# Oracle Banking Trade Finance Process Management Guarantee/SBLC Issuance Amendment Beneficiary Consent User Guide



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ORACLE

Oracle Banking Trade Finance Process Management Guarantee/SBLC Issuance Amendment Beneficiary Consent User Guide, Release 14.8.0.0.0

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## Preface

#### Purpose

This topic helps you quickly get acquainted with the **Guarantee/SBLC Isssuance Amendment Beneficiary Consent** process.

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

### Purpose

This topic helps you quickly get acquainted with the **Guarantee/SBLC Isssuance Amendment Beneficiary Consent** process.

## Audience

This document is intended for the following audience:

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

## **Documentation Accessibility**

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



#### Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

## **Critical Patches**

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

### **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.

### Structure

This manual is organized into the following chapters:

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

## Conventions

The following text conventions are used in this document:

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

## **Related Documents**

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

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



## Acronyms and Abbreviations

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

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		

Table 1 Acronyms and Abbreviations

## **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.

## **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:

Action Buttons	Description		
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.		
	Reject Codes are:		
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>		
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.		

Table 2 Common Action Buttons and its Definitions

Action Buttons	Description		
Refer	Select a Refer Reason from the values displayed by the system.		
	Refer Codes are:		
	R1- Documents missing		
	R2- Signature Missing		
	R3- Input Error		
	R4- Insufficient Balance/Limits		
	R5 - Others		
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.		
Cancel	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.		
Save & Close	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.		
Next	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.		
Submit	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.		

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

## 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
J L	Minimize
л г	
r 7	Maximize
L J	
×	Close
Q	Perform Search
•	Open a list



Symbol/Icon	Function
	Date Range
$\leftrightarrow$	
+	Add a new record
<u>+</u>	No single to the Cost append
K	Navigate to the first record
	Navigate to the last record
<b>&gt;</b>	
	Navigate to the previous record
	Navigate to the next record
12.21	Grid view
88	
	List view
G	Refresh
+	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
-	
rttta	Calendar
	Alerts
~	Unlock Option
E	
	View Option
Ð	
	Reopen Option
<b>\$</b> \$	
<b>↓</b>	

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



Symbol/Icon	Function
6	Open status
D	Unauthorized status
₽.	Rejected status
£	Closed status
D	Authorized status
ß	Modification Number

Table 4 Symbols and Icons - Widget



## 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.



## Guarantee Issuance Amendment - Beneficiary Consent

Guarantee/ SBLC issued by the Issuing Bank/Local Guarantee Bank can be amended to modify the underlying Terms and Conditions of the Guarantee/SBLC. Some of these amendments may require beneficiary to accept the terms of the amendment.

The Guarantee Issuance Amendment Beneficiary Consent process enables the bank user to capture the beneficiary response to the Guarantee amendment issued. Beneficiary Consent of Amendment Issued at the

- Issuing Bank
- Counter- Guarantee Issuing Bank (CIB)
- Local Guarantee Issuing Bank (LIB)

The consent may be either received direct from the beneficiary or through SWIFT messages.

This topic contains following subtopics:

- Common Initiation Stage
   This topic provides the systematic instructions to initiate the new Guarantee Issuance
   Amendment Beneficiary Consent request.
- Registration

This topic provides the systematic instructions to initiate the Registration stage of Guarantee Issuance Amendment - Beneficiary Consent request.

- Data Enrichment
   This topic provides the systematic instructions to initiate the Data Enrichment stage of
   Guarantee Issuance Amendment Beneficiary Consent 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.

## 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Guarantee Issuance Amendment - Beneficiary Consent** request.

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

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

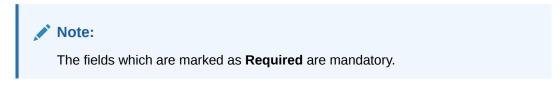
The Initiate Task screen appears.



Menu Item Search	Q	Initiate Task			
C Trade Finance		Registration			
Administration		Process Name	Branch		
Bank Guarantee Advise		nendment Beneficiary Consent	PK2-Oracle Banking Trade Fina 🔻		
Bank Guarantee Issuance					Proceed Cle
Buyers Credit					
Common Group Message					
Enquiry					
Export - Documentary Collection					
Export - Documentary Credit					
Import - Documentary Collection					
Import - Documentary Credit					
Initiate Task					

Figure 2-1 Initiate Task

2. On Initiate Task screen, specify the fields.



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

 Table 2-1
 Initiate Task - Field Description

Field	Description	
Process Name	ame Select a process name from the drop-down list.	
Branch	Select the required branch code from the drop-down list.	

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

 Table 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 Guarantee Issuance Amendment - Beneficiary Consent request.

During Registration stage, user can register the Beneficiary's response for the amendment to the Guarantee. User can enter the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents.



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.

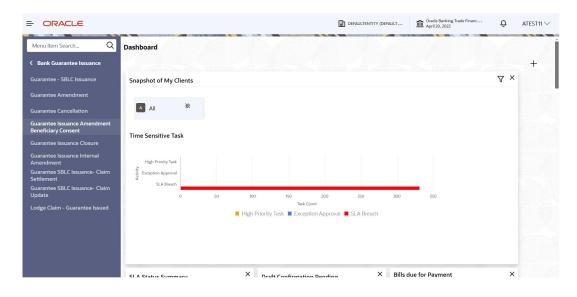
The user can cancel the previously received MT798 referenced message which is under process. The OBTFPM user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message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

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

	176-676 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	ORACLE
Use	r Name
4	TEST11
Pas	sword
	Sign In

Figure 2-2 LogIn Screen

- 1. On Home screen, click Trade Finance. Under Trade Finance, click Bank Guarantee Issuance.
- 2. Under Bank Guarantee Issuance, click Guarantee Issuance Amendment Beneficiary Consent.



#### Figure 2-3 Guarantee Issuance Amendment - Beneficiary Consent

#### The Guarantee Issuance Amendment - Beneficiary Consent screen appears.

The Guarantee Issuance Amendment - Beneficiary Consent - Registration stage has two sections Application Details and Beneficiary Response Capture. Let's look at the details of Registration screens below:

## Figure 2-4 Guarantee Issuance Amendment - Beneficiary Consent - Registration - Application Details

Guarantee issual	nce Amen	dment Beneficiary C	Consent		Signatur	es Documents	Remarks Cu	stomer Instruction	; >
Application Details									
Indertaking Number		Received From - Custo	omer ID	Received From - Custon	ier Name	Branch			
PK2GUIR221108033	Q	001044		GOODCARE PLC		PK2-Or	acle Banking Trac	le Fina 🔻	
riority		Submission Mode		Amendment Number		Process Re	ference Number		
Medium	•	Desk	•	1		PK2GT	EI000064843		
tesponse Received Date									
April 20, 2022	Ē								
							/iew Guarantee/SBL	C Guarantee/SBL	.C Ever
Beneficiary Response	Capture								
mendment Number	٥	Amendment Date	Sen. Consent Rec	uired Bene	ficiary Response	≎ Re	marks	C Action	
1		April 20, 2022		Cor	firmed	v		0	

3. On Guarantee Issuance Amendment - Beneficiary Consent - 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	Guarantee Issuance Amendment - Beneficiary Consent - Registration -
Applicatio	n Details

Field	Description
Undertaking Number	Specify the undertaking number, the user identification of your
······································	external bank account.
	Alternatively, click Search to search and select the
	documentary undertaking number from the look-up.
	As part of search criteria; user can input the Customer Id,
	Beneficiary name, Currency and amount.
Received From - Customer	Read only field.
	Customer ID will be auto-populated from Guarantee /SBLC
	amendment.
Received From - Customer	,
Name	Name of the customer or applicant will be auto populated from Guarantee /SBLC amendment.
Branch	Read only field.
	Branch Name will be auto-populated from Guarantee /SBLC
	amendment.
Priority	Set the priority of the Guarantee issuance request as Essential/
	Critical/Low/Medium/High. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.
	User can change the priority populated any time before submit of Registration stage.
Submission Mode	Select the submission mode of Guarantee Issuance request from the
	drop-down list.
	By default the submission mode will have the value as 'Desk'.
	Courier - Request received through Courier
	<ul> <li>Desk - Request received through Desk</li> <li>Email- Request received through Email</li> </ul>
	Fax- Request received through Email
Amendment Number	Read only field.
	Amendment number will be auto-populated based on the
	system maintenance.
	Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field.
	Unique OBTFPM task reference number for the transaction.
	This is auto generated by the system based on process name and branch code.
<b></b>	
Response Received Date	System defaults the current branch date. User can not change the date to future date.
	soor our not ondrige the date to rature date.

### **Beneficiary Response Capture**

Hold Cancel Save & Close Submit

System will default the list of amendment issued with details of amendment date, Beneficiary consent Required status, Beneficiary Response and Remarks in this section.

4. On Guarantee Issuance Amendment - Beneficiary Consent - Registration -Beneficiary Response Capture screen, specify the fields.



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

Table 2-4	Guarantee Issuance Amendment - Beneficiary Consent - Registration -
Beneficiar	y Response Capture - Field Description

Field	Description
Amendment Number	Read only field.
	Amendment number will be auto-populated from the Guarantee /SBLC Amendment.
Amendment Date	Read only field. This field displays the date on which the amendment was made to Guarantee/ SBLC.
Beneficiary Consent Required	Read only field. Beneficiary Consent Required toggle (On/ Off) will be auto- populated from the Guarantee /SBLC Amendment.
Beneficiary Response	<ul> <li>Select the beneficiary response from the drop-down.</li> <li>Confirmed</li> <li>Unconfirmed</li> <li>Rejected</li> </ul>
Remarks	Specify the remarks of the beneficiary response.
Action	Click edit icon to edit the beneficiary response.

5. Click Submit.

The task will move to next logical stage of Guarantee Issuance Amendment - Beneficiary Consent.

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

## Table 2-5Guarantee Issuance Amendment - Beneficiary Consent - Registration -Action Buttons - Field Description

Field	Description	
Signature	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one signature is available, system should display all the signatures.	
Documents	Upload the documents received. Application displays mandatory documents to be uploaded for Guarantee Issuance Amendment - Beneficiary Consent. Place holders are also available to upload additional documents submitted by the applicant	
Remarks	Specify any additional information regarding the Guarantee Issuance Amendment - Beneficiary Consent. 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.	
Customer Instructions	<ul> <li>Click to view/ input the following:</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>	
View SBLC/ Guarantee	Clicking on View SBLC/ Guarantee button, user can view the the snapshot of latest Guarantee amendment details.	
SBLC/ Guarantee Events	Clicking on SBLC/ Guarantee Events button, user can view the snapshot of various events under the Guarantee amendment details.	
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 GSBLC/ Guarantee Amendment - Beneficiary Consent Registration stage inputs. Details entered will not be saved and the task will be removed.	
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.	
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee Issuance Amendment - Beneficiary Consent. 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**.

ocument Status Select All	•	
Letter of Credit	Letter of Credit	)
Pro-forma Invoice	Application Form	
Ţ		

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

2. Click the Add Additional Documents button/ link.

Document Type	Document Code
Letter of Credit 🔹	Insurance Policy 🔻
Document Title	Document Description
Required Remarks	Document Expiry Date
Drop files here or click to select	Link Document
Selected files:	

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.



Customer Id			D	ocumen	t ld				
001044									
Document Type			D	ocumen	t Code				
Letter of Credit		•		Insura	nce Policy	.,	•		
Fetch Link Document	Document Id	Customer 🗘	Document Type	0	Document Code	\$ Upload Date	0	Reference Number	0
No data to displa		~	.,,-						
Page 1 (O o	f 0 items) K	< 1 → >	I						

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

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

Field	Description
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.

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

Customer Id			D	ocument Id		
001044						
ocument Type			D	ocument Code		
Letter of Cred	lit	•		Insurance Policy	•	
Fetch						
Link Document <sup>©</sup>	Document Id	Customer Id	Document Type	Document Code	Upload Date 🗘	Reference 🗘
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

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

6. Click Edit icon to edit the documents.

The Edit Document screen is displayed.

Document Id	Document Title
2464	ddf
Application Reference Number	Entity Reference Number
PK2ILCI000053389	PK2ILCI000053389
Document Type Id	Document Description
TFPM_DOCTYPE001	dfdfdf
Remarks	Document Expiry Date
ffdfd	
Drop files here	e or click to select



1

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent request.

SBLC/ Guarantee Amendment - Beneficiary Consent request that were received at the desk will move to Data Enrichment stage post successful Registration. The requests will have the details entered during the Registration stage. Registration user can input details in Application Details and in Beneficiary Response Capture section. If Registration user has entered details only in Application details, then DE user can input the details.

DE user can also change the details in Beneficiary Response Capture if already captured by Registration user.

The user can view the requests that are received via online channel like SWIFT are available directly in Data Enrichment for further processing from Beneficiary Consent Response Capture stage.

### Note:

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

Do the following steps to acquire a task 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.

			l	DEFAULTENTITY (	DEFAULT Oracle Ba April 20, 2	nking Trade Financ 2022	ب ATEST11
Menu Item Search Q	Free Tasks						
K Tasks	C Refresh Or Acq	uire 🖁 🖁 Flow Diag	am				
Awaiting Customer Clarification	Acquire and Edit	Priority 0	Process Name 0	Process Referen 0	Application Number 0	Stage 0	Application Dat
Business Process Maintenance	Acquire and Edit	Medium Guara	antee Issuance Amendment Beneficiary Co	PK2GTEI00	PK2GTEI000064843	DataEnrichment	22-04-20
Completed Tasks	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064814	DataEnrichment	22-04-20
Free Tasks	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064813	DataEnrichment	22-04-20
Hold Tasks	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064811	DataEnrichment	22-04-20
My Tasks	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064809	DataEnrichment	22-04-20
Other User tasks	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064810	DataEnrichment	22-04-20
Search	Acquire and Edit	Medium Guara	antee Advise Amendment Beneficiary Con	PK2GTEA00	PK2GTEA000064812	DataEnrichment	22-04-20
SubProcess Tasks	Acquire and Edit	Medium Expo	rtLC Amendment BeneficiaryConsent Islamic	PK2IEAM00	PK2IEAM000064808	DataEnrichment	22-04-20
Supervisor Tasks	Acquire and Edit	Impo	rt LC Issuance	PK2ILCI000	PK2ILCI000064791	Scrutiny	22-04-20
	Acquire and Edit	High Impo	rt LC Issuance	PK2ILCI000	PK2ILCI000064790	Scrutiny	22-04-20
	Acquire and Edit	Medium Expo	rt LC Transfer Amendment	PK2ELCT00	PK2ELCT000064786	Scrutiny	22-04-20
	Acquire and Edit	Medium Expo	rtLC Amendment BeneficiaryConsent	PK2ELCA00	PK2ELCA000064774	DataEnrichment	22-04-20
	Acquire and Edit	Medium Expo	rtLC Amendment BeneficiaryConsent	PK2ELCA00	PK2ELCA000064777	DataEnrichment	22-04-20

#### Figure 2-5 Free Tasks

The Free Tasks screen gets displayed.



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

								DEFAULTENTITY (DEFAU	ULT Oracle Banking Trade April 20, 2022	e Financ Q ATEST1
Menu Item Search Q	Му	Tasks								
< Tasks	0	Refresh	Release	Escalate	品 Delegate	Ba Flow Dia	gram			
Awaiting Customer Clarification		Edit	Priority 0	P	ocess Name	٥	Pro R 0	Application Number 0	Stage 0	Application Date 🗘
Business Process Maintenance		Edit	Medium	Guarantee Issua	nce Amendmer	nt Beneficiar	PK2G	PK2GTEI000064843	DataEnrichment	22-04-20
Completed Tasks		Edit	Medium	Guarantee Issua	nce Internal Am	nendment	PK2G	PK2GTEI000064842	Approval Task Level 1	22-04-20
Free Tasks		Edit	Medium	Guarantee Canc	ellation		PK2G	PK2GTEC000064841	AmountBlock Exception A	. 22-04-20
Hold Tasks		Edit	Medium	Guarantee Issua	nce Closure		PK2G	PK2GTEC000064839	DataEnrichment	22-04-20
My Tasks		Edit	Medium	Guarantee SBLC	Issuance-Claim	n Update	PK2G	PK2GISC000064833	DataEnrichment	22-04-20
Other User tasks		Edit	Medium	Guarantee SBLC	Issuance -Clain	n Settlement	PK2G	PK2GISC000062281	Approval Task Level 1	22-04-20
Search		Edit	Medium	Guarantee Ame	ndment		PK2G	PK2GTEA000064804	DataEnrichment	22-04-20
SubProcess Tasks		Edit	Medium	Guarantee SBLC	Issuance -Clain	n Settlement	PK2G	PK2GISC000064800	DataEnrichment	22-04-20
Supervisor Tasks		Edit	Medium	Guarantee Issua	nce Internal Am	endment	PK2G	PK2GTEI000001916	Approval Task Level 1	22-04-20
		Edit	Medium	Guarantee Issua	nce		PK2G	PK2GTEI000064517	DataEnrichment	22-04-20
		Edit	Medium	Guarantee Issua	nce		PK2G	PK2GTEI000064742	DataEnrichment	22-04-20
		Edit	Medium	Islamic Export D	ocumentary Co	llection Retu	PK2IE	PK2IEDC000064737	Approval Task Level 1	22-04-20
		Edit	Medium	Islamic Export D	ocumentary Co	llection Boo	PK2IE	PK2IEDU000064689	Approval Task Level 1	22-04-20

Figure 2-6 My Tasks

Let's look at the details for beneficiary consent response capture 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 Data Enrichment stage has the following hops for data capture:

• Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent 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 Guarantee ssuance Amendment - Beneficiary Consent process.

- Additional Details
   This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent process.
- Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Issuance Amendment - Beneficiary Consent request.

Summary

This topic provides the systematic instructions to view the summary of Guarantee Issuance Amendment - Beneficiary Consent request.



### 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent request.

Main details section has two sub section as follows:

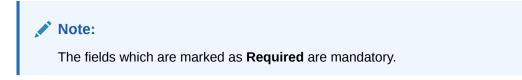
- Application Details
- Beneficiary Response Capture

#### **Application Details**

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

	ance Amendment Beneficiary t :: Application No:- PK2GTEI			Customer I	Clarification Details	Document	s Remarks View Events	Overrides	
fain Details	Main Details								Scree
dditional Fields	✓ Application Details								
dvices	Undertaking Number	Received From - Customer I	D	Received Fron	n - Customer Name		Branch		
dditional Details	PK2GUIR221108033	001044		GOODCAR	RE PLC		PK2-Oracle	Banking Trade	Fina 👻
ettlement Details	Priority	Submission Mode		Amendment M	Number		Process Referen	ce Number	
ummary	Medium	Desk	+	1			PK2GTEI00	0064843	
	Response Received Date								
	April 20, 2022								
	✓ Beneficiary Response Capture								
	Amendment Number 🗘	Amendment Date 🗘	Ben. Consent Requ	uired	Beneficiary Respons	e	Remarks	٥	Action
	1	April 20, 2022			Confirmed		*		0

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



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

## Table 2-6Guarantee Issuance Amendment - Beneficiary Consent - Registration -Application Details - Field Description

Field	Description
Undertaking Number	Read only field.
	This field displays the SBLC/Guarantee number.

Field	Description
Received From - Customer	
ID	
	Customer ID will be auto-populated from Guarantee /SBLC
	amendment.
Received From - Customer	
Name	Name of the customer or applicant will be auto populated from Guarantee /SBLC amendment.
Branch	Read only field.
	Branch Name will be auto-populated from Guarantee /SBLC
	amendment.
Priority	Set the priority of the Guarantee issuance request as Essential/
	Critical/Low/Medium/High. If priority is not maintained for the customer, system will populate 'Medium' as the default priority.
	User can change the priority populated any time before submit of
	Registration stage.
Submission Mode	Read only field.
	The submission mode of Guarantee Issuance request. The submission mode can have following values.
	Courier - Request received through Courier
	Desk - Request received through Desk
	Email- Request received through Email
	Fax- Request received through Fax
Amendment Number	Read only field.
	Amendment number will be auto-populated based on the
	system maintenance.
Process Reference	Unique OBTFPM task reference number for the transaction.
Number	This is auto generated by the system based on process name and branch code.
Response Received Date	System defaults the current branch date.
	User can change the date to future date.

## Table 2-6(Cont.) Guarantee Issuance Amendment - Beneficiary Consent -Registration - Application Details - Field Description

### **Beneficiary Response Capture**

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

ion 0
ı
Next

Figure 2-8 Beneficiary Response Capture

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

## Table 2-7Guarantee Issuance Amendment - Beneficiary Consent - Registration -Beneficiary Response Capture - Field Description

Field	Description
Amendment Number	Read only field.
	Amendment number will be auto-populated from the Guarantee /SBLC Amendment.
Amendment Date	Read only field. This field displays the date on which the amendment was made to Guarantee/ SBLC.
Beneficiary Consent Required	Read only field. Beneficiary Consent Required toggle (On/ Off) will be auto- populated from the Guarantee /SBLC Amendment.
Beneficiary Response	Select the beneficiary response from the drop-down.  Confirmed Unconfirmed Rejected
Remarks	Specify the remarks of the beneficiary response.
Action	Click edit icon to edit the beneficiary response.

### Audit

opplication N	No.	Branch Code	Initiated Date	Initiated By	
PK2ILCI00	00008772	PK2	4/20/2022	ATEST11	
Import LC					
S.No 0	Stage Name 🗘	Pickup Time 🗘	Completed Time 🗘	Completed By $\$ $\$	Outcome 🗘

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.



Close

Table 2-8	Audit - Field	Description
-----------	---------------	-------------

Field	Description
Application No.	This field displays the appliation 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.
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.

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 Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for</li> </ul>
View Undertaking	customer initiated transactions. Clicking this button allows the user to view the undertaking details.
	Choking this button allows the user to view the undertaking details.



Field	Description
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is available, system should display all the signatures.
Request Clarification	NA for beneficiary consent.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	<ul> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

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



### 2.3.2 Additional Fields

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

This stage allows adding more fields that are required to process the request. These fields can be configured as part of implementation of the product.

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

Guarantee Issua	nce Amendment Beneficiary Consent	Clarification	n Details	Documents	Remarks	Overrides	:: ×
DataEnrichmen	t :: Application No:- PK2GTEI000064843	Customer Instruction	View Uni	dertaking	View Events	Signatures	۰, ×
Main Details	Additional Fields						Screen(2/
Additional Fields							
Advices							
Additional Details							
Settlement Details							
Summary							
Audit		Request Clarification Reject R	efer	Hold Ca	ancel Sav	e & Close	Back Nex

2. Click Next.

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

Table 2-10 Additional Fields - Action Buttons - Field Description

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



Field	Description
Remarks	Specify any additional information regarding the Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Undertaking	Clicking this button allows the user to view the undertaking details.
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is available, system should display all the</li> </ul>
	signatures.
Request Clarification	NA for beneficiary consent.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missing
	R2- Signature Missing
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>
	<ul> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others

Table 2-10	(Cont.) Additional Fields - 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	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.

### Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description

### 2.3.3 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee ssuance Amendment - Beneficiary Consent process.

This section defaults the advices maintained for the product/event simulated from the advices maintained at the Product level. At this stage the bank user can verify the advices data segment details of Guarantee amendment Beneficiary Consent Process.

1. On Advices screen, click <sup>8</sup>/<sub>6</sub> on any advice tile to view the advice details.

	nce Amendment Beneficiary Consent			Clarification		Documents	Remarks	Overrides	11
DataEnrichment	::: Application No:- PK2GTEI0000648	343	Customer	Instruction	View U	ndertaking	View Events	Signatures	
) Main Details	Advices								Screen(3/
Additional Fields	Advice : GUA_AMD_INSTR	000	Advice : AMD_IMP_CR		00				
Advices		õ			õ				
Additional Details	Advice Name : GUA_AMD_INSTR Advice Party : ABK Party Name : WELLS FARGO		Advice Name : AMD_IMP_CR Advice Party : APP Party Name : GOODCARE PLC						
Settlement Details	Suppress Advice : YES		Suppress Advice : YES						
Summary									
	June=2005			22/11/13555					
	Advice : LC_CASH_COL_ADV	000	Advice : TRADE_ENVELOPE		000				
	Advice Name :LC_CASH_COL_ADV Advice Party : APP Party Name : GOODCARE PLC Suppress Advice : YES		Advice Name : TRADE_ENVELOPE Advice Party : APP Party Name : GOODCARE PLC Suppress Advice : YES						
	Advice : GUAR_RELEASE	000	Advice : PAYMENT_MESSAGE	SS - 1177	000				
	Advice Name : GUAR_RELEASE Advice Party :		Advice Name : PAYMENT_MESSAG Advice Party :	3E					

### Figure 2-10 Advices

### **Advice Details**

<ul> <li>Advice</li> <li>uppress Advi</li> </ul>		Advice Name	Medium		Advice Party	
		GUARANTEE	SWIFT	-	АВК	
arty ID		Party Name				
001041		WELLS FARGO				
FFT Code	FFT Description					+ Action ≎
						Action ≎
FREEVP	TESTING FFT					
FFT Code FREEVP ′ Instruct	TESTING FFT				ß	Action ≎
FREEVP	TESTING FFT				ß	Action ≎
FREEVP	TESTING FFT	Instruction Description		Edit 0		Action ≎

### Figure 2-11 Advice Details

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

Table 2-11 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Select the advice name.
Medium	The medium of advices is defaulted from the system.
Advice Party	The medium of advices is defaulted from the system.
	User can update, if required.
Party ID	Value be defaulted from Guarantee Advise.
	User can update, if required.
Party Name	Read only field.
	Value be defaulted from Guarantee Advise.
FTT Code	Specify the <b>FTT Code</b> details. Click plus icon to add new FFT code.
FTT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected.



Field	Description
	Click edit icon to edit the existing FFT description.
Action	Click delete icon to remove any existing FFT code. Click edit icon to edit the existing FFT code.
Instructions	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.
	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.

Table 2-11 (Cont.) Advice Details

### 2. Click Next.

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

Table 2-12	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	<ul> <li>Click to View/Upload the required document.</li> <li>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</li> <li>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</li> </ul>
Remarks	<ul> <li>Specify any additional information regarding the Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request.</li> <li>Content from Remarks field should be handed off to Remarks field in Backend application.</li> </ul>
Overrides	Click to view the overrides accepted by the user.



Field	Description
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Undertaking	Clicking this button allows the user to view the undertaking details.
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is available, system should display all the signatures.</li> </ul>
Request Clarification	NA for beneficiary consent.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> </ul>
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Clicking on Back button, takes the user to the previous screen.

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



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

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

### 2.3.4 Additional Details

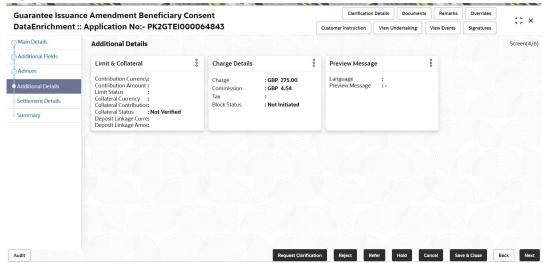
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent process.

Following tiles are present in Additional Details section:

- Limits and Collateral section
- Charges, commission and Taxes simulated from back office and populated in this screen
- Preview Message

Limits and Collateral section Charges, commission and Taxes simulated from back office and populated in this screen.

1. On Additional Details screen, click  $\overset{\circ}{s}$  on any Additional Details tile to view the details.



#### Figure 2-12 Additional Details

### Limits and Collaterals

If the Guarantee Issuance is at Counter Issuing Bank (CIB), the user can enter the details.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.



																				-
ustomer 0	Linkage Type	٥	Liability Number	٥	Line Id/Linka Ref No		ine ierial	0	Contribution %	٥	Contribution Currency	٥	Amount to Earmark		imit Check lesponse	٥	Response Message	٥	Edit	Dele
01044	Facility		001044		001044_GB	3 1			100		GBP		100	١	ot Available	2			001044	
		~	^			GBP	~						1.0							
	Settler			Settlen Accoun		Exchar Rate	ige c		Collateral Split %		ontribution mount		ontribution Amou ccount Currency	nt in		unt Bala k Respo		Respo Messa	nse ≎ ge	Vi
	<ul> <li>Settler</li> <li>Accourt</li> </ul>	nt Currer	icy																	
umber	Accour	nt Currer	icy																	
umber o data to dis	Play.		icy	-		-	-	-		-		-		-		-		-	-	-
o data to dis	Play.		icy.																	
o data to dis Deposit Li	Play.	ails	sit Currency	\$	Deposit Matu	urity Dat	e 0	Tra	insaction Curren	icy :	Ceposit Av	ailable in	Transaction Curre	ency	≎ Linka	ge Amo	unt(Transac	tion Curre	ency) ≎	Vie

Customer Id		Linkage Type	
001044	Q	Facility	•
Contribution %		Liability Number	
100.0 🗸	^	001044	Q
Contribution Currency		Line Id/Linkage Ref No	
USD		001044_US	Q
Limit/Liability Currency		Limits Description	
USD			
Limit Check Response		Amount to Earmark	
			\$10.00
Available			\$10.00
Available Expiry Date		Limit Available Amount	\$10.00
			99,378,010.18

Figure 2-13	Limit Details
-------------	---------------

Total Collateral Amount		Collateral Amount to be Coll	ected	
£20.	.00		£2	0.00
Sequence Number		Collateral Split %		
1.0		100.0	~	^
Collateral Contrubution Amount		Settlement Account		
£20.	.00	PK20010440016		Q
Settlement Account Currency		Exchange Rate		
GBP		1.0		
Contribution Amount in Account Curren	су	Account Available Amount		
£20.	.00			
Response		Response Message		
VN				
Verify				

Figure 2-14	Collateral	Details
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For more information on fields, refer to the field description table below.

Table 2-13	Limit Details - Field Description
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Field	Description
Limit Details	Specify the limit details based on the description of following table. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
	Click plus icon to add new limit details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Linkage Type	Select the linkage type. Linkage type can be:
	Facility
	• Liability
	By default Linkage Type should be <b>Facility</b> .

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

## Table 2-13 (Cont.) Limit Details - Field Description



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

Table 2-13 (	Cont.) Lim	it Details -	Field	Description
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Field	Description				
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 <b>Verify</b> button.				
Response Message	Read only field. System populates the response message on clicking the <b>Verify</b> button.				
Verify	Click to verify the account balance of the Settlement Account.				
Save & Close	Click to to save and close the record.				
Cancel	Click to cancel the entry.				
Cash Collateral Details grid	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.				
Collateral %	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.				
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.				
Edit	Click edit link to edit the collateral details.				
Account Available Amount	This field displays the account available amount which will be auto- populated based on the settlement account selection.				

Table 2-13	(Cont.) Limit Details - Fie	ld Description
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2. Click **Save and Close** to save the details and close the screen.

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

This section displays charge details. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

Charge Details are auto-populated from the back-end system.

Recalculate	Re-de	fault												
Commissio	on Det	tails												
omponent		Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party			Settl. Accou	nt ¢	Amendable
GUIR_COM1		0. 25		GBP	£0.02				GOODCAR	RE PLC				Yes
GUIR_COMM	и	0. 25		GBP	£0.02				GOODCAR	RE PLC				Yes
RC1		0. 25		GBP	£2.25				Domestic Negotiated	Export Sight Bills d	5			Yes
comtramnd age 1 o Charge De	of 1 (1 etails	0. 25	erms)  K 4	GBP 1 → → t Currenc		Modified	Billing	g Defer	Domestic Negotiated	Export Sight Bills d Charge Party	5		Settlement Acco	Yes punt ≎
age 1 o Charge De omponent CHGTRA	of 1 (1 etails Tago	1-4 of 4 ite		[] ▶ >					Negotiated	d			Settlement Acco	punt ¢
age 1 o Charge De component CHGTRA MND	of 1 (1 etails Tago GB	1-4 of 4 ite currency	Tag Amoun	t Currenc	y Amount	.00	Billina	g Defer	Negotiated Waive	d Charge Party	PLC			punt ≎
age 1 o Charge De component CHGTRA MND	of 1 (1 etails Tag of GB	1-4 of 4 ite currency 3P	Tag Amoun	t Currenc	y Amount £50	.00	Billing	g Defer	Waive	d Charge Party GOODCARE F	PLC		PK200104400	ount ≎ 017

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

<b>Table 2-14</b>	Commission, Charges and Taxes - Field Description
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Field	Description
Commission Details	This section displays the commission details.
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified Amount	From the default value, if the amount is changed, the value gets updated in the modified amount field.



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

Table 2-14	(Cont.) Commission, Charges and Taxes - Field Description



Field	Description
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	This field displays the tax component.
Туре	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Currency	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de- selection the user has to click on 'Recalculate' charges button for re- simulation.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.

Table 2-14 (Cont.) Commission, Charges and Taxes - Field Description

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

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

Table 2-15 Additional 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	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

Field	Description				
Remarks	Specify any additional information regarding the Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request.				
	Content from Remarks field should be handed off to Remarks field in Backend application.				
Overrides	Click to view the overrides accepted by the user.				
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>				
View Undertaking	Clicking this button allows the user to view the undertaking details.				
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.				
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.				
	If more than one signature is available, system should display all the signatures.				
Request Clarification	NA for beneficiary consent.				
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.				
	Reject Codes are:				
	R1- Documents missing				
	R2- Signature Missing				
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>				
	<ul> <li>R5 - Others</li> </ul>				
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.				
Refer	Select a Refer Reason from the values displayed by the system.				
	Refer Codes are:				
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>				

## Table 2-15 (Cont.) Additional 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	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.

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

# 2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Issuance Amendment - Beneficiary Consent request.

As a part of Data Enrichment, user can verify and enter the basic settlement details available in the Guarantee amendment Beneficiary Consent Process request. In case the request is received through online channel, the user will verify the details populated.

1. On Settlement Details screen, specify the fields.

Guarantee Issua	ance Amendment	Beneficiary	Consent			Clarification	Details Do	cuments	Remarks	Overrides	::>
DataEnrichment :: Application No:- PK2GTEI000064843					Custome	er Instruction	View Underta	king	View Events	Signatures	
Main Details	Settlement Det	ails									Screen(5/
Additional Fields	Current Event										
Advices											
Additional Details	✓ Settlement Der	tails									
Settlement Details	Component ≎	Currency 0	Debit/Credit 0	Account 0	Account Description 0	Account Cu	irrency 0	Netti	ng Indicator	0 Current E	vent 0
Summary	AGUIR_COM1_L	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	AGUIR_COM1_L	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	AGUIR_COMM	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	AGUIR_COMM	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	ARC1_LIQD	GBP	Debit	152110003	Domestic Export Sight Bi.	GBP		No		No	
	AVL_SET_LCAMT	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	AVL_SET_LCAM	GBP	Credit	PK2001044	GOODCARE PLC	GBP		No		No	
	CHGTRAMND_L	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		Yes	
	CHGTRAMNV_L	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
	CLAIM_CUST_A	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No		No	
		GRP	Dehit	PK2001044	GOODCARE PLC	GRP		No		No	

Figure 2-15 Settlement Details

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



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.

## Table 2-16 Settlement Details – Field Description

2. Click Next.

The task will move to next data segment.

Table 2-17 Se	ettlement Details - A	ction Buttons - Field	Description
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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 Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks
	field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Undertaking	Clicking this button allows the user to view the undertaking details.

Field	Description
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is available, system should display all the signatures.</li> </ul>
Request Clarification	NA for beneficiary consent.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>
	<ul> <li>R5 - Others</li> </ul>
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	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.

Table 2-17	(Cont.) Settlement Details - Action Buttons - Field Description
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# 2.3.6 Summary

This topic provides the systematic instructions to view the summary of Guarantee Issuance Amendment - Beneficiary Consent request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Issuance Amendment - Beneficiary Consent request.

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

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

apprication nor	PK2GTEI000064843					View Undert	aking	fiew Events	Signatures	
Main Details	Summary									Screen(6/6
Additional Fields	Main Details		Additional Fields		Limits and Co	Limits and Collaterals				
Advices	SBLC/Guarantee Type	: BILL	Click here to view Additio	nal :	Contribution Co	irrency				
Additional Details	Submission Mode Date of Issue	: Desk : 2022-04-20	fields				Amount to Earmark : Limit Status : Not Verified			
settlement Details					Collateral Curre Collateral Contr Collateral Statu Deposit Linkag Deposit Linkag	ibution. s e Currency	: Not Veri			
	Commission,Charges and Taxes	and Taxes	Advices		Preview mes	sages				
	Charge Commission Tax Block Status	: GBP 275.00 : GBP 4.54 : : Not Initiated	Advice 1 Advice 2 Advice 3 Advice 4 Advice 5	: GUA_AMD_INST : AMD_IMP_CR : LC_CASH_COL : TRADE_ENVELO : GUAR_RELEASE	Language Preview Messa	ge	: ENG :-			
	Settlement Details	Accounting Details		Party Details						
	Component Account Number Currency	: LCSWIFTAMN_L : PK2001044001 : GBP	Event AccountNumber Branch	: AMND : PK2001044001 : PK2	Applicant Advising Bank Beneficiary		: GOODC. : WELLS I : MARKS			
	Compliance details	//////////////////////////////////////							_	
	KYC Sanctions AML	: Not Initiate : Not Initiate : Not Initiate								

Figure 2-16 Summary

Tiles Displayed in Summary

- Main Details User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields User can view the User Defined Field maintained.
- Limits and Collaterals User can view limits and collateral details. User can modify the details if required.
- Commission, Charges and Taxes User can view the charge details. User can only view but cannot modify the details.
- Advices User can view the advice details.

- Preview Messages User can have the preview of message.
- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated by back office system.

### Note:

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

- Party Details User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Compliance Details- User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

#### 2. Click Submit.

The task will move to next logical stage.

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 Guarantee issuance Amendment - Beneficiary Consent. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for</li> </ul>
	customer initiated transactions.
View Undertaking	Clicking this button allows the user to view the undertaking details.

#### Table 2-18 Summary - Action Buttons - Field Description



Field	Description
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Signatures	<ul> <li>Click the Signature button to verify the signature of the customer/ bank if required.</li> <li>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.</li> <li>If more than one signature is available, system should display all the signatures.</li> </ul>
Request Clarification	NA for beneficiary consent.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul>
	<ul> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are:
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> </ul>
	<ul> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	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.

### Table 2-18 (Cont.) Summary - Action Buttons - Field Description

# 2.4 Exceptions

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

The Guarantee Issuance Amendment Beneficiary Consent 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**

User can review the amount block exception for Trade Finance requests that failed to create Amount Block in backend system.

Log in into Trade Mid Office (TMO) system amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue.

Open the task to view the summary tiles. The tiles should display a list of important fields with values.

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

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.

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.

#### **Application Details**

All fields displayed under Application details section, would be read only.

#### **Amount Bock Exception**

This section will display the amount block exception details.

#### Summary



#### Figure 2-17 Summary

	Beneficiary Consent AmountBlock Exceptio	on Approval :: Documents Remark	s Overrides Customer Instruction
pplication No:- PK2GTEI000064	843		View Undertaking View Events
lain Details	Additional Fields	Limits and Collaterals	
3LC/Guarantee Type : BILL ubmission Mode : Desk ate of Issue : 2022-04-20	Click here to view Additional : fields	Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution. : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	
ommission,Charges and Taxes	Advices	Preview messages	
narge : GBP 275.00 orminision : GBP 4.54 ox : : ock Status : Failed	Advice 1     : GUA_AMD_INST       Advice 2     : AMD_IMP_CR       Advice 3     : LC_CASH_COL       Advice 4     : TRADE_ENVELO       Advice 5     : GUAR_RELEASE	Language : ENG Preview Message :-	
ettlement Details	Accounting Details	Party Details	
omponent :LCSWIFTAMN_L ccount Number :PK2001044001 urrency :GBP	Event :AMND AccountNumber :PK2001044001 Branch :PK2	Beneficiary : MARKS AND SP Applicant : GOODCARE PLC Advising Bank : WELLS FARGO	
ompliance details	Exception(Approval)		
YC : Not Initiate anctions : Verified ML : Verified	EXCEPTION : NII		

Tiles Displayed in Summary:

- Main Details User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields User can view the User Defined Field maintained.
- Limits and Collaterals User can view limits and collateral details. User can modify the details if required.
- Commission, Charges and Taxes User can view the charge details. User can only view but cannot modify the details.
- Advices User can view the advice details.
- Preview Messages User can have the preview of message.
- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated by back office system.

#### Note:

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

- Party Details User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Compliance Details- User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Exceptional (Approval) User can view the Exceptional (Approval) details.

#### **Amount Block Details**

All the data elements shown in the tables below will go in as read-only information to the Amount Block exception System.

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 2-19 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Guarantee. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
View Undertaking	Clicking this button allows the user to view the undertaking details.
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>



Field	Description
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes</li> <li>Refer Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> </ul> </li> </ul>
	R5 - Others
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
Back	Task moves to previous logical step.

#### Table 2-19 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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

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

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

#### Figure 2-18 KYC Exceptional Approval

Guarantee Issuan	ce Amendment E	Beneficia	ry Consent KYC	Exceptional	approval	Documents	Remarks	Overrides	Customer	r Instruction	:: ×
:: Application No:- PK2GTEI000064843							View Under	taking	View Events	,, X	
• KYC Exception	KYC Exception										Screen(1/2)
Summary	~										
	KYC Details										
	Party ID	٥	KYC Status	٥	KYC Verified On		0	KYC Verified	тіп		٥
	No data to display.										
Audit							F	teject Re	fer H	old Appro	ove 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

ation no	PK2GTEI000064843			View Undertaking View Events	::×
2 Exception	Summary				Screen(2/2
iry	Main Details	Additional Fields	Limits and Collaterals		
	SBLC/Guarantee Type : BILL Submission Mode : Desk Date of Issue : 2022-04-20	Click here to view Additional : fields	Contribution Currency Amount to Earmark Limit Status Collateral Currency Collateral Contribution. Collateral Status Deposit Linkage Currency Deposit Linkage Amount	: Not Verified : Not Verified :	
	Commission,Charges and Taxes	Advices	Preview messages		
	Charge :GBP 275.00 Commission :GBP 4.54 Tax : Block Status :Not Initiated	Advice 1         : GUA_AMD_INST           Advice 2         : AMD_IMP_CR           Advice 3         : LC_CASH_COL           Advice 4         : TRADE_ENVELO           Advice 5         : GUAR_RELEASE	Language Preview Message	: ENG :-	
	Settlement Details	Accounting Details	Party Details		
	Component :LCSWIFTAMN,L Account Number :PK2001044001 Currency :GBP	Event : AMND AccountNumber : PK2001044001 Branch : PK2	Beneficiary Applicant Advising Bank	: MARKS AND SP : GOODCARE PLC : WELLS FARGO	
	Compliance details				
	KYC     : Not Initiate       Sanctions     : Not Initiate       AML     : Not Initiate				

#### Figure 2-19 Know Your Customer (KYC) Exception

Tiles Displayed in Summary:

- Main Details User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields User can view the User Defined Field maintained.
- Limits and Collaterals User can view limits and collateral details. User can modify the details if required.
- Commission, Charges and Taxes User can view the charge details. User can only view but cannot modify the details.
- Advices User can view the advice details.
- Preview Messages User can have the preview of message.
- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated by back office system.



### Note:

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

- Party Details User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Compliance Details- User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-20	Exception - Know You	r Customer (KYC)	) Summary - Action Buttons - F	-ield
Description				

Field	Description			
	-			
Documents	View/Upload the required document.			
Remarks	Specify any additional information regarding the guarantee. This information can be viewed by other users processing the request.			
	Content from Remarks field should be handed off to Remarks field in Backend application.			
Overrides	Click to view the overrides accepted by the user.			
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> </ul>			
	<ul> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>			
View Undertaking	Clicking this button allows the user to view the undertaking details.			
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.			
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.			
	Reject Codes are:			
	<ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> <li>Select a Reject code and give a Reject Description.</li> </ul>			
	This reject reason will be available in the remarks window throughout the process.			

Field	Description			
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others			
Hold	<ul><li>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</li><li>This option is used, if there are any pending information yet to be received from applicant.</li></ul>			
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.			
Back	Task moves to previous logical step.			

# Table 2-20 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons -Field Description

#### **Exception - Limit Check/Credit**

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

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

## 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 will display the amount block exception details.

#### Summary

Tiles Displayed in Summary:

- Main Details User can view the application and Guarantee details. User can only view but cannot modify the details.
- Additional Fields User can view the User Defined Field maintained.
- Limits and Collaterals User can view limits and collateral details. User can modify the details if required.
- Commission, Charges and Taxes User can view the charge details. User can only view but cannot modify the details.
- Advices User can view the advice details.
- Preview Messages User can have the preview of message.
- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated by back office system.

## Note:

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

- Party Details User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Compliance Details- User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.

#### Table 2-21 Exception - Limit Check/Credit - Action Buttons – Field Description



Field	Description			
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>			
View Undertaking	Clicking this button allows the user to view the undertaking details.			
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.			
Reject	<ul> <li>On click of Reject, user must select a Reject Reason from a list displayed by the system.</li> <li>Reject Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> <li>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</li> </ul>			
Refer	<ul> <li>Select a Refer Reason from the values displayed by the system.</li> <li>Refer Codes are: <ul> <li>R1- Documents missing</li> <li>R2- Signature Missing</li> <li>R3- Input Error</li> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul> </li> </ul>			
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.			
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.			
Back	Task moves to previous logical step.			

#### Table 2-21 (Cont.) Exception - Limit Check/Credit - Action Buttons - Field Description

# 2.5 Multi Level Approval

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

The Approval user can review and approve the details updated in approval stage of the Beneficiary Consent response for Amendment under Guarantee Issued.

1. Log in into OBTFPM application and on Home screen, click, Tasks.

- 2. Under Tasks, click Free Tasks.
- Select the appropriate task and click Acquire & Edit to edit the task or click Acquire to edit the task from My Tasks.
- 4. The acquired task will be available in My Tasks tab. Click Edit to approve the task.

The Approval Re-Key pop-up screen gets displayed.

	Remarks
urrency	
GBP 💌	$\oslash$
ontract Amount	
GBP ▼ £100.00	$\oslash$

Figure 2-20 Approval Re-Key

For non online channel, the application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message and user will not be able to approve the task.

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

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

- Currency
- Contract Amount



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

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

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

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

The user can view a snapshot of the beneficiary consent response to an amendment made to this transaction as read only.

## 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**

#### Figure 2-21 Approval Summary

: Application No:- PK2GTEI Main Details SELC/Guarantee Type : BILL submission Mode : Desk Jate of Issue : 2022-04-20	Additional Fields Click here to view Additional : fields	Limits and Collar	View Undertaking	View Events	Signatures	
BLC/Guarantee Type : BILL Submission Mode : Desk	Click here to view Additional :	Limits and Colla	erals			
Submission Mode :Desk						
		Contribution Curres Amount to Earmari Linit Status Collateral Currency Collateral Currency Collateral Status Deposit Linkage Ct Deposit Linkage Ar	ion. Not Verifi Not Verifi Not Verifi			
Commission,Charges and Taxes	Advices	Preview messag	es	ex 111111000005		
Charge : GBP 275.0 Commission : GBP 4.54 Rax : Slock Status : Failed	Advice 1         : GUA_AMD_INST           Advice 2         : AMD_IMP_CR           Advice 3         : L_C_CASH_COL           Advice 4         : TRADE_ENVELO           Advice 5         : GUAR_RELEASE	Language Preview Message	: ENG : -			
Settlement Details	Accounting Details	Party Details			and fill	
Component :LCSWIFTAN Account Number : PK2001044 Currency :GBP		Applicant Beneficiary Advising Bank	: GOODCAI : MARKS A : WELLS FA	ND SP		
Compliance details	Exception(Approval)					
YC : Not Initiate canctions : Verified ML : Verified	- Sanction,AmountBlock,KYC : EXCEPTION PLEASE VISIT REMARKS :- FOR MORE DETAILS	ļ				

Tiles Displayed in Summary:



- Main Details User can view the application details and Guarantee details. User can
  only view but cannot modify the details.
- Additional Fields User can view the User Defined Field maintained.
- Limits and Collaterals User can view the limits and collateral details. User can only view but cannot modify the details.
- Commission Charges and Taxes User can view the details provided for charges. User can only view but cannot modify the details.
- Advices User can view the advice details.
- Preview Messages User can have the preview of message.
- Settlement Details User can view the Settlement details.
- Accounting Details User can view the accounting entries generated by back office system.

## Note:

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

- Party Details User can view the party details like beneficiary, advising bank etc. User can only view but cannot modify the details.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Exception(Approval) User can view the exception(Approval) details.

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

Table 2-22	Approval Summary	/ - Action Buttons	- Field Description
	Approval Gamma		

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 guarantee. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.	
Overrides	Click to view the overrides accepted by the user.	



Field	Description			
Customer Instructions	<ul> <li>Click to view/ input the following</li> <li>Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>			
View Undertaking	Clicking this button allows the user to view the undertaking details			
View Events	Clicking this button allows the user to view the various events under the Guarantee amendment details.			
Signatures       Click the Signature button to verify the signature of the orbank if required.         The user can view the Customer Number and Name of the Signature image and the applicable operation instruction available in the back-office system.         If more than one signature is available, system should d signatures.				
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.			
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.			
	This option is used, if there are any pending information yet to be received from applicant.			
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.			
	Reject Codes are:			
	R1- Documents missing			
	R2- Signature Missing			
	R3- Input Error			
	<ul> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>			
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.			
Refer	Select a Refer Reason from the values displayed by the system.			
	Refer Codes are:			
	R1- Documents missing			
	R2- Signature Missing			
	R3- Input Error			
	<ul> <li>R4- Insufficient Balance/Limits</li> <li>R5 - Others</li> </ul>			
Approve	<ul> <li>NS - Others</li> <li>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.</li> </ul>			

Table 2-22 (C	Cont.) Approval Summar	y - Action Buttons	- Field Description
---------------	------------------------	--------------------	---------------------



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

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