1-1 Acronyms and Abbreviations

Abbreviation	Description
ОВТЕРМ	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

## 1.11 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 1-2 Common Action Buttons and its Definitions

Action Buttons	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <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.

Action Buttons	Description					
Refer	Select a Refer Reason from the values displayed by the system.					
	Refer Codes are:					
	R1- Documents missing					
	R2- Signature Missing					
	R3- Input Error					
	R4- Insufficient Balance/Limits					
	R5 - Others					
Hold	The details provided will be saved and status will be on hold. User mus update the remarks on the reason for holding the task.					
	This option is used, if there are any pending information yet to b received from applicant.					
Cancel	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.					
Save & Close	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.					
Next	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.					
Submit	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.					

Table 1-2	(Cont.) Common Action Buttons and its Definitions
-----------	---

## 2

## 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.



## Export Documentary Collection Booking Return - Close

Export Collection Return process facilitates the user to close the outstanding bills along with the returned documents or without any documents, when no more payments are expected.

This topic contains following subtopics:

- Common Initiation Stage
- Registration
- Data Enrichment
- Multi Level Approval
- Reject Approval
- Common Initiation Stage This topic provides the systematic instructions to initiate the export documentary collection return request.
- Registration
   This topic provides the systematic instructions to initiate the Registration stage of Export
   Documentary Collection Return request.

Data Enrichment This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection return - Close request.

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

### 3.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the export documentary collection return request.

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

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

The Initiate Task screen appears.



Menu Item Search	Q	Initiate Task					
Trade Finance		Registration					
Administration		Process Name	Documentary Collection Number		Branch		
Bank Guarantee Advise		Export Documentary Collection 🝷	PK2ESUC221107523	Q	PK2-Oracle Banking Trade	Fina 🔻	
Bank Guarantee Issuance							
Buyers Credit							Proceed
Common Group Message							
Enquiry							
Export - Documentary Collection							
Export - Documentary Credit							
mport - Documentary Collection							
mport - Documentary Credit							

Figure 3-1 Initiate Task

2. On Initiate Task screen, specify the fields.



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

Table 3-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Documentary Collection Number	Click <b>Search</b> to search and select the required documentary collection number.
Branch	Select the required branch code from the drop-down list.

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

Table 3-2 Action Buttons - Field Description

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

3. Click Proceed to proceed to the next step.

## 3.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of **Export Documentary Collection Return** request.

The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

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

Figure 3-2 LogIn Screen

ORACLE
User Name
ATEST11
Password
Sign In

- 1. On Home screen, click Trade Finance. Under Trade Finance, click Export Documentary Collection.
- 2. Under Export Documentary Collection, click Export Documentary Collection Return Close.

					DEFAULTENTITY (D	EFAULT	Oracle Banking Trade Financ April 20, 2022	Ô	ATEST11 V
Menu Item Search Q	Dashboard								
K Export - Documentary Colle									+
Export Documentary Collection Booking	Snapshot of My Clients							γ×	
Export Documentary Collection Liquidation									
Export Documentary Collection Return - Close	🔺 Ali 💸								
Export Documentary Collection Update Booking	Time Sensitive Task								
	High Priority Task								
	0	50	100	150 Task Count	200	250	300		
		Hig	h Priority Task		oval 📕 SLA Breach				
			HI-						
	SLA Status Summary	×	Draft Co	nfirmation Pendi	ng X	Bills d	ue for Payment	×	

Figure 3-3 Export Documentary Collection Return - Close

The **Export Documentary Collection Return - Close - Registration** screen appears. The Export Documentary Collection Return - Registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

## Figure 3-4 Export Documentary Collection Return - Close - Registration - Application Details

Export Documentary Collec	Documents Remarks Customer Instruction					
✓ Application Details						
Documentary Collection Number	Drawer	Branch	Bill Amount			
PK2ESCP221108058 Q	001044 GOODCARE D	PK2-Oracle Banking Trade Fina 🔻	GBP • £10,000.00			
Amount in Local Currency	Process Reference Number	Customer Reference Number	Priority			
GBP • £10,000.00	PK2EDCR000064669		Medium -			
Submission Mode	Return Date	Version Number				
V Collection Details	April 20, 2022	1	View Collection Event			
	April 20, 2022		View Collection Event			
✓ Collection Details Documents Received	Tenor Type	Product Code	Product Description			
✓ Collection Details						
✓ Collection Details Documents Received	Tenor Type	Product Code	Product Description			
Collection Details Documents Received First	Tenor Type Sight ~	Product Code ESCP Q	Product Description OUTGOING DOCUMENTARY SIGHT			
Collection Details Jocuments Received First Operation Type	Tenor Type Sight	Product Code ESCP Q Contract Reference Number	Product Description OUTGOING DOCUMENTARY SIGHT User Reference Number			
Collection Details Documents Received First  PUR	Tenor Type Sight ~ Stage INITIAL ~	Product Code ESCP Contract Reference Number PK2ESCP221108058	Product Description OUTGOING DOCUMENTARY SIGHT User Reference Number PK2ESCP221108058			
Collection Details Documents Received First PUR Pravee	Tenor Type Sight ~ Stage INITIAL ~ Outstanding Bill Amount	Product Code ESCP Q Contract Reference Number PK2ESCP221108058 Collecting Bank	Product Description OUTGOING DOCUMENTARY SIGHT User Reference Number PK2ESCP221108058 Collecting Bank Reference Number			

3. On Export Documentary Collection Return - Close - Registration - Application Details screen, specify the fields.



Note:

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

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

Table 3-3	Export Documentary Collection Return - Close - Registration -
Applicatio	n Details - Field Description

Field	Description				
Documentary Collection	Specify the documentary collection number.				
Number	Alternatively, click <b>Search</b> to search and select the documentary collection reference number. In the lookup, you can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details.				
Drawer	Read only field.				
	This field displays the Drawer ID and name based on the selected Documentary Collection Reference. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.				
	Note: If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.				
Branch	Read only field.				
	Branch details is auto-populated based on the selected Documentary Collection Reference.				
Bill Amount	Read only field. This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference.				
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).				
Process Reference Number	Read only field.				
	Unique sequence number for the transaction.				
	This is auto generated by the system based on process name and branch code.				



Field	Description
Customer Reference Number	Specify the customer reference number.
Priority	Read only field.
	System populates 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. User can change the priority populated any time before submit.
Submission Mode	System populates the submission mode of Export Collection Return - Close request.
	By default the submission mode will have the value as 'Desk'.
	Desk - Request received through Desk
	Courier - Request received through Courier
Return Date	System displays the return date of the application.
	By default, the application displays branch's current date.
Version Number	Read only field.
	This field displays the latest version of the bill.

## Table 3-3(Cont.) Export Documentary Collection Return - Close - Registration -Application Details - Field Description

#### **Collection Details**

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

Documents Received		Tenor Type	Product Code		Product De			scription			
First	-	Sight -	ESCP	Q	OUTGO	OUTGOING DOCUMENTARY SIGHT					
Operation Type		Stage	Contract Reference	Contract Reference Number User Reference Number		User Reference Number					
PUR		INITIAL	PK2ESCP22110	8058	PK2ESC	PK2ESCP221108058					
Drawee		Outstanding Bill Amount	Collecting Bank		Collecting Bank Reference Number						
001043	MARKS ANI	GBP - £10,000.00	001041	WELLS FAR	NONE						
inance Amount		Protest Date	Acceptance Date		Rebate Amo	ount					
GBP -	£1,000.00	Ē		ė	GBP	-					
Customer Dispatch											

4. On Export Documentary Collection Return - Close - Collection Details screen, specify the fields.



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



## Table 3-4Export Documentary Collection Return - Close - Registration - CollectionDetails - Field Description

Field	Description
	-
Documents Received	Read only field. This field displays the documents received from the collection booking.
Tenor Type	Read only field.
	This field displays the tenor details from the collection booking.
Product Code	Read only field.
	This field displays the product code from the Documentary Collection Number.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
Operation Type	Read only field.
	This field displays the operation type.
Stage	Read only field.
	This field displays the stage based on the selected Documentary Collection Number.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
User Reference Number	Read only field.
	This field displays the user reference number.
Drawee	Read only field. Drawee ID will be auto-populated based on the selected Documentary Collection Number.
Outstanding Bill Amount	Read only field. Outstanding Bill Amount will be auto-populated based on the selected Documentary Collection Number.
Collecting Bank	Read only field. Collecting Bank ID and Collecting Bank Name will be auto-populated based on the selected Documentary Collection Number.
Collecting Bank Reference	Read only field. Collecting Bank reference will be auto-populated based on the selected Documentary Collection Number.
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.
Protest Date	Read only field. Protest Date will be auto-populated based on the selected Documentary Collection Number.



## Table 3-4(Cont.) Export Documentary Collection Return - Close - Registration -Collection Details - Field Description

Field	Description							
Acceptance Date	Read only field. Acceptance Date will be auto-populated based on the selected Documentary Collection Number.							
Rebate Amount	Read only field. The rebate to the bill outstanding amount.							
Customer Dispatch	<ul> <li>Displays the value that will be populated from back office based on the maintenance.</li> <li>Switch to if the customer has to dispatch the documents directly to the importer's bank.</li> <li>Switch to , if the bank has to dispatch the documents to the importer's bank. Bank user is not allowed to edit the field, if the value defaulted from the back office is "No"</li> </ul>							

5. Click Submit.

The task will move to next logical stage of **Export Documentary Collection Return - Close**.

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

Table 3-5	Export Documentary Collection Return - Close - Registration - Action
Buttons -	Field Description

Field	Description
Documents	Upload the documents received under the Documentary Collection.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.
Customer Instruction	<ul> <li>Click to view/ input the following.</li> <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> </ul>
	<ul> <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>
View Collection	Click to view the details of the collection.
Events	Click to view the details of collection and liquidations if any in chronological sequence.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Export Documentary Collection Return - Close task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later.
	This option will not submit the request.



#### Table 3-5 (Cont.) Export Documentary Collection Return - Close - Registration -**Action Buttons - Field Description**

Field	Description
Submit	The task will move to next logical stage of Export Documentary Collection Return - Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 3.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection return - Close request.

On successful completion of Registration of an Export Documentary Collection Return - Close, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are validated.

### Note:

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

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

- On Home screen, click Trade Finance. Under Trade Finance, click Task. 1.
- Under Task, click Free Task. 2.

- ORACLE				[	(DEFAULTENTITY)	Oracle Banking Trade Financ April 20, 2022	Q ADMIN01 ∖
Menu Item Search Q	Free Tasks						
< Tasks	C Refresh Or A	cquire 🖁 Fi	ow Diagram				
Awaiting Customer Clarification	Acquire and Edit	Priority 0	Process Name 🗘	Proc R 0	Application Number 🗘	Stage ≎	Application Date
Business Process Maintenance	Acquire and Edit	Medium	Export Documentary Collection Return/Close	PK2E	PK2EDCR000064676	DataEnrichment	22-04-20
Completed Tasks	Acquire and Edit	Medium	Export LC Amendment	PK2EL	PK2ELCA000064659	Reject Approval	22-04-20
Free Tasks	Acquire and Edit	High	Import LC Issuance	PK2IL	PK2ILCI000064654	Scrutiny	22-04-20
Hold Tasks	Acquire and Edit		STP Process Allocation	PK2ST	PK2STPP000064648	Approval Task Level 1	22-04-20
My Tasks	Acquire and Edit	Medium	Islamic Export Documentary Collection Liq	PK2IE	PK2IEDL000064643	DataEnrichment	22-04-20
	Acquire and Edit		STP Process Allocation	PK2ST	PK2STPP000064630	Process Identification	22-04-20
Other User tasks	Acquire and Edit	Medium	Guarantee Issuance	PK2G	PK2GTEI000064527	DataEnrichment	22-04-20
Search	Acquire and Edit	High	Import LC Issuance	PK2IL	PK2ILCI000064609	Scrutiny	22-04-20
SubProcess Tasks	Acquire and Edit	Medium	Export LC Liquidation Islamic	PK2IE	PK2IELL000064605	DataEnrichment	22-04-20
Supervisor Tasks	Acquire and Edit	High	Import LC Issuance	PK2IL	PK2ILCI000064603	Scrutiny	22-04-20
	Acquire and Edit	Medium	Import LC Internal Amendment	PK2IL	PK2ILCI000064601	DataEnrichment	22-04-20
	Acquire and Edit	Medium	Import LC Internal Amendment Islamic	PK2III	PK2IIIA000064599	DataEnrichment	22-04-20

Islamic Export LC Drawing Update

PK2IE... PK2IELU000064597

Scrutiny

The Free Tasks screen appears.

Acquire and Edit



22-04-20

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

Menu Item Search Q	Му	My Tasks									
< Tasks	Q	Refresh	Release	Escalate	움 Delegate	Ba Flo	w Diagram				
Awaiting Customer Clarification		Edit	Priority 0	Proce	ess Name	٥	Process Refer ≎	Application Number 🗘	Stage	٥	Application Date 3
Business Process Maintenance		Edit	Medium	Export Documer	tary Collection	Return	PK2EDCR	PK2EDCR000064676	DataEnrichment		22-04-20
Completed Tasks		Edit	Medium	Export Documer	tary Collection	Return	PK2EDCR	PK2EDCR000064672	Registration		22-04-20
Free Tasks		Edit	Medium	Export Documer	tary Collection	Return	PK2EDCR	PK2EDCR000064671	Registration		22-04-20
Hold Tasks		Edit	Medium	Export Documer	tary Collection	Return	PK2EDCR	PK2EDCR000064670	Registration		22-04-20
My Tasks		Edit	Medium	Export Documer	tary Collection	Return	PK2EDCR	PK2EDCR000064669	Registration		22-04-20
Other User tasks		Edit	Medium	Export Documer	tary Collection	Bookin	PK2EDCU	PK2EDCU000064640	DataEnrichment		22-04-20
Search		Edit	Medium	Export Documer	tary Collection	Booking	PK2EDCB	PK2EDCB000062328	KYC Exceptional appr	oval	22-04-20
SubProcess Tasks		Edit	Medium	Islamic Export LO	Transfer		PK2IELT0	PK2IELT000005606	DataEnrichment		22-04-20
Supervisor Tasks		Edit	Medium	Islamic Export LO	Drawing Upda	te	PK2IELU0	PK2IELU000064547	Scrutiny		22-04-20
		Edit	Medium	Islamic Export LO	Drawing Upda	te	PK2IELU0	PK2IELU000064168	DataEnrichment		22-04-20
		Edit	Medium	Export LC Drawin	ng - Islamic		PK2IELD0	PK2IELD000064515	DataEnrichment		22-04-20
		Edit	Medium	Import LC Drawi	ng Update		PK2ILCU0	PK2ILCU000064490	Scrutiny		22-04-20
		Edit	Medium	Export LC Amen	dment Islamic		PK2IELM	PK2IELM000003675	DataEnrichment		22-04-20

Figure 3-6 My Tasks

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

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

Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection Return - Close request.

- Closure/Return Details
   This topic provides the systematic instructions to capture the return details to process the Closure/Return.
- 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 export documentary collection return - close request.

Summary

This topic provides the systematic instructions to view the summary of export documentary collection return - close request.



### 3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of export documentary collection Return - Close request.

Main details section has two sub section as follows:

- Application Details
- Collection Details.

#### **Application Details**

The fields listed under this section are same as the fields listed under the Application Details section in Registration.

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

	PK2EDCR000062463		Custo	omer Instruction View Collection
Main Details	Main Details			Scree
Closure/Return Details	✓ Application Details			
Additional Fields	Documentary Collection Number	Drawer	Branch	Bill Amount
Advices	EUNM221100005001	001044 GOODCARE 🕻	PK2-Oracle Banking Trade Fina 🔹	GBP - £1,000.00
Additional Details	Amount In Local Currency	Process Reference Number	Customer Reference Number	Priority
Settlement Details	GBP • £1,000.00	PK2EDCR000062463	ref14	Medium
Summary	Submission Mode	Return Date	Version Number	
	Desk 👻	April 20, 2022	1	
	Documents Received	Tenor Type Multi Tenor 👻	Product Code EUNM Q	Product Description OUTGOING DOCUMENTARY MULTI
	Operation Type	Stage	Contract Reference Number	User Reference Number
		FINAL	EUNM221100005001	EUNM221100005001
	ACC			Collecting Bank Reference Number
		Outstanding Bill Amount		
	ACC Drawee 001041 WELLS FAR D	Outstanding Bill Amount GBP - £1,000.00	Collecting Bank 001183 RABO BANF	1
	Drawee			1 Rebate Amount
	Drawee 001041 WELLS FAR	GBP ~ £1,000.00	001183 RABO BANH D	
	Drawee 001041 WELLS FAR D	GBP = £1,000.00 Protest Date	001183 RABO BANK	Rebate Amount

Figure 3-7 Data Enrichment - Main Details

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

## Table 3-6Export Documentary Collection Return Islamic - Close - Registration -Application Details - Field Description

Field	Description
Documentary Collection Number	Read only field. This field displays the documentary credit number as selected in <b>Registration</b> stage.



## Table 3-6(Cont.) Export Documentary Collection Return Islamic - Close -Registration - Application Details - Field Description

Field	Description
Drawer	Read only field.
	This field displays the Drawer ID and name based on the selected Documentary Collection Reference.
Branch	Read only field.
	Branch details is auto-populated based on the selected Documentary Collection Reference.
Bill Amount	Read only field. This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
Process Reference Number	Read only field.
Number	Unique sequence number for the transaction.
	This is auto generated by the system based on process name and branch code.
Customer Reference Number	Specify the customer reference number.
Priority	Read only field.
	System populates 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. User can change the priority populated any time before submit.
Submission Mode	Read only field. System populates the submission mode of Export Collection Return - Close request.
	By default the submission mode will have the value as 'Desk'.
	<ul> <li>Desk - Request received through Desk</li> <li>Courier - Request received through Courier</li> </ul>
Return Date	System displays the return date of the application.
	By default, the application displays branch's current date.
Version Number	Read only field.
	This field displays the latest version of the bill.

### Data Enrichment - Main Details - Collection Details

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



	✓ Collection Details			
Additional Details	Documents Received	Tenor Type	Product Code	Product Description
Settlement Details	-	Multi Tenor 👻	EUNM	OUTGOING DOCUMENTARY MULTI
Summary	Operation Type	Stage	Contract Reference Number	User Reference Number
	ACC	FINAL	EUNM221100005001	EUNM221100005001
	Drawee	Outstanding Bill Amount	Collecting Bank	Collecting Bank Reference Number
	001041 WELLS FAR D	GBP • £1,000.00	001183 RABO BANK D	1
	Finance Amount	Protest Date	Acceptance Date	Rebate Amount
	GBP *	<b></b>	<b>H</b>	GBP *
	Customer Dispatch			

Figure 3-8 Data Enrichment - Main Details - Collection Details

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

Table 3-7	Export Documentary Collection Return - Close - Registration - Collection
Details - F	ield Description

Field	Description
Documents Received	Read only field. This field displays the documents received from the collection booking.
Tenor Type	Read only field.
	This field displays the tenor details from the collection booking.
Product Code	Read only field.
	This field displays the product code from the Documentary Collection Number.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
Operation Type	Read only field.
	This field displays the operation type.
Stage	Read only field.
	This field displays the stage based on the selected Documentary Collection Number.
Contract Reference Number	Read only field. System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
User Reference Number	Read only field.
	This field displays the user reference number.

## Table 3-7 (Cont.) Export Documentary Collection Return - Close - Registration -Collection Details - Field Description

Field	Description
Drawee	Read only field. Drawee ID will be auto-populated based on the selected Documentary Collection Number.
Outstanding Bill Amount	Read only field. Outstanding Bill Amount will be auto-populated based on the selected Documentary Collection Number.
Collecting Bank	Read only field. Collecting Bank ID and Collecting Bank Name will be auto-populated based on the selected Documentary Collection Number.
Collecting Bank Reference	Read only field. Collecting Bank reference will be auto-populated based on the selected Documentary Collection Number.
Finance Amount	Read only field. Finance Amount will be auto-populated based on the selected Documentary Collection Number.
Protest Date	Read only field. Protest Date will be auto-populated based on the selected Documentary Collection Number.
Acceptance Date	Read only field. Acceptance Date will be auto-populated based on the selected Documentary Collection Number.
Rebate Amount	Read only field. The rebate to the bill outstanding amount.
Customer Dispatch	Read only field. Displays the value that will be populated from back office based on the maintenance.

#### 2. Click Next.

The task will move to next data segment.

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

Field	Description
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <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> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> <li>Select a Refer Reason from the values displayed by the system. Refer Codes are:</li> <li>R4- Decuments missing</li> </ul>
	<ul> <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>
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

Table 3-8	(Cont.) Main Details - Action Buttons - Field Description



Field	Description
	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.

#### Table 3-8 (Cont.) Main Details - Action Buttons - Field Description

### 3.3.2 Closure/Return Details

This topic provides the systematic instructions to capture the return details to process the Closure/Return.

Closure/Return details hop enables the user to provide details in the below mentioned section to process the closure/return.

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

	tary Collection Return/Close DataEnrichment :: PK2EDCR000062463		Clarification Details	Documents Customer Inst	Main Details saved successfully
O Main Details	Closure/Return Details				Screen(2
Closure/Return Details	<ul> <li>✓ Return Details</li> </ul>				
Additional Fields	Return Document	Remarks			
Advices	Protested Bill of Exchange				
Additional Details	Unaccepted Bill of Exchange				
Settlement Details					
Summary	Other Documents				
	✓ Document Details				
	Documents Disposal	Remarks			
	Documents Delivered to Drawee Free of Payment				
	Documents Returned to Remitting Bank				
	Documents Handed over to 3rd Party				
	✓ Closure/Return Reason				
	Closure/Return Reason				
Audit	Re	quest Clarification	eject Refer	Hold Ca	ncel Save & Close Back N

#### Figure 3-9 Closure/Return Details

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

 Table 3-9
 Closure/Return Details - Field Description

Field	Description			
Closure/Return Details				
Return Document				
Protested Bill of Exchange	Enable the protested bill of exchange toggle, if returned.			
Remarks	Specify the remarks, if required.			
Unaccepted Bill of Exchange	Enable the unaccepted bill of exchange toggle, if returned.			
Remarks	Specify the remarks, if required.			



Field	Description	
Other Documents	Enable the the other documents toggle, if any other documents are returned.	
Remarks	Specify the remarks, if required.	
Document Details		
	ant toggle indicating the instructions received from the remitting bank ts. The user can also input additional remarks/description about the	
Documents Delivered to Drawee Free of Payment	Enable the documents delivered to drawee free of payment toggle, if returned.	
Remarks	Specify the remarks, if required.	
Documents Returned to Remitting Bank	Enable the documents returned to remitting bank toggle, if returned.	
Remarks	Specify the remarks, if required.	
Documents Handed over to 3rd Party	Enable the documents handed over to 3rd party toggle, if returned.	
Remarks	Specify the remarks, if required.	
Closure/Return Reason		
Closure/Return Reason	Specify the closure/return reason.	

Table 3-9 (Cont.) Closure/Return Details - Field Description

2. Click Next.

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

<b>Table 3-10</b>	<b>Return Details - Action Buttons - Field Description</b>
-------------------	--

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



Field	Description		
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>		
View Collection	Enables the user to view the latest collection values displayed in the respective fields.		
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.		
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <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> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>		
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <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> </li> </ul>		
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet be received from applicant.		
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.		
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.		
Back	On click of Back, system moves the task back to previous data segment.		
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.		

 Table 3-10
 (Cont.) Return Details - Action Buttons - Field Description



### 3.3.3 Additional Fields

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

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

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

	tary Collection Return/Close DataEnrichment :: PK2EDCR000062463	Clarification Details	Documents         Maturity details saved successfully         X           Customer Instruction         View Collection
) Main Details	Additional Fields		Screen(3/7
Closure/Return Details	✓ Additional Fields		
Additional Fields	No Additional fields configured!		
Advices			
Additional Details			
Settlement Details			
Summary			

Figure 3-10 Additional Fields

2. Click Next.

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

Table 3-11	Additional Fields - Action Buttons - Field Description
------------	--

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



Field	Description			
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.			
	Content from Remarks field should be handed off to Remarks field in Backend application.			
Overrides	Click to view the overrides accepted by the user.			
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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</li> </ul>			
View Collection	<ul> <li>customer initiated transactions.</li> <li>Enables the user to view the latest collection values displayed in the respective fields.</li> </ul>			
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.			
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.			
	Reject Codes are:			
	<ul> <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.			
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are:			
	<ul> <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>			
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to			
	be received from applicant.			
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.			
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.			

### Table 3-11 (Cont.) Additional Fields - Action Buttons - Field Description



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

### Table 3-11 (Cont.) Additional Fields - Action Buttons - Field Description

### 3.3.4 Advices

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

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

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



Export Documentary Collection Return/Close DataEnrichment ::		Documents Remar			:: ×		
Application No:- PK2EDCR000062463				Customer Instr	ruction	View Collection	
Main Details	Advices						Screen(4
Closure/Return Details	Advice : CLOSURE_ADVICE	Advice : PAYMENT_MESSAGE	8				
Additional Fields							
Advices	Advice Name : CLOSURE_ADVICE Advice Party : DRAWER Party Name : GOODCARE PLC	Advice Name : PAYMENT_MESSAGE Advice Party : Partv Name :					
Additional Details	Suppress Advice : NO	Suppress Advice :NO					
Settlement Details							
Summary							

#### **Advice Details**

<ul> <li>Advice Detail</li> <li>Suppress Advice</li> </ul>	3	Advice Name	Medium		Advice Party	
		LC_AMND_INSTR		•	ABK	
Party ID		Party Name				
001204		ABC BANK				
FFT Code	FFT Descripti	on				Action ≎
FREEVP	TESTING F	CT		ß		1 🗇
<ul> <li>Instructions</li> </ul>						
						+
Instruction Code		Instruction Description		Edit 🗘		Action 🗘
E023		IN CASE, REIMBURSING BAN	IK IN NEW YORK, FAILS TO F			1 🗇

#### Table 3-12 Advice Details

Field	Deacription
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	This field diaplays the advice name defaulted from LC issuance.
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	This field diaplays the advice party defaulted from LC issuance.
Party ID	This field diaplays the party ID defaulted from LC issuance.



Field	Deacription
Party Name	This field diaplays the party name defaulted from LC issuance.
FFT Code Click + to add multiple FFT C	ode.
FTT Code	Click Search to search and select the FFT code as a part of free text.
FFT Description	This field displys the FFT description based on the FFT code selected.
Action	Click Edit icon to edit the FFT code.
	Click Delete icon to delete the FFT code.
Instruction Code Click + to add multiple Instru	ction Code.
Instruction Code	Click <b>Search</b> to search and select the instruction code as a part of free text.
Instruction Description	This field displys the instruction description based on the instruction code selected.
Edit	Click Edit icon to edit the instruction code description.
Action	Click Edit icon to edit the instruction code.
	Click Delete icon to delete the instruction code.

Table 3-12 (Cont.) Advice Details

#### 2. Click Next.

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

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



Field	Description
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <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> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <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> </li> </ul>
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

Table 3-13 (Cont.) Advices - Action Buttons - Field Descriptio
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### 3.3.5 Additional Details

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

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

Figure 3-12 Additional Details

Application No:- F	K2EDCR000062463					Customer Instru	ction	View Collection	;; ×
Main Details	Additional Details								Screen(5/
Closure/Return Details	Charge Details	0	Preview Message	000	Payment Details	0			
Additional Fields		ŏ		ő		ŏ			
Advices	Charge :EUR 100.00 Commission : Tax :		Language : Preview Message :-		Allow Rollover : Auto Change from : Acceptance to :				
Additional Details	Block Status :				Advance Liquidate using				
Settlement Details					Collateral				
Summary									
	FX Linkage	000	Interest Details	8	Pre-Shipment Details	00			
	Reference Number : Currency : Contract Amount :	Ļ	Component : Amount : Event :	Ĵ	No data to display.				

### Limits and Collaterals

Limit availability needs to be checked if amendment involves increase in amount or tolerance or both.

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.



Customer D	\$	Linkage Type	0	Liability Number	٥	Line Id/Linkage Ref No	Line Serial	٥	Contribution %	٥	Contribution Currency	٥	Amour Earma		Limit Che Response		Res Mes	ponse ssage	٥	Edit	- Dele
001043		Facility							100		GBP		1000							001043	3 🗇
ash Colla Sequence Number No data to	٥	Settlem Accourt		ncy <sup>©</sup>	Settlem Accoun		hange e		Collateral Split %		Contribution Amount			ion Amount i Currency		Account B Check Res		\$	Respon Messag		≎ Vi
equence lumber lo data to	¢ displi	Settlem Account	t Currer	ncy ≎			hange e											•			
equence Number	≎ displa t Link	Settlem Account ay.	t Currer ails	ncy O			e		Split %	Dep		о <sub>А</sub>			• •	Check Res	ponse	¢		ge ~	≎ Vie - elete ≎

Customer ld		Linkage Type	
001044	Q	Facility	•
Contribution %		Liability Number	
100.0	~ ^	001044	Q
Contribution Currency		Line Id/Linkage Ref No	
USD		001044_US	Q
Limit/Liability Currency		Limits Description	
USD			
Limit Check Response		Amount to Earmark	
Limit Check Response Available			510.00
Available			510.00
Available		4	
Available Expiry Date		Limit Available Amount	
Limit Check Response Available Expiry Date Response Message Balance available of USD 999378010.18		Limit Available Amount \$999,378,	

### Figure 3-14 Collateral Details

Collateral availability needs to be checked if amendment involves increase in amount or tolerance.
Total Collateral Amount	Collateral Amount to be Collected
£20.00	£20.00
Sequence Number	Collateral Split %
1.0	100.0 ~ ^
Collateral Contrubution Amount	Settlement Account
£20.00	PK20010440016 Q
Settlement Account Currency	Exchange Rate
GBP	1.0
Contribution Amount in Account Currency	Account Available Amount
£20.00	
Response	Response Message
VN	
Verify	

Figure 3-15 Deposit Linkage Details

Customer Id		Deposit Account	
001044	Q	PK2CDP122110000	93 Q
Deposit Branch		Deposit Available Amo	unt
PK2		GBP -	£63,880.34
Deposit Maturity Date		Exchange Rate	
April 20, 2023		1	
Deposit Available In Tra	nsaction Currency	Linkage Percentage %	
GBP 💌	63,880.34	67.0	~ ~
Linkage Amount(Transa	ction Currency)		
GBP 💌	£67.00		

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

Table 3-14 Limit Details - Field Description

Field	Description
Limit Details	Click + plus icon to add new limit details.
	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	Select the linkage type. Linkage type can be:
	<ul> <li>Facility</li> <li>Liability</li> <li>By default Linkage Type should be "Facility".</li> </ul>

Field	Description
Contribution %	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.
	Note: 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.
Liability Number	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.
Contribution Currency	This field displays the contribution currency.
Line ID/Linkage Ref No	Click <b>Search</b> to search and select from the various lines available and mapped under the customer id gets listed in the drop-down. LINE ID-DESCRIPTION will be available for selection along with Linu 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. The user can click the Line Id link to view the limit details.
	Note: 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. This field is disabled and read only, if Linkage Type is Liability.
Limit/Liability Currency	This field displays the limit currency, when the user select the
	Liability Number.
Limits Description	This field displays the limits description.
Limit Check Response	<ul> <li>This field displays the limit check response.</li> <li>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</li> <li>The value in this field appears, if you click the Verify button.</li> </ul>
Amount to Earmark	The value in this field appears, if you click the <b>verify</b> button.

# Table 3-14 (Cont.) Limit Details - Field Description



Field	Description
Expiry Date	This field displays the date up to which the Line is valid.
Limit Available Amount	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
Response Message	This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
ELCM Reference Number	This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the Limit Details.
Cash Collateral Details	This section displays the Cash Collateral Details.
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. User can modify the collateral Currency and amount.
	System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Edit	Click edit link to edit the collateral details.
Collateral Details pop-up screen	Click + plus icon to add new collateral details. Provide the collateral details based on the description provided in the following table:
	Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	Click <b>Search</b> to search and select the settlement account for the collateral.

Table 3-14	(Cont.) Limit Details - Field Description



Field	Description
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
Response	Read only field. System populates the response on clicking the <b>Verify</b> button.
Response Message	Read only field. System populates the response message on clicking the <b>Verify</b> button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto- populated based on the settlement account selection.
Deposit Linkage Details	System allows 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.
Customer ID	Customer ID is defaulted from the system. User can change the customer ID.

 Table 3-14
 (Cont.) Limit Details - Field Description



Field	Description
Deposit Account	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 look-up search. User can select the deposit for linkage.
Deposit Branch	This field displays the deposit branch that is auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount and currency that is auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Linkage Details grid	Below fields appear in the <b>Deposit Linkage Details</b> grid along with the above fields.
Deposit Currency	Deposit currency will get defaulted in this field.
Transaction Currency	Transaction currency will get defaulted in this field from the underlying task.
Edit	Click edit link to edit the deposit linkage details.

# Table 3-14 (Cont.) Limit Details - Field Description

## **Charge Details**

This section displays charge details.

Recalculate	Re-default													
Commiss	ion Details													
Component	Rate	Mod. Rate	Currency	Amount	Modifie	d D	efer	Waive	Charge Party	Settl. Ac	count	٥	Amendable	
No data to di	splay.													
Dage 1	(0 of 0 items)	K (1)	>											
✓ Charge D	etails													
Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party			Settlement	Account	0
	lag currency	lag Allount		Amount	Moumeu	Dining	Delei	waive	Charge Party			Settlement	Account	Ŷ
BCCOUR			EUR	€73.00	€73.0	0						PK200104	40017	
BCSWIFT			GBP	£333.00	£333.0	0						PK200104	40017	
age 1	of 1 (1-2 of 2	items)  <												
		, , , ,												
′ Tax Detai	ls													
Component	ту	pe :	C Value Date		0	ССҮ	Amount		Billing Defer Sett		Settl. Acc	Settl. Account		٥
No data to di	splay													



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

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

 Table 3-15
 Charge Details - Field Description



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

# Table 3-15 (Cont.) Charge Details - Field Description



#### **Payment Details**

<ul> <li>Payment De</li> </ul>	tails											
uto Liquidate			Alle	ow Rollover			Auto Change from Acceptance	to Advance		Liquidate us	ing Collateral	
GBP -		Liquidation										
Settlement												
	٥	Currency	\$	Debit/Credit	٥	Account	Account Description	¢	Branch	¢	Account Currency	٥
Component		Currency	٥	Debit/Credit	٥	Account	Account Description	\$	Branch	\$	Account Currency	\$
Component No data to displa	y.	Currency	_		\$	Account	Account Description	\$	Branch	\$	Account Currency	0

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

Field	Description
Payment Details	Specify the <b>Payment Details</b> based on the description of following table.
Auto Liquidate	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
Allow Rollover	Read only field.
Auto Change from Acceptance to Advance	Read only field. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.
	Note: This option is applicable only for the bills that are co- accepted by the bank.
Liquidate using Collateral	Read only field.
Outstanding Collateral Amount	Read only field. The outstanding collateral amount along with the currency.
Avalization	This flag indicates whether availization is enabled or not.
Settlement Details - Liquidation	Specify the <b>Settlement Details - Liquidation</b> based on the description of following table.
Component	This field displays the component based on the product selected.
Currency	This field displays the currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.
Account	This field displays the account details for the components.
Account Description	This field displays the description of the selected account.
Branch	This field displays the branch of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.

 Table 3-16
 Payment Details - Field Description



2. 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.

K <b>Linkage</b> FX Linkage										
(Reference 0 umber 0	Bought Currency	٥	SOLD Currency $\Diamond$	Available Contract Amount	Rate ≎	Linked O Amount	Total Utilized Amount $\Diamond$	FX Expiry Date	Action	
00FNDF20076A9N9				£4,000.00	1.35	£4,000.00		March 19, 2020	1 🗇	
rage FX Rate										



1

X Reference Number		Currency		
000FNDF20076A9N9	Q	USD		
Contract Amount		Available F	X Contract	Amount
USD 🔻	\$4,000.00	USD	-	\$4,000.00
Linkage Amount		Rate		
USD 👻	\$4,000.00	1.35		
FX Amount in Local Currency		FX Expiry D	)ate	
•	£2,962.96	March 19	, 2020	
FX Delivery Period From		FX Delivery	Period To	

Figure 3-16 FX Linkage Details

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

 Table 3-17
 FX Linkage - Field Description

Field	Description
FX Reference Number	<ul> <li>Click Search 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,</li> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul>
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
	Click + to add multiple FX Details.
Bought Currency	This field displays the currency from the linked FX contract.
Sold Currency	This field displays the currency from the linked FX contract.
Available Contract Amount	Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Rate	This field displays the rate at which the contract is booked.



Field	Description
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Current Utilized amount	This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount.
Total Utilized Amount	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.
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.
FX Expiry Date	This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	This field displays the date to which the contract is valid for utilization.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.
Average FX Rate	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.

Table 3-17 (Cont.) FX Linkage - Field Description

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

#### **Pre-Shipment Details**

If a Pre-Shipment Credit is already outstanding against this Export Collection, user must be able to repay the same from the settlement account of the Customer.

equence Number $\Diamond$ Loan Account Number $\Diamond$ Currency $\Diamond$ Outstanding Amount $\Diamond$ Event $\Diamond$ Settled Amount $\Diamond$								+
Age         1 of 1 (1 of 1 items)         K < 1 > >i         Image         Currency         Outstanding Amount         Event         Settled Amount         Corrence         Corrence         Currence         C	oan Account Number	\$ Currency	0	Outstanding Amount		٥	Action	٥
Settled Loan         Oursel         Oursel         Oursel         Outstanding Amount         Event         Settled Amount         O		GBP		1000			P	団
No data to display.								
	′ Settled Loan		Currency	≎ Outstanding Amoun	. 0	Event 0	Settled Amount	¢

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

 Table 3-18
 Pre-Shipment Details - Field Description

Field	Description
Pre Shipment Details	Specify the Pre Shipment Details based on the following table. The user can click + to add multiple Pre Shipment Details.
Loan Account Number	Click Search to search and select the loan account number.

Field	Description
Currency	Application defaults the currency of the Pre-Shipment Credit Number.
Outstanding Amount	Application defaults the outstanding amount of the Pre-Shipment Credit Number.
Action	Click Edit icon to edit the pre-shipment details.
	Click Delete icon to delete the pre-shipment details.
Setteled Loan	This section displays the settled loan.
Sequence Number	This field displays the sequence of the settled loan.
Loan Account Number	This field displays the settled loan account number.
Currency	This field displays the currency of the settled loan account number.
Outstanding Amount	This field displays the outstanding amount.
Event	This field displays the event.
Setteled Amount	This field displays the settled amount.

#### Table 3-18 (Cont.) Pre-Shipment Details - Field Description

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

#### Preview

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

<ul> <li>Preview - SWIFT Message</li> </ul>		<ul> <li>Preview - Mail Advice</li> </ul>		
anguage	Message Type	Language	Advice Type	
English -	210	- English	CREDIT_ADVICE	•
Message Status	Repair Reason	Message Status	Repair Reason	
EXTERNAL UNGENERATED		GENERATED		
Preview Message		Preview Message		
		Credit Advice		*
		20-APR-22		
		GOODCARE PLC		
		GOODCARE PLC		

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

#### Table 3-19 Preview - Field Description

Field	Description
Preview SWIFT Message	
Language	Select the language for the SWIFT message.
Message Type	Select the message type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Device	



Field	Description
Language	Select the language for the advice message.
Advice Type	Select the advice type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.

#### Table 3-19 (Cont.) Preview - Field Description

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

#### 6. Next.

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

#### Table 3-20 Additional Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.



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

#### Table 3-20 (Cont.) Additional Details - Action Buttons - Field Description

# 3.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of export documentary collection return - close request.

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

Application No:- I	PK2EDCR000062	2463					Customer I	struction	iew Collection	
Main Details	Settlement Det									Screen(6
Closure/Return Details	Current Event									
Additional Fields										
Advices	✓ Settlement Det	tails								
Additional Details	Component 0	Currency 0	Debit/Credit 0	Account 0	Account Description	Account Currency	0 Netti	ng Indicator	Current Ev	vent 0
Settlement Details	AMT_PURCHAS	GBP	Debit	PK20011830	RABO BANK	EUR	No		No	
Summary	AMT_PURCHAS	GBP	Credit	РК2001044	GOODCARE PLC	GBP	No		No	
,	BCCOURCLS_LI	EUR	Debit	РК2001044	GOODCARE PLC	GBP	No		Yes	
	BCCOUR_LIQD	EUR	Debit	РК2001044	GOODCARE PLC	GBP	No		No	
	BCOPNCG_LIQD	GBP	Debit	РК2001044	GOODCARE PLC	GBP	No		No	
	BCSWIFT_LIQD	GBP	Debit	РК2001044	GOODCARE PLC	GBP	No		No	
	BCTAX1_AMT	GBP	Debit	РК2001044	GOODCARE PLC	GBP	No		No	
	BCTAX2_AMT	GBP	Debit	РК2001044	GOODCARE PLC	GBP	No		No	
	BILL_LIQ_AMT	GBP	Debit	PK20011830	RABO BANK	EUR	No		No	
	BILL_LIQ_AMTEQ	GBP	Credit	РК2001044	GOODCARE PLC	GBP	No		No	
	BILL OS AMTE	GRP	Dehit	PK2001044	GOODCARE PLC	GRP	No		No	

Figure 3-17 Settlement Details

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

 Table 3-21
 Settlement Details – Field Description

Field	Description			
Current Event	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event			
Component	This field displays the components based on the product selected			
Currency	This field displays the default currency for the component.			
Debit/Credit	This field displays the debit/credit indicators for the components.			
Account	This field displays the account details for the components.			
Account Description	This field displays the description of the selected account.			
Account Currency	This field displays the currency for all the items based on the account number.			
Netting Indicator	This field displays the applicable netting indicator.			
Current Event	This field displays the current event as Y or N.			
<b>Party Details</b> Click any component in the gr Remittance Information.	rid, the application displays Party Details, Payment Details and			
Transfer Type	<ul> <li>Select the transfer type from the drop list.</li> <li>The options are: <ul> <li>Customer Transfer</li> <li>Bank Transfer for own account</li> <li>Direct Debit Advice</li> <li>Managers Check</li> <li>Customer Transfer with Cover</li> <li>Bank Transfer</li> </ul> </li> </ul>			

<b>_</b>	
Field	Description
Charge Details	Select the charge details for the transactions from the drop list. The options are:
	Beneficiary All Charges
	Remitter Our Charges
	Remitter All Charges
Netting Indicator	Select the netting indicator for the component from the drop list.
	The options are:
	• Yes
	• No
Ordering Customer	Click Search to search and select the ordering customer.
Ordering Institution	Click Search to search and select the ordering institution.
Senders Correspondent	Click Search to search and select the senders correspondent.
<b>Receivers Correspondent</b>	Click Search to search and select the receivers correspondent.
Intermediary Institution	Click Search to search and select the intermediary institution.
Account with Institution	Click Search to search and select the account with institution.
<b>Beneficiary Institution</b>	Click Search to search and select the beneficiary institution.
Ultimate Beneficiary	Click Search to search and select the ultimate beneficiary.
Intermediary Reimbursement Institution	Click <b>Search</b> to search and select the intermediary reimbursement institution.
Payment Details	
Sender to Receiver 1 to 6	Specify the sender to receiver message.
Remittance Information	
Payment Details 1 to 6	Specify the payment details.

Table 3-21 (Cont.) Settlement Details – Field Description

2. Click any component in the grid.

The application displays Party Details, Payment Details and Remittance Information.

Table 3-22 Party Details - Field Description

Field	Description
Party Details	
Transfer Type	<ul> <li>Select the transfer type from the drop list:</li> <li>Customer Transfer</li> <li>Bank Transfer for own account</li> <li>Direct Debit Advice</li> <li>Managers Check</li> <li>Customer Transfer with Cover</li> <li>Bank Transfer</li> </ul>
Netting Indicator	Select the netting indicator for the component: • Yes • No
Ordering Customer	Click Search to search and select the ordering customer.
Ordering Institution	Click Search to search and select the ordering institution.
Senders Correspondent	Click Search to search and select the senders correspondent.
Receivers Correspondent	Click Search to search and select the receivers correspondent.
Intermediary Institution	Click Search to search and select the intermediary institution.
Account with Institution	Click <b>Search</b> to search and select the account with institution.

Field	Description			
Beneficiary Institution	Click <b>Search</b> to search and select the beneficiary institution.			
Ultimate Beneficiary	Click Search to search and select the ultimate beneficiary.			
Intermediary Reimbursement Institution	Click <b>Search</b> to search and select the intermediary reimbursement institution.			
Receiver	Click Search to search and select the receiver.			
Payment Details				
Sender to Receiver 1to 6	Specify the sender to receiver message.			
Remittance Information				
Payment Detail 1 to 5	Specify the payment details.			

## Table 3-22 (Cont.) Party Details - Field Description

3. Click Next.

The task will move to next data segment. For more information refer Summary.

Table 3-23 Settl	lement Details - Actior	n Buttons - Field	Description
------------------	-------------------------	-------------------	-------------

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.



Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <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.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	<ul> <li>R2- Signature Missing</li> <li>R3- Input Error</li> </ul>
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>
	• R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, system moves the task back to previous data segment.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

#### Table 3-23 (Cont.) Settlement Details - Action Buttons - Field Description

# 3.3.7 Summary

This topic provides the systematic instructions to view the summary of export documentary collection return - close request.

User can review the summary of details updated in Data Enrichment stage of Export Documentary Collection return - close 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 3-18 Summary



lain Details	Summary								Scr
osure/Return Details	Main Details		Closure/Return Details		Additional Fie	lds			
dditional Fields	Booking Date ::	2022-04-20	Protested Bill	: No	Click here to vie	w Additional			
dvices	Submission Mode : 1	: Desk Unacce	Unaccepted Bill	: No	fields	w Additional			
dditional Details	Bill Amount :	GBP 1000	Other Documents :	: No					
ettlement Details									
immary									
	Advices		Limits and Collaterals		Commission,	Charges an	d taxes		
		CLOSURE_ADVI	Contribution Currency	:	Charge		: EUR 100.0	D	
	Advice 2 :1	PAYMENT_MESS	Amount to Earmark Limit Status	: : Not Verified	Commission Tax		:		
			Collateral Currency	:	Block Status		: Not Initiate	d	
			Collateral Contribution. Collateral Status	: : Not Verified					
		Deposit Linkage Currency	:						
			Deposit Linkage Amount	:					
	Preview Messages		Payment Details		FX Linkage				
		ENG	Advance by Loan	: No	Reference Numb		:		
	Preview Message :-		Allow Rollover Liquidate using Collateral	: No : No	Linkage Amoun Contract Curren		:		
	Settlement Details		Parties Details		Compliance d	etails	((11))/////////////////////////////////		
		BCCOURCLS_LI PK2001044001	Drawer Drawee	: GOODCARE PLC : WELLS FARGO	KYC Sanctions		: Not Initiate : Not Initiate		
		EUR	Drawee	: WELLS FARGO	AML		: Not initiate : Not initiate		
		//////////////////////////////////////							
	Accounting Details								
		CLOS PK2001044001							
		PK2							

Tiles Displayed in Summary

- Main Details User can view details about application details and Bill details.
- Closure/Return Details User can view the return details.
- Additional Fields User can view the details of the additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view the limits and collateral details.
- Commission, Charges and taxes User can view the commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.

- Compliance User can view the compliance details.
- Accounting Details User can view the accounting entries generated by back office system.

#### Note:

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

2. Click Submit.

The task will move to next logical stage.

Table 3-24	Summary -	Action Buttons -	- Field Description
------------	-----------	------------------	---------------------

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.



Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	<ul><li>R2- Signature Missing</li><li>R3- Input Error</li></ul>
	R4- Insufficient Balance/Limits
	R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, system moves the task back to previous data segment.
Submit	Task will move to next logical stage of Export Documentary Collection Return - Close.If mandatory fields have not been captured, system will display an error message highlighting that the mandatory fields have to be updated. In case of duplicate documents' system will terminate the process after handing off the details to back office.

#### Table 3-24 (Cont.) Summary - Action Buttons - Field Description

# 3.4 Exceptions

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

The Export Collection Return - Close request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

#### **Exception - Amount Block**

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the



extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

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

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

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

Approve:

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

Refer:

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

#### Reject:

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

#### **Amount Bock Exception**

Export Documenta			ose AmountBlo	ock Exception	Approva	1::	Documen	ts Remarks	Overrides	:: ×
Application No:- P	K2EDCR0	00062463					Customer	Instruction	View Collection	1, 1,
Amount Block Exception	Amount	t Block Exception								Screen(1/2
Summary	∽ Amoun	t Block Exception De	tails							
	Type ≎	Contract Currency C	Block Amount 0	Account 0	Branch 0	Account Currency 0	Block Ref No 0	Block Status	C Block S	tatus Details 🛛 🗘
	Charge		100	PK20010440017	PK2	GBP		Failed		
Audit							Reject	Refer	Hold Ap	prove Next

This section will display the amount block exception details.

#### Summary

kport Document K2EDCR0000624		ock Exception Approval :: Application No:-	Documents Remarks Overrides Customer Instruction	= ::
mount Block Exception	Summary			Screen(
Summary	Main Details	Closure/Return Details	Additional Fields	
	Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : GBP 1000	Protested Bill : No Unaccepted Bill : No Other Documents : No	Click here to view Additional : fields	
	Advices	Limits and Collaterals	Commission, Charges and taxes	
	Advice 1 : CLOSURE_ADVL Advice 2 : PAYMENT_MESS	Contribution Currency : Amount to Earnark : Limit Status : Not Verified Collateral Currency : Collateral Curtibution. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Charge :EUR 100.00 Commission : Tax : Block Status :Failed	
	Preview Messages	Payment Details	FX Linkage	
	Language : ENG Preview Message :-	Advance by Loan : No Allow Rallover : No Liquidate using Collateral : No	Reference Number : Linkage Amount : Contract Currency :	
	Settlement Details	Parties Details	Compliance details	
	Component : BCCOURCLS_LI Account Number : PK2001044001 Currency : EUR	Drawee : WELLS FARGO Drawer : GOODCARE PLC	KYC : Not Initiate Sanctions : Verified AML : Verified	

Tiles Displayed in Summary:

- Main Details User can view the application details and Collection details.
- Return Details User can view the return details.
- Additional Fields User can view the details of the additional fields.
- Advices User can view the advices.
- · Limits and Collaterals User can view the limits and collateral details.
- Commission, Charges and taxes User can view the commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.



## Note:

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

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

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

Field	Description
Documents	Click the Documents button to View/Upload the required documents. Application will display the mandatory and optional documents.
	The user can view and input/view application details simultaneously.
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Click the Remarks button to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following:</li> <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>
View Collection	Enables user to view the details of the collection.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

#### Table 3-25 Amount Bock Exception - Action Buttons - Field Description



Field	Description
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	<ul> <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>
Hold	The details provided will be saved and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

#### Table 3-25 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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

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

- 1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
- 2. Open the task, to see summary tiles that display a summary of available updated fields with values.

User can pick up a transaction and do the following actions:

#### Approve

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

#### Summary

Tiles Displayed in Summary:

- Main Details User can view the application details and Collection details.
- Return Details User can view the return details.
- Additional Fields User can view the details of the additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view the limits and collateral details.
- Commission, Charges and taxes User can view the commission, charges and taxes details.
- Preview Messages User can view the preview message.



- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.

## Note:

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

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

Table 3-26	Exception - Know Y	our Customer (KYC	) Summary - Action I	Buttons - Field
Description				

Field	Description			
Documents	Click the Documents button to View/Upload the required documents. Application will display the mandatory and optional documents.			
	The user can view and input/view application details simultaneously.			
	When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.			
Remarks	Click the Remarks button to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.			
Overrides	Click to view the overrides accepted by the user.			
Customer Instruction	<ul> <li>Click to view/ input the following:</li> <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>			
View Collection	Enables user to view the details of the collection.			

Field	Description		
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.		
	Reject Codes are:		
	<ul> <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.		
Refer	Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system.		
	Refer Codes are:		
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> </ul>		
	<ul><li>R4- Insufficient Balance/Limits</li><li>R5 - Others</li></ul>		
Hold	The details provided will be saved and status will be on hold.		
	This option is used, if there are any pending information yet to be received from applicant.		
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.		
Back	Task moves to previous logical step.		

# Table 3-26 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons -Field Description

#### Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

#### Approve

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

#### Refer

Refer back to DE providing alternate limit id to map



• Refer additional collateral to be mapped

#### Reject

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

#### Limit/Credit Check

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details User can view the application details and Collection details.
- Return Details User can view the return details.
- Additional Fields User can view the details of the additional fields.
- Advices User can view the advices.
- Limits and Collaterals User can view the limits and collateral details.
- Commission, Charges and taxes User can view the commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view the settlement details.
- Parties Details User can view party details like applicant, advising bank etc.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.

## Note:

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

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

Field	Description
Documents	Click the Documents button to View/Upload the required documents. Application will display 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 3-27 Exception - Limit Check/Credit - Action Buttons – Field Description



Field	Description
Remarks	Click the Remarks button to provide any additional information. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<ul> <li>Click to view/ input the following:</li> <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>
View Collection	Enables user to view the details of the collection.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <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> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <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> </li> </ul>
Hold	The details provided will be saved and status will be on hold. This option is used, if there are any pending information yet to be received from applicant.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

### Table 3-27 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

# 3.5 Multi Level Approval

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

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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.

Open the task and 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.:

- Bill Amount
- Bill Currency Code

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.



		View Signatu	ire	Documents
				Remarks
ill Amount				
GBP	•	£1,0	00.00	$\odot$
ill Currency	Code			
GBP			•	$\odot$

Figure 3-19	Authorization	<b>Re-Key</b>
-------------	---------------	---------------



#### **Approval Summary**

		rn/Close Approval Task	CLevel 1 :: Applica	tion	Documents Rema		::>
No:- PK2EDCR0	00062463				Customer Instruction	View Collection	
Main Details		Closure/Return Details		Additional Fields			
Booking Date Submission Mode Sill Amount	: 2022-04-20 : Desk : GBP 1000	Unaccepted Bill	: No : No : No	Click here to view Additiona fields	1:	Î.	
Advices		Limits and Collaterals		Commission, Charges a	nd taxes	_	
Advice 1 Advice 2	: CLOSURE_ADVI : PAYMENT_MESS	Amount to Earmark Limit Status Collateral Currency Collateral Contribution. Collateral Status Deposit Linkage Currency	: : Not Verified : : Not Verified :	Charge Commission Tax Block Status	: EUR 100.00 : : : Failed		
Preview Messages		Payment Details		FX Linkage			
.anguage Preview Message	: ENG :-	Advance by Loan Allow Rollover Liquidate using Collateral	: No : No : No	Reference Number Linkage Amount Contract Currency	:		
Settlement Details		Parties Details		Compliance details			
Component Account Number Currency	: BCCOURCLS_L1 : PK2001044001 : EUR	Drawee Drawer	: WELLS FARGO : GOODCARE PLC	KYC Sanctions AML	: Not Initiate : Verified : Verified		
Accounting Details		Exception(Approval)					
ivent AccountNumber Branch	: CLOS : 520000007 : PK2		EXCEPTION	ļ			

Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Close/Return Details User can view the close/return details.
- Additional Fields User can view the details of additional fields.
- Advices User can view the details of advices.
- Limits and Collaterals User can view limits and collateral details.
- Commissions, Charges and Taxes User can view the commissions, charges and taxes details.



- Preview message User can view the preview message.
- Payment Details User can view the payment details.
- FX Linkage User can view the details of FX Linkage.
- Settlement Details User can view settlement details.
- Parties Details User can view party details like applicant, collecting bank etc.
- Compliance User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details User can view the accounting entries generated by back office system.

#### Note:

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

- Exception (Approval) User can view the exception (approval) details.
- 1. Click Approve.

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

Field	Description	
Documents	View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application	
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	
Customer Instruction	<ul> <li>Click to view/ input the following</li> <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>	
View Collection	Enables user to view the details of the collection.	

#### Table 3-28 Approval Summary - Action Buttons - Field Description



Field	Description	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes are:	
	<ul> <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.	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.	
	This option is used, if there are any pending information yet to be received from applicant.	
Refer	Select a Refer Reason from the values displayed by the system.	
	Refer Codes are:	
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>D2- Insert Frage</li> </ul>	
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

#### Table 3-28 (Cont.) Approval Summary - Action Buttons - Field Description

# 3.6 Reject Approval

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

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

Log in into OBTFPM application to view the reject approval tasks for Export Documentary Collection Return - Close available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

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

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

#### Summary

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

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

- Main Details User can view details about application details and document under collection.
- Main Details User can view details about application details and document under collection.
- Party Details User can view party details like applicant, Remitting Bank etc.
- Return Details User can view return details.
- Payment Details User can view payment details. Charges User can view charge details.
- Settlement Details User can view the settlement details.
- Preview Message- User can view the preview of the simulating message to the remitting bank.
- 1. Click **Reject Approve** to reject the transaction.

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

Table 3-29 Action Buttons - Field Description

Field	Description
Reject Approve	On click of Reject Approve, the transaction is rejected.
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.
Cancel	Cancel the Reject Approval.

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