

Oracle Banking Trade Finance Process Management

Export LC Advise User Guide



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Preface

- [Purpose](#)
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This user guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.
- [Documentation Accessibility](#)
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Purpose

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

Audience

This user guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.

Documentation Accessibility

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Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Related Documents

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

- Oracle Banking SecurityManagement System User Guide
- GettingStarted User Guide

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

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

Basic Actions

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

Table 2 Common Action Buttons and its Definitions

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

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

Action Buttons	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	Click Cancel to cancel the transaction input midway without saving any data.
Save & Close	Click Save & Close 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 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.
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 3 Symbols and Icons - Common









Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record

Table 3 (Cont.) Symbols and Icons - Common














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

Table 4 Symbols and Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status

Table 4 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	Rejected status
	Closed status
	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.

2

Export LC Advise

This chapter is documented to get familiar with the Export LC Advise process of Oracle Banking Trade Finance Process Management.

As part of Export LC Advise, the advising bank receives the LC to be advised to the beneficiary from the issuing bank. The letter of credit is advised to the beneficiary through the advising bank. The various stages involved for advice of an Export Letter of Credit are:

- Receive and verify documents (Non Online Channel) - Registration stage
- Input application details
- Upload of related mandatory and non mandatory documents
- Verify documents and capture details
- Input/Modify details of LC - Data Enrichment stage
- Check for limit availability (In case of confirmation)
- 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

Note:

The user can initiate the transfer of LC advise process from the Export LC Advise screen. The process can be initiated manually at the branch or by parsing the incoming MT 700/720.

In the following sections, let's look at the details for Export LC Advising process:

This topic contains following subtopics:

- [Common Initiation Stage](#)
This topic provides the systematic instructions to initiate the **Export LC Advise** request.
- [Registration](#)
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Advise** request.
- [Scrutiny](#)
This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Advise request.
- [Data Enrichment](#)
This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Advise request.
- [Exceptions](#)
This topic helps you quickly get acquainted with the Exceptions process.

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

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export LC Advise** request.

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

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

Figure 2-1 Initiate Task

The screenshot displays the Oracle 'Initiate Task' registration form. On the left is a sidebar menu with 'Trade Finance' highlighted, containing sub-items like Administration, Bank Guarantee, and Initiate Task. The main form area has three input fields: 'Process Name' with a dropdown menu showing 'Export LC Advising', 'Customer Id' with a text box containing '003366' and a search icon, and 'Branch' with a dropdown menu showing 'PK2-Oracle Banking Trade Fina'. At the bottom right of the form are 'Proceed' and 'Clear' buttons. The top of the screen shows the Oracle logo and user session information.

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



Note:

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

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

Table 2-1 Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
Customer Id	Click Search to search and select the customer id of the applicant or applicant's bank from the look-up.
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 2-2 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.

2.2 Registration

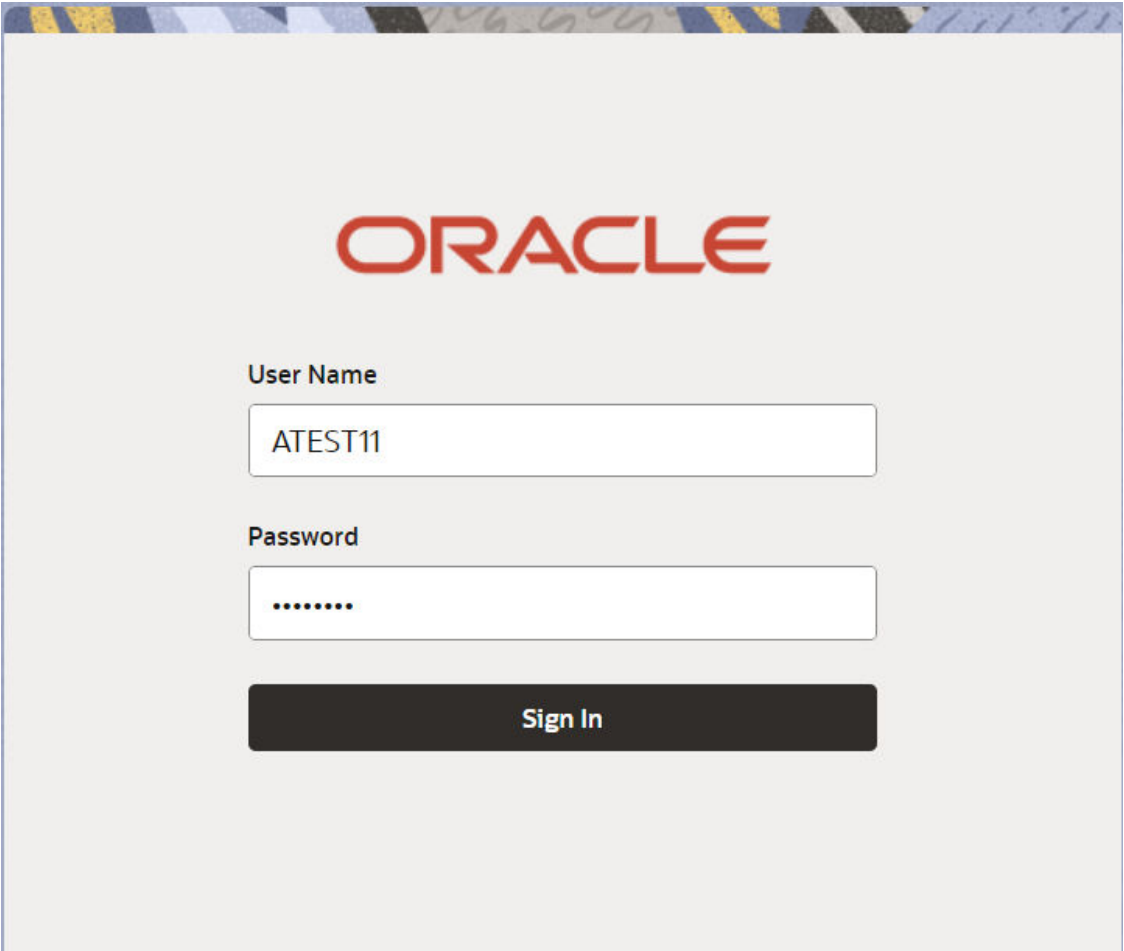
This topic provides the systematic instructions to initiate the Registration stage of **Export LC Advise** request.

A user can register a request for an Islamic Export LC Advise received by mail/Courier at the front desk. During registration, user captures the basic details of the request, check the signature of authorized signatory of the issuing bank, and then upload related documents. On submit of the request, the task should be available for an LC expert to handle in the next stage. The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM verifies the field 21 and 26E (of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

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

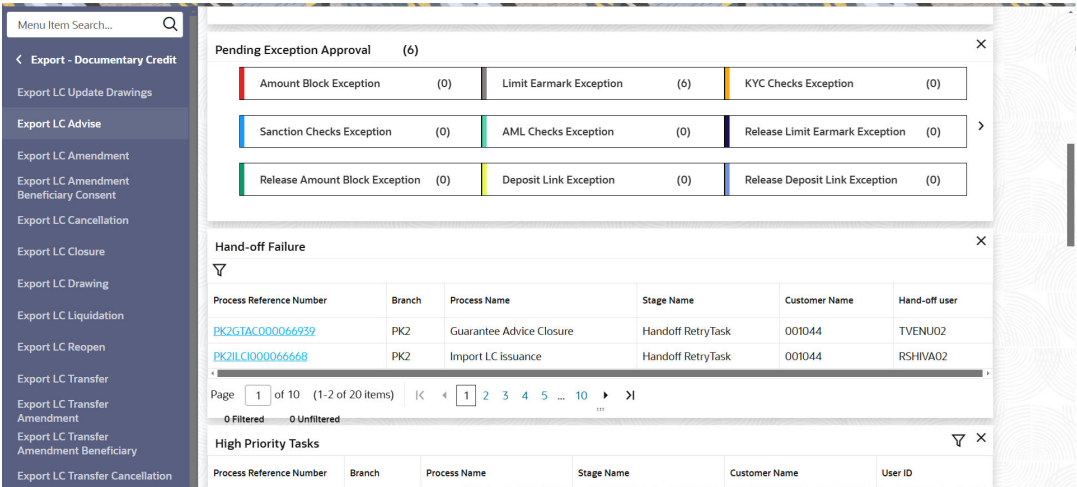
Specify **User ID** and **Password**, and login to **Home** screen.

Figure 2-2 LogIn Screen



1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Export Documentary Credit**.
2. Under **Export Documentary Credi**, click **Export LC Advise**.

Figure 2-3 Export LC Advise



The **Export LC Advise - Registration** screen is displayed.
The Export LC Advise - Registration stage has two sections Application Details and LC Details. Let's look at the details of Registration screens below:

Figure 2-4 Export LC Advise - Registration - Application Details

- On **Export LC Advise - Registration - Application Details** screen, specify the fields.

Note:

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

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

Table 2-3 Export LC Advise - Registration - Application Details - Field Description



Field	Description
MT 720 – Transfer LC	<p>Switch to , if it is an Export LC Transfer Advise request.</p> <p>Switch to , if it is an Export LC Advise request.</p>

Table 2-3 (Cont.) Export LC Advise - Registration - Application Details - Field Description




Field	Description
Beneficiary/Second Beneficiary	<p>If MT 720 – Transfer LC toggle is disabled, click Search to search and select the beneficiary customer from the look-up.</p> <p>If beneficiary is a customer of the bank, system will check for valid KYC status. If KYC status is not valid, system will display alert message.</p> <div>  Note: For SWIFT processing of incoming MT 700, the user can edit the Party ID and or Name populated by the system to reflect the actual beneficiary details available in incoming MT 700. </div> <p>If MT 720 – Transfer LC toggle is enabled, this field will be renamed as Second Beneficiary.</p>
Branch	<p>Displays the customer's home branch based on the customer ID and it can be changed, if required.</p> <div>  Note: Once the request is submitted, Branch field is non-editable. </div>
Priority	<p>System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.</p> <p>Set the priority of the Export LC Advice request as:</p> <ul style="list-style-type: none"> • Essential • Critical • High • Medium • Low <p>If priority is not maintained for a customer, 'Medium' priority will be defaulted.</p>
Submission Mode	<p>System populates the submission mode of Export LC Advise request.</p> <p>By default the submission mode will have the value as 'Desk'.</p> <p>The user can change the submission mode. The options are:</p> <ul style="list-style-type: none"> • Courier - Request received through Courier • Desk - Request received through Desk • SWIFT-Non STP - Request received through SWIFT-Non STP to register the task for the failed STP messages (MT798 and other MT Messages)

Table 2-3 (Cont.) Export LC Advise - Registration - Application Details - Field Description

Field	Description
Currency Code, Amount	Select the currency code. Specify the value of LC (with decimal places) as per currency type.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Advising Date	Read only field. By default, the application will display branch's current date.
Issuing Bank/OLD Advising Bank	<p>Click the Search icon to search and select the issuing bank from look-up. Party type with banks will only be displayed in the look-up. The system displays the:</p> <ul style="list-style-type: none"> • SWIFT code (if available) • Name and address of the bank <p>On selection of the record if SWIFT code is available then SWIFT code will be populated, if SWIFT code is not available then the bank's name and address will be populated.</p> <p>If MT 720 – Transfer LC toggle is enabled, this field will be renamed as OLD Advising Bank. Click Search to search and select the old advising bank from look-up based on Party ID/Party name.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> Note:</p> <p>If the KYC non-compliant party is selected then the system immediately gives instant alert as “Customer ID - (CIF ID) is not KYC compliant.”</p> </div>

LC Details

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

- On **Export LC Advise - LC Details** screen, specify the fields.

 **Note:**

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

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

Table 2-4 Export LC Advise - Registration - LC Details - Field Description

Field	Description
LC Type	Select the applicable LC from the drop-down list. The options are: <ul style="list-style-type: none"> • Sight • Usance
Advising Bank	Click Search to search and select the old advising bank from the look-up based on Party ID/Party name.
Product Code	Click Search to search and select the product code from the look-up. Alternatively, specify the product code and on tab out system will validate and populate the selected product description.
Product Description	Read only field. This field displays the description of the product as per the selected product code.
40A/B - Form of Documentary Credit	Select the form of LC documentary credit as per the requirement. The options are: <ul style="list-style-type: none"> • Irrevocable • Irrevocable Transferrable Default LC type is Irrevocable. If MT 720 – Transfer LC toggle is enabled, this field will be read-only.
Form of Documentary Credit Details	Specify the form of documentary credit details. If MT 720 – Transfer LC toggle is enabled, this field will be read-only.
20 - Documentary Credit Number	Specify the documentary credit number. If MT 720 – Transfer LC toggle is enabled, this field will be renamed as 21 - Documentary Credit Number .
20 - Transferring Bank's Reference	Specify the transferring bank's reference number. This field gets displayed, if MT 720 – Transfer LC toggle is enabled.
Contract Reference Number	Read only field. Contract reference number will be defaulted by the system based on selected product code.
User Reference Number	System defaults the user reference number based on the product code. The user can change the user reference number.
Reference to Pre-Advice	Specify the details of pre-advice, if issued by the bank. This field gets displayed, if MT 720 – Transfer LC toggle is disabled.
Date of Issue	System defaults the date of issue. The user can change the date of issue. Future dates are not allowed.
Applicable Rules	System defaults the applicable rule as UCP Latest Version . The user can change the applicable rule.

Table 2-4 (Cont.) Export LC Advise - Registration - LC Details - Field Description





Field	Description
Date of Expiry	Specify the expiry date. The expiry date can be equal or greater than the issue date. If the expiry date is earlier than the issue date, system will provide an error and if the expiry date is equal to the issue date, system will provide a alert message.
Place of Expiry	Specify the place of expiry of LC.
Applicant Bank	Click Search to search and select the applicant bank from the look-up. This field gets displayed, if MT 720 – Transfer LC toggle is disabled.
Applicant /First Beneficiary	Click Search to search and select the applicant, if applicant is a customer of the bank. If applicant is a walk in customer, specify the details. If MT 720 – Transfer LC toggle is enabled, this field will be renamed as First Beneficiary .
Percentage Credit Amount Tolerance	Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value. If Tolerance is more than 10%, alert message will be displayed.
Limits/Collateral Required	Switch to  , if limit check is required. Switch to  , if limit check is not required.
Additional Amount Covered	Specify any additional amount to be processed under this LC drawing.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
50B - Non-Bank Issuer of the Original Documentary Credit	Click Search to search and select the non-bank issuer of the original documentary credit from the look-up. This field gets displayed, if MT 720 – Transfer LC toggle is enabled.
52A - Issuing Bank of the Original Documentary Credit	Click Search to search and select the issuing bank of the original documentary credit from the look-up. This field gets displayed, if MT 720 – Transfer LC toggle is enabled.
Auto Close	Switch to  , if Auto close is required for the transactions. Switch to  , if Auto close is not required for the transactions.

Table 2-4 (Cont.) Export LC Advise - Registration - LC Details - Field Description

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

5. Click **Submit**.

The task will move to next logical stage of Export LC Advise.

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

Table 2-5 Export LC Advise - Registration - Action Buttons - Field Description

Field	Description
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Documents	Upload the documents received under the Export LC Advise.
Remarks	Specify any additional information regarding the Export LC Advise. This information can be viewed by other users handling the request.
Customer Instruction	<p>Click to view/ input the following.</p> <ul style="list-style-type: none"> • 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.
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 LC Advise task. Details entered will not be saved and the task will be removed

Table 2-5 (Cont.) Export LC Advise - Registration - Action Buttons - Field Description

Field	Description
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	On Submit , system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Export LC Advise. 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.

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

2.2.1 Document Linkage

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

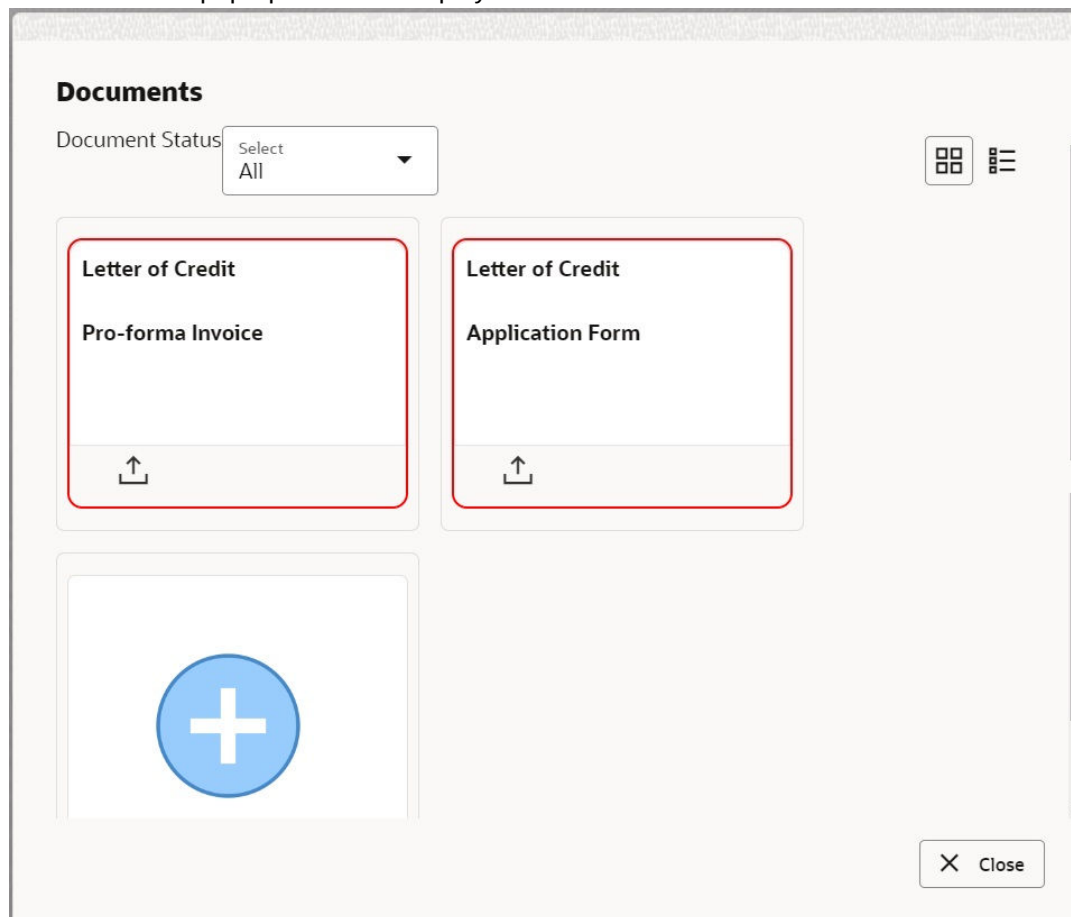
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried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

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

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

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

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



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

The **Document** screen is displayed.

The screenshot shows a web form titled "Document". It contains the following fields and controls:

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

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

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

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

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

Link Document

Customer Id

Document Id

Document Type

Letter of Credit ▼

Document Code

Insurance Policy ▼

Fetch

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

Page 1 (0 of 0 items)

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1

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Close

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

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

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

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

Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

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

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

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

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

The **Edit Document** screen is displayed.

Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

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

2.3 Scrutiny

This topic provides the systematic instructions to initiate the Scrutiny stage of Export LC Advise request.

On successful completion of Registration of an Export LC Advise request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

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

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



Note:

In case of SWIFT MT720, requests that are received via online channels like trade portal, external system and SWIFT should be available directly for further processing in OBTFPM from Scrutiny stage.

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

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

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

Figure 2-5 Free Tasks

ORACLE

DEFAULT:ENTITY (DEFAULT...

Oracle Banking Trade Financ...
April 20, 2022

ATEST11

Menu Item Search...

<

Tasks

Awaiting Customer Clarification

Business Process Maintenance

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Other User tasks

Search

SubProcess Tasks

Supervisor Tasks

Free Tasks

Refresh

Acquire

Flow Diagram

<input type="checkbox"/>	Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance Isl...	PK2ILCI000062990	PK2ILCI000062990	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Essential	Guarantee Advise	PK2GTEA000062552	PK2GTEA000062552	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Amendment	PK2ILCA000062989	PK2ILCA000062989	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Guarantee Advise	PK2GTEA000062951	PK2GTEA000062951	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000062987	PK2ILCI000062987	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	High	Import LC Issuance	PK2ILCI000062986	PK2ILCI000062986	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Shipping Guarantee Is...	PK2SGTI000062983	PK2SGTI000062983	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer Clo...	PK2ELCT000062959	PK2ELCT000062959	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer Ca...	PK2ELCT000062974	PK2ELCT000062974	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer	PK2ELCT000062973	PK2ELCT000062973	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Export LC Transfer A...	PK2ELCT000062972	PK2ELCT000062972	Handoff RetryTask	22-04-20

The **Free Tasks** screen is displayed.

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

Figure 2-6 My Tasks

	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	Scrutiny	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA000062992	PK2ELCA000062992	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA000062991	PK2ELCA000062991	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance	PK2GTEI000062953	PK2GTEI000062953	Scrutiny	22-04-20
<input type="checkbox"/>	Edit	Medium	Import LC Amendment	PK2ILCA000062926	PK2ILCA000062926	Scrutiny	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advis...	PK2IGAC000062637	PK2IGAC000062637	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advis...	PK2GADC000062636	PK2GADC000062636	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advis...	PK2GADC000062547	PK2GADC000062547	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advis...	PK2GADC000062545	PK2GADC000062545	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Transfer Clo...	PK2IELT000062061	PK2IELT000062061	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Transfer Ca...	PK2IELT000062058	PK2IELT000062058	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Transfer Ca...	PK2ELCT000062009	PK2ELCT000062009	Reject Approval	22-04-20
<input type="checkbox"/>	Edit	Medium	Export LC Amendment...	PK2ELCA000061569	PK2ELCA000061569	DataEnrichment	22-04-20

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

The Scrutiny stage has the following hops for data capture:

- **Main Details**
This topic provides the systematic instructions to initiate the main details of Scrutiny stage of Export LC Advise request.
- **Availability Shipment**
This topic provides the systematic instructions to capture the availability and shipment details.
- **Payment Details**
This topic provides the systematic instructions to initiate the Payment in Scrutiny stage of Export LC Advise request.
- **Additional Fields**
This topic provides the systematic instructions to capture the additional fields of Export LC Advise process.
- **Additional Details**
This topic provides the systematic instructions to capture the additional details in Scrutiny stage of **Export LC Advise** process.
- **Summary**
This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Advise request.

2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

All fields displayed under Application Details section, would be read only except for the 'Priority'.

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

Figure 2-7 Scrutiny - Main Details

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

Table 2-6 Export LC Advise - Main Details - Application Details - Field Description

Field	Description
MT 720 – Transfer LC	Read only field. The value is auto-populated from the Registration stage.

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

Field	Description
Beneficiary/Second Beneficiary	Read only field. The value is auto-populated from the Export LC Advise. If MT 720 – Transfer LC toggle is enabled at Registration stage, this field will be renamed as Second Beneficiary .
Branch	Read only field. Branch details is auto-populated based on the selected Beneficiary from the Registration stage.
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	Read only field. System populates the submission mode of Export LC Advise request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> • Courier - Request received through Courier • Desk - Request received through Desk • SWIFT-Non STP - Request received through SWIFT-Non STP to register the task for the failed STP messages (MT798 and other MT Messages)
Currency Code, Amount	Read only field. The currency code and amount is auto-populated from the Export LC Advise.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Advising Date	Read only field. By default, the application will display branch's current date.
Issuing Bank/OLD Advising Bank	Read only field. The issuing bank/OLD Advising Bank details is auto-populated from the Export LC Advise.

LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in Registration stage. For more information on the fields, refer to **LC Details** of **Registration** stage. During registration, if user has not captured input, then user can capture the details in this section.

Figure 2-8 LC Details

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

Table 2-7 Export LC Advise - LC Details - Field Description

Field	Description
LC Type	Read only field. This field displays the LC type as selected in Registration.
Advising Bank	The advising bank details is defaulted from the Registrartion stage. The user can change the advising bank.
Product Code	Read only field. This field displays the product code as selected in Registration.
Product Description	Read only field. This field displays the description of the product as per the selected product code.
40A/B - Form of Documentary Credit	The form of documentary credit details is defaulted from the Registrartion stage. The user can change the form of documentary credit. If MT 720 – Transfer LC toggle is enabled, this field will be read-only.
Form of Documentary Credit Details	Specify the form of documentary credit details. If MT 720 – Transfer LC toggle is enabled, this field will be read-only.
20 - Documentary Credit Number	The documentary credit number is defaulted from the Registrartion stage. The user can change the documentary credit number. If MT 720 – Transfer LC toggle is enabled, this field will be renamed as 21 - Documentary Credit Number .

Table 2-7 (Cont.) Export LC Advise - LC Details - Field Description





Field	Description
20 - Transferring Bank's Reference	<p>The transferring bank's reference is defaulted from the Registrartion stage.</p> <p>The user can change the transferring bank's reference.</p> <p>This field gets displayed, if MT 720 – Transfer LC toggle is enabled.</p>
Contract Reference Number	<p>Read only field.</p> <p>This is auto generated by the back end system.</p>
User Reference Number	<p>System defaults the user reference number based on the product code.</p> <p>The user can change the user reference number.</p>
Reference to Pre-Advice	<p>Specify the details of pre-advice, if issued by the bank.</p> <p>This field gets displayed, if MT 720 – Transfer LC toggle is disabled.</p>
Date of Issue	<p>Read only field.</p> <p>This field displays the date of issue of LC.</p>
Applicable Rules	<p>System defaults the applicable rule as UCP Latest Version.</p> <p>The user can change the applicable rule.</p>
Date of Expiry	<p>Expiry date is defaulted from the Registrartion stage.</p> <p>The user can change the date of expiry.</p>
Place of Expiry	<p>Place of expiry is defaulted from the Registrartion stage.</p> <p>The user can change the place of expiry.</p>
Applicant Bank	<p>Applicant bank details is defaulted from the Registrartion stage.</p> <p>The user can change the applicant bank.</p>
Applicant /First Beneficiary	<p>Applicant details is defaulted from the Registrartion stage.</p> <p>The user can change the applicant.</p> <p>If MT 720 – Transfer LC toggle is enabled, this field will be renamed as First Beneficiary.</p>
Percentage Credit Amount Tolerance	<p>Specify the tolerance (+/-) on the total LC value. Tolerance value must be either one or two digit value.</p> <p>If Tolerance is more than 10%, alert message will be displayed.</p>
Limits/Collateral Required	<p>Switch to , if limit check is required.</p> <p>Switch to , if limit check is not required.</p>
Additional Amount Covered	<p>Specify any additional amount to be processed under this LC drawing.</p>

Table 2-7 (Cont.) Export LC Advise - LC 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).
50B - Non-Bank Issuer of the Original Documentary Credit	Click Search to search and select the non-bank issuer of the original documentary credit from the look-up. This field appears if MT 720 – Transfer LC toggle is enabled.
52A - Issuing Bank of the Original Documentary Credit	Click Search to search and select the issuing bank of the original documentary credit from the look-up. This field appears if MT 720 – Transfer LC toggle is enabled.
Auto Close	Switch to  , if Auto close is required for the transactions. Switch to  , if Auto close is not required for the transactions.
Closure Date	System default the “Closure Date” with the value “Expiry Date” + No of Closure days maintained in the respective Product in which the contract has been created.

Audit

Task Audit Trail Details

Application No.

Branch Code

Initiated Date

Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Mon, 04 Nov 2024 05:21:43 GMT	Mon, 04 Nov 2024 05:23:09 GMT	ATEST11	PROCEED

Close

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

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

Table 2-8 Audit - Field Description

Field	Description
Application No.	This field displays the application number of the process.
Branch Code	This field displays the branch code.
Initiated Date	This field displays the date on which process is initiated.
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.
S. No	This field displays the serial number of the audit record.

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

Field	Description
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click **Next**.

The task will move to next data segment.

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

Field	Description
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	Upload the required 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 Export LC Advise. This information can be viewed by other users handling the request.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following. <ul style="list-style-type: none"> • 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761). In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

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

Field	Description
Signatures	<p>Click the Signature button to verify the signature of the customer/bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
Cancel	Cancels the Export LC Advise task. Details entered will not be saved and the task will be removed
Save & Close	<p>Save the information provided and holds the task in 'My Task' queue for working later.</p> <p>This option will not submit the request.</p>
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.
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.

2.3.2 Availability Shipment

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

User must verify/input/update Availability, Shipment and Goods details of an Export LC request for the different fields under the respective data segments.

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

Figure 2-9 Availability Shipment

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

Table 2-10 Availability Shipment - Field Description

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

Table 2-10 (Cont.) Availability Shipment - Field Description


Field	Description
Available By	<p>Select the available by from the drop-down list, in case of Non - Online channel.</p> <p>The options are:</p> <ul style="list-style-type: none"> • BY NEGOTIATION • BY PAYMENT <div style="border: 1px solid #0070c0; padding: 10px; margin-top: 10px;"> <p> Note:</p> <p>If BY PAYMENT option is selected, payment at sight is applicable. It must be applicable for sight type of product only.</p> </div> <p>In case of Online channel, this field is read only.</p>
Drafts At	<p>Specify the draft details.</p> <p>This field specifies the tenor of drafts to be drawn under the documentary credit.</p> <ul style="list-style-type: none"> • SIGHT • NN DAYS SIGHT • USANCE (payable in full or parts) <p>NN DAYS FROM SHIPMENT DATE (e.g. 1. 30 days from BL date 10% payable 30 days from BL date, 40% payable 60 days from BL date 50% payable 90 days from BL date)</p> <p>a. NN DAYS FROM INVOICE DATE</p> <p>b. NN DAYS FROM ACCEPTANCE</p> <p>c. NN DAYS FROM DRAFT</p> <p>MIXED</p> <p>a. X percentage SIGHT (100-X) percentage USANCE FROM</p> <p>i. NN DAYS FROM SHIPMENT DATE</p> <p>ii. NN DAYS FROM INVOICE DATE</p> <p>iii. NN DAYS FROM ACCEPTANCE</p> <p>iv. NN DAYS FROM DRAFT</p>
Drawee	<p>Click Search to search and select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> • Search the bank with SWIFT code (BIC) or Bank Name. <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted, if SWIFT code is not available then the bank's name and address to be defaulted.</p>
Payment Details	Specify the payment details if, Available By field has value as BY MIXED PAYMENT, BY NEGOTIATION or BY DEF PAYMENT .
Shipment Details	Specify the shipment details based on the description in the following table.

Table 2-10 (Cont.) Availability Shipment - Field Description



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

Table 2-10 (Cont.) Availability Shipment - Field Description





Field	Description
Port Of Discharge	<p>Specify the details of the port of discharge or airport of destination to be indicated on the transport document, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div>  Note: <p>This field is alternate to Place Of Final Destination. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>
Place Of Final Destination	<p>Specify the details of Place of final destination or place of delivery to be indicated on the transport document, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p> <div>  Note: <p>This field is alternate to Port Of Discharge. Any of these fields must have value and if both the fields has values, application will display an error message.</p> </div>
Latest Date Of Shipment	<p>Select the latest date for loading on board/dispatch/taking in charge.</p> <div>  Note: <p>This field is alternate to Shipment Period. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> </div>
Shipment Period	<p>Specify the details of shipment period.</p> <div>  Note: <p>This field is alternate to Latest Date Of Shipment. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p> </div>
Description of Goods and/or Services	Specify the description of goods and/or services based on the description in the following table.
INCO Terms	<p>Click Search to search and select the INCO terms from the document received, in case of non-online channel.</p> <p>In case of Online channel, this field is read only.</p>

Table 2-10 (Cont.) Availability Shipment - Field Description

Field	Description
INCO Terms Description	System displays the description of the INCO term based on the selected INCO Terms. Click the + to add multiple description of goods and services.
Goods Code	Click Search 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.
Goods Description	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 calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).
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.

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

Table 2-11 Availability Shipment - 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	Upload the required 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 Export LC Advise. This information can be viewed by other users handling 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. <ul style="list-style-type: none"> 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.

Table 2-11 (Cont.) Availability Shipment - Action Buttons - Field Description

Field	Description
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

Table 2-11 (Cont.) Availability Shipment - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.3 Payment Details

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

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

Figure 2-10 Scrutiny - Payment Details

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

Table 2-12 Payment Details - Field Description





Field	Description
Payment Details	Specify the payment details based on the description in the following table.
Special Payment conditions for beneficiary	Specify the details of special payment condition to the beneficiary, if any, in case of online and non-online channels.
Special Payment conditions for receiving bank	Specify the details of special payment condition to receiving bank, if any, in case of online and non-online channels. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/conditions for receiving bank only.
Period for Presentation	Specify the event name in text along with the number of days in number, if the period of presentation is based on any event other than shipment, in case of non-online channel. In case of Online channel, this field is read only.
Confirmation Instructions	Select the confirmation instruction for the LC from the available list, in case of non-online channels. The options are: <ul style="list-style-type: none"> • CONFIRM • MAY ADD • WITHOUT In case of Online channel, this field is read only.
Partial Confirmation Allowed	Read only field.  The option  , indicates partial confirmation is allowed.  The option  , indicates partial confirmation is denied. If Confirmation % field value is less than 100%, system marks Partial confirmation to Yes. If Confirmation % is equal to 100%, Partial confirmation to be marked as No.
Confirmation %	Specify the confirmation percentage. This field is enabled if Confirmation Instructions is set to Confirm or May Add and Requested Confirmation Party has value as Advising Bank . This field is alternate to 'Confirmation Amount'.
Confirmation Amount	Specify the confirmation amount. This field is enabled if Confirmation Instructions is set to Confirm or May Add and Requested Confirmation Party has value as Advising Bank . This field is auto-populated if the user specifies a value in Confirmation % field. The user can change the value.
Requested Confirmation Party	Select the requested confirmation party from the drop-down. The options are: <ul style="list-style-type: none"> • Advising Bank • Advise Through Bank • Others This field is enabled if Confirmation Instructions is set to Confirm or May Add .

Table 2-12 (Cont.) Payment Details - Field Description


Field	Description
Requested Confirmation Party	Specify the appropriate requested confirmation party, in case of online and non-online channels. This field is enabled if the Confirmation Instructions is CONFIRM or MAY ADD and Requested Confirmation Party has value as Others . This field is auto-populated if Requested Confirmation Party field has value as Advising Bank .
Reimbursing Bank	Click Search to search and select the reimbursing bank, in case of Non - Online channel. Party type with banks will be displayed in look-up. SWIFT code (if available), Name and address of the bank. <ul style="list-style-type: none"> • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. In case of Online channel, update the details received.
Advise Through Bank	Click Search to search and select the advise through bank, in case of Non - Online channel. Party type with banks must be displayed in look-up. <ul style="list-style-type: none"> • SWIFT code (if available) • Name and address of the bank On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted. <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;">  Note: In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available". </div>
Instructions to P/A/N Bank	Click Search to search and select the instructions to P/A/N Bank, in case of Non - Online channel. In case of Online channel, update the details received.
Sender to Receiver Information	Click Search to search and select the sender to receiver information, in case of Non - Online channel. In case of Online channel, update the details received..
Charges	Specify the charges details(FFT), in case of non-online channel. In case of Online channel, this field is read only.
MT730- Acknowledgement Sent	Specify the MT730 - Information to Issuing Bank details based on the description in the following table:
Sender to Receiver Information	Click Search to search and select the FFT to provide the additional information to receiver.
Narrative	Click Search to search and select the FFT to provide the additional information from the advising bank to the issuing bank.
Issuing Bank Account No	Click Search to search and select the issuing bank account number from the look-up.
Charges to be Claimed	Select the currency and specify the charges to be collected.

Table 2-12 (Cont.) Payment Details - Field Description

Field	Description
Charges	Specify the charge details for advising.
Issuing Bank Date	Select the issuing bank date from the date picker.
Account with Bank	Click Search to search and select the account to which the charges needs to be paid.
MT710 - Information to Advise Through Bank	Specify the MT710 - Information to Advise Through Bank details based on the description in the following table.
Sender to Receiver Information	Read only field. Displays the additional information to receiver.
Instructions to Intermediary Bank	Click Search to search and select the Instructions to Intermediary Bank details.

2. Click **Next**.

The task will move to next data segment.

Table 2-13 Payment 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	Upload the required 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 Export LC Advise. This information can be viewed by other users handling 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. <ul style="list-style-type: none"> • 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.

Table 2-13 (Cont.) Payment Details - Action Buttons - Field Description

Field	Description
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

Table 2-13 (Cont.) Payment Details - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.4 Additional Fields

This topic provides the systematic instructions to capture the additional fields of Export LC Advise process.

Banks can configure these additional fields during implementation.

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

Figure 2-11 Scrutiny - Additional Fields

2. Click **Next**.

The task will move to next data segment.

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

Table 2-14 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 2-14 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Documents	<p>Upload the required documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
Remarks	<p>Specify any additional information regarding the Export LC Advise. This information can be viewed by other users handling the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following.</p> <ul style="list-style-type: none"> • 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.
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.

Table 2-14 (Cont.) Additional Fields - Action Buttons - Field Description

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

2.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details in Scrutiny stage of **Export LC Advise** process.

A Scrutiny user can verify/input/update the additional details data segment of the **Export LC Advise** request. As part of Additional details section, LC may have impact on the Limits, Collaterals and Charge section.


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

Figure 2-12 Additional Details

Export LC Advise Scrutiny :: Application No:- PK2ELCA000063026

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Main Details Availability Shipment Payment Details Additional Fields Additional Details Summary

Additional Details

Limits and Collaterals	Commission, Charges and taxes	FX Linkage
Contribution : Currency : Limit Status : Collateral Currency : Collateral Contr. : Collateral Status :	Charge : Commission : Tax : Block Status : Not Initiated	FX Reference Number : Contract Currency : Contract Amount :

Audit Reject Refer Hold Cancel Save & Close Back Next

Screen(5/6)

Revolving Details

Revolving Details

Revolving: No
Next Reinstatement Date:

Revolving In: Cumulative
Cumulative: ☐

Revolving Frequency: Automatic Reinstatement: ☐

Revolve Units:

Save & Close Close

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

Table 2-15 Revolving Details - Field Description

Field	Description
Revolving	This field displays the revolving details of the LC.
Revolving In	Indicates the mode of revolving in this field. The LC can revolve with Time or Units.
Revolving Frequency	In case the LC revolves with time, then this field should be updated. This field captures the frequency in days and months by which the LC revolves.
Revolving Units	This field indicates the units by which the LC revolves.
Next Reinstatement Date	This field displays the date of next reinstatement for the LC based on the revolving frequency selected.
Cumulative	This field indicates, if the LC value has to be cumulative or not on reinstatement.
Automatic Reinstatement	This field enables you to have automatic reinstatement on the reinstatement day without manual intervention.

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

Limits and Collaterals

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

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

Limits and Collaterals

Limit Details

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

Cash Collateral Details

Collateral Percentage

10.0

Collateral Currency and amount

GBP

£10.00

Exchange Rate

1.0

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	GBP	05100276275	1	100	10	£10.00	VN		1	

Deposit Linkage Details

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

Page 1 of 1 (1 of 1 items)

Save & Close

Cancel

Figure 2-13 Limit Details

Limit Details

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


Figure 2-14 Collateral Details


Collateral Details

Total Collateral Amount	Collateral Amount to be Collected
<input type="text" value="£20.00"/>	<input type="text" value="£20.00"/>
Sequence Number	Collateral Split %
<input type="text" value="1.0"/>	<input type="text" value="100.0"/> ▼ ▲
Collateral Contribution Amount	Settlement Account
<input type="text" value="£20.00"/>	<input type="text" value="PK20010440016"/> 🔍
Settlement Account Currency	Exchange Rate
<input type="text" value="GBP"/>	<input type="text" value="1.0"/>
Contribution Amount in Account Currency	Account Available Amount
<input type="text" value="£20.00"/>	<input type="text"/>
Response	Response Message
<input type="text" value="VN"/>	<input type="text"/>
<input type="button" value="Verify"/>	

Figure 2-15 Deposit Linkage Details


Deposit Linkage Details

Customer Id



Deposit Account


Deposit Branch

Deposit Available Amount




Deposit Maturity Date





Exchange Rate


Deposit Available In Transaction Currency



Linkage Percentage %



Linkage Amount(Transaction Currency)



Save & Close

Close

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

Table 2-16 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. The user can change the Customer ID.
Linkage Type	Select the linkage type. Linkage type can be: <ul style="list-style-type: none">• Facility• Liability By default Linkage Type should be "Facility".

Table 2-16 (Cont.) Limit Details - Field Description



Field	Description
Contribution %	<p>System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified.</p> <p>Once contribution % is provided, system defaults the amount.</p> <p>System validates that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div>  Note: <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
Liability Number	<p>Click Search to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
Contribution Currency	<p>Read only field.</p> <p>This field displays the contribution currency.</p>
Line ID/Linkage Ref No	<p>Click Search to search and select from the various lines available and mapped under the customer id list.</p> <p>LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div>  Note: <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if Linkage Type is Liability.</p>
Limit/Liability Currency	<p>Read only field.</p> <p>This field displays the limit currency, when the user select the Liability Number.</p>
Limits Description	<p>Read only field.</p> <p>This field displays the limits description.</p>

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the Verify button.
Amount to Earmark	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the Verify button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id.
Edit	Click the link to edit the Limit Details .
Cash Collateral Details	Specify the Collateral details based on the description of following table:
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage. Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
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. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Collateral Details	Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
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 Search to search and select the settlement account for the collateral.
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 Verify button.
Response	Read only field. System populates the response on clicking the Verify button.
Response Message	Read only field. System populates the response message on clicking the Verify button.
Verify	Click to verify the account balance of the Settlement Account.
Save	Click to to save and close the record.
Close	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the along with the above fields.
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	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
Deposit Linkage Details	Specify the deposit linkage details based on the description of following table: System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Below fields are displayed on the Deposit Linkage Details pop-up screen, if the user clicks plus icon.
Customer Id	This field displays the defaulted from the application. The user can change the Customer ID.
Deposit Account	Click Search to search and select deposit for linkage from the list of all the customer Deposits. All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
Deposit Branch	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
Exchange Rate	Read only field. This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the Deposit Details grid along with the above fields.
Deposit Currency	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.
Edit	Click edit link to edit the deposit linkage details.

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

Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details. On landing the additional tab, charges and tax if any will get defaulted from back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or

customer group specific charges are maintained, then the same will be defaulted from back end system.

The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

Commission,Charges and Taxes

Recalculate Redefault

Commission Details

Component	Rate	Mod. Rate	Ccy	Amount	Modified	Defer	Waive	Split	Charge Party	Settl. Acctnt	Amend
No data to display.											
Page 1 (0 of 0 items) < < 1 > >											

Charge Details

Component	Tag currency	Tag Amount	Ccy	Amount	Modified	Billing	Defer	Waive	Split	Charge Party	Settl. Acctnt
No data to display.											
Page 1 (0 of 0 items) < < 1 > >											

Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acctnt
No data to display.							

Split Settlement

select	Component	Currency	Amount
No data to display.			
Page 1 (0 of 0 items) < < 1 > >			

Split Settlement Details

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

Save & Close Close

Figure 2-16 Split Settlement

Split Settlement Details

Component

AILSN_COM1_LIQD_S01

Customer

001044-APP

Account

PK20010440017

Branch

PK2

Exchange Rate

1

Party Type

APP

AR-AP Tracking

Negotiation Rate

Amount

122.5

GL Account

Account Currency

GBP

Percentage

50.00

Original Exchange Rate

1

Negotiation Reference

Loan/Finance Account

N

Save & Close

Close

Fetch Exchange Rate

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

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

Field	Description
Commission Details	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
Component	Displays the commission component.

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





Field	Description
Rate	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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	Displays the currency in which the commission have to be collected.
Amount	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	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	Switch to  for charges/commissions has to be deferred and collected at any future step.
Waive	Switch to  to waive the charges/commissions. Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.
Split	Switch to  for splitting the Commission. Switch to  if splitting of commission is not required.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Account	The settlement account.
Amend	Displays if the field is amendable or not.
Charge Details	This section displays the charge details.
Component	Displays the charge component type.
Tag Currency	Displays the tag currency in which the charges have to be collected.
Tag Amount	Displays the tag amount that is maintained under the product code.
Currency	Displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

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













Field	Description
Billing	 Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. 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	 Switch to  to defer the charges and collect at any future step. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Waive	 Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Split	 Switch to  for splitting the Commission.  Switch to  , if splitting of commission is not required.
Charge Party	Displays the charge party. By default the charge party is 'Applicant'.
Settlement Account	Click Search icon to search and select the settlement account.
Tax Details	This section displays the tax details. The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
Component	Displays the tax component.
Type	Displays the type of tax component.
Value Date	Displays the value date of tax component.
Ccy	Displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	Displays the tax amount based on the percentage of commission maintained. The user can edit the tax amount, if applicable.
Billing	 Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.

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



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

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

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

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

FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

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.

The screenshot shows the 'FX Linkage' window. It contains a table with the following columns: FX Reference Number, Bought Currency, SOLD Currency, Available Contract Amount, Rate, Linked Amount, Total Utilized Amount, FX Expiry Date, and Action. The table has one row with the following data: FX Reference Number: 000FNDF20076A9N9, Bought Currency: (empty), SOLD Currency: (empty), Available Contract Amount: £4,000.00, Rate: 1.35, Linked Amount: £4,000.00, Total Utilized Amount: (empty), FX Expiry Date: March 19, 2020, and Action: (edit and delete icons). Below the table, there is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and a search bar for 'Average FX Rate' with a value of 0. At the bottom right, there are 'Save & Close' and 'Cancel' buttons.

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

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

Average FX Rate: 0

Save & Close Cancel

Figure 2-17 FX Linkage Details

FX Linkage

FX Reference Number: 000FNDF20076A9N9

Currency: USD

Contract Amount: USD \$4,000.00

Available FX Contract Amount: USD \$4,000.00

Linkage Amount: USD \$4,000.00

Rate: 1.35

FX Amount in Local Currency: £2,962.96

FX Expiry Date: March 19, 2020

FX Delivery Period From:

FX Delivery Period To:

Save & Close Close

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

Table 2-18 FX Linkage - Field Description

Field	Description
FX Linkage pop-up screen	Specify the FX Linkage details. Below fields are displayed on the FX Linkage pop-up screen, if the user clicks the plus icon.
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, <ul style="list-style-type: none"> 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.
Currency	Read only field. This field displays the FX BOT currency from the linked FX contract.
Contract Amount	This field displays the FX BOT currency and Amount. The user can change the currency.

Table 2-18 (Cont.) FX Linkage - Field Description

Field	Description
Available FX Contract Amount	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount BOT currency and Amount is displayed.
Linkage Amount	System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
Rate	Read only field. This field displays the rate at which the contract is booked.
FX Amount in Local Currency	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
FX Expiry Date	Read only field. This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	Read only field. This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	Read only field. This field displays the date to which the contract is valid for utilization.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
Bought Currency	Read only field. This field displays the currency from the linked FX contract.
Sold Currency	Read only field. This field displays the currency from the linked FX contract.
Available Contract Amount	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
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.
Total Utilized Amount	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount BOT currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .

Table 2-18 (Cont.) FX Linkage - Field Description

Field	Description
Average FX Rate	Read only field. Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
Action	Click Edit icon to edit the FX details. Click Delete icon to delete the FX details.

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

The task will move to next data segment.

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

Table 2-19 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	Upload the required 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 Export LC Advise. This information can be viewed by other users handling 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. <ul style="list-style-type: none"> • 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.

Table 2-19 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	<p>User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.</p>
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

Table 2-19 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

2.3.6 Summary

This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Advise request.

User can review the summary of details updated in Scrutiny stage of Export LC Advise request.

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


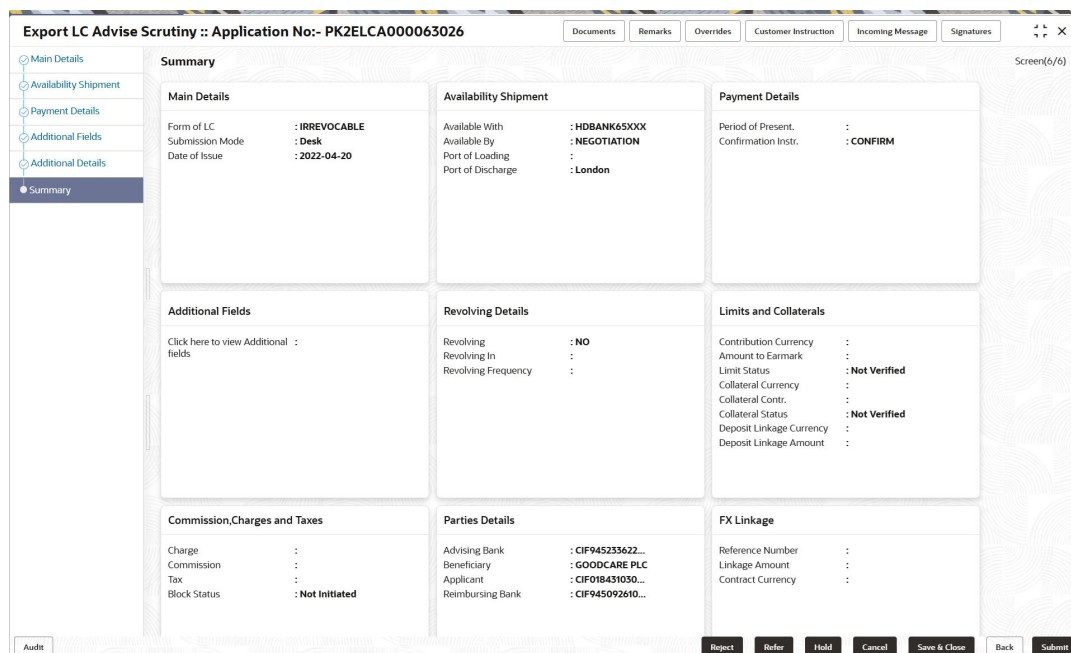
1. On **Summary** screen, click  on any tile to view the details.

Figure 2-18 Summary


Export LC Advise Scrutiny :: Application No- PK2ELCA000063026

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Screen(6/6)

Summary

Main Details

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

Availability Shipment

Available With : HDBANK65XXX
Available By : NEGOTIATION
Port of Loading :
Port of Discharge : London

Payment Details

Period of Present. :
Confirmation Instr. : CONFIRM

Additional Fields

Click here to view Additional fields

Revolving Details

Revolving : NO
Revolving In :
Revolving Frequency :

Limits and Collaterals

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

Commission, Charges and Taxes

Charge :
Commission :
Tax :
Block Status : Not Initiated

Parties Details

Advising Bank : CIF945233622...
Beneficiary : GOODCARE PLC
Applicant : CIF018431030...
Reimbursing Bank : CIF945092610...

FX Linkage

Reference Number :
Linkage Amount :
Contract Currency :

Audit Reject Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary

- Main Details - User can view and modify the application details and LC details, if required.

- Availability Shipment - User can view and modify availability and shipment details, if required.
 - Payment Details - User can view and modify all details related to payments, if required.
 - Additional Fields - User can view the details of additional fields.
 - Revolving Details - User can view and modify revolving details on revolving LC, if applicable.
 - Limits and Collaterals - User can view and modify limits and collateral details, if required.
 - Commission, Charges and taxes - User can view and modify Commission, charges and taxes details, if required.
 - Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
 - FX Linkage - User can view at the FX linkage details.
2. Click **Submit**.
- The task will move to next logical stage.

Table 2-20 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	Upload the required 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 Export LC Advise. This information can be viewed by other users handling 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. <ul style="list-style-type: none"> • 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.

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

Field	Description
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Request Clarification	User should be able to submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline.
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>

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

Field	Description
Cancel	Cancel the Scrutiny stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
Submit	Task will get moved to next logical stage of Export LC Advice. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

2.4 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Advise request.

A DE User can input new Export LC Advise request. As part of data enrichment user can enter/update basic details of the incoming request.



Note:

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

Do the following steps to acquire a task which completed the registration and currently at Data enrichment stage.

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

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

Figure 2-19 Free Tasks

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise Islamic	PK2IELA000062997	PK2IELA000062997	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export Documentary ...	PK2EDCB000063059	PK2EDCB000063059	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063058	PK2CGRM000063058	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063048	PK2CGRM000063048	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000063042	PK2ELCA000063042	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export Documentary ...	PK2EDCB000063043	PK2EDCB000063043	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Drawing	PK2ELCD000063037	PK2ELCD000063037	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063036	PK2CGRM000063036	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Common Group Mess...	PK2CGRM000063033	PK2CGRM000063033	Approval	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062969	PK2ELCA000062969	DataEnrichment	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000053028	PK2ILCI000053028	Handoff RetryTask	22-04-20
<input type="checkbox"/>	Medium	Export LC Closure	PK2ELCC000063025	PK2ELCC000063025	Registration	22-04-20

The **Free Tasks** screen appears.

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

Figure 2-20 My Tasks

Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000063026	PK2ELCA000063026	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062993	PK2ELCA000062993	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062994	PK2ELCA000062994	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062992	PK2ELCA000062992	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062991	PK2ELCA000062991	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Advise	PK2ELCA000062968	PK2ELCA000062968	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee Issuance	PK2GTEI000062953	PK2GTEI000062953	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Import LC Amendment	PK2ILCA000062926	PK2ILCA000062926	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Advis...	PK2IGAC000062637	PK2IGAC000062637	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Advis...	PK2GADC000062636	PK2GADC000062636	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Advis...	PK2GADC000062547	PK2GADC000062547	Registration	22-04-20
<input type="checkbox"/>	Medium	Guarantee SBLC Advis...	PK2GADC000062545	PK2GADC000062545	Registration	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Clo...	PK2IELT000062061	PK2IELT000062061	Registration	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the fields in Data Enrichment stage. Some of the fields 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 LC Advise request.
- [Availability Shipment](#)
This topic provides the systematic instructions to capture the availability and shipment details.
- [Document Details](#)
This topic provides the systematic instructions to capture the details of the documents received.
- [Payment Details](#)
This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Advise request.
- [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 of Export LC Advise process.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Advise process.
- [Settlement Details](#)
This topic provides the systematic instructions to capture the settlement details of Export LC Advise request.
- [Summary](#)
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Advise request.

2.4.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Advise request.

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

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

Figure 2-21 Data Enrichment - Main Details

Export LC Advise DataEnrichment :: Application No:- PK2ELCA000063026

Documents Remarks Overrides Customer Instruction Incoming Message Signatures Screen(1/9)

Main Details

Availability Shipment
Document Details
Payment Details
Additional Fields
Advices
Additional Details
Settlement Details
Summary

Application Details

MT 720 - Transfer LC

Beneficiary: 001044 GOODCAR

Branch: PK2-Oracle Banking Trade Fina

Priority: Medium

Submission Mode: Desk

32B - Currency Code, Amount: GBP £100.00

Process Reference Number: PK2ELCA000063026

Advising Date: April 20, 2022

Issuing Bank: 8512959 CIF1017627

LC Details

LC Type: Sight

Advising Bank: 8472188 CIF8561714

Product Code: ELSN

Product Description: Import LC Sight Non Revolving

40A/B - Form of Documentary Credit: IRREVOCABLE

Form of Documentary Credit Details

20 - Documentary Credit Number: 23123133123123

Contract Reference Number: ELSN221100008501

31C - Date of Issue: April 20, 2022

40E - Applicable Rules: UCP LATEST VERSION

User Reference Number: ELSN221100008501

23 - Reference To Pre-Advice

31D - Place of Expiry: London

Applicant: CIF018431C CIF018431C

Date of Expiry: November 1, 2022

31A - Applicant Bank: 8516826 CIF1015045

Amount In Local Currency: GBP £100.00

39A - Percentage Credit Amount Tolerance

39C - Additional Amount Covered

Reject Refer Hold Cancel Save & Close Next

For more information on the fields, refer [Table 2-6](#) of **Scrutiny** stage.

LC Details

The fields listed under this section are same as the fields listed under the **LC Details** section in **Scrutiny** stage. For more information on the fields, refer [Table 2-7](#) of **Scrutiny** stage. During Registration, if user has not captured input, then user can capture the details in this section.

Figure 2-22 LC Details

LC Details

Additional Fields
Additional Details
Summary

LC Type: Sight

Advising Bank: 8513877 CIF1014317

Product Code: ELAC

Product Description: Export LC Sight Non Revolving

40A/B - Form of Documentary Credit: IRREVOCABLE

Form of Documentary Credit Details

20 - Documentary Credit Number: 11112199000

Contract Reference Number: ELAC221100055502

31C - Date of Issue: April 19, 2022

40E - Applicable Rules: UCP LATEST VERSION

User Reference Number: ELAC221100055502

23 - Reference To Pre-Advice

31D - Place of Expiry: London

Applicant: 001403 MARKS AN

Date of Expiry: May 2, 2022

31A - Applicant Bank

Amount In Local Currency: GBP £100.00

39A - Percentage Credit Amount Tolerance

39C - Additional Amount Covered

Auto Close

Closure Date

Reject Refer Hold Cancel Save & Close Next

2. Click **Next**.

The task will move to next data segment.

For more information on the action buttons, refer [Table 2-9](#) in **Main Details** section of **Scrutiny** stage.

2.4.2 Availability Shipment

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

User must verify/input/update Availability, Shipment and Goods details of an Export LC request for the different fields under the respective data segments.

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

Figure 2-23 Availability

Export LC Advise DataEnrichment :: Application No:- PK2ELCA000063026

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Main Details Availability Shipment Document Details Payment Details Additional Fields Advices Additional Details Settlement Details Summary

Availability Shipment

▼ Availability Details

41a-Available with: HDBANK65XXX

41a-Available By: BY NEGOTIATION

42C-Drafts At: Test

Drawee: RBOSGB2L

42 P/M - Payment Details

▼ Shipment Details

43P-Partial Shipments: ALLOWED

43T-Transshipment: ALLOWED

44A-Place of Taking in Charge: Mumbai

44E-Port of Loading:

44F-Port of Discharge: London

44B-Place of Final Destination:

44C-Latest Date of Shipment:

44D-Shipments Period:

▼ 45A Description of Goods and/or Services

INCO Terms: DDP

INCO Terms Description: Delivered Duty Paid (named place of)

Goods Code	Goods Type	Goods Description	No of Units	Price per Unit	Total Amount	Action
CILLAFABRIC	G	CILLAFABRIC	10	£10.00	£100.00	

Audit Reject Refer Hold Cancel Save & Close Back Next

For more information on fields, refer [Availability Shipment](#) of **Scrutiny** stage.

2. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer [Table 2-11](#) of **Scrutiny** stage.

2.4.3 Document Details

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

User must provide the required documents and additional conditions (if applicable) in this section.

Document Details

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

Figure 2-24 Data Enrichment - Document Details

Export LC Advise DataEnrichment :: Application No:- PK2ELCA000063026

Documents Remarks Overrides Customer Instruction Incoming Message Signatures Screen(3/9)

Main Details
Availability Shipment
Document Details
Payment Details
Additional Fields
Advices
Additional Details
Settlement Details
Summary

Document Details

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

Additional Conditions

FFT Code	FFT Description		Action
55DTESTFFT	Test FFT	<input checked="" type="checkbox"/>	



Audit Reject Refer Hold Cancel Save & Close Back Next

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

Table 2-21 Document Details - Field Description

Field	Description
Document Details	<p>Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for Document code, originals and copy.</p> <p>Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both 'Bill Of lading' and 'Airway Bill' are chosen.</p> <p>Based on the 'Product' selected, Application will default the documents required under the LC. User can edit the details, delete an existing document and also add additional documents to the defaulted list.</p> <p>Capture the information based on the description in the following table:</p> <p>Click Plus icon to add multiple document details.</p>
Document Code	<p>System defaults the document code.</p> <p>User can add the document code by clicking the + icon.</p> <p>Click Search to search and select the document code based on the document received. User can delete the code by deleting the line on the grid.</p>
Document Description	<p>System displays the document description based on the document code. User can edit the description.</p>
	<p>Click the edit icon to edit the document description.</p>

Table 2-21 (Cont.) Document Details - Field Description

Field	Description
Copy	System defaults the number of copy received. User can edit the actual copies received. Specify the number copies received from the Drawer.
Original	System defaults the number of copy received. User can edit the actual originals received. Specify the number of original documents received from the Drawer.
Clause Details	System will populate the document Clause based on the document code. User can view and edit the document clause by clicking the link in the 'Document Clause' column.
Original Doc. Required	Switch to  , if original document is required. Switch to  , if original document is not required.
Action	Click Edit icon to edit the document code/ document date. Click Delete icon to delete the document details row.
Additional Conditions	Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions. Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT. Click Plus icon to add multiple additional condition details.
FFT Code	Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions. Non Online Channel - Click Search to search and select the FFT code from the look-up and can edit the description populated from FFT. You should also be able to add additional FFT.
FFT Description	System displays the document description based on the document code. User can edit the description.
Action	Click Edit icon to edit the FFT code. Click Delete icon to delete the FFT code.

2. Click **Next**.

The task will move to next data segment.

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

Table 2-22 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.
Remarks	Specify any additional information regarding the export lc Advise. 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 <ul style="list-style-type: none"> 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
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.

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

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

2.4.4 Payment Details

This topic provides the systematic instructions to initiate the Payment in Data Enrichment stage of Export LC Advise request.

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

Figure 2-25 Data Enrichment - Payment Details

For more information on fields, refer [Table 2-12](#) of Scrutiny stage.

2. Click Next.

The task will move to next data segment.

For more information on action buttons, refer [Table 2-14](#) of Scrutiny stage.

2.4.5 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Figure 2-26 Data Enrichment - Additional Fields

2. Click **Next**.

The task will move to next data segment.

For more information on action buttons, refer [Table 2-14](#) of **Scrutiny** stage.

2.4.6 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Advise process.

Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required. The user can also suppress the Advice, if required

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

Figure 2-27 Advices

Advice Details

Advice Details

▼ Advice Details

Suppress Advice ☐ Advice Name LC_AMND_INSTR Medium ▼ Advice Party ABK

Party ID 001204 Party Name ABC BANK

▼ FFT Code

FFT Code	FFT Description		Action ⌵
FREEVP	TESTING FFT		

▼ Instructions

Instruction Code	Instruction Description	Edit ⌵	Action ⌵
E023	IN CASE, REIMBURSING BANK IN NEW YORK, FAILS TO F		

OK Cancel

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

Table 2-23 Advice Details





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

Table 2-23 (Cont.) Advice Details

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

2. Click **Next**.

The task will move to next data segment.

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

Table 2-24 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	Click to View/Upload the required document. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
Remarks	Specify any additional information regarding the Export LC Advise. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.

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

Field	Description
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761). In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.
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	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

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

Field	Description
Hold	The details provided will be saved and status will be on hold. sUser 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	Clicking on Back button, takes the user 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.

2.4.7 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Advise process.

A Data Enrichment user can verify/input/update the additional details data segment of the Export LC Advise request.


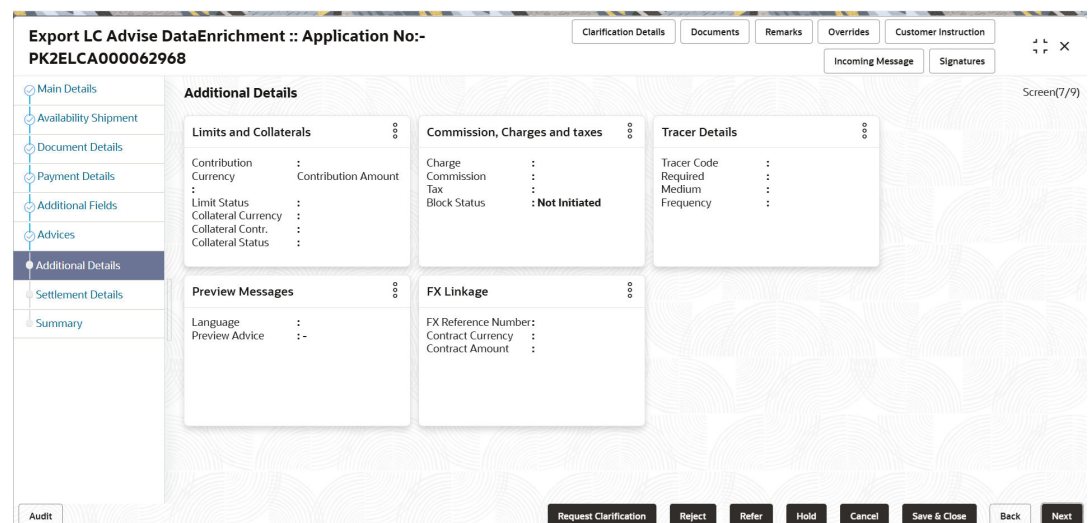
1. On **Additional Details** screen, click  on any Additional Details tile to view the details.

Figure 2-28 Additional Details


Export LC Advise DataEnrichment :: Application No:- PK2ELCA000062968

Clarification Details Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Main Details Availability Shipment Document Details Payment Details Additional Fields Advices **Additional Details** Settlement Details Summary

Additional Details

Limits and Collaterals

Contribution :
Currency : Contribution Amount :
Limit Status :
Collateral Currency :
Collateral Contr. :
Collateral Status :

Commission, Charges and taxes

Charge :
Commission :
Tax :
Block Status : **Not Initiated**

Tracer Details

Tracer Code :
Required :
Medium :
Frequency :

Preview Messages

Language :
Preview Advice :-

FX Linkage

FX Reference Number:
Contract Currency :
Contract Amount :

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

Screen(7/9)

Revolving Details

Revolving Details

Revolving No	Revolving In Cumulative	Revolving Frequency	Revolve Units
Next Reinstatement Date	<input type="checkbox"/>	Automatic Reinstatement	<input type="checkbox"/>

Save & Close Close

For more information on fields, refer [Table 2-15](#) of **Scrutiny** stage.

Limits and Collaterals

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

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

Limits and Collaterals

Limit Details

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

Cash Collateral Details

Collateral Percentage: 10.0

Collateral Currency and amount: GBP £10.00

Exchange Rate: 1.0

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	Edit	Delete
1	GBP	05100276275	1	100	10	£10.00	VN		1	

Deposit Linkage Details

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

Page 1 of 1 (1 of 1 items) | 1 |

Save & Close Cancel

For more information on fields, refer [Table 2-16](#) of **Scrutiny** stage.

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

Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details. On landing the additional tab, charges and tax if any will get defaulted from back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

Commission,Charges and Taxes

Recalculate Redefault

▼ Commission Details

Component	Rate	Mod. Rate	Ccy	Amount	Modified	Defer	Waive	Split	Charge Party	Settl. Acct	Amend
No data to display.											

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

▼ Charge Details

Component	Tag currency	Tag Amount	Ccy	Amount	Modified	Billing	Defer	Waive	Split	Charge Party	Settl. Acct
No data to display.											

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

▼ Tax Details

Component	Type	Value Date	Ccy	Amount	Billing	Defer	Settl. Acct
No data to display.							

▼ Split Settlement

select	Component	Currency	Amount
No data to display.			

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

Split Settlement Details

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

Save & Close Close

For more information on fields, refer [Table 2-17](#) of **Scrutiny** stage.

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

FX Linkage

This section enables the user to link the existing FX contract(s) to the LC transactions. User can link multiple forward FX contracts.

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.

FX Linkage

▼ FX Linkage

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

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

Average FX Rate

0

Save & Close Cancel

For more information on fields, refer [Table 2-18](#) of **Scrutiny** stage.

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

Tracer Details

This section enables the user to view the default Tracer details from back end application. It also allows the user to trace the response for the discrepancies identified.

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

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

Save & Close Close

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

Table 2-25 Tracer Details - Field Description



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

Table 2-25 (Cont.) Tracer Details - Field Description

Field	Description
Template ID	Click Search to search and select the party type of the template ID from the lookup.

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

Preview Messages

User can view the draft message (outgoing MT754 and MT742/MT750/MT742 SWIFT message format) being displayed on the preview message text box.

User can preview the MT999 messages for the applicable MT7XX messages generated by the Back office system in the Preview Message.

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

Table 2-26 Preview Messages - Field Description

Field	Description
Preview SWIFT Message	This section displays the preview of SWIFT Messages fields.
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 export LC details.
Preview Message	This field displays a preview of the draft message.
Preview Mail Advice	This section displays the preview of Mail Advice fields.
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.

Table 2-26 (Cont.) Preview Messages - Field Description

Field	Description
Repair Reason	Read only field. Display the message repair reason of draft message of export LC details.
Preview Message	This field displays a preview of the draft message.

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

The task will move to next data segment.

For more information on action buttons, refer [Table 2-19](#) of **Scrutiny** stage.

2.4.8 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Export LC Advise request.

The user can view the settlement details during Export LC Advise. As part of Data Enrichment, the user can verify and enter the basic settlement details available in the LC. In case the request is received through online channel, user will verify the details populated.

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

Figure 2-29 Settlement Details

Export LC Advise DataEnrichment :: Application No:-
PK2ELCA000062969

Clarification Details Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Screen(8/9)

Settlement Details

☐ Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event	Original Exchange Rate	Exchange Rate	Deal Reference Number
AMT_PURCHASED	GBP	Debit	PK20010410027	WELLS FARGO LA	USD	No	No	2.535	2.535	
AMT_PURCHASEDEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No			
BILL_LIQ_AMT	GBP	Debit	PK20010410027	WELLS FARGO LA	USD	No	Yes	2.535	2.535	
BILL_LIQ_AMTEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	Yes	1		
COLL_LIQ_AMT	GBP	Debit	PK20010410027	WELLS FARGO LA	USD	No	No	2.535	2.535	
COLL_LIQ_AMTEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP	No	No			
IBCOUR_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No	1		
IBSWIFT_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No	1		
IBTAX1_AMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No	1		
IBTAX2_AMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP	No	No	1		

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

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

Table 2-27 Settlement Details – Field Description

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

- Click any component in the grid.

Party Details**Table 2-28 Party Details – Field Description**

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

Table 2-28 (Cont.) Party Details – Field Description

Field	Description
Account with Institution	Click search icon to search and select the account with institution from the look up.
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.
Receiver	Click search icon to search and select the receiver from the look up.

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

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

Remittance Information**Table 2-30 Remittance Information – Field Description**

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

3. Click Next.

The task will move to next data segment.

Table 2-31 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 2-31 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Documents	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
Remarks	<p>Specify any additional information regarding the Export LC Advise. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> 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.
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	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others

Table 2-31 (Cont.) Settlement 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.

2.4.9 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Export LC Advise request.

User can review the summary of details updated in Data Enrichment stage of Export LC Advise request.

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


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

Figure 2-30 Summary

Export LC Advise DataEnrichment :: Application No:- PK2ELCA000062968

Clarification Details Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Screen(9/9)

Summary

Main Details

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

Availability Shipment

Available With : **ANY BANK**
 Available By :
 Port of Loading :
 Port of Discharge :

Document Details

Document 1 : **UPLD_700_460**
 Document 2 : **UPLD_700_461**
 Document 3 : **UPLD_700_462**
 Document 4 : **UPLD_700_463**
 Document 5 : **UPLD_700_464**

Payment Details

Period of Present. : **21**
 Confirmation Instr. : **WITHOUT**

Additional Fields

Click here to view Additional :
 fields

Advices

Advice 1 :
 Advice 2 :

Limits and Collaterals

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

Commission, Charges and taxes

Charge :
 Commission :
 Tax :
 Block Status : **Not Initiated**

Tracer Details

Tracer Code :
 Required :
 Medium :
 Frequency :

Preview Messages

Language : **ENG**
 Preview Message :-

Parties Details

Issuing Bank : **IDBANK55XXX**
 Advising Bank : **CIF851072302...**
 Applicant : **GOODCARE PLC**
 Beneficiary : **MARKS AND SP...**

Compliance details

KYC : **Not Initiate...**
 Sanctions : **Not Initiate...**
 AML : **Not Initiate...**

Accounting Details

Event :
 Account Number :
 Branch :

Settlement Details

Component :
 Account Number :
 Currency :

FX Linkage

Reference Number :
 Linkage Amount :
 Contract Currency :

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

Tiles Displayed in Summary

- **Main Details** - User can view and modify the application details and LC details, if required.
- **Availability Shipment** - User can view and modify availability and shipment details, if required.
- **Documents Details** - User can view and modify the documents required grid and the additional conditions grid, if required.
- **Payment Details** - User can view and modify all details related to payments, if required.
- **Additional Fields** - User can view the details of additional fields.
- **Advices** - User can view the details of advices.
- **Revolving Details** - User can view and modify revolving details on revolving LC, if applicable.
- **Limits and Collaterals** - User can view and modify limits and collateral details, if required.
- **Commission, Charges and taxes** - User can view and modify Commission, charges and taxes details, if required.
- **Tracer Details** - User can view the tracer details.

- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

- Settlement Details - User can view the settlement details.
- FX Linkage - User can view the FX linkage details.

2. Click **Submit**.

The task will move to next logical stage.

For more information on action buttons, refer [Table 2-20](#) of **Scrutiny** stage.

2.5 Exceptions

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

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

Amount Block Exception Approval

Export LC Advise AmountBlock Exception Approval :: Application No:- PK2ELCA000008632

Documents Remarks Overrides Customer Instruction Incoming Message

Amount Block Exception

Summary

Amount Block Exception

Amount Block Exception Details

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge	GBP	50	PK20010440017	PK2	GBP		Failed	
Tax	GBP	4	PK20010440017	PK2	GBP		Failed	

Audit

Reject Refer Hold Approve Next

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

block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral. Amount block check will be done for all the parties related to the LC.

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 important 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. If multiple accounts are applicable, Amount Block Reference for all accounts to be passed to 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 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

Export LC Advise AmountBlock Exception Approval :: Application No:- PK2ELCA000008632

Documents Remarks Overrides Customer Instruction Incoming Message

Amount Block Exception Summary Screen(2/2)

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20	Availability Shipment Available With : test Available By : Months Port of Loading : Port of Discharge : test	Document Details Document 1 : INVD Document 2 : INSD Document 3 : BOL
Payment Details Period of Present. : Confirmation Instr. : WITHOUT	Additional Fields Click here to view Additional : fields	Advices Advice 1 : LC_ACK_ADVIC... Advice 2 : LC_CASH_COL... Advice 3 : ADVANCE_CL Advice 4 : TRADE_ENVELO... Advice 5 : ADV_THIRD_BA...
Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : GBP 50.00 Commission : Tax : GBP 4.00 Block Status : Failed	Tracer Details Tracer Code : Required : Medium : Frequency :
Preview Messages Language : ENG Preview Message :	Parties Details Beneficiary : GOODCARE PLC Issuing Bank : RABO BANK Advising Bank : RBS PLC Applicant : MARKS AND SP...	Compliance details KYC : Not Initiate... Sanctions : Verified AML : Verified
Accounting Details Event : BADV AccountNumber : 620000001 Branch : PK2	FX Linkage Reference Number : Linkage Amount : Contract Currency :	

Audit Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents Details - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable. Preview Messages - User can view and modify preview details, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.
- Tracer Details - User can view the tracer details.

- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required .
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

- FX Linkage - User can view the FX linkage details.
1. Click **Approve**. to approve thw export booking amount bolck exception check.

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

Table 2-32 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Advise. 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 <ul style="list-style-type: none"> • 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-32 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
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 customer. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

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

Export LC Advise KYC Exceptional Approval :: Application No:- PK2ELCA000008632

Documents Remarks Overrides Customer Instruction Incoming Message

KYC Exception Summary

KYC Exception

KYC Details

Party ID	KYC Status	KYC Verified On	KYC Verified Till
000327	Failed		
000325	Failed		

Audit

Reject Refer Hold Approve Next

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

Approve

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

Summary

Figure 2-31 Know Your Customer (KYC) Exception

Export LC Advise KYC Exceptional Approval :: Application No:- PK2ELCA000008632

Documents Remarks Overrides Customer Instruction Incoming Message

KYC Exception Summary Screen(2/2)

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20	Availability Shipment Available With : test Available By : Months Port of Loading : Port of Discharge : test	Document Details Document 1 : INVDOC Document 2 : INSDOC Document 3 : BOL
Payment Details Period of Present. : Confirmation Instr. : WITHOUT	Additional Fields Click here to view Additional : fields	Advices Advice 1 : LC_ACK_ADVIC... Advice 2 : LC_CASH_COL... Advice 3 : ADVICE_CL... Advice 4 : TRADE_ENVELO... Advice 5 : ADV_THIRD_BA...
Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : GBP 50.00 Commission : Tax : GBP 4.00 Block Status : Failed	Tracer Details Tracer Code : Required : Medium : Frequency :
Preview Messages Language : ENG Preview Message : -	Parties Details Beneficiary : GOODCARE PLC Issuing Bank : RABO BANK Advising Bank : RBS PLC Applicant : MARKS AND SP...	Compliance details KYC : Not Initiate... Sanctions : Verified AML : Verified
Accounting Details Event : BADV AccountNumber : 620000001 Branch : PK2	FX Linkage Reference Number : Linkage Amount : Contract Currency :	

Audit

Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents Details - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Revolving Details - User can view and modify revolving details on revolving LC, if applicable. Preview Messages - User can view and modify preview details, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.

- Tracer Details - User can view the tracer details.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required .
- Compliance Details - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

- FX Linkage - User can view the FX linkage details.

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

Table 2-33 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 Export LC Advise. 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 <ul style="list-style-type: none"> • 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-33 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
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 - Limit Check/Credit

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

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

 **Note:**

On Approval of the exception task, system should validate the Limit Availability, Limit Expiry Date in the Limit System and create Earmark in the ELCM system. In case if the Limit is not available or the Limit is expired, then system should display an error message and should not allow the user to approve and proceed.

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 displays the limit and collateral details.

Export LC Advise Limit Earmark Exception Approval :: Application No:- PK2ELCA000062293

Documents Remarks Overrides Customer Instruction Incoming Message

CREDIT EXCEPTION

Summary

CREDIT EXCEPTION

Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message
001041	Liability	001041		1	100	GBP	56000	Earmark Failed	GW-ROUT0003 - No data found for the service, op

Earmark

Cash Collateral Details

Collateral Percentage: 0.0

Collateral Currency and amount: GBP

Exchange Rate: 1.0

Sequence Number	Settlement Account Currency	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check...	Response Message	View	Verify
No data to display.										

Earmark

Audit

Reject Refer Hold Approve Next

Summary

Export LC Advise Limit Earmark Exception Approval :: Application No:- PK2ELCA000062293

Documents Remarks Overrides Customer Instruction Incoming Message

CREDIT EXCEPTION Summary Screen(2/2)

Main Details

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

Availability Shipment

Available With : any bank
Available By : NEGOTIATION
Port of Loading : dgfg
Port of Discharge : dgfg

Document Details

Document 1 : INVDOC

Payment Details

Period of Present. :
Confirmation Instr. : CONFIRM

Additional Fields

Click here to view Additional fields

Advices

Advice 1 : ADVICE_CL
Advice 2 : TRADE_ENVELO...
Advice 3 : LC_ACK_ADVIC...
Advice 4 : LC_CASH_COL...
Advice 5 : ADV_THIRD_BA...

Limits and Collaterals

Contribution Currency : GBP
Amount to Earmark : 56,000.00
Limit Status : Earmark Fail...
Collateral Currency :
Collateral Contr. :
Collateral Status : Not Verified
Deposit Linkage Currency :
Deposit Linkage Amount :

Commission, Charges and taxes

Charge : GBP 5,160.00
Commission :
Tax : GBP 408.80
Block Status : Success

Tracer Details

Tracer Code :
Required :
Medium :
Frequency :

Preview Messages

Language : ENG
Preview Message : -

Parties Details

Issuing Bank : WELLS FARGO ...
Applicant : MARKS AND SP...
Beneficiary : GOODCARE PLC

Compliance details

KYC : Verified
Sanctions : Verified
AML : Verified

Accounting Details

Event : BADV
AccountNumber : PK2001044001...
Branch : PK2

FX Linkage

Reference Number :
Linkage Amount :
Contract Currency :

Audit Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main Details - User can view and modify details of application and LC, if required.
- Availability Shipment - User can view and modify availability and shipment details, if required.
- Documents Details - User can view and modify the documents required grid and the additional conditions grid, if required.
- Payment Details - User can view and modify all details related to payments, if required.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Commission, Charges and taxes - User can view and modify commission, charges and taxes details, if required.
- Tracer Details - User can view the tracer details.
- Preview Messages - User can view and modify preview details, if required.
- Parties Details - User can view and modify party details like beneficiary, advising bank etc., if required

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

 **Note:**

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

- FX Linkage - User can view the FX linkage details.

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

Table 2-34 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Advise. 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 <ul style="list-style-type: none"> • 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.
Incoming Message	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701). In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task. In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.

Table 2-34 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
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.

2.6 Multi Level Approval

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

The Approval user can approve a Export LC Advising transaction.

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.

The **Approval Re-Key** pop-up screen appears.

Figure 2-32 Approval Re-Key

Approval Rekey

View Signature

Documents

Remarks

Currency

GBP

✓

Contract Amount

GBP

▼

£56,000.00

✓

Refer

Close

Proceed

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

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

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

- Currency

- Contract Amount

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

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

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

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

Note:

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

Approval Summary

Export LC Advise Approval Task Level 1 :: Application No:- PK2ELCA000062293

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20	Availability Shipment Available With : any bank Available By : NEGOTIATION Port of Loading : dggfg Port of Discharge : gfg dfg	Document Details Document 1 : INVDOC
Payment Details Period of Present. : Confirmation Instr. : CONFIRM	Additional Fields Click here to view Additional : fields	Advices Advice 1 : ADVICE_CL Advice 2 : TRADE_ENVELO... Advice 3 : LC_ACK_ADVIC... Advice 4 : LC_CASH_COL... Advice 5 : ADV_THIRD_BA...
Limits and Collaterals Contribution Currency : GBP Amount to Earmark : 56,000.00 Limit Status : Earmark Fail... Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : GBP 5,160.00 Commission : Tax : GBP 408.80 Block Status : Success	Tracer Details Tracer Code : Required : Medium : Frequency :
Preview Messages Language : ENG Preview Message : -	Parties Details Beneficiary : GOODCARE PLC Applicant : MARKS AND SP... Issuing Bank : WELLS FARGO ...	Compliance details KYC : Verified Sanctions : Verified AML : Verified
Accounting Details Event : BADV AccountNumber : 520000002 Branch : PK2	FX Linkage Reference Number : Linkage Amount : Contract Currency :	Exception(Approval) Limit Earmark,Sanction : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS : -

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

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

 **Note:**

User can view the accounting entries generated in back office.

- FX Linkage - User can view the FX linkage details.
- Exception(Approval) - User can view the Exception(Approval) details.

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

Table 2-35 Approval Summary - Action Buttons - Field Description

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

Table 2-35 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Remarks	<p>Specify any additional information regarding the Export LC Advise. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • 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.
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

Table 2-35 (Cont.) Approval 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.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none">• R1- Documents missing• R2- Signature Missing• R3- Input Error• R4- Insufficient Balance/Limits• R5 - Others
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve**.

2.7 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.

1. Log in into OBTFPM application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit**.

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

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

Summary

Export LC Advise Reject Approval :: Application No:-
PK2ELCA000050630

Documents Remarks Overrides Customer Instruction Incoming Message Signatures

Main Details Form of LC : IRREVOCABLE Submission Mode : Desk Date of Issue : 2022-04-20	Availability Shipment Available With : any bank Available By : Port of Loading : mumbai Port of Discharge : uae	Document Details Document 1 : Document 2 :
Payment Details Period of Present. : 21 Confirmation Instr. : WITHOUT	Additional Fields Click here to view Additional : fields	Advices Advice 1 : ADVICE_CL Advice 2 : TRADE_ENVELO... Advice 3 : LC_ACK_ADVIC... Advice 4 : LC_CASH_COL... Advice 5 : ADV_THIRD_BA...
Limits and Collaterals Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contr. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	Commission, Charges and taxes Charge : GBP 500.00 Commission : Tax : GBP 40.00 Block Status : Success	Tracer Details Tracer Code : Required : Medium : Frequency :
Preview Messages Language : ENG Preview Message : -	Parties Details Issuing Bank : WELLS FARGO ... Beneficiary : GOODCARE PLC Applicant : MARKS AND SP...	Compliance details KYC : Verified Sanctions : Verified AML : Verified
Accounting Details Event : BADV AccountNumber : PK2001044001... Branch : PK2		

Audit

Reject Hold Cancel Approve

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

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

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

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

 **Note:**

User can view the accounting entries generated in back office.

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

Table 2-36 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
Remarks	Specify any additional information regarding the Export LC Advise. 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 <ul style="list-style-type: none"> • 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.

Table 2-36 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Incoming Message	<p>This button displays the multiple messages (MT760 + up to 7 MT761).</p> <p>In case of MT798, the User can click and view the MT798 message(770,700/701).</p> <p>In case of MT798-MT726-MT759 request, user can view MT798 message(726-759) in this placeholder in Header of the task.</p> <p>In case of MT798_MT788-MT799 request, user can view MT798 message (788-799) in this placeholder in Header of the process-task.</p>
Signatures	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
Reject	On click of Reject, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.
Cancel	Cancel the Reject Approval.
Approve	On click of Approve, the transaction is rejected.

6. Click **Approve** to reject the transaction.