Oracle Banking Trade Finance Process Management Import LC Reopen User Guide



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Oracle Banking Trade Finance Process Management Import LC Reopen User Guide, Release 14.8.0.0.0

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Contents

Preface

Purpose	V
Audience	V
Documentation Accessibility	V
Critical Patches	vi
Structure	vi
Diversity and Inclusion	vi
Conventions	vi
Related Documents	vi
Screenshot Disclaimer	vii
Acronyms and Abbreviations	vii
Symbols and Icons	vii
Basic Actions	ix

1 Oracle Banking Trade Finance Process Management

2 Import LC ReOpen

2.1 Co	mmon Initiation Stage	2-1
2.2 Re	gistration	2-2
2.2.1	Document Linkage	2-8
2.3 Dat	ta Enrichment	2-13
2.3.1	Main Details	2-15
2.3.2	Availablity	2-20
2.3.3	Payment	2-24
2.3.4	Documents and Conditions	2-27
2.3.5	Additional Fields	2-31
2.3.6	Advices	2-33
2.3.7	Additional Details	2-37
2.3.8	Settlement Details	2-57
2.3.9	Summary	2-60
2.4 Mu	lti Level Approval	2-64
2.5 Cu	stomer - Acknowledgement	2-68



Index



Preface

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

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Import LC Re-open** process.

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support



Access to Oracle Support

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

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and 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.

Structure

This manual is organized into the following chapters:

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

Diversity and Inclusion

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

Conventions

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

The following text conventions are used in this document:

Related Documents

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

Getting Started User Guide



Oracle Banking Common Core User Guide

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
ССҮ	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

Symbols and Icons

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

Table 2 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
л г	
Г 7	Maximize
6 3	
X	Close
Q	Perform Search
•	Open a list



Symbol/Icon	Function
	Date Range
\leftrightarrow	
	Add a new record
<u> </u>	
К	Navigate to the first record
Х	Navigate to the last record
	Navigate to the previous record
•	
	Navigate to the next record
88	Grid view
00	
11日日 11日日 11日日 11日日 11日日 11日日 11日日 11日	List view
	Defeash
C.	Refresh
	Click this icon to add a new row.
+	
	Click this icon to delete a row, which is already added.
riith 1	Calendar
\Box	Alerts
	Unlock Option
E	
	View Option
Ē	
	Poopon Option
29	Reopen Option
X	

Table 2 (Cont.) Symbols and Icons - Con	mmon
---	------



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

Table 3 Symbols and Icons - Widget

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:	
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 	
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

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 Cancel to cancel the transaction input midway without saving any data.		
Save & Close	Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.		
Next	Click Next , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.		
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.		

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

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 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

Oracle Banking Trade Finance Process Management is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management 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**

Oracle Banking Trade Finance Process Management helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.



2 Import LC ReOpen

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

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

This topic contains following subtopics:

- Common Initiation Stage This topic provides the systematic instructions to initiate the new Import LC Reopen request.
- Registration
 This topic provides the systematic instructions to initiate the Registration stage of Import LC Re-Open request.
- Data Enrichment
 This topic provides the systematic instructions to initiate the Data Enrichment stage of
 import LC Reopen request.
- Multi Level Approval This topic helps you quickly get acquainted with the Multi Level Approval process.
- Customer Acknowledgement This topic helps you quickly get acquainted with the Customer Acknowledgement process.
- Customer Reject Format This topic helps you quickly get acquainted with the Customer - Reject format.

2.1 Common Initiation Stage

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

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

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

Figure 2-1 Initiate Task



lenu Item Search	Q	Initiate Task					
Trade Finance		Registration					
		Process Name	LC Reference Number		Branch		
Bank Guarantee Advise		Import LC Reopen	▼ PK2ILSN221107213	Q	PK2-Oracle Banking Trade	Fina 🔻	
Bank Guarantee Issuance							
							Proceed C
Common Group Message							
xport - Documentary Collection							
xport - Documentary Credit							
mport - Documentary collection							
mport - Documentary							

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	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 **Import LC Re-Open** request.

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



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

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

11/1/11/11/11
ORACLE
User Name
ATEST11 Password
•••••
Sign In

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

		(DEFAULTENTITY)	Oracle Banking Trade Financ April 20, 2022	Ô	ADMIN01 V
Menu Item Search Q	Dashboard				
K Import - Documentary Credit					+
Drawings Under Transferred LC	Swift Processing	×			
Import LC Update Drawings	Date November 18, 2024				
Import LC Amendment					
Import LC Amendment Beneficiary Consent	МТ700				
Import LC Cancellation					
Import LC Closure	0 20 40 60				
Import LC Drawings	Success Failure				
Import LC Internal Amendment					
Import LC Issuance	MT707				
Import LC Liquidation					
Import LC Reopen	0 20 40 60				
	Success Failure O Filtered O Unfiltered m				

Figure 2-3 Import LC Reopen

The Import LC Reopen screen appears.

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

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

Import LC Reopen		Documents Remark		
 Application Details 			s Customer Instruction Common Group Messages r ×	
20 - Documentary Credit Number	Received From Applicant Bank	Received From - Customer ID	Received From - Customer Name	
ILSN221100030727 Q		001044	GOODCARE PLC	
Branch	Priority	Submission Mode	Process Reference Number	
PK2-Oracle Banking Trade Fina 🛛 🔻	Medium	Desk	PK2ILCR000063467	
Reopen Date	Closure Date	User Reference Number	Customer Reference Number	
April 20, 2022	December 28, 2022	ILSN221100030727	REFERENCE TC01	
			View LC View LC Events	
✓ LC Details			View LC View LC Events	
Revolving	LC Type	Product Code	Product Description	
Sight -		ILSN	Import LC Sight Non Revolving	
Advising Bank 40A - Form of Documentary Credit		31C - Date of Issue	40E - Applicable Rules	
001041 WELLS FAF	IRREVOCABLE	April 20, 2022	UCP LATEST VERSION	
Date of Expiry	31D - Place Of Expiry	51A - Applicant Bank	Applicant	
December 28, 2022		C	001044 GOODCARI	
Beneficiary 32B - Currency Code, Amount		39A - Percentage Credit Amount Tolerance	Limits/Collateral Required	
001043 MARKS AN 🕻	GBP £100.00			
39C - Additional Amount Covered	Accountee	Amount In Local Currency	Back to Back LC	
	B	GBP £100.00		

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

Field	Description
Documentary Credit	Specify the documentary credit number.
Number	Alternatively, click Search to search and select the documentary credit number.
	In lookup search/advanced lookup search, user can input DCN Reference Number, Applicant, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC to be opened.
	Note: System displays the LCs only which are in Closed status.
Received From Applicant	Read only field.
Bank	System displays the value available in LC.
Received From - Customer	Read only field.
ID	System displays the value available in LC.
Received From - Customer	Read only field.
Name	System displays the name of the Customer available in LC.
Branch	Read only field.
	Branch details will be auto-populated based on the selected LC from the lookup.
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit of Registration stage.
Submission Mode	Select the submission mode of Import LC Reopen request. By default the submission mode will have the value as 'Desk' for transactions created via registration.
	By default the submission mode will have the value as 'Desk'
	Desk - Request received through Desk
	Courier - Request received through Courier
	 Email - Request received through Mail Fax - Request received through Fax
Process Reference	Fax - Request received through Fax Unique sequence number for the transaction.
Number	This is auto generated by the system based on process name and branch code.
Reopen Date	By default, the application will display branch's current date.

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



Table 2-3	(Cont.) Import LC Reopen - Registration - Application Details - Field
Descriptio	n

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

LC Details

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

LC Details							
volving		LC Type		Product Code		Product Description	on
		Usance	•	LIUN		Islamic Import LC Usance Non Revolv	
lvising Bank		40A - Form of Docun	nentary Credit	31C - Date of Issue		40E - Applicable F	Rules
001041 WE	ELLS FAF 🕻	IRREVOCABLE	IRREVOCABLE		Ë	UCP LATEST VERSION	
ite of Expiry		31D - Place Of Expiry		51A - Applicant Bank		Applicant	
ecember 28, 2022	t	NEW YORK			D	001044	GOODCARI 🕻
neficiary		32B - Currency Code,	Amount	39A - Percentage Credi	t Amount Tolerance	Limits/Collateral	Required
001043 MA	ARKS AN	GBP	£100.00	/			
39C - Additional Amount Covered		Accountee		Amount In Local Currer	ncy	Back to Back LC	
			D	GBP	£100.00		
							Hold Cancel Save & Close

4. On Import LC Reopen - Registration - LC Details screen, specify the fields.

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

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

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

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

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

5. Click Submit.

The task will move to next logical stage of Import LC Reopen. For more information on action buttons, refer to the field description table below.

Field	Description
Signatures	Click the Signatures to verify the signature of the customer/ bank if required.
	The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.
	If more than one signature is required, system should display all the signatures.
Documents	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Import LC Reopen. Place holders are also available to upload additional documents submitted by the applicant
Remarks	Specify any additional information regarding the reopening of import LC. This information can be viewed by other users processing the request.
Customer Instruction	 Click to view/ input the following: Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for
Common Group Message	customer initiated transactions. Click Common Group Message button, to send MT799 and MT999 messages from within the task.
View LC	Click to view the latest LC values displayed in the respective fields.
View LC Events	Click to view the details of LC events.



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	Cancels the Import LC Reopen task. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, task will get moved to next logical stage of Import LC Reopen. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
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. The checklist items under Registration Stage are: Application signed and stamped Customer signature verified Any correction or alteration initialed by the applicant.

Table 2-5 (Cont.) Import LC Reopen - Registration - Action Buttons - FieldDescription

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**.



Document Status Select All	•	
Letter of Credit Pro-forma Invoice	Letter of Credit Application Form	
Ĺ	Ţ.	

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

2. Click the Add Additional Documents button/ link.

Document	
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			0	ocumen	it ld				
001044			[
Document Type			C	ocumen	t Code				
Letter of Credit		•	ſ	Insura	nce Policy	1	•		
Fetch Link Document	Document ᅌ	Customer 🔶	Document Type	٥	Document Code	\$ Upload Date	\$	Reference Number	\$
No data to displa	у.								
Page 1 (0 o	f 0 items) <	< 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			Do	ocument ld		
001044						
Oocument Type			Do	ocument Code		
Letter of Cred	it	•	1	Insurance Policy	•	
Fetch						
Link Document	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	Ţ.
Drop files her	re or click to select
	Update

1

2.3 Data Enrichment

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

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

Note:

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

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

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

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

Menu Item Search Q	Fre	e Tasks						
< Tasks	0	Refresh	cquire 🖁	Flow Diagram				
		Acquire and Edit	Priority 0	Process Name 💲	Process Reference Number 💲	Application Number \$	Stage 🗘	Application Date
		Acquire and Edit	Medium	Import LC Reopen	PK2ILCR000063467	PK2ILCR000063467	DataEnrichment	22-04-20
Completed Tasks		Acquire and Edit	Medium	Import LC Drawing Up	PK2ILCU000053391	PK2ILCU000053391	Approval Task Level 1	22-04-20
Free Tasks		Acquire and Edit	Medium	Import LC Internal Am	PK2ILCI000051240	PK2ILCI000051240	Approval Task Level 1	22-04-20
		Acquire and Edit	Medium	Export LC Advise	PK2ELCA000063430	PK2ELCA000063430	Registration	22-04-20
		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063404	PK2IDCB000063404	Registration	22-04-20
		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063403	PK2IDCB000063403	Registration	22-04-20
		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063401	PK2IDCB000063401	Registration	22-04-20
SubProcess Tasks		Acquire and Edit	Medium	Export Documentary	PK2EDCB000063400	PK2EDCB000063400	Registration	22-04-20
Supervisor Tasks		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063399	PK2IDCB000063399	Registration	22-04-20
		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063397	PK2IDCB000063397	Registration	22-04-20
		Acquire and Edit	Medium	Export Documentary	PK2EDCB000063396	PK2EDCB000063396	Registration	22-04-20
		Acquire and Edit	Critical	Import LC Cancellation	PK2ILCC000063394	PK2ILCC000063394	DataEnrichment	22-04-20
		Acquire and Edit	Medium	Import Documentary	PK2IDCB000063359	PK2IDCB000063359	Sanction Check Exceptiona	

Figure 2-5 Free Tasks

The Free Tasks screen appears.

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

Menu Item Search Q	Му	Tasks						
۲ Tasks	0	Refresh	Release	e 🕜 Escalate 🗄 De	legate 🖁 Flow Diagram			
Awaiting Customer Clarification		Edit	Priority 0	Process Name 0	Process Reference Number 0	Application Number 0	Stage ≎	Application Date 0
		Edit	Medium	Import LC Reopen	PK2ILCR000063467	PK2ILCR000063467	DataEnrichment	22-04-20
		Edit	Medium	Islamic Import LC Dra	PK2IILD000003029	PK2IILD000003029	DataEnrichment	22-04-20
		Edit	Medium	Import LC Liquidation	PK2ILCL000061602	PK2ILCL000061602	Approval Task Level 1	22-04-20
		Edit	Medium	Guarantee SBLC Advis	PK2GADC000000751	PK2GADC000000751	Approval Task Level 1	22-04-20
My Tasks		Edit	Medium	Import LC Drawing Up	PK2ILCU000063310	PK2ILCU000063310	Scrutiny	22-04-20
Other User tasks		Edit		Import LC Drawing Up	PK2ILCU000063294	PK2ILCU000063294	Registration	22-04-20
Search		Edit	Medium	Import LC Drawing Up	PK2ILCU000010020	PK2ILCU000010020	DataEnrichment	22-04-20
		Edit	Medium	Import LC Drawing	PK2ILCD000006879	PK2ILCD000006879	DataEnrichment	22-04-20
SubProcess Tasks		Edit	Medium	Import LC Amendment	PK2ILCA000002204	PK2ILCA000002204	DataEnrichment	22-04-20
		Edit	Medium	Import LC Amendment	PK2ILCA000002104	PK2ILCA000002104	DataEnrichment	22-04-20
		Edit	Medium	Import LC Amendment	PK2ILCA000005177	PK2ILCA000005177	DataEnrichment	22-04-20
		Edit	Medium	Export LC Advise	PK2ELCA000050630	PK2ELCA000050630	Reject Approval	22-04-20
		Edit	Medium	Import LC Issuance Isl	PK2IILI000004226	PK2IILI000004226	DataEnrichment	22-04-20

Figure 2-6 My Tasks

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

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

Main Details

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

- Availablity This topic provides the systematic instructions to capture the availability details.
- Payment

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

• Documents and Conditions

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

- Additional Fields This topic provides the systematic instructions to capture the additional fields.
- Advices This topic provides the systematic instructions to capture the advices details.
- Additional Details This topic provides the systematic instructions to capture the additional details.
- Settlement Details

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

Summary

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



2.3.1 Main Details

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

Main details section has two sub section as follows:

- Application Details
- LC Details.

Application Details

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

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

nport LC Reope K2ILCR0000634	en DataEnrichment :: Applica 467	tion No:-	Clarification Details Documents	Remarks	Overrides Customer I	וב ה Signatures		
fain	Main					Scree		
Availability	✓ Application Details							
Payment	20 - Documentary Credit Number	Received From Applicant Bank	Received From - Customer	D	Received From - Cust	omer Name		
ocuments and Conditi	ILSN221100030727		001044		GOODCARE PLC			
dditional Fields	Branch	Priority	Submission Mode		Process Reference Nu	imber		
Advices	PK2-Oracle Banking Trade Fina 💌	Medium	* Desk	-	PK2ILCR000063	467		
Additional Details	Reopen Date	Closure Date	User Reference Number		Customer Reference I	Number		
Settlement Details	April 20, 2022	December 28, 2022	ILSN221100030727			REFERENCE TC01		
Summary								
iummary	✓ LC Details					View LC View LC		
Summary	Revolving	LC Type	Product Code		Product Description			
Summary		LC Type Sight	Product Code ▼ ILSN		Product Description			
Summary	Revolving					Non Revolving		
Summary	Revolving	Sight	* ILSN		Import LC Sight M	Non Revolving		
Summary	Revolving Advising Bank	Sight 40A - Form of Documentary Credit	▼ ILSN 31C - Date of Issue		Import LC Sight M	Non Revolving		
Summary	Revolving Advising Bank 001041 WELLS FAF	Sight 40A - Form of Documentary Credit IRREVOCABLE	 ILSN 31C - Date of Issue April 20, 2022 		Import LC Sight N 40E - Applicable Rule UCP LATEST VER	Non Revolving		
Summary	Advising Bank 001041 WELLS FAF	Sight 40A - Form of Documentary Credit IRREVOCABLE 31D - Place Of Explry	 ILSN 31C - Date of Issue April 20, 2022 	ß	Import LC Sight N 40E - Applicable Rule UCP LATEST VER Applicant	Non Revolving s ISION ~ GOODCARI []		
ummary	Revolving Advising Bank 001041 WELLS FAF Date of Expiry December 28, 2022	Sight 40A - Form of Documentary Credit IRREVOCABLE 31D - Place Of Explry NEW YORK		ß	Import LC Sight N 40E - Applicable Rule UCP LATEST VER Applicant 001044	Non Revolving s ISION ~ GOODCARI []		
Summary	Revolving Advising Bank 001041 WELLS FAF C Date of Expiry December 28, 2022 C	Sight 40A - Form of Documentary Credit IRREVOCABLE 31D - Place Of Expiry NEW YORK 32B - Currency Code, Amount		ß	Import LC Sight N 40E - Applicable Rule UCP LATEST VER Applicant 001044	Non Revolving s ISION ~ GOODCARI []		

Figure 2-7 Data Enrichment - Main Details

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



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

LC Details

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



dditional Fields	Revolving	Revolving		LC Type			Product Description		
dvices			Sight	•	ILSN		Import LC Sight Non Revolving		
dditional Details	Advising Bank		40A - Form of Docu	umentary Credit	31C - Date of Iss	ue	40E - Applicable Rules		
ettlement Details	001041	WELLS FAF	IRREVOCABLE		April 20, 2022		UCP LATEST VERSION		
ummary	mary Date of Expiry		31D - Place Of Expiry		51A - Applicant	Bank	Applicant 001044 GOODCARI		
	December 28, 2	2022	NEW YORK		D				
	Beneficiary		32B - Currency Cod	e, Amount	39A - Percentage Credit Amount Tolerance		Limits/Collateral Required		
	001043	MARKS AN	GBP £100.00						
	39C - Additional Amount Covered		Accountee		Amount In Loca	l Currency	Back to Back LC		
				D	GBP	£100.00			

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

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



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

Table 2-6(Cont.) Data Enrichment - Main Details - Liquidation Details - FieldDescription

2. Click Next.

The task will move to next data segment.

Table 2-7	Main Details - Action 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 of the document allows to view and on the
Remarks	other side allows to input/view the details in the application. Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the various overrides that have been generated and accepted.
Customer Instructions	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

Field	Description
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.
View LC	Click to view the latest LC summary with the latest LC details values.
View LC Events	Click to view the LC Events.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline
Reject	 On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	 Select a Refer Reason from the values displayed by the system. Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits
Hold	 R5 - Others 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 2-7 (Cont.) Main Details - Action Buttons - Field Description

2.3.2 Availablity

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

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

1. On Availability screen, specify the fields.

mport LC Reoper K2ILCR0000634		nment :: App	licati	on No:-	Clarif	ication Details	Documents	Remarks	Overrides	Customer Instruction Signatures	11
Main	Availabilit	y									Screen(
Availability	✓ Availabilit	y Details									
Payment	41a-Available with	h		41a-Available By		42C-Draft	s At		42a-Dra	swee	
Documents and Conditi	CITIZB2LXXX		Q	BY PAYMENT	-					Q	C
 Additional Fields	42 P/M - Paymen	nt Details									
Advices											
dditional Details	✓ Shipment	Details									
ettlement Details	43P-Partial Shipments		43T-Transshipment	-Transshipment 44A-Place		-Place of Taking in Charge		44E-Por	44E-Port of Loading		
	NOT ALLOWED -		NOT ALLOWED	•	NEWYORK		NEWYORK				
ummary	44F-Port of Discharge		44B-Place of Final Destination 44C-Late		44C-Latest Date of Shipment		44D-Shi	44D-Shipment Period			
	LONDON			LONDON		April 20, 2022					
	Transport Mode			Transport Details		Additional Shipment Details					
	Air							C			
	✓ 45A Descr INCO Terms	ription of Goods	and/or	Services							
	DAP		Q	Delivered At Place							
	Goods Code ≎	Goods Type	Go	oods Description			No of Units	Price per Unit	Total Amount	Action 0	
	MACHINE1	G	N	ACHINE AS PER ORDER N		Ľ	10	£10.00	£100.0	0 / 1	

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

Table 2-8 Availability - Field Description

Field	Description
Availability Details	This section displays the availibility details.
Available with	Read only field. This field identifies the bank with which the credit is available.
Available By	Read only field. Displays how the credit is available. The Avalable By values can be: BY NEGOTIATION BY PAYMENT
Drafts At	Read only field. This field indicates the tenor of drafts to be drawn under the documentary credit.
Drawee	Read only field. Displays drawee as per the latest LC details.



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

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



Field	Description				
Price per Unit	Read only field. Dispalys the value for price per unit.				
Total Amount	Read only field. System calculates the total price. In case of online request, the system should populate the total amount from incoming request. System validates that the total amount is equal to the value of the transaction (LC/Collection).				
Action	Edit icon - This icon is disabled. Delete icon - This icon is disabled.				

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

2. Click Next.

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

Table 2-9	Availability - Action Buttons - Field Description
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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
Remarks	other side allows to input/view the details in the application. Specify any additional information regarding the LC Reopen. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks
Quantita	field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.

Field	Description		
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline		
Reject	 On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 		
Refer	 Select a Refer Reason from the values displayed by the system. Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 		
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.This option is used, if there are any pending information yet to be received from applicant.		
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.		
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.		
Back	Click Back to move to the previous screen of Data Enrichment stage.		
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.) Availability - Action Buttons - Field Description



2.3.3 Payment

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

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

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

Import LC Reopen DataEnrichment :: Application No:-				larificatio	on Details	Documents	Remarks	Overrides	Customer Instruc	tion	::>
PK2ILCR0000634	67								Signat	ures	чг ́
) Main	Payment										Screen(3
Availability	✓ Payment Details										
Payment	49G-Special Payment conditions for benefic	iary	49H-Special Payment conditions for receivi	ng bank	48-Perio	d for Presentation		49-0	Confirmation Instruct	ions	
Documents and Conditi		C		D		21		W	ITHOUT		-
Additional Fields	58A - Requested Confirmation Party		58A - Requested Confirmation Party		57A-Adv	ise Through Bank		78-lr	nstructions to P/A/N	Bank	
Advices	•		D				D			Q	D
Additional Details	72-Sender to Receiver Information		71D - Charges								
	٩ [C		D							
Settlement Details	✓ Reimbursement Authorization										
Summary	53A - Reimbursing Bank		Reimbursing Bank Charge Type		Reimbur	sing Bank Charge D	etails	72-S	ender to Receiver Inf	ormation - 74	.0
	D		·		max le	ngth				Q	D

Figure 2-10 Payment

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

Table 2-10 Payment - Field Description

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



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

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

2. Click Next.

The task will move to next data segment.

Table 2-11 Payment - 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'.


Field	Description				
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 LC Reopen. This information can be viewed by other users processing the request.				
	Content from Remarks field should be handed off to Remarks field in Backend application.				
Overrides	Click to view the overrides accepted by the user.				
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM us can input any Customer Instructions received as part of transaction processing. This section will be enabled only for 				
Signatures	customer initiated transactions. 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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline				
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.				
	 Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 				

Table 2-11	(Cont.) Payment - Action Buttons - Field Description
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Field	Description		
Refer	Select a Refer Reason from the values displayed by the system.		
	Refer Codes are:		
	R1- Documents missing		
	R2- Signature Missing		
	R3- Input Error		
	R4- Insufficient Balance/Limits		
	R5 - Others		
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.		
	This option is used, if there are any pending information yet to be received from applicant.		
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.		
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.		
Back	Click Back to move to the previous screen of Data Enrichment stage		
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 2-11 (Cont.) Payment - Action Buttons - Field Description

2.3.4 Documents and Conditions

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

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

- Documents Details
- Additional Conditions

Document Details

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

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

Import LC Reopen DataEnrichment :: Application No:-				Clarification Det	Clarification Details Documents Remarks Over		Overrides	ides Customer Instruction		:: ×	
PK2ILCR0000533	523									Signatures	
Main	Docum	nents and Conditions									Screen(4)
Availability	✓ Docur	ment Details									
Payment											
Documents and Conditi	Code \diamond Document Description \diamond Copy \diamond			Сору 🗘	Original 🗘	Clause Details			Action 0		
Additional Fields	BOL	Bill of Lading	ß		3/3	BOL				P	団
Advices											
Additional Details	✓ Addit	ional Conditions									
Settlement Details											
Summary	FFT Code			FFT Description						Action	>
	ADDCONDISS			<clob></clob>			Ľ		I		Ĩ
	LCADV			<clob></clob>			ß			0 t	1
Audit					Request Clarification	Reject	Refer Ho	ld Ci	ancel	ancel Sa	ancel Save & Close

Figure 2-11 Documents and Conditions

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

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

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



Additional Conditions

Additional conditions as per the latest LC details is displayed

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

Table 2-13 Additional Conditions - Field Description

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

2. Click Next.

The task will move to next data segment.

Table 2-14	Document and Conditions - Action Buttons - Field Description
-------------------	--

Field	Description				
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 LC Reopen. This information can be viewed by other users processing the request.				
	Content from Remarks field should be handed off to Remarks field in Backend application.				
Overrides	Click to view the overrides accepted by the user.				
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. 				



Field	Description			
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.			
Reject	 On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 			
Refer	 Select a Refer Reason from the values displayed by the system. Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 			
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.			
Cancel	Cancel the Data Enrichment stage inputs. The details updated in th stage are not saved. The task will be available in 'My Task' queue.			
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.			
Back	Click Back to move to the previous screen of Data Enrichment stage.			
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 2-14 (Cont.) Document and Conditions - Action Buttons - Field Description

2.3.5 Additional Fields

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

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

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

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

Import LC Reoper	Import LC Reopen DataEnrichment :: Application No:-		Documents	Remarks	Overrides	Customer Inst	ruction	J L	
PK2ILCR000063467						Sign	natures	:: ×	
⊖ Main	Additional Fields							Screen(5/9)	
Availability	✓ Additional Fields								
Payment									
Documents and Conditi									
Additional Fields	UDF Test								
Advices									
Additional Details									
Settlement Details									
Summary									
Audit		Request Clarification	Reject Re	fer Hold	Cancel	Save & Clo	ose E	Back Next	

Figure 2-12 Additional Fields

2. Click Next.

The task will move to next data segment.

Table 2-15	Additional Fields - Action Buttons - Field Description
-------------------	--

Field	Description
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 LC Reopen. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM use
	can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	R1- Documents missingR2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/LimitsR5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature MissingR3- 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.

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



Field	Description
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
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 Fields - Action Buttons - Field Description

2.3.6 Advices

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

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

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



Import LC Reopen	DataEnrichment :: Application No:-		Clarification Details	Documents	Remarks	Overrides	Custome	r Instruction	:: ×
PK2ILCR00006346	7							Signatures	^
Main	Advices								Screen(6,
Availability	Advice : PAYMENT_MESSAGE	0							
Payment		Ō							
Documents and Conditi	Advice Name : PAYMENT_MESSAGE Advice Party : Party Name :								
Additional Fields	Suppress Advice : NO								
Advices									
Additional Details	9								
Settlement Details									
Summary									

Advice Details

Suppress Advice		Advice Name	Medium		Advice Party		
		LC_AMND_INSTR		•	ABK		
Party ID		Party Name					
001204		ABC BANK					
FFT Code	FFT Descripti	on				Action 🗘	+
FFT Code	FFT Descripti	on				Action 🗘	
FREEVP	TESTING F	FT				1 位	
✓ Instructions							+
Instruction Code		Instruction Description		Edit ¢		Action 🗘	
E023		IN CASE REIMBURSING BAN	IK IN NEW YORK, FAILS TO F		1	∥⊡	

Table 2-16 Advice Details

Field	Deacription
Suppress Advice	Switch to suppress the advice. Switch to , if suppress advice is not required.
Advice Name	Read only field. Displays the advice name defaulted from LC issuance.



Field	Deacription
Medium	This field diaplays the medium of advices defaulted from the system. User can update if required.
Advice Party	Read only field. Displays the advice party, defaulted from the LC issuance.
Party ID	Read only field. Displays the party Id defaulted from LC issuance.
Party Name	Read only field. Displays the party name defaulted from LC issuance.
Free Format Text	Specify the free format text based on the following table.
+	Click plus icon to add new FFT code.
FTT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
Action	Click Edit icon to edit the FFT code.
	Click Delete icon to delete the FFT code.
Instruction Details	Specify the instrunction details based on the following table.
+	Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
Action	Click delete icon to remove any existing instruction code.
	Click edit icon to edit the existing instruction code.

Table 2-16 (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 2-17 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'.

Field	Description
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 LC Reopen. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.
	 Transaction Level Instructions – In this section, OBTFPM use can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

	Table 2-17	(Cont.) Advices - Action Buttons - Field Description
--	-------------------	--

Field	Description
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
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.) Advices - Action Buttons - Field Description

2.3.7 Additional Details

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

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

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

Import LC Reopen	DataEnrichment :: Application	No:-	Clarification Deta	ils Documents	Remarks	Overrides	Customer Instruction	
PK2ILCR00006346							Signatures	;; x
Main	Additional Details							Screen(7/9
Availability	Limits and Collaterals	& Commission,Charges an	d Taxes 🖇	Preview Messag	00	0		
Payment						0		
Documents and Conditi	Contribution Currency: Contribution Amount : Limit Status :	Charge :GBP Commission : Tax :GBP		Language Preview Advice	: :			
Additional Fields	Collateral Currency : Collateral Contributior:		nitiated					
Advices	Collateral Status : Deposit Linkage Curre:							
Additional Details	Deposit Linkage Amo:	A second second		12-2111115				
Settlement Details								
Summary								
Audit			equest Clarification	Reject Re	fer Hold	Cancel	Save & Close	Back Next

Figure 2-14 Additional Details



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

Limits and Collaterals

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

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

lo data to display.																
sh Collateral Details																
llateral Percentage			Collateral Cur	rrency a	and amo	unt			Excha	nge Rate						
	~ ^		GBP	-					1.0							
equence 🗧 Settler umber Accou	ment nt Currency	 Settlem Account 	Exchange Rate	٥	Collate Split 9		Contrit Amour			ion Amount in urrency	٥	Account Balance Check Response	٥	Response Message	٥	Vie
lo data to display.																

Customer ld	Linkage Type							
001044 0	Facility	•						
Contribution %	Liability Number							
100.0 ~ ^	001044	ર						
Contribution Currency	Line Id/Linkage Ref No							
GBP	001044	ર						
Limit/Liability Currency	Limits Description							
GBP								
	Amount to Earmark							
Limit Check Response Released	Amount to Earmark £10,000.0	00						
Released Expiry Date	£10,000.0	00						
Released Expiry Date	£10,000.0 Limit Available Amount £0.0							
Released Expiry Date	£10,000.0							
Released Expiry Date	£10,000.0 Limit Available Amount £0.0							
Expiry Date	£10,000.0 Limit Available Amount £0.0							

Figure 2-15 Limit Details



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



Field	Description
Limit Details	Click plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the
	user clicks plus icon.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.
Linkage Type	Select the linkage type. Linkage type can be: Facility Liability By default Linkage Type should be "Facility".
Contribution %	System defaults this field to 100%. User can modify this value. If contribution is more than 100%, system displays an alert message, if modified. Once contribution % is provided, system defaults the amount. System validates that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.
	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 Search to search and select the Liability Number from the look- up. The list has all the Liabilities mapped to the customer.
Contribution Currency	Read only field. This field displays the contribution currency.

Table 2-18 Field Description - Limit Details

Field	Description							
Line ID/Linkage Ref No	Click Search to search and select from the various lines available and mapped under the customer id list. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount. 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	Read only field. This field displays the limit currency, when the user select the Liability Number.							
Limits Description	Read only field. This field displays the limits description.							
Limit Check Response	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response.							
	The value in this field appears, if you click the Verify button.							
Amount to Earmark	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.							
Expiry Date	Read only field. This field displays the date up to which the Line is valid.							
Limit Available Amount	Read only field. This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.							
	The value in this field appears, if you click the Verify button.							
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.							
ELCM Reference Number	Read only field. This field displays the ELCM reference number.							
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.							
Line Serial	Displays the serial of the various lines available and mapped under the customer id.							
Edit	Click the link to edit the Limit Details.							

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



Field	Description
団	Click delete icon to delete the existing limit details.
Cash Collateral Details	Specify the Collateral details based on the description of following table:
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
+	Click plus icon to add new collateral details.
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 Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.

Table 2-18	(Cont.)	Field	Description	on - L	_imit Details	;
------------	---------	-------	-------------	--------	---------------	---



Field	Description							
Field	Description							
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.							
Account Available Amount	Read only field. System populates the account available amount on clicking the Verify button.							
Response	Read only field. System populates the response on clicking the Verify button.							
Response Message	Read only field. System populates the response message on clicking the Verify button.							
Verify	Click to verify the account balance of the Settlement Account.							
Save	Click to to save and close the record.							
Close	Click to cancel the entry.							
Cash Collateral Details grid	Below fields appear in the along with the above fields.							
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.							
Account Balance Check Response	This field displays the account balance check response.							
Edit	Click edit link to edit the collateral details.							
団	Click delete icon to delete the existing collateral details.							
Account Available Amount	This field displays the account available amount which will be auto- populated based on the settlement account selection.							
Deposit Linkage Details	Specify the deposit linkage details based on the description of following table: System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly.							
+	Click plus icon to add new deposit linkage details. Below fields are displayed on the Deposit Linkage Details pop-up screen, if the user clicks plus icon.							
Customer Id	This field displays the defaulted from the application. The user can change the Customer ID.							
Deposit Account	Click Search to search and select deposit for linkage from the list of all the customer Deposits.							
	All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.							

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



Field	Description
Deposit Branch	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
Deposit Available Amount	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
Exchange Rate	Read only field. This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	Specify the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value. System validates the linking amount with available Deposit
	balance and should not allow to link more than the available amount.
Deposit Details grid	Below fields appear in the Deposit Details grid along with the above fields.
Deposit Currency	This field displays the deposit currency.
Transaction Currency	This field displays the transaction currency.
Edit	Click edit link to edit the deposit linkage details.
団	Click delete icon to delete the existing deposit linkage details.

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

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

Commission, Charges and Taxes

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

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

omponent Rate	Mod. Rate	ссү	Amount	Modified	Defe	r Waive	Split	Charge	Party		Set	tl. count ≎	Amend	
CROPCOM 1		GBP	£400.00					GOOE	CARE F	PLC			Yes	
age 1 of 1 (1 of 1	items) < ∢ 1	► >		·		- i								
omponent	Tag currency	Tag Amount	Currenc	у	Amount	Modified	Billing	Defer	Waive	Charge Pa	rty		Settlement Account	٥
LCROPCHG	GBP	10000	GBP		£50.00					GOODC	ARE PLC		PK20010440017	
LCTAX5	WITHHO	LDING	~ /	spril 20, 2022	GBP					£4.00			PK20010440016	
CTAX5	Type ≎	LDING		alue Date ≎	CCY					f4 00	Billing		Settl. Account \$	
Split Settlement														
elect ≎	Con	nponent ≎			Cu	irrency 🗘						Amount		
lo data to display.														
age 1 (0 of 0 items)	<	×												
olit Settlement Details	≎ Amount ≎ F	Percentage 🗘 Branch	 Accour Curren 	t c Account :	C Exch Rate	^{ange} ≎	Origin Exchai Rate	al nge ≎	Party Type	≎ Cus	tomer ≎	AR-AP Tracking	Loan/Finance Account	1
equence 0 Component														

Component		Amount							
AILSN_COM1_LIQD_S01		122.5							
Customer		GL Account							
001044-APP	•								
Account		Account Currence	:y						
PK20010440017	Q	GBP							
Branch		Percentage							
РК2		50.00							
Exchange Rate		Original Exchange Rate							
1		1							
Party Type		Negotiation Refe	erence						
APP									
AR-AP Tracking		Loan/Finance A	ccount						
		Ν							
Negotiation Rate									
		Save & Close	Close	Fetch Exchange Rate					

Figure 2-17 Spli	t Settlement Details
------------------	----------------------

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

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

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



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

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



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

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



Field	Description
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	Read only field. This field displays the tax component.
Туре	Read only field. This field displays the type of tax component.
Value Date	Read only field. This field displays the value date of tax component.
Currency	Read only field. This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	Read only field. This field displays the tax amount based on the percentage of commission maintained.
Billing	If taxes are handled by separate billing engine, switch to , billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
Defer	Switch to , if charges have to be deferred and collected at any future step. The user can enable/disable the option the check box. On deselection the user has to click on 'Recalculate' charges button for resimulation.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.
Split Settlement	This section displays the Split Settlement. This section is displayed if the user clicks on the Recalculate button to fetch the Split Settlement details from Backoffice. The default parties in Split row should be fetched from OBTF.
Select	The option to select the split settlement record.
Component	Displays the split component type eligible for Split .
Currency	Displays the currency of split settlement.
Amount	Displays the amount of split settlement.
Split Settlement Details	This section displays the Split Settlement details. Split Settlement details section appears from Back office, when the user clicks on the Recalculate button.
Seqence	Displays the sequence number is auto populated with the value, generated by the system.
Component	Displays the split component type eligible for Split.

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



Field	Description			
Amount	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount.			
-	More than two splits are not allowed.			
Customer	Indicates the ID of the Customer in Split Settlement Details section.			
GL Account	The system defaults the GL account.			
Account	The system defaults the Settlement account. User can modify the settlement account. System initiates a call to common core tables within OBTFPM to select the account.			
Account Currency	This field defaults the currency of the account.			
Branch	Indicates the branch of the customer where transaction is getting processed.			
Percentage	The system splits the respective Charge/Commission percentage automatically between counter party and third party with 50% value by default. More than two splits are not allowed.			
	The bank user can modify the amount.			
	The system should validate that the total percentage of each component doesn't exceed 100 and the total amount of each component doesn't exceed total component amount.			
Exchange Rate	System populates the exchange rate maintained.			
Original Exchange Rate	Displays the Original Exchange Rate as simulated in split settlement details section.			
Party Type	Displays the party type in split settlement details section.			
Negotiation Reference	Specify the negotiation reference number.			
AR-AP Tracking	Indicates to defer the charge/ commission in Split Settlement Details section. The user can modify the AR-AP Tracking flag as per the requirements.			
Loan/Finance Account	Displays the loan account.			
Negotiation Rate	Displays the negotiation rate.			
Negotiation Reference	Displays the negotiation reference.			

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

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

Preview Messages

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

 Preview - SWIFT Message 		 Preview - Mail Advice 		
nguage	Message Type	Language	Advice Type	
nglish 👻		▼ English	•	•
age Status	Repair Reason	Message Status	Repair Reason	
iew Message		Preview Message		

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

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

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

FX Linkage

This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.



Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.
- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.
- Linked amount will be defaulted against the corresponding FX sequentially.
- User can delink or modify the defaulted FX details at in the Bill.
- Bill maturity date should be greater than or equal to FX Value date.
- Sum of Linked amount will not be greater than Bill contract amount.
- Linked amount will not be greater than the available amount for linkage.
- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.
- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.
- Multiple forward FX contract could be linked and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. The same will be populated in the Average FX Rate.

FX Linkage FX Linkage 										×
FX Reference O	Bought Currency	¢	SOLD Currency 🗘	Available Contract O Amount	Rate 0	Linked Amount 0	Total Utilized Amount	FX Expiry Date \bigcirc	Action	+
000FNDF20076A9N9				£4,000.00	1.35	£4,000.00		March 19, 2020	/ 団	
Page 1 of 1 (1 o Average FX Rate	f 1 items)	K •	1 > >						Save & Close Co	ancel



1

FX Reference Number		Currency	
000FNDF20076A9N	19 Q	USD	
Contract Amount		Available FX Contract A	Amount
USD 🔻	\$4,000.00	USD 🔻	\$4,000.00
Linkage Amount		Rate	
USD 👻	\$4,000.00	1.35	
FX Amount in Local Curr	ency	FX Expiry Date	
•	£2,962.96	March 19, 2020	
FX Delivery Period From		FX Delivery Period To	
			Save & Close Clos

Figure 2-18 FX Linkage Details

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

Table 2-20 FX Linkage - Field Description

Field	Description
+	Click + to add multiple FX Details . Below fields are displayed on the FX Linkage pop-up screen, if the user clicks the plus icon.
FX Reference Number	 Click Search to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows, Counterparty of the FX contract should be the counterparty of the Bill contract. Active Forward FX transactions authorized not marked for auto liquidation.
	Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.
Currency	Read only field. This field displays the FX SOLD currency from the linked FX contract.



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

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



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

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

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

9. Next.

10. Click Next.

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

Table 2-21	Additional Details -	Action Buttons -	Field Description
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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 LC Reopen. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.



Field	Description	
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are:	
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 	
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	
Refer	Select a Refer Reason from the values displayed by the system.	
	 Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in thi stage are not saved. The task will be available in 'My Task' queue.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Back	Click Back to move to the previous screen of Data Enrichment stage.	
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 2-21 (Cont.) Additional Details - Action Buttons - Field Description



2.3.8 Settlement Details

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

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

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

Import LC Reoper	n DataEnrichment	:: Applicati	ion No:-		Clarification Details	Documents	Remarks	Overrides	Customer In	struction	
PK2ILCR0000634	67								Si	gnatures	:: ×
Main	Settlement Details	s									Screen(8/9
Availability	Current Event										
Payment											
Documents and Conditi	✓ Settlement Detail	s									
Additional Fields	Component \$	Currency 🗘	Debit/Credit 🗘	Account 🗘	Account Description \$	Accoun	t Currency 🗘	Netting In	dicator 🗘	Current Ev	ent 0
Advices	AILSN_COM1_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
Additional Details	AILSN_COMM_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
∫ ↓ ● Settlement Details	AILUN_COM2_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
	COLLAMT_OSEQ	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		Yes	
Summary	COLL_AMNDAMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
	COLL_AMT	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
	COLL_AMT_DECR	GBP	Credit	PK20010440017	GOODCARE PLC	GBP		No		No	
	COLL_AVALAMTEQ	GBP	Credit	PK20010440017	GOODCARE PLC	GBP		No		No	
	LCCLSCHG_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
	LCCOURISS_LIQD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	
	LCSWIFTIS LIOD	GBP	Debit	PK20010440017	GOODCARE PLC	GBP		No		No	

Figure 2-19 Settlement Details

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

Table 2-22 Settlement Details – Field Description

Field	Description
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.

2. Click any component in the grid.

Party Details



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

Payment Details

Table 2-23 Payment Details - Field Description

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

Remittance Information

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

3. Click Next.

The task will move to next data segment.

Table 2-24 Settlement Details - Action Buttons - Field Description

Field	Description
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 LC Reopen. This information can be viewed by other users processing the request.
	Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instructions	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.



Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	R1- Documents missing
	 R2- Signature Missing R3- Input Error
	 R3- Input Error R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	Click Back to move to the previous screen of Data Enrichment stage.
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 2-24 (Cont.) Settlement Details - Action Buttons - Field Description

2.3.9 Summary

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

User can review the summary of details updated in Data Enrichment stage of **Import LC Reopen** request.

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

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

	DataEnrichment :: Application No:- PK							
1	Summary							So
lability	Main	Availability		Payment				
nent		Available With	: CITIZB2LXXX					
uments and Conditi	Submission Mode : Desk	Available By	: PAYMENT	Period of Pres Confirmation		: : WITHOUT		
itional Fields	Date of Issue : 2022-04-20 Date of Expiry : 2022-12-28	Port of Loading Port of Discharge	: NEWYORK : LONDON					
ces	Place of Expiry : NEW YORK							
itional Details								
ement Details								
mary								
	Documents and Conditions	Additional Fields		Advices	/////			
	Document 1 :	Click here to view Addition	onal :	Advice 1		: PAYMENT_MESS		
	Document 2 :	fields	onar :	AUVICE I		. FATMENT_MESS		
	Revolving Details	Limits and Collaterals	s	Commission	n,Charges ai	nd Taxes		
	Revolving :N Revolving In :	Contribution Currency Amount to Earmark	:	Charge Commission		: GBP 50.00		
	Revolving Frequency :	Limit Status	: Not Verified	Tax		:GBP 4.00		
		Collateral Currency Collateral Contribution.		Block Status		: Not Initiated		
		Collateral Status Deposit Linkage Current	: Not Verified					
		Deposit Linkage Amoun						
	Preview Messages	Party Details		Settlement	Details			
	Language : ENG	Applicant	: GOODCARE PLC	Component		: COLLAMT_OSEQ		
	Preview Message :-	Beneficiary Advising Bank	: MARKS AND SP : WELLS FARGO	Account Num Currency	nber	: PK2001044001 : GBP		
		for sing born		currency		1001		
	Accounting Details	Compliance		 11			_	
			· N=4 1=141=4=					
	Event : AccountNumber :	KYC Sanctions	: Not Initiate : Not Initiate					
	Branch :	AML	: Not Initiate					

Figure 2-20 Summary

Tiles Displayed in Summary

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



- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated in back office.

Note:

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

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

The task will move to next logical stage.

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 LC Reopen. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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.

Table 2-25 Summary - Action Buttons - Field Description



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

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

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

2.4 Multi Level Approval

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

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

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

Note:

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

Authorization Re-Key (Non-Online Channel)

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

- 2. Open the task and specify (re-key) some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.
 - Currency
 - Contract Amount

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

		View Signature		Documents
				Remarks
Currency				
GBP			•	\oslash
Contract Amo	ount			
GBP	•	£1,000	.00	\oslash



Approval	Summary
----------	---------

mport LC Reope K2ILCR000053		vel 1 :: Application No:-			Documents F	Remarks Overrides Custo	Signatures	:: ×
Main		Availability		1	Payment			
orm of LC ubmission Mode Jate of Issue Jate of Expiry Hace of Expiry	: IRREVOCABLE : Desk : 2022-04-20 : 2022-11-15 : NEW YORK	Available With Available By Port of Loading Port of Discharge	: HDBANK65XXX : Days : NEWYORK : LONDON		Period of Present. Confirmation Instr.	: 21 : WITHOUT		
Documents and Condi	tions	Additional Fields			Advices		-	
Document 1 Document 2	:	Click here to view Additional fields		- J	Advice 1 Advice 2 Advice 3	: LC_AMND_INST : LC_INSTRUMEN : PAYMENT_MESS		
Revolving Details		Limits and Collaterals			Commission,Charges	and Taxes		
tevolving levolving in levolving Frequency	: N : :	Collateral Contribution. Collateral Status Deposit Linkage Currency	: : Not Verified : : : Not Verified :		Charge Commission Tax Block Status	: GBP 50.00 : : GBP 4.00 : Not Initiated		
Preview Messages		Settlement Details			Accounting Details	2-5000000000000000000000000000000000000	-	
anguage review Message	: ENG :-	Component Account Number Currency	: LCTAX5_AMT : PK2001044001 : GBP	7	Event AccountNumber Branch	: ROPN : 313100003 : PK2		
Party Details		Compliance			Exception(Approval)			
leneficiary opplicant	: MARKS AND SP : GOODCARE PLC	KYC Sanctions AML	: Not Initiate : Not Initiate : Not Initiate	E	EXCEPTION	: Nil		

Tiles Displayed in Summary:

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



- Preview Messages: User can see the SWIFT message and Mail Advice.
- Settlement Details User can view the settlement details.
- Accounting Details User can view the accounting entries generated in back office.

Note:

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

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

Table 2-26	Multi Level Approval Details - Action Buttons - Field Description
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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 LC Reopen. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	 Click to view/ input the following Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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.



Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error
	 R3- Input Entri R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Cancel	Cancel the Approval stage.
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

Table 2-26 (Cont.) Multi Level Approval Details - Action Buttons - Field Description

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

2.5 Customer - Acknowledgement

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

Customer Acknowledgment is generated every time a new Import LC Reopen is requested from the customer. The acknowledgment letter format is as follows.

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,



SUB: Acknowledgement to your LC Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Reopen of Import LC with the below details: CUSTOMER NAME: <CUSTOMER NAME>

CURRENCY/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: < CUSTOMER REFERENCE NUMBER>

OUR REF NUMBER: < PROCESS REFERENCE NUMBER>

We have also received the following Documents from you for processing the request:

Document Name 1

Document Name 2

Document Name n

We have registered your request. Please quote our reference < PROCESS REF NUMBER> in any future correspondence.

This acknowledgement does not constitute Reopen of LC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

2.6 Customer - Reject Format

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

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows.

FROM:

<BANK NAME>>

<BANK ADDRESS

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,



SUB: Your Import LC Reopen Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Import LC Reopen application request dated <Application Date -DD/MM/ YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to reopen the required LC.

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

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

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your Import LC application review, please contact us at our bank customer support ph.no xxxxxxxxxx Yours Truly

Authorized Signatory



Index

А

Additional Conditions, 2-27 Additional Details, 2-37 Additional Details - Action Buttons, 2-37 Additional Fields, 2-31 Additional Fields - Action Buttons, 2-31 Advice Details - Action Buttons - Field Description, 2-33 Application Details, 2-15 Availability, 2-20 Availability - Action Buttons - Field Description, 2-20

В

Benefits, 1-1

С

Commission, Charges and Taxes, 2-37 Customer - Acknowledgement, 2-68 Customer - Reject Advice, 2-69

D

Data Enrichment, 2-13 Document and Conditions, 2-27 Document Details, 2-27, 2-33

Κ

Key Features, 1-1

L

LC Details, 2-15

Limits and Collaterals, 2-37

Μ

Main Details, 2-15 Main Details - Action Buttons - Field Description, 2-15 Multi Level Approval, 2-64 Multi Level Approval - Action Buttons, 2-64

0

Overview, 1-1

Ρ

Payment, 2-24 Payment - Action Buttons, 2-24 Preview Messages, 2-37

R

Registration, 2-2 Registration - Action Buttons, 2-2 Registration - Application Details, 2-2 Registration - LC Details, 2-2 Revolving Details, 2-37

S

Settlement Details, 2-57 Settlement Details - Action Buttons, 2-57 Summary, 2-60 Summary - Action Buttons, 2-60

