# Oracle® Banking Trade Finance Process Management Export Documentary Collection Update Booking - Islamic User Guide





Oracle Banking Trade Finance Process Management Export Documentary Collection Update Booking - Islamic User Guide, Release 14.8.0.0.0

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# **Preface**

- Purpose
- Audience

This document is intended for the following audience:

- · Documentation Accessibility
- Critical Patches
- Diversity and Inclusion
- Structure

This manual is organized into the following chapters:

- Conventions
- Related Documents
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Basic Actions
- Symbols and Icons

# 1.1 Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Export Documentary Collection Booking Update Islamic** 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 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.

# 1.5 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.

#### 1.6 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.

# 1.7 Conventions

The following text conventions are used in this document:

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

# 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.



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

Action Buttons	Description
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Click <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.

# 1.12 Symbols and Icons

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

Table 1-3 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
7 6	
г ¬	Maximize
LJ	
×	Close
Q	Perform Search
•	Open a list



Table 1-3 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
Зуппоппсоп	Date Range
$\leftrightarrow$	Date Kange
=	Add a new record
K	Navigate to the first record
X	Navigate to the last record
1	Navigate to the previous record
<b>&gt;</b>	Navigate to the next record
88	Grid view
=	List view
G	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
<b>iii</b>	Calendar
Û	Alerts
6	Unlock Option
₽	View Option
<b>₩</b>	Reopen Option



Table 1-4 Symbols and Icons - Widget

Symbol/Icon	Function
6	Open status
	Unauthorized status
Ľx	Rejected status
A	Closed status
D	Authorized status
	Modification Number



# 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 Update

This User Manual describes the various stages of Export Documentary Collection Booking Update Islamic process process.

An Export Collection Transaction can be updated on account of change of Operation, Maturity Date, Change of Drawee Details, Change of Bill Amount, Finance/FX Linkage etc.

The various stages involved for Islamic Export Documentary Collection Update are:

- Receive and verify documents
- Input Export Collection details
- Upload of related mandatory and non-mandatory documents.
- Input Additional details of Export Collection Data Enrichment stage
- Check for limit availability if applicable.
- Check balance availability for amount block
- Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Export Collection Update process flow is similar to that of conventional Export Collection Update process flow.

This topic contains following subtopics:

- Common Initiation Stage
- Registration
- Data Enrichment
- Exceptions
- Multi Level Approval
- Reject Approval
- Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export Documentary Collection Booking Update Islamic** request.

Registration

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

Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Export Documentary Collection Booking Update Islamic** 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.

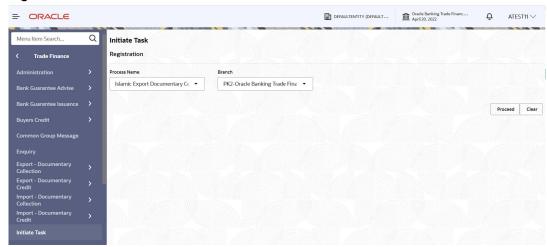
# 3.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export Documentary Collection Booking Update Islamic** request.

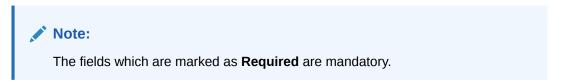
Specify **User ID** and **Password**, and login to **Home** screen.

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

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.
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.

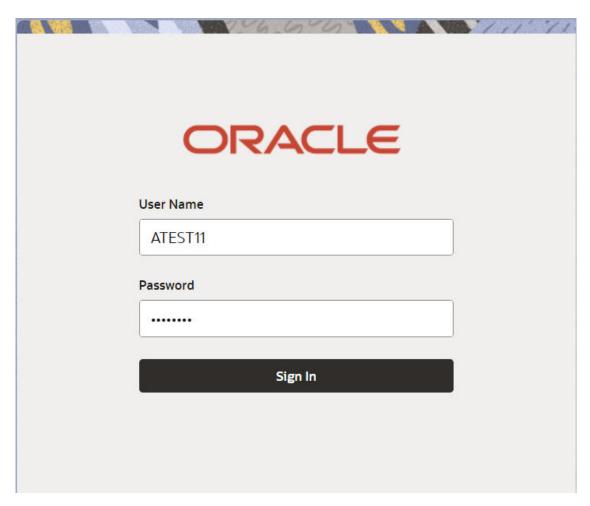
# 3.2 Registration

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

The process starts from Registration stage, user can register request for an Islamic Export Collection Update at the front desk. On registering the task in OBTFPM, 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.

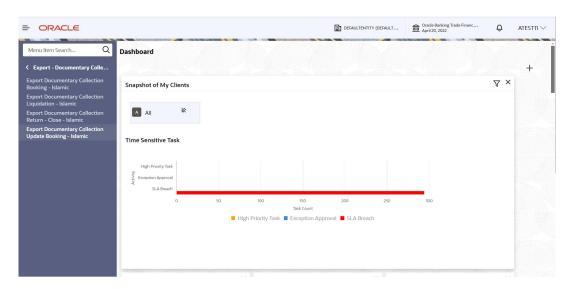
Figure 3-2 LogIn Screen





- 1. On Home screen, click Trade Finance Islamic . Under Trade Finance Islamic , click Export Documentary Collection.
- 2. Under Export Documentary Collection, click Export Documentary Collection Booking Update Islamic .

Figure 3-3 Export Documentary Collection Booking Update - Islamic



The Export Documentary Collection Booking Update - Islamic - Registration screen appears.

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



Export Documentary Collection Update Booking - Islamic Application Details Documentary Collection Number Bill Amount PK2EIBA221101003 Q 001044 GOODCARE 🕻 PK2-Oracle Banking Trade Fina 🔻 GBP + £1,000.00 GBP + £1,000.00 PK2IEDU000064726 Medium Submission Mode Update Date View Collection Events → Collection Details First Sight EIBC OUTGOING DOCUMENTARY SIGHT Contract Reference Number MARKS ANI AED \* AED 100.00 001041 Q WELLS FAR [3 AED + NONE Unlinked FX Rate Rebate Amount Non Acceptance Date AED ~ MT416 - 23E OTHR Avalized/Co-Accepted Avalization/Co-Acceptance Requested Hold Cancel Save & Close Submit

Figure 3-4 Export Documentary Collection Booking Update - Islamic - Registration - Application Details

 On Export Documentary Collection Update Booking - Islamic - Registration -Application Details screen, specify the fields.



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

Table 3-3 Export Documentary Collection Update Booking - Islamic - Registration - Application Details - Field Description

Field	Description
Documentary Collection Number	Specify the documentary collection reference.  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.



Table 3-3 (Cont.) Export Documentary Collection Update Booking - Islamic - 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. 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.
	Amendment to this field is enabled only if the Stage is Initial.
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	Read only field.
Number	Unique OBTFPM task reference 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	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	Select the submission mode of Export Documentary Collection Booking Update Islamic request from the drop-down list.
	By default the submission mode will have the value as 'Desk'.
	Desk - Request received through Desk
	Courier - Request received through Courier
Update Date	Read only field.
	System displays the update date of the application.
	By default, the application displays branch's current date.

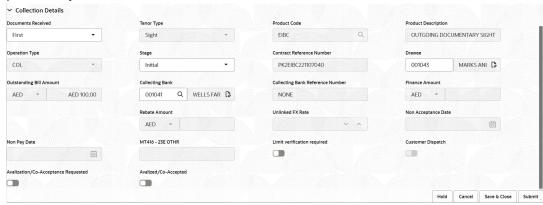


Table 3-3 (Cont.) Export Documentary Collection Update Booking - Islamic - Registration - Application Details - Field Description

Field	Description
Version Number	Read only field.  Version Number will be auto-generated.

#### **Collection Details**

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



 On Export Documentary Collection Update Booking - Islamic - Registration -Collection Details screen, specify the fields.



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

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

Table 3-4 Export Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description

Field	Description
Documents Received	Documents Received will be auto-populated from the collection booking.
	User can change the value.
Tenor Type	Read only field.
	Tenor details will be auto-populated from the collection booking.
Product Code	Read only field.
	Product Code will be auto-populated from the Documentary Collection Number.



Table 3-4 (Cont.) Export Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description

Field	Description
Product Description	Read only field.
	This field displays the description of the product as per the product code.
Operation Type	Select Operation type from the drop-down list. The options are:
	Note:  Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills.
Stage	Stage will be auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already.
	Note:  For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
Contract Reference Number	Read only field.  System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
Drawee	Drawee ID will be auto-populated from the collection booking.  The user can change the parties in Update Collection Processes.  Update summary should show both old and new parties.
	Note:  User can change the value of the Drawee for only those bills where Operation Type is COL and ACC.
Outstanding Bill Amount	Read only field. Outstanding Bill Amount will be auto-populated from the collection booking.



Table 3-4 (Cont.) Export Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description

Field	Description
Collecting Bank	Collecting Bank Name will be auto-populated from the collection booking.
	Note:  In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.  User can update the Collecting Bank, if the <b>Operation Type</b> is set to <b>COL</b> and <b>ACC</b> .
Collecting Bank Reference	Read only field.
	Collecting Bank reference will be auto-populated from the collection booking.
Finance Amount	Finance Amount is auto-populated from the collection booking. User can update the Finance Amount, if the <b>Operation Type</b> is set to <b>DIS</b> .
Rebate Amount	Rebate to the bill outstanding amount is auto-populated from the collection booking.
	User can change the value.
Unlinked FX Rate	Read only field.
	Unlinked FX Rate will be auto-populated from the collection booking.
Non Acceptance Date	Read only field.
	Non Acceptance Date will be auto-populated from the collection booking.
Non Pay Date	Read only field.
	Non Pay Date will be auto-populated from the collection booking.
MT416 - 23E OTHR	Read only field.
	Other details will be auto-populated from the collection booking.



Table 3-4 (Cont.) Export Documentary Collection Booking - Islamic - Registration - Collection Details - Field Description

Field	Description
Limit verification required	Switch to enables for limit verification.  Switch to ,
	and provide the <b>Finance Amount</b> , the system prompts an override message on Submit.
Customer Dispatch	Displays the value that will be populated from back office based on the maintenance.  • Switch to if the customer has to dispatch the documents directly to the importer's bank.  • 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"
Avalization/Co- Acceptance Requested	Switch to , if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations.
	Note:  Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.
Avalization/Co-Accepted	Switch to , if the bill is Availized/Co Accepted by Collecting Bank.  If the "Avalization/Co-Acceptance Requested" flag is not selected, user cannot select the "Availized/Co-Accepted" flag.
	Note:  Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

#### 5. Click Submit.

The task will move to next logical stage of **Export Documentary Collection Booking Update Islamic**.

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

Table 3-5 Export Documentary Collection Booking Update - Islamic - 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 Instructions	Click to view/ input the following.  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click to send MT799 and MT999 messages from within the task.
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 Booking Update Islamic task. Details entered will not be saved and the task will be removed
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
Submit	The task will move to next logical stage of Export Documentary Collection Booking Update Islamic. 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.

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

#### 3.2.1 Bi-Directional Flow for Offline Transactions Initiated from OBTFPM

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

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

Customer Maintenance details are replicated from OBTF to OBTFPM.

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

## 3.3 Data Enrichment

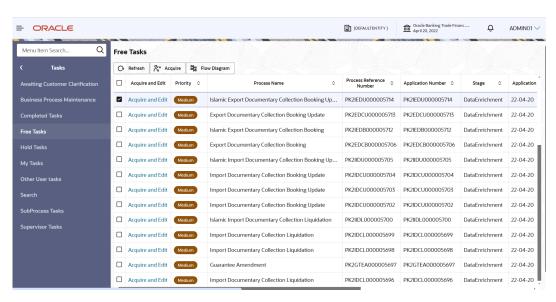
This topic provides the systematic instructions to initiate the Data Enrichment stage of **Export Documentary Collection Booking Update Islamic** request.

On successful completion of Registration of an **Export Documentary Collection Booking Update Islamic**, the task moves to Data Enrichment stage. As part of DE, user can enter/update basic details of the Islamic Export Collection Update request, check documents and can verify if the request can be progressed further.

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

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

Figure 3-5 Free Tasks

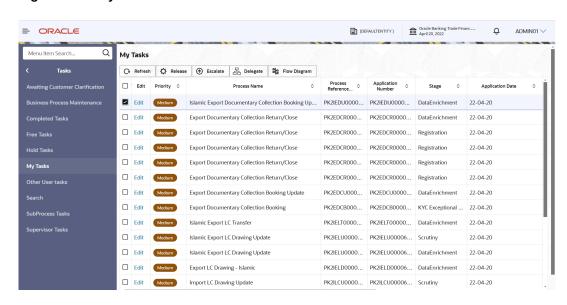


The **Free Tasks** screen appears.



- 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 update the registered task.

Figure 3-6 My Tasks



Let's look at the details for Data Enrichment stage. User can enter/update the 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 Booking Update Islamic** request.

#### Document Details

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

#### Other Details

This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.

#### Shipment Details

This topic provides the systematic instructions to capture the shipment details of Export Documentary Collection Booking Islamic request.

#### Maturity Details

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

#### 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 update booking Islamic request.

#### Updated Details

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

#### Summary

This topic provides the systematic instructions to view the summary of export documentary collection update booking request.

#### 3.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of **Export Documentary Collection Booking Update Islamic** 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.

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



Clarification Details Documents Remarks Overrides Customer Instruction **Islamic Export Documentary Collection Booking Update** 1: X DataEnrichment :: Application No:- PK2IEDU000005714 Common Group Messages Incoming Message View Collection Signatures Main Details Main Details Screen(1/11) Document Details → Application Details Other Details Documentary Collection Number PK2EIBC221100502 Etisalat 🕻 PK2-Oracle Banking Trade Fina \* Shipment Details Maturity Details £0.00 PK2IEDU000005714 Medium Submission Mode Update Date Online April 20, 2022 Settlement Details → Collection Details Updated Details Documents Received Product Code **Product Description** First -EIBC OUTGOING DOCUMENTARY SIGHT COL Final PK2EIBC221100502 001043 Agthia Grou Outstanding Bill Amount Collecting Bank Collecting Bank Reference Number Finance Amount GBP \* £100.00 001041 Q Sharjah Isla 🕻 NONE GBP → Rebate Amount GBP = £0.00 MT416 - 23E OTHR Availzation/Co-Acceptance Requested Avalized/Co-Accepted 

Figure 3-7 Data Enrichment - Main Details

Note:

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

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

Table 3-6 Main Details - Application Details - Field Description

Field	Description
Documentary Collection Number	Read only field. Specify the documentary collection reference.
	This field displays the Documentary Collection Number as selected in <b>Registration</b> stage.
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.
	Amendment to this field is enabled only if the Stage is Initial.



Table 3-6 (Cont.) Main Details - Application Details - Field Description

Field	Description
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 OBTFPM task reference 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	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	Select the submission mode of Export Documentary Collection Booking Update Islamic request from the drop-down list.
	By default the submission mode will have the value as 'Desk'.
Update Date	Read only field.
	System displays the update date of the application.
	By default, the application displays branch's current date.
Version Number	Read only field.
	Version Number will be auto-generated.

#### **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.



In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online.

Other Details → Collection Details Tenor Type Shipment Details Documents Received Product Code Product Description Q First Sight EIBC OUTGOING DOCUMENTARY SIGHT Additional Fields 001043 COL Final PK2EIBC221100502 Agthia Grou 🕻 Advices Additional Details Outstanding Bill Amount Collecting Bank Collecting Bank Reference Number Finance Amount GBP \* £100.00 001041 Q Sharjah Isla GBP \* Settlement Details Updated Details GBP ~ £0.00 MT416 - 23E OTHR Non Pay Date Limit verification required Customer Dispatch Audit Reject Refer Hold Cancel Save & Close

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

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



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

Table 3-7 Main Details - Collection Details - Field Description

Field	Description
Documents Received	Documents Received will be auto-populated from the collection booking.
	User can change the value.
Tenor Type	Read only field.
	Tenor details will be auto-populated from the collection booking.
Product Code	Read only field.
	Product Code will be auto-populated 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	Select Operation type from the drop-down list. The options are:
	Note:  Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills.



Table 3-7 (Cont.) Main Details - Collection Details - Field Description

Field	Description
	Description
Stage	Stage will be auto-populated from the collection booking. User can update the stage to final, if it is set to Initial already.
	Note:  For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage.
O-min-of Befores	Dood solv field
Contract Reference   Number	Read only field.
	System populates the contract reference number from the back end system once the Documentary Collection Number is selected.
Drawee	Drawee ID will be auto-populated from the collection booking. The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.
	Note:  User can change the value of the Drawee for only those bills where Operation Type is COL and ACC.
Outstanding Bill Amount	Read only field. Outstanding Bill Amount will be auto-populated from the collection booking.
Collecting Bank	Collecting Bank Name will be auto-populated from the collection booking.
	Note:  In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available".
	The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.  User can update the Collecting Bank, if the <b>Operation Type</b> is set to <b>COL</b> and <b>ACC</b> .
Collecting Bank Reference	Read only field.
	Collecting Bank reference will be auto-populated from the collection booking.
Finance Amount	Finance Amount is auto-populated from the collection booking. User can update the Finance Amount, if the <b>Operation Type</b> is set to <b>DIS</b> .



Table 3-7 (Cont.) Main Details - Collection Details - Field Description

Field	Description
Rebate Amount	Rebate to the bill outstanding amount is auto-populated from the collection booking.
	User can change the value.
Unlinked FX Rate	Read only field.
	Unlinked FX Rate will be auto-populated from the collection booking.
Non Acceptance Date	Read only field.
	Non Acceptance Date will be auto-populated from the collection booking.
Non Pay Date	Read only field.
	Non Pay Date will be auto-populated from the collection booking.
MT416 - 23E OTHR	Read only field.
	Other details will be auto-populated from the collection booking.
Limit verification required	Switch to to enables for limit verification.  Switch to , and provide the <b>Finance Amount</b> , the system prompts an override message on Submit.
Customer Dispatch	Displays the value that will be populated from back office based on the maintenance.
Avalization/Co- Acceptance Requested	Enable this option, if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations.
	Note:  Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.



Table 3-7 (Cont.) Main Details - Collection Details - Field Description

Field	Description
Avalization/Co-Acceptance Requested	Switch to , if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations.
	Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.
Avalization/Co-Accepted	Switch to , if the bill is Availized/Co Accepted by Collecting Bank. If the "Avalization/Co-Acceptance Requested" flag is not selected, user cannot select the "Availized/Co-Accepted" flag.
	Note:  Option is not applicable for Sight bills, Multi-tenor and Bills Under LC.

#### 2. Click Next.

The task will move to next data segment.

Table 3-8 Main Details - Action Buttons - Field Description

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

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

Field	Description
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	Click to view/ input the following     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.
	<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>
Common Group Messages	Click to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the
	signatures.
Request Clarification	User should be able 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></ul>
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error  R4- Input Error  R5- Input Error  R6- Input Error  R7- Input Error  R
	R4- Insufficient Balance/Limits     R5 - Others
	1.0 001010



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

Field	Description
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.
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.

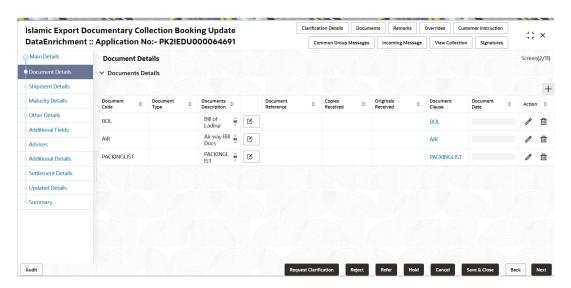
# 3.3.2 Document Details

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

This user can enter/ update Documents and conditions details for Export Collection Booking Update Islamic.

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

Figure 3-9 Data Enrichment - Document Details



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

Table 3-9 Document Details - Field Description

Field	Description
Document Code	System defaults the document code. User can add the document code by clicking the Plus icon. Click <b>Search</b> to search and select the document code based on the document received.  User can add or delete the code by deleting the line on the
	grid.
Document Type	System dispalys the document type based on the document code.
Document Description	System dispalys the document description based on the document code. User can edit the description.  Click the link to view the document description.
Document Reference	Specify the document reference.
Copies Received	Specify the number copies received from the Drawer. User can edit the actual copies received.
Originals Received	Specify the number of original documents received from the Drawer. User can edit the actual originals received.
Document Date	User can edit the date on which the document is received. On click of 'Next' system should validate the value in this field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
Action	Click Edit icon to edit the document code/ document date.  Click Delete icon to delete the document code.

#### 2. Click Next.

The task will move to next data segment.

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

Table 3-10 Document 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



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

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	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the
Request Clarification	signatures.  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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.  Refer Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others



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

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

#### 3.3.3 Other Details

This topic provides the systematic instructions to capture the other details like Credit Value Date, Debit Value Date, Other Bank charges etc.

User can validate the Other details for Islamic Export Collection Booking Update.

1. On Other Details screen, specify the fields that were not entered at Registration stage.

Figure 3-10 Other Details

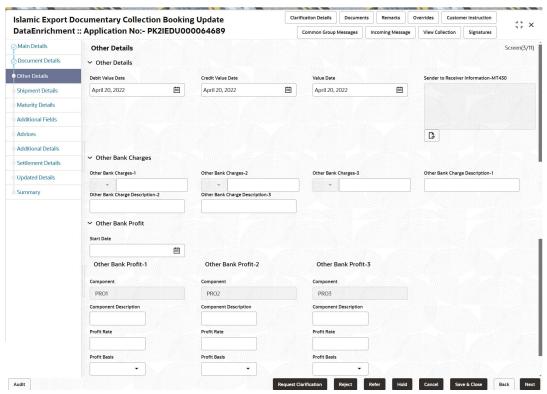




Table 3-11 Other Details - Field Description

Field	Description
Other Details	Specify the other details based on the following table.
Debit Value Date	Specify the debit value date.
Credit Value Date	Specify the credit value date.
Value Date	Specify the value date.
Other Bank Charges	Specify the other bank charges based on the description in the following table.
Other Bank Charges - 1	Charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 2	Charges to be collected for the other bank as part of the collection transaction.
Other Bank Charges - 3	Charges to be collected for the other bank as part of the collection transaction.
Other Bank Description -1	The description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 2	The description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Description - 3	The description of charges to be collected for the other bank as part of the drawings transaction.
Other Bank Interest	The user can enter the Interest details to be captured as a part of "Other Bank Interest" details section.
Start Date	Specify the date from which the system starts calculating the profit.
Other Bank Interest-1, 2 and	d 3
Component	This field displays the name of the profit component.
Component Description	Specify the description of the profit component.
Profit Rate	Specify the rate to be applied for the profit component.
Profit Basis	Select the calculation basis on which the profit to be computed from the drop-down list.
Waive	Select whether the interest to be waived off.
	The options are:
	• Yes
	• No

## 2. Click Next.

The task will move to next data segment.

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

Table 3-12 Other Details - Action Buttons - Field Description

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



Table 3-12 (Cont.) Other Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding the collection. This
inemarks	information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to 'Remarks' field in backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following     Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.     Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of
	transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is available, system should display all the signatures.
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.



Table 3-12 (Cont.) Other Details - Action Buttons - Field Description

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

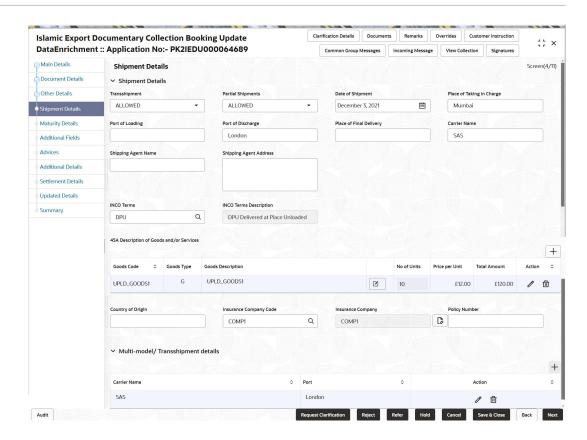
# 3.3.4 Shipment Details

This topic provides the systematic instructions to capture the shipment details of Export Documentary Collection Booking Islamic request.

A Data Enrichment user can enrich the shipment request for Islamic Export Collection Booking Shipment details.

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

Figure 3-11 Shipment Details



**Table 3-13 Shipment Details - Field Description** 

Field	Description
Shipment Details	Specify the Shipment details.
Transshipment	Select the transshipment details of goods (if any) from the document received from the drop-down list.
	The options are:
	Allowed
	Not Allowed
Partial Shipments	Select the partial shipment details of goods (if any) from the document received from the drop-down list.
	The options are:
	Allowed
	Not Allowed
Date Of Shipment	Select the date of shipment . Shipment date can be back dated but not future dated.
	This is a mandatory field, an error message will be displayed if not provided.



Table 3-13 (Cont.) Shipment Details – Field Description

Field	Description
Place Of Taking In Charge	Specify the details of place of taking in charge from the document received.  This field indicates the place of taking in charge (in case of a multimodal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.
	Note:  This field is alternate to Port Of Loading.
Port Of Loading	Specify the details of Port/Airport of Loading from the document received.  This field indicates the port of loading to be indicated on the transport document.
	Note:  This field is alternate to Place Of Taking In Charge.
Port Of Discharge	Specify the details of Port/Airport of Discharge from the document received.  This field indicates the port of discharge or airport of destination to be indicated on the transport document.
	Note:  This field is alternate to Place Of Final Destination.
Place Of Final Delivery	Specify the details of Place Of Final Destination from the document received.  This field indicates the final destination or place of delivery to be indicated on the transport document.
	Note:  This field is alternate to Port Of Discharge.
Carrier Name	Specify the name of the carrier through which the goods were shipped.
Shipping Agent Name	Specify the shipping agent name from the document received.
Shipping Agent Address	Specify the shipping agent address from the document received.
INCO Terms	Click <b>Search</b> to search and select the INCO terms from the document received.



Table 3-13 (Cont.) Shipment Details – Field Description

Field	Description
INCO Terms Description	System displays the description of the INCO term.
Description of Goods and/or Services	The user can click + to add multiple descrption of goods and services.
Goods Code	Click <b>Search</b> to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description.
Goods Type	This field displays the goods type depending on selected goods code.
<b>Goods Description</b>	This field displays the description of goods based on goods code.
No of Units	Specify the number of units being imported or exported.
Price per Unit	Specify the value for price per unit.
Total Amount	System to calculate the total price. In case of online request, the system should populate the total amount from incoming request. System should validate that the total amount is equal to the value of the transaction (LC/Collection).
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.
Country of Origin	Specify the country of origin details from the documents received.
Insurance Company Code	Click <b>Search</b> to search and select the Insurance Company Code.
Insurance Company	Read only field. The system displays the insurance company details as per the selected Insurance Company Code from the lookup.
Policy Number	Specify the policy number of the insurance.
Multi-model/ Transshipment details	During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section.
Carrier Name	Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers.
Port	Specify the port details as per the document received, if the ship has transit on its way to the destination.
Action	Click Edit icon to edit the goods code. Click Delete icon to delete the goods code.

# 2. Click Next.

The task will move to next data segment.

Table 3-14 Shipment Details - Action Buttons - Field Description

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



Table 3-14 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
Field	Description
Documents	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding 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	Click to view/ input the following     Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.     Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
Request Clarification	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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.



Table 3-14 (Cont.) Shipment Details - Action Buttons - Field Description

Field	Description
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></ul>
	R3- Input Error
	<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.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	Click the Back button, to go back to the previous screen.
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.

# 3.3.5 Maturity Details

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

A Data Enrichment user can enrich the Maturity Details for Islamic Export Collection Booking Update.

1. On Maturity Details screen, specify the fields.

Figure 3-12 Maturity Details

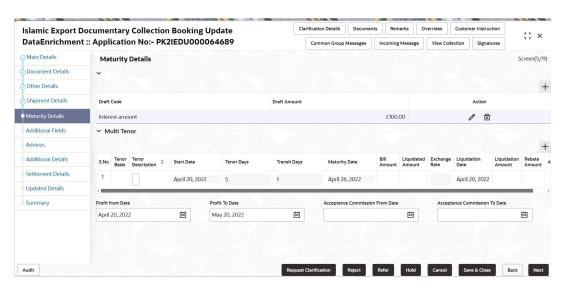




Table 3-15 Maturity Details - Field Description

Field	Description
Draft Details	The user can click + to add multiple Draft Details.
Draft Code	Specify the draft code or click <b>Search</b> to search and select the draft code.
Draft Amount	Specify the draft amount.
Action	Click Edit icon to edit the draft code/ draft amount.
	Click Delete icon to delete the draft code.
Maturity and Multi Tenor Liquidation Details	In case of multi tenor, user can provide multiple maturity details by clicking the plus '+' icon.
S. No	Serial number of the tenor record.
Tenor Basis	System defaults the tenor basis, user can update the same. Click <b>Search</b> to search and select the tenor basis.
	Note:  This field is disabled if the Tenor Type is 'Both'.
Tenor Description	The tenor base code description is displayed based on the selected tenor basis.  The user to can edit the tenor description.
Start Date	System defaults the tenor date, user can update the same.
Tenor Days	Specify the number of tenor days.
Transit Days	Specify the transit days, if the tenor is sight.
Maturity Date	System displays the due date for the bill based on tenor and tenor basis.  If tenor is sight, system will calculate the maturity date as five working days from Document Received Date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date.  If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.
	Note:  In case if the Operation Type is FOP, Due date (Maturity date) is not applicable in this case and current branch date will be populated in the Maturity date field.
Bill Amount	Specify the bill amount.
Liquidated Amount	Specify the the liquidation amount.
Exchange Rate	Specify the exchange rate.



Table 3-15 (Cont.) Maturity Details - Field Description

Field	Description
Liquidation Date	Specify the liquidation date.
Liquidation Amount	Specify the liquidation amount.
Rebate Amount	System defaults the rebate amount. User can specify the value for rebate amount.
Action	Click Edit icon to edit the tenor record.
	Click Delete icon to delete the tenor record.
Profit From Date	Indicates the profit from date. The user can update the Profit From Date.
	The interest from date cannot be earlier than branch date and later than maturity date.
Profit To Date	Indicates the profit to date. The user can update the Profit to Date.
Acceptance Commission From Date	Specify or select the accept commission from date.
Acceptance Commission To Date	Specify or select the accept commission to date.

### 2. Click Next.

The task will move to next data segment.

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

Table 3-16 Maturity 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.



Table 3-16 (Cont.) Maturity Details - Action Buttons - Field Description

Field	Description
Field	Description
Customer Instruction	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user
	can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the
Request Clarification	signatures.  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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.  Refer Codes are:  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.



Table 3-16 (Cont.) Maturity Details - Action Buttons - Field Description

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

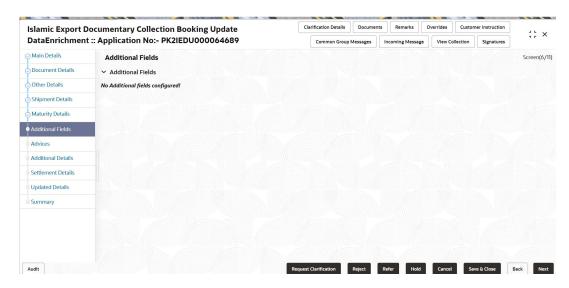
# 3.3.6 Additional Fields

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.

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

Figure 3-13 Additional Fields



### 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 3-17 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'.



Table 3-17 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding 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	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user
	can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is available, system should display all the signatures.
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.



Table 3-17 (Cont.) Additional Fields - Action Buttons - Field Description

Field	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 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	Click the Back button, to go back to the previous screen.
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.

# 3.3.7 Advices

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

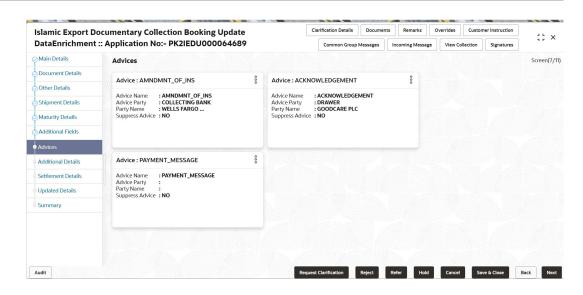
Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. User can suppress the advice, if required.



In case of Operation Type is FOP, Advice should be generated for the Drawer (Mail Advice) and the Collecting Bank (MT499). In Advices, SWIFT 499 – FREEOFPAYMENT\_ADVICE user should attach the FOP instruction and system should validate the same.

1. On **Advices** screen, click  $\stackrel{\circ}{8}$  on any advice tile to view the advice details.

Figure 3-14 Advices



### **Advice Details**

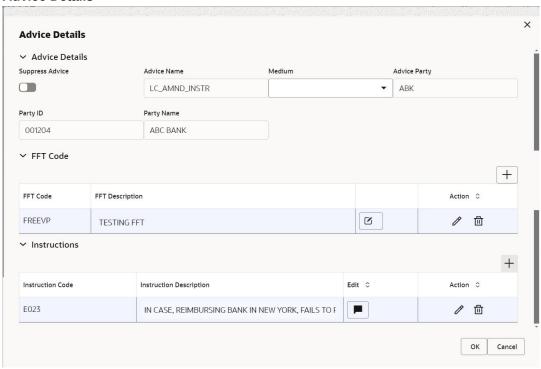


Table 3-18 Advice Details

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.



Table 3-18 (Cont.) Advice Details

Field	Deacription		
Party ID	This field diaplays the party ID defaulted from LC issuance.		
Party Name	This field diaplays the party name defaulted from LC issuance.		
FFT Code Click + to add multiple FFT Code.			
FTT Code	Click <b>Search</b> 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	Instruction Code Click + to add multiple Instruction 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.		

## 2. Click Next.

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

Table 3-19 Advices - Action Buttons - Field Description

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



Table 3-19 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Field	Description
Customer Instruction	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user
	can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the
Request Clarification	signatures.  Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions
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> <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.



Table 3-19 (Cont.) Advices - Action Buttons - Field Description

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

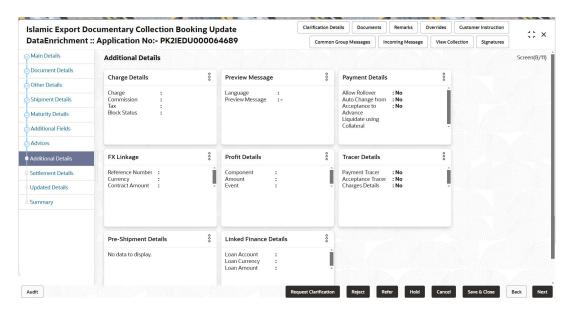
# 3.3.8 Additional Details

This topic provides the systematic instructions to capture the additional details

As part of Data Enrichment, user can enter and update basic additional details of the **Islamic Export Collection Update** request.

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

Figure 3-15 Additional Details



#### **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.



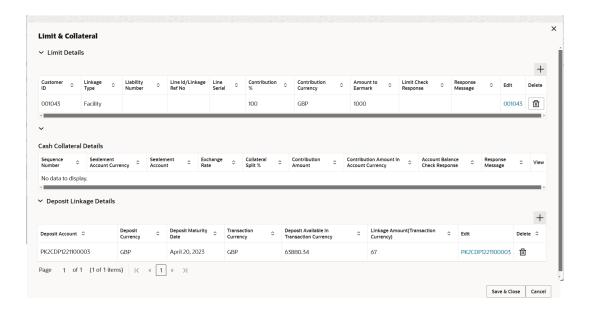




Figure 3-16 Limit Details

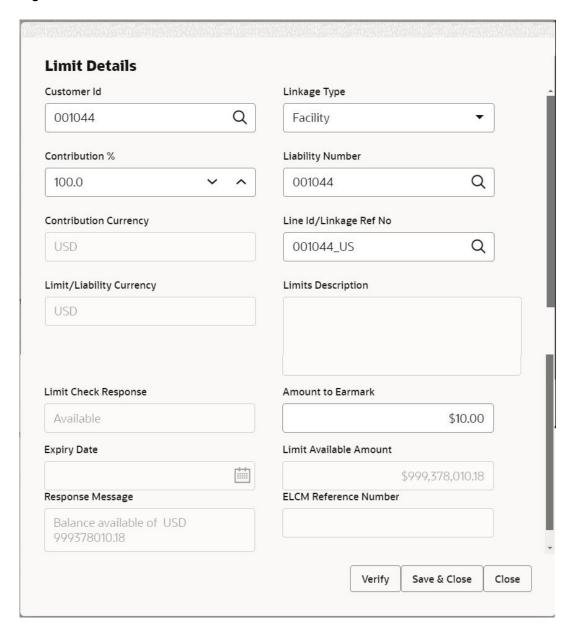


Figure 3-17 Collateral Details

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

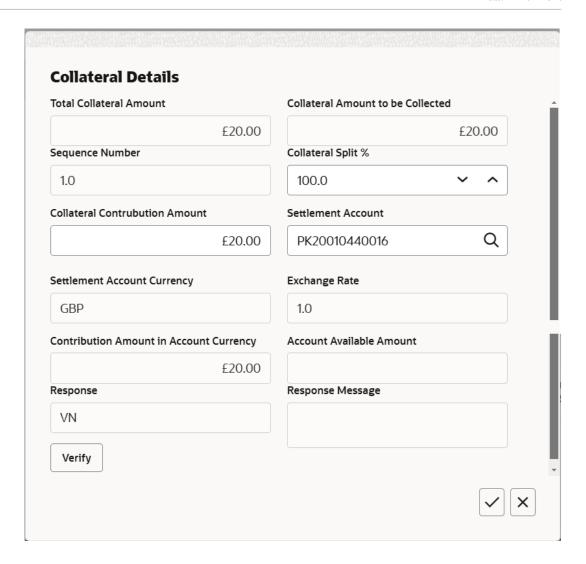


Figure 3-18 Deposit Linkage Details

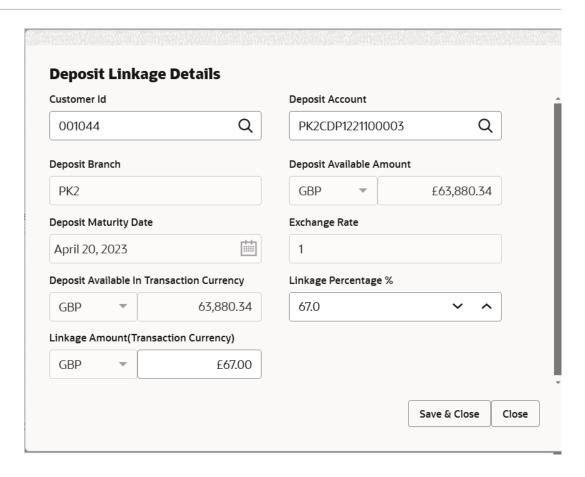


Table 3-20 Limit Details - Field Description

Field	Description
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: Facility Liability By default Linkage Type should be "Facility".

Table 3-20 (Cont.) Limit Details - Field Description

Field	Description
Contribution %	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount. System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.
	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 Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.  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 <b>Linkage Type</b> 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	This field displays the limit check response.  Response can be 'Success' or 'Limit not Available' based on the limit service call response.  The value in this field appears, if you click the <b>Verify</b> button.
Contribution Amount	This field defaults the contribution amount. Contribution amount will default based on the contribution %. User can change the value.



Table 3-20 (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	Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.  Provide the collateral details based on the description provided in the following table:
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 3-20 (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.
Account Balance Check Response	Read only field. System populates the Account Balance Check Response on clicking the <b>Verify</b> button.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be autopopulated 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. Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.
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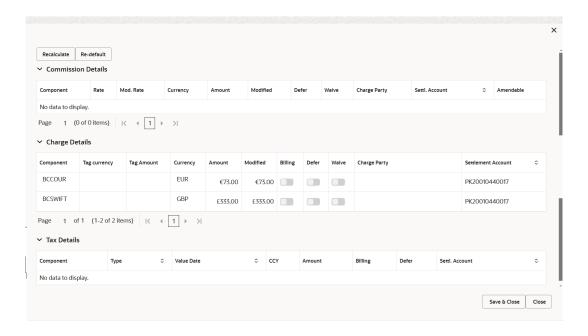
Table 3-20 (Cont.) Limit Details - Field Description

Field	Description
Field	Description
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
	User can change the customer ID.
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.
Below fields appear in the <b>De</b>	posit Linkage Details 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.

# **Charge Details**

This section displays charge details.





**Table 3-21 Charge Details - Field Description** 

Field	Description
Commission Details	This section displays the Commission Details.
Event Description	Read only field. This field displays the description of the event.
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.



Table 3-21 (Cont.) Charge Details - Field Description

Field	Description
Waive	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.
Amendable	The value is auto-populated as the commission can be amended or not.
Charge Details	This section displays the Charge Details.
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.  On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM.  The user can not enable/disable the option, if it is de-selected by default.  This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.  On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.  The user can enable/disable the option the check box. On deselection the user has to click on 'Recalculate' charges button for resimulation.
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.



Table 3-21 (Cont.) Charge Details - Field Description

Field	Description
Tax Details	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	This field displays the tax component.
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.

### **Preview Message**

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

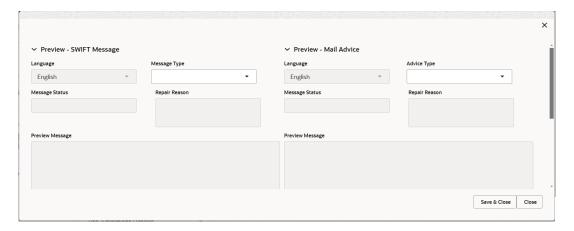


Table 3-22 Preview - Field Description

Field	Description
Preview SWIFT Message	This section displays the Preview SWIFT Message details.
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	This section displays the Preview Mail Device details.
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.

# **Payment Details**

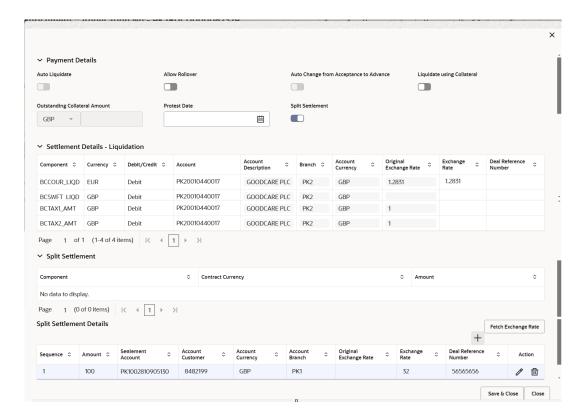


Table 3-23 Payment Details - Field Description

Field	Description
Payment Details	
Auto Liquidate	Read only field.  If enabled indicates that auto liquidation is required.  Auto Liquidation enables liquidation of the bill on the due date
	automatically from the back office system.
Allow Rollover	Enable the option to allow rollover.
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	Enable the option, if liquidation is done using collateral.
Outstanding Collateral Amount	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
Split Settlement	Enable the option as 'On' to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.  Disable the option as 'Off' Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill.
Avalization	Enable the option as 'On' for availization.
Settlement Details - Liquida	ation
Component	This field displays the component 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.
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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	The exchange rate for the settlement.
Deal Reference Number	The exchange deal reference number.
Split Settlement	<u> </u>
Component	This field displays the component based on the product selected.
Currency	This field displays the default currency for the component.
Amount	This field displays the amount for each component. This is populated from the transaction details of the drawing.
Split Settlement Details The user can click + to add multiple Split Settlement Details.	



Table 3-23 (Cont.) Payment Details - Field Description

Field	Description
Sequence	Indicates the sequence of the settlement details.
Amount	Specify the amount for the split settlement.
Settlement Account	Click <b>Search</b> to search and select the settlement account.
Account Customer	This field displays customer account based on the selected settlement account.
Account Currency	This field displays currency of the account.
Account Branch	This field displays branch of the customer's account
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	Click the <b>Fetch Exchange Rate</b> button, the field displays the exchange rate for the split settlement.
Deal Reference Number	The exchange deal reference number.
Action	Click Edit icon to edit the Split Settlement.  Click Delete icon to delete the Split Settlement.

#### **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.



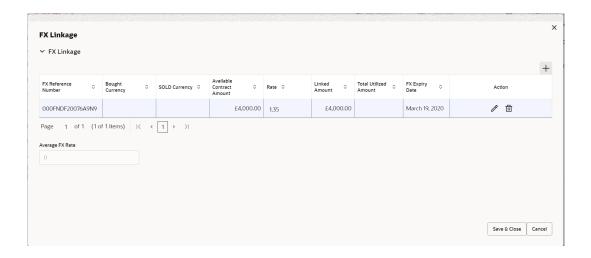


Figure 3-19 FX Linkage Details

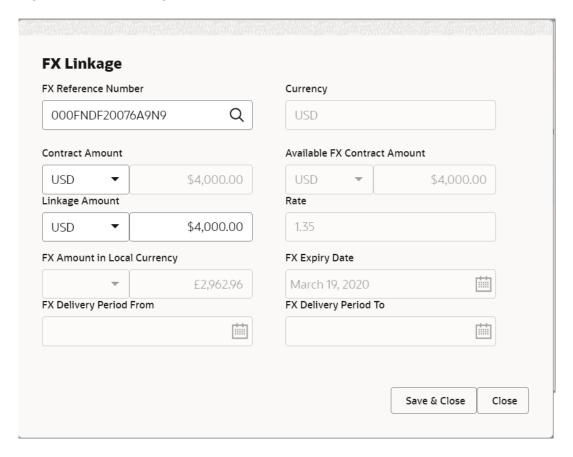


Table 3-24 FX Linkage - Field Description

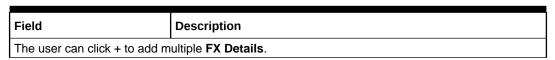




Table 3-24 (Cont.) FX Linkage - Field Description

Field	Description
FX Reference Number	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,  Counterparty of the FX contract should be the counterparty of the Bill contract.  Active Forward FX transactions authorized not marked for auto liquidation.  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.
The user can click + to add m	ultiple 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.
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.

## **Profit Details**

The user can view and modify the Profit Details Simulated from Back Office system. On update of the Interest rate user has to click on Recalculate button. System will trigger a simulation call to the back office and the updated Interest details will be reflected in this section.





Table 3-25 Profit Details - Field Description

Field	Description
Field	Description
Component	This field displays the component maintained in the back office.
Component Description	This field displays the description of the component.
Rate Type	This field displays the rate type maintained for the component in back office.  • Fixed Floating  • Special
Rate Code	This field displays the rate code applicable for the component.
Min Spread	This field displays the minimum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
Max Spread	This field displays the maximum spread applicable for the Rate Code. This field have value, if the <b>Rate Type</b> is <b>Floating</b> .
Spread	This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread.
Min Rate	This field displays the minimum rate applicable for the Rate Code.
Max Rate	This field displays the maximum rate applicable for the Rate Code.
Rate	This field displays the value applicable for the Rate Code. You can modify the value, if the <b>Rate Type</b> is <b>Fixed</b> . System validates whether the Rate input is between the Minimum and Maximum Rate.
Modified Rate	This field displays the modified rate.



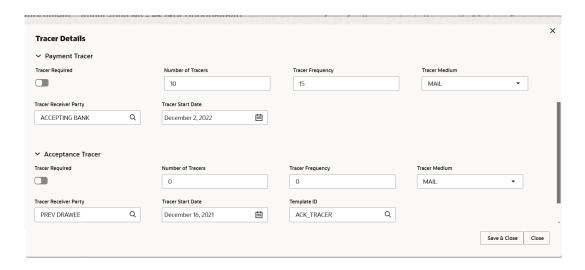
Table 3-25 (Cont.) Profit Details - Field Description

Field	Description
Special Pricing Reference Number	Specify the Special Pricing Reference Number, when there is a special profit rate to be provided for that customer against the interest component (Main Component).  Special Pricing Reference is not applicable for Penal profit components.  For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.
	Note:  System displays an override as "Special Pricing Applicable", on clicking "Save" in the Profit Details screen, if Special Pricing Reference number has been provided.
Currency	This field displays the profit currency.
Amount	Specify the profit amount, if the <b>Rate Type</b> is <b>Special</b> . In other cases, the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained.
Waive	User can waive the profit applicable. System displays an override, if the user has waived the Interest.
Charge Party	This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills.
Settlement Account	This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override. In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM).
Settlement Curreny	System defaults the currency of the Settlement Account as maintained for the Charge Party.
Settlement Branch	System defaults the branch of the Settlement Account as maintained for the Charge Party.

### **Tracer Details**

This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.



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

Table 3-26 Tracer Details - Field Description

Field	Description
Payment Tracer	
Tracer Required	Select if tracer is required or not.
	Toggle On: Required
	Toggle Off: Not required.
Number of Tracers	Specify the number of tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer.
	• Daily
	Weekly  For this label.
	• Fortnightly
Tracer Medium	Select the tracer medium from the drop-down list.  • MAIL
	• EMAIL
	• SWIFT
Tracer Receiver Party	Click <b>Search</b> to search and select the tracer receiver party.
Tracer Start Date	Select the tracer start date. Start date cannot be earlier than the
	branch date.
Acceptance Tracer	
Tracer Required	Select if tracer is required or not.
	Toggle On: Required
	Toggle Off: Not required.
Number of Tracers	Specify the number of tracers required.
Tracer Frequency	Select the frequency for generation of the Tracer.
	• Daily
	Weekly     Factorial the
	• Fortnightly
Tracer Medium	Select the tracer medium from the drop-down list.  • MAIL
	• MAIL • EMAIL
	• SWIFT
Tracer Receiver Party	Click <b>Search</b> to search and select the tracer receiver party.
Hace Receiver Fally	Chick Search to Search and Select the tracer receiver party.



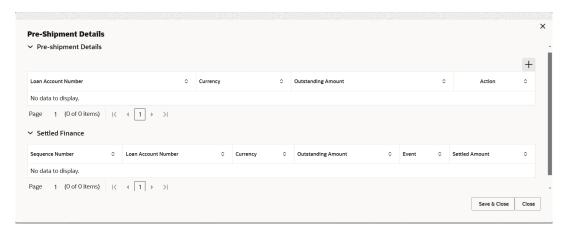
Table 3-26 (Cont.) Tracer Details - Field Description

Tracer Start Date Select the t	n
branch date	tracer start date. Start date cannot be earlier than the e.
No.	ch to search and select the template ID.  ote: s field is enabled if Tracer Medium has value as

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

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

This section links an existing Preshipment Credit. Liquidation of pre-shipment credit is applicable only is the operation type is PUR or DIS.



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

Table 3-27 Pre-Shipment Details - Field Description

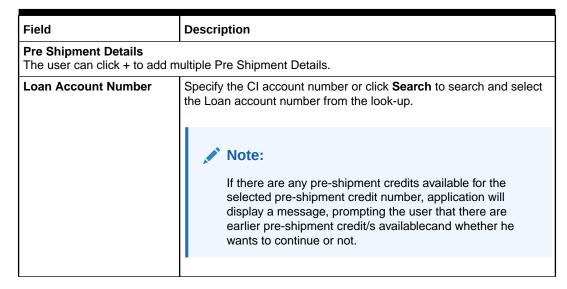




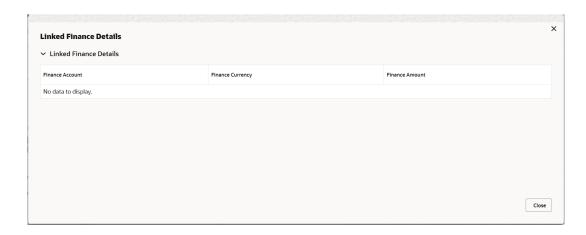
Table 3-27 (Cont.) Pre-Shipment Details - Field Description

Field	Description
Currency	Read only field.
	Application defaults the currency based on the selected preshipment credit number.
Outstanding Amount	Read only field.
	Application defaults the outstanding amount based on the selected pre-shipment credit number.
Action	Click Edit icon to edit the pre-shipment details.
	Click Delete icon to delete the pre-shipment details.
Setteled Finance	
Sequence Number	This field displays the sequence of the settled finance.
Loan Account Number	This field displays the pre-shipment Loan account number.
Currency	This field displays the currency of the pre-shipment Loan account number.
Outstanding Amount	This field displays the pre-shipment outstanding amount.
Event	This field displays the event.
Setteled Amount	This field displays the settled amount.

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

#### **Linked Finance Details**

This user can view the details of linked finance accounts.



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

**Table 3-28 Linked Finance Details** 

Field	Description
Finance Account	Displays the details of the linked finance account.
Finance Currency	Displays the finance Currency of the linked finance account.
Finance Amount	Displays the finance amount of the linked finance account.

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



#### **10.** Next.

The task will move to next data segment.

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

Table 3-29 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	
Customer Instruction	Click to view the overrides accepted by the user.  Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the signatures.
Request Clarification	Click the Request Clarification button to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.



Table 3-29 (Cont.) Additional Details - 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.
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	Click the Back button, to go back to the previous screen.
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.

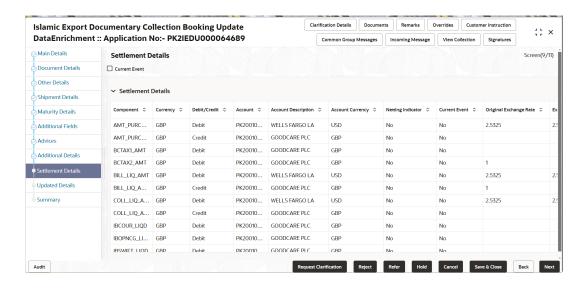
### 3.3.9 Settlement Details

This topic provides the systematic instructions to capture the settlement details of export documentary collection update booking Islamic request.

As part of Data Enrichment, user can enter and verify settlement details of the Islamic Export Collection Update request.

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

Figure 3-20 Settlement Details



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

Table 3-30 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.
<b>Account Description</b>	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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This field displays the exchange rate.
Deal Reference Number	This field displays the exchange deal reference number.

#### 2. Click Next.

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

Table 3-31 Settlement Details - Action Buttons - Field Description

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



Table 3-31 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
	Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.  When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
Remarks	Specify any additional information regarding 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	Click to view/ input the following     Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.     Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of
	transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is required, system should display all the signatures.
Request Clarification	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.



Table 3-31 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

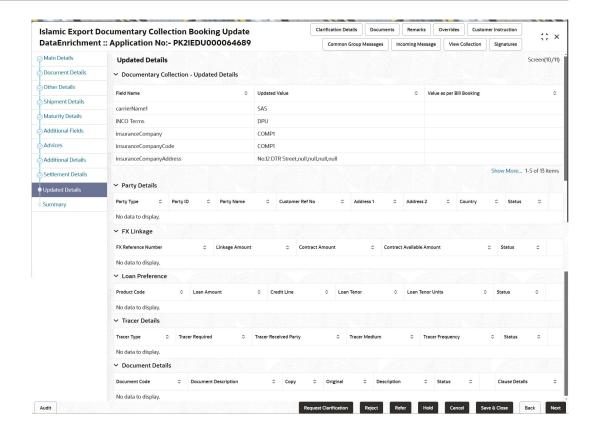
### 3.3.10 Updated Details

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

This section enables the user to view the details of the updated fields along with the old values for the Data Enrichment user to compare.

1. On **Updated Details** screen, view the fields.

Figure 3-21 Updated Details



#### 2. Click Next.

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

Table 3-32 Updated 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.



Table 3-32 (Cont.) Updated Details - Action Buttons - Field Description

Field	Description
Customer Instruction	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Messages	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the signatures.
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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.  Refer Codes are:  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.



Table 3-32 (Cont.) Updated Details - Action Buttons - Field Description

Field	Description
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	Click the Back button, to go back to the previous screen.
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.

## 3.3.11 Summary

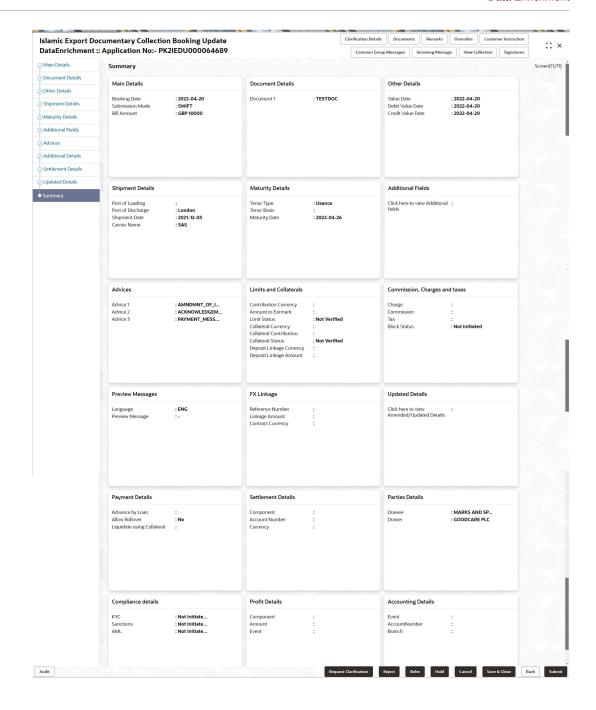
This topic provides the systematic instructions to view the summary of export documentary collection update booking request.

User can review the summary of details updated in Data Enrichment stage of Export Documentary Collection Update Booking Islamic 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 3-22 Summary



#### Tiles Displayed in Summary

- Main Details User can view details about application details and collection details.
- Document Details User can view the document details.
- Other Details User can view the other details.
- Shipment Details User can view the shipment details.
- Maturity Details User can view the maturity 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 the limit and collateral details.
- Commission, Charges and Taxes User can view the commission, charge and taxes details.
- Preview Messages User can view the preview message.
- FX linkage Details User can view the FX linkage details.
- Updated Details User can view the updated details.
- Payment Details User can view the payment details.
- Settlement Details User can view the settlement details.
- Party Details User can view party details like applicant, advising bank etc.
- Compliance Details User can view the compliance details.
- Accounting Details User can view the accounting entries generated by back office system.



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.

Profit Details - User can view the profit details.

#### 2. Click Submit.

The task will move to next logical stage.

Table 3-33 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.



Table 3-33 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Customer Instructions	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Signatures	Click the Signature button to verify the signature of the customer/bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.  Refer Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
Back	On click of Back, system moves the task back to previous data segment.



Table 3-33 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Submit	Task will get moved to next logical stage of Export Documentary Collection Update Booking.  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

### 3.4 Exceptions

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

The Export Collection Update Islamic 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.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the "Amount Block Reference Number "to the back office. On successful handoff, back office will make use of these "Amount Block Reference Number" to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office.

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

#### Approve:

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

#### Refer:

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

#### Reject:

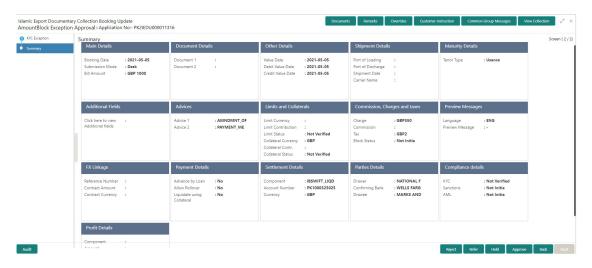
Reject the transaction due to non-availability of sufficient balance in settlement account

#### **Amount Bock Exception**

This section will display the amount block exception details.



#### **Summary**



#### Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charge Details User can view and modify details provided for charges, if required.:
- 1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

Table 3-34 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Export Collection Update Booking Amount Block Exception check.
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.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others  Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.



Table 3-34 (Cont.) 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:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
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.

#### **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.

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

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

#### **Approve**

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

#### **Summary**





Figure 3-23 Exception - Know Your Customer (KYC) Summary

#### Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Document Details User can view document details.
- Draft Details User can view the draft details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.
- Advices User can view the advices.
- Payment Details User can view the payment details.
- FX Linkage User can view the FX Linkage details.



- Settlement Details User can view the settlement details.
- Message Preview User can view the preview of the simulating message to the remitting bank.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 3-35 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
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 Instructions	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, ORTEPM user.
	<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>
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
	Select a Reject code and give a Reject Description.
	This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others



Table 3-35 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
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.
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.
Back	Task moves to previous logical step.

#### Exception - Limit Check/Credit

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

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

Limit check Exception approver can do the following actions:

#### **Approve**

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

#### Refer

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

#### Reject

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

#### Limit/Credit Check

This section will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details User can view and modify details about application details and LC details, if required.
- Party Details User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment User can view and modify availability and shipment details, if required.
- Payments User can view and modify all details related to payments, if required.



- Documents & Condition User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charges User can view and modify charge details, if required.
- Revolving Details User can view and modify revolving details on revolving LC, if applicable.
- Preview Messages User can view and modify preview details, if required.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 3-36 Exception - Limit Check/Credit - Action Buttons - Field Description

	I ,
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
	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.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
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.
Back	Task moves to previous logical step.



# 3.5 Multi Level Approval

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

User can review the summary of details updated in multilevel approval stage of Islamic Export Documentary Collection Update request.

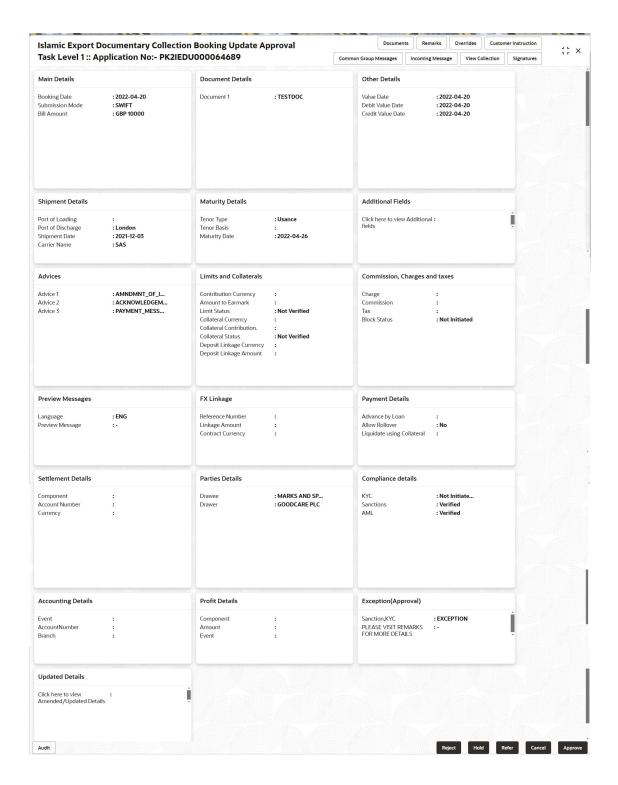
Log in into OBTFPM application and acquire the task available in the approval stage in free
task queue. Authorization user can acquire the task for approving.
User can see the summary tiles, the tiles should display a list of Important fields with
values. The user can also drill down from summary tiles into respective data segments
where user can verify the details of all fields under the data segment.



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



#### **Approval Summary**



#### Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.



- Document Details User can view the document details.
- Other Details User can view the other details.
- Shipment Details User can view the shipment details.
- Maturity Details User can view the maturity 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.
- Commission, Charges and Taxes User can view the commission, charge and taxes details.
- Preview Messages User can view the preview message.
- FX Linkage User can view the details of FX Linkage.
- Payment Details User can view the payment details.
- Settlement Details User can view settlement details.
- Compliance Details User can view the compliance details.
- Profit Details User can view the profit details.
- Accounting Details User can view the accounting entries generated by back office system.



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.

- Updated Details User can view the updated details.
- Exception (Approval) User can view the Exception (Approval) details.
- Click Approve.

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

Table 3-37 Approval Summary - Action Buttons - Field Description

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



Table 3-37 (Cont.) Approval Summary - Action Buttons - Field Description

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 Instructions	Click to view/ input the following  Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.  Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction
	processing. This section will be enabled only for customer initiated transactions.
View Collection	Enables the user to view the latest collection values displayed in the respective fields.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing     R2- Least Free
	R3- Input Error     R4- Insufficient Balance/Limits
	• R5 - Others
	Select a Reject code and give a Reject Description.
	This reject reason will be available in the remarks window
	throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error     R4- Insufficient Balance/Limits
	R5 - Others
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.

#### Reject Approval

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

### 3.5.1 Reject Approval

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

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

Log in into OBTFPM application to view the reject approval tasks for Export Documentary Collection Update Booking 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.
- Party Details User can view party details like applicant, Remitting Bank etc.
- Document Details User can view document details.
- Shipment Details User can view shipment details.
- Charges User can view charge details.
- Maturity Details User can view the maturity details.
- Message Preview 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 3-38 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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