Oracle Banking Trade Finance Process Management

Reopen Import LC Islamic User Guide

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Preface

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Purpose

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

Audience

This document is intended for the following audience:

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

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.

- The subsequent chapters provide an overview to the module.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements 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.

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:

Table 1   Acronyms and Abbreviations

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

Basic Actions

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

Table 2   Common Action Buttons and its Definitions

Action Buttons	Description
Reject	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   (Cont.) Common Action Buttons and its Definitions

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

Symbols and Icons

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

Table 3   Symbols and Icons - Common

Symbol/Icon	Function
⌐ ⌐	Minimize
⌐ ⌐	Maximize
✕	Close
🔍	Perform Search
▼	Open a list

Table 3   (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
↔	Date Range
+	Add a new record
I<	Navigate to the first record
>I	Navigate to the last record
◀	Navigate to the previous record
▶	Navigate to the next record
⊞	Grid view
☰	List view
↻	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
📅	Calendar
🔔	Alerts
🔓	Unlock Option
🗐	View Option
❈	Reopen Option

Table 4   Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

1
Oracle Banking Trade Finance Process Management

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management process.

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. OBTFPM enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).
Benefits

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

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

Key Features

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

2
Import LC ReOpen Islamic

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

As part of Conventional Import LC Re-Open, System enables the user to Re-Open the LC which had been already closed.

The various stages involved for Import LC Re-Open are:

- Receive and verify documents and Input details(Non Online Channel)- Registration stage
- Upload of related mandatory and non-mandatory documents
- Input/Modify details of Re-Open of LC - Data Enrichment stage
- Capture remarks for other users to check and act Hand off request to back office

This topic contains following subtopics:

- Common Initiation Stage
  This topic provides the systematic instructions to initiate the new **Import LC Re-Open Islamic** request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of **Import LC Re-Open Islamic** request.
- Data Enrichment
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import LC Reopen Islamic 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.
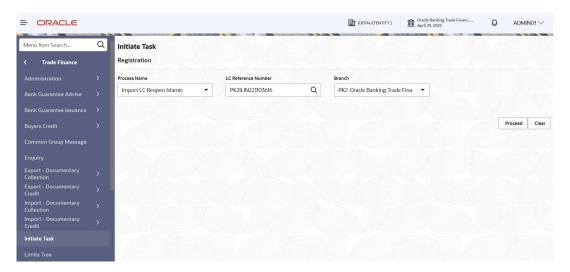
2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the new **Import LC Re-Open Islamic** request.

Specify **User ID** and **Password**, and login to **Home** screen.
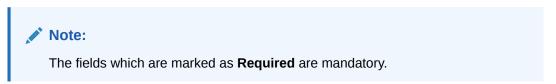
1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Initiate Task**.

   The **Initiate Task** screen appears.

Figure 2-1   Initiate Task

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

> ✎ **Note:**
>
> The fields which are marked as **Required** are mandatory.

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

Table 2-1   Initiate Task - Field Description

Field	Description
Process Name	Select a process name from the drop-down list.
LC Reference Number	Click **Search** icon to search and select the LC Reference Number.
Branch	Select the required branch code from the drop-down list.

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

Table 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
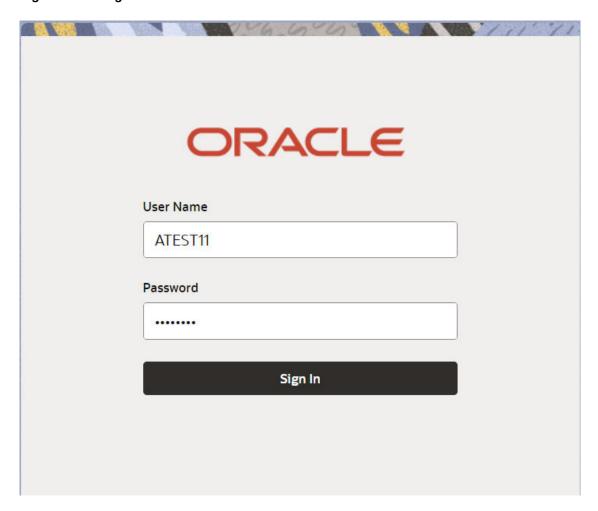
This topic provides the systematic instructions to initiate the Registration stage of **Import LC Re-Open Islamic** request.

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.
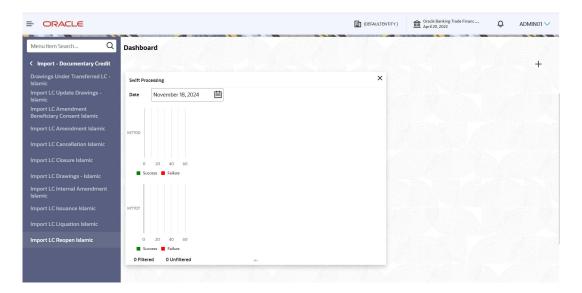
Figure 2-2   LogIn Screen

1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Import Documentary Credit**.

2. Under **Import Documentary Credit**, click **Import LC Reopen Islamic**.
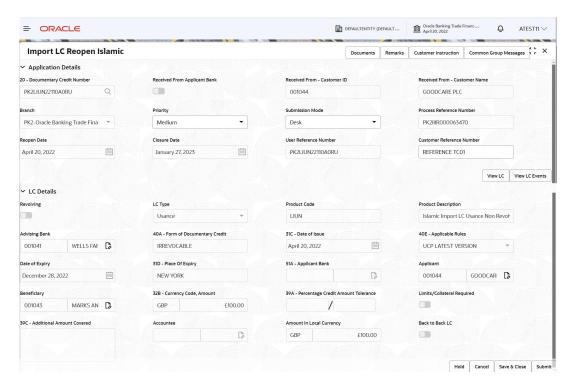
Figure 2-3   Import LC Reopen Islamic

The **Import LC Reopen Islamic** screen displays.

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

Figure 2-4   Registration - Application Details

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

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

> **Note:**
>
> The fields which are marked as **Required** are mandatory.

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

Field	Description
Documentary Credit Number	Specify the documentary credit 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 Bank	Read only field. System displays the value available in LC.
Received From - Customer ID	Read only field. System displays the value available in LC.
Received From - Customer Name	Read only field. 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 Liquidation update 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
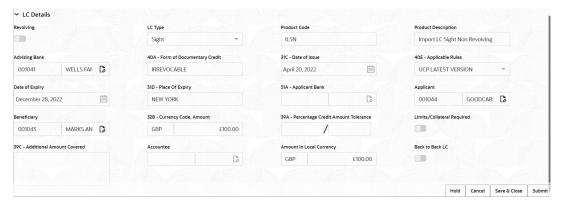
Table 2-3   (Cont.) Import LC Reopen Islamic - Registration - Application Details - Field Description

Field	Description
Process Reference Number	Unique sequence number for the transaction. 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.
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.

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

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

> **Note:**
> The fields which are marked as **Required** are mandatory.

Table 2-4   Import LC Reopen Islamic - 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.

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

Field	Description
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 details 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.
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.

5. Click **Submit**.

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

Table 2-5   Import LC Reopen Islamic - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received under the LC. Application displays mandatory documents to be uploaded for Import LC Drawings. Place holders are also available to upload additional documents submitted by the applicant
Remarks	Specify any additional information regarding the drawing. 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 customer initiated transactions.
Common Group Message	Click Common Group Message button, to send MT799 and MT999 messages from within the task.

Table 2-5   (Cont.) Import LC Reopen Islamic - Registration - Action Buttons - Field Description

Field	Description
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.
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.

2.3 Data Enrichment

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

As part of Data Enrichment, user can enter/update new Import LC Reopen Islamic request. Import LC Reopen Islamic 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".
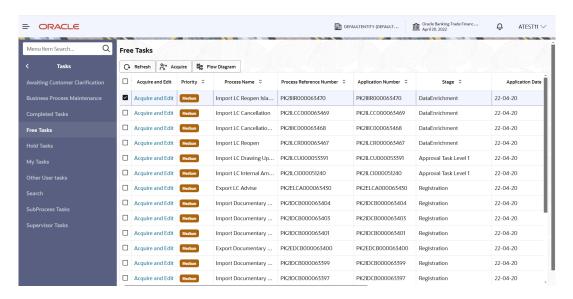
Do the following steps to acquire a task currently at Data Enrichment stage:

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

1. On **Home** screen, click, **Tasks**.

2. Under **Tasks**, click **Free Tasks**.
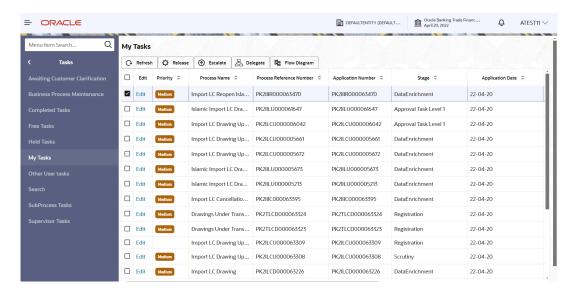
Figure 2-5   Free Tasks

The **Free Tasks** screen displays.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.

4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Figure 2-6   My Tasks

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

- **Main Details**
  This topic provides the systematic instructions to initiate the Data Enrichment stage of Import LC Reopen Islamic request.

- **Additional Fields**
  This topic provides the systematic instructions to capture the additional fields.

- **Advices**
  This topic provides the systematic instructions to capture the advices details.

- **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 Islamic request.

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

2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import LC Reopen Islamic 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.

Figure 2-7   Data Enrichment - Main Details

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

Field	Description
Documentary Credit Number	Read only field. The drawing reference number as selected in the Registration stage.
Received From Applicant Bank	Read only field. Displayed as available from earlier stage.
Received From - Customer ID	Read only field. Displayed as available from earlier stage.
Received From - Customer Name	Read only field. 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.
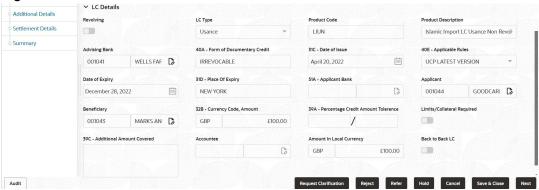
Field	Description
Process Reference Number	Read only field. Displayed as available from earlier stage.
Reopen Date	Read only field. Displayed as available from earlier stage.
Closure Date	Read only field. Displayed as available from earlier stage.
User Reference Number	Read only field. Displayed as available from earlier stage.
Customer Reference Number	Read only field. 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. All fields displayed in LC details section are read only fields.

Figure 2-8   LC Details

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

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 Type	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.

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

Field	Description
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.
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.

2. Click **Next**.

The task will move to next data segment.

Table 2-7   Main Details - Action Buttons - Field Description

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

Table 2-7   (Cont.) Main Details - Action Buttons - Field Description

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 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.
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 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.

Table 2-7   (Cont.) Main Details - 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.
Next	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

2.3.2 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 Islamic.
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.

Figure 2-9   Additional Fields

2. Click **Next**.

The task will move to next data segment.

Table 2-8   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
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.
Request Clarification	Submit the request for clarification to the "Trade Finance Portal" for the transactions initiated offline.

Table 2-8   (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • 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.

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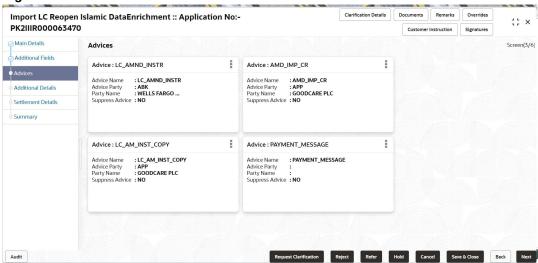
This topic provides the systematic instructions to capture the advices details.

DE user can view the Advices generated during Import LC Reopen Islamic 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 ⋮ on any advice tile to view the advice details.

Figure 2-10   Advices

Advice Details
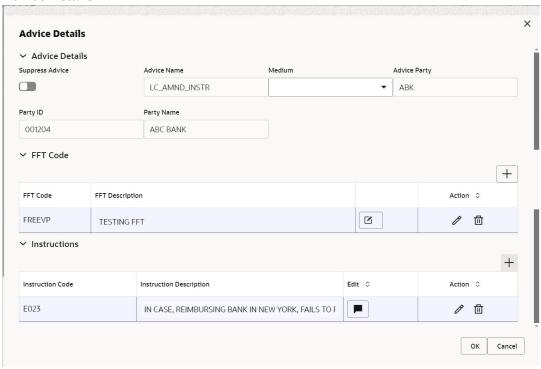
Table 2-9   Advice Details

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

Table 2-9   (Cont.) Advice Details

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

2. Click **Next**.

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

Table 2-10   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'.

Table 2-10   (Cont.) Advices - Action Buttons - Field Description

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 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.
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 2-10   (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.

2.3.4 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 Islamic request.

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

Figure 2-11   Additional Details

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

3. Click click ⠿ 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.
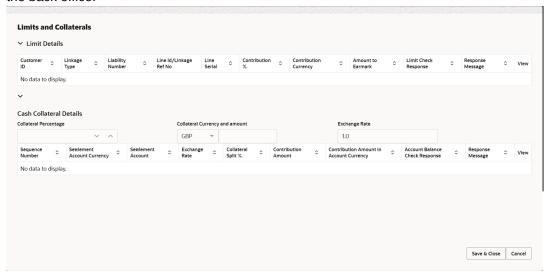
Figure 2-12   Limit Details

Limit Details

Customer Id	Linkage Type
001044 🔍	Facility ▾

Contribution %	Liability Number
100.0 ⌄ ⌃	001044 🔍

Contribution Currency	Line Id/Linkage Ref No
GBP	001044 🔍

Limit/Liability Currency	Limits Description
GBP	

Limit Check Response	Amount to Earmark
Released	£10,000.00

Expiry Date	Limit Available Amount
🗓	£0.00

Response Message	ELCM Reference Number
Earmark released successfully.	

Verify   Save & Close   Close

Figure 2-13   Collateral Details

Collateral 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	🔍

Settlement Account Currency	Exchange Rate

Contribution Amount in Account Currency	Account Available Amount
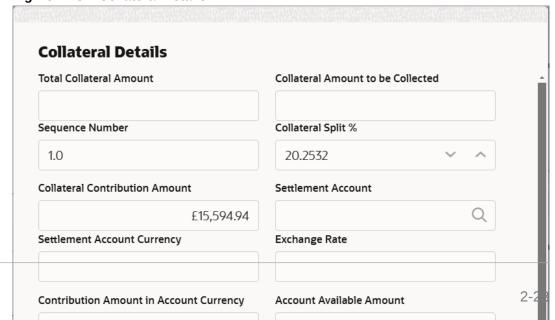
Table 2-11   Field Description - Limit Details

Field	Description
Limit Details	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon. Click plus icon to add new limit details.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application. 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 2-11 (Cont.) 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**.
Cash Collateral Details	Specify the Collateral details based on the description of following table:

Table 2-11   (Cont.) Field Description - Limit Details

Field	Description
Collateral Percentage	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage. Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
Collateral Details	Below fields are displayed on the **Collateral Details** pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.
Collateral Contribution Amount	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
Settlement Account	Click **Search** to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. System populates the account available amount on clicking the **Verify** button.
Response	Read only field. System populates the response on clicking the **Verify** button.

Table 2-11   (Cont.) Field Description - Limit Details

Field	Description
Response Message	Read only field. System populates the response message on clicking the **Verify** button.
Verify	Click to verify the account balance of the Settlement Account.
Save	Click to to save and close the record.
Close	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the along with the above fields.
Contribution Amount	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
Account Balance Check Response	This field displays the account balance check response.
Edit	Click edit link to edit the collateral details.
Account Available Amount	This field displays the account available amount which will be auto-populated based on the settlement account selection.
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.
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.

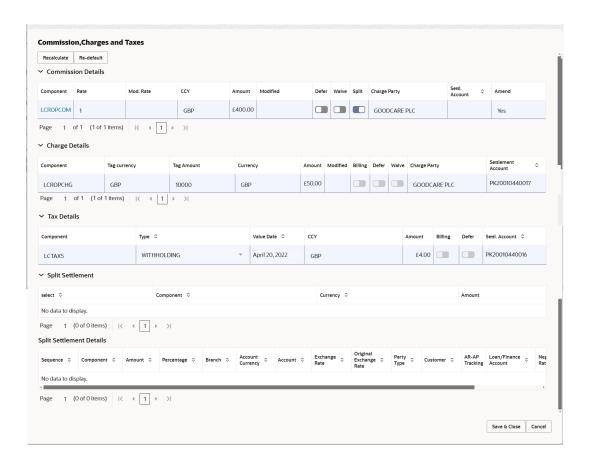**Table 2-11   (Cont.) Field Description - Limit Details**

Field	Description
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.

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.

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

Table 2-12   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.
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.

Table 2-12 (Cont.) Commission,Charges and Taxes - Field Description

Field	Description
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.
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.

Table 2-12   (Cont.) Commission,Charges and Taxes - Field Description

Field	Description
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.
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.
Type	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 de-selection the user has to click on 'Recalculate' charges button for re-simulation.
Settlement Account	System defaults the settlement account. The user can modify the settlement account.
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.

Table 2-12   (Cont.) Commission,Charges and Taxes - Field Description
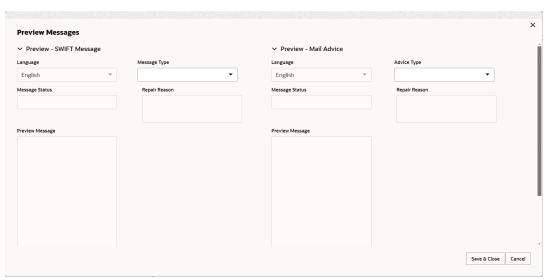
Field	Description
Component	Displays the split component type eligible for Split.
Amount	The system splits the respective Charge/Commission amount automatically between counter party and third party with 50% value by default. The bank user can modify the amount. More than two splits are not allowed.
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.

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.

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

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

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

Average FX Rate

0

Save & Close   Cancel

Figure 2-14   FX Linkage Details

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

Table 2-13   FX Linkage - Field Description

Field	Description
FX Linkage	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.
Contract Amount	This field displays the FX SOLD currency and Amount. The user can change the currency.

Table 2-13   (Cont.) FX Linkage - Field Description

Field	Description
Available FX Contract Amount	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount 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 Currency	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
FX Expiry Date	Read only field. This field displays the expiry date from the linked FX contract.
FX Delivery Period - From	Read only field. This field displays the date from which the contract is valid for utilization.
FX Delivery Period - To	Read only field. This field displays the date to which the contract is valid for utilization.
FX Linkage grid	Below fields appear in the FX linkage grid along with the above fields.
Bought Currency	Read only field. This field displays the currency from the linked FX contract.
Sold Currency	Read only field. This field displays the currency from the linked FX contract.
Available Contract Amount	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
Linked Amount	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
Total Utilized Amount	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .

Table 2-13   (Cont.) FX Linkage - Field Description

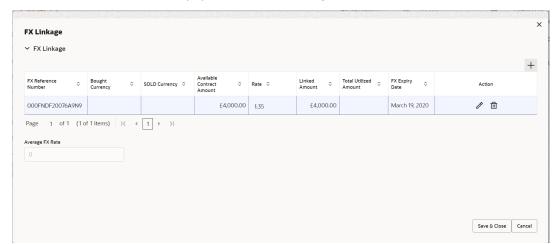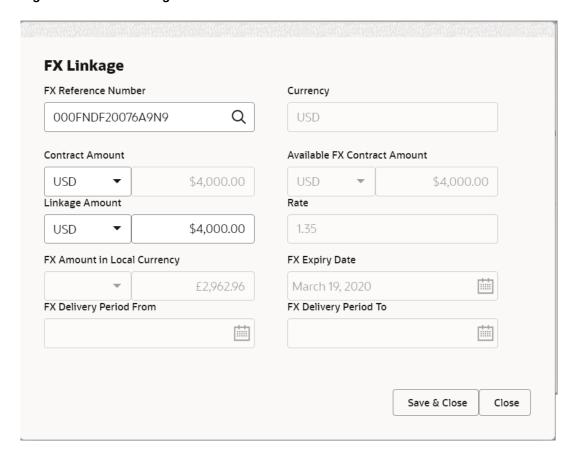| Field	Description
Average FX Rate	Read only field. Multiple forward FX contract could be linked,and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation 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.

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 2-14   Additional Details - Action Buttons - Field Description

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

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

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.

2.3.5 Settlement Details

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

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

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

Figure 2-15   Settlement Details

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

Table 2-15   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

Table 2-16   Party Details – Field Description

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 2-17   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.

ORACLE

Table 2-17 (Cont.) Payment Details - Field Description

Field	Description
Sender to Receiver 6	Specify the sender to receiver message.

Remittance Information

Table 2-18 Remittance Information – Field Description

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

3. Click **Next**.

The task will move to next data segment.

Table 2-19 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 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.

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

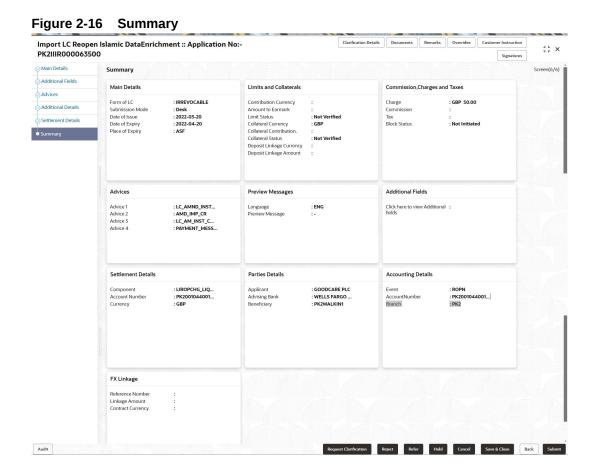| Field	Description
Signatures	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. If more than one 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.

2.3.6 Summary

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

User can review the summary of details updated in Data Enrichment stage of **Import LC Reopen Islamic** request.
The tiles must display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

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

Figure 2-16   Summary

Tiles Displayed in Summary

- Main Details - User can view the application and LC details.

- Availability - User can view already captured availability details.

- 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.

- Advices: User can view the advice details.

- Preview Messages: User can see the SWIFT message and Mail Advice.

- Additional Fields - User can view the details of additional fields.

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- Payment: User can View all details related to payment.

- Documents and Conditions: User can to view the details of documents and conditions.

- Revolving Details: User can drill down into revolving details tile to see more information on revolving LC, if applicable.

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

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

2. Click **Submit**.

The task will move to next logical stage.

Table 2-20   Summary - Action Buttons - Field Description

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

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

Field	Description
Customer Instruction	Click to view/ input the following • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.
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	On click of Back, system moves the task back to previous data segment.

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

Field	Description
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.

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 OBTFM displays the Handoff failure error during the Approval of the task.
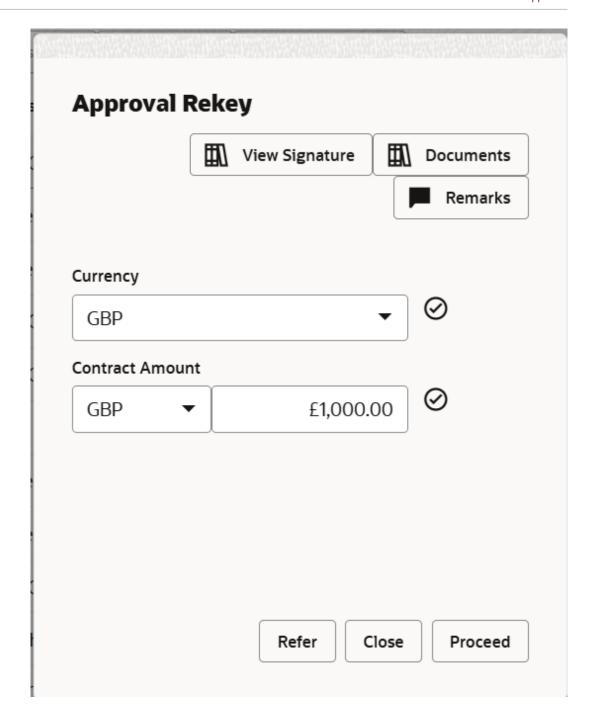
Authorization Re-Key (Non-Online Channel)

For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.
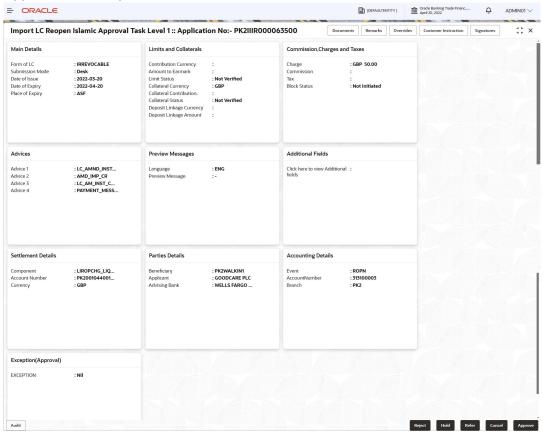
2. Open the task and specify (re-key) some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.

   • 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.

Approval Rekey

[View Signature]   [Documents]

[Remarks]

Currency

| GBP | ▼ | ⊘

Contract Amount

| GBP ▼ | £1,000.00 | ⊘

[Refer]   [Close]   [Proceed]

Approval Summary

Tiles Displayed in Summary:

- Main Details - User can view the application and LC details.

- Availability - User can view already captured availability details.

- 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.

- Advices: User can view the advice details.

- Preview Messages: User can see the SWIFT message and Mail Advice.

- Additional Fields - User can view the details of additional fields.

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- 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.

- Exception(Approval) - User can view the approval details.

Table 2-21   Multi Level Approval Details - Action Buttons - Field Description

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

Table 2-21   (Cont.) Multi Level Approval Details - 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 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.

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 Islamic 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 Islamic 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 Islamic.

Thank you for banking with us.

Regards,

<DEMO BANK>

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Thank you

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

2.5.1 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 Islamic Application <Customer Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Import LC Reopen Islamic 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 Islamic 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 xxxxxxxxxxxx

Yours Truly

Authorized Signatory

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