

Export LC Advice
Oracle FLEXCUBE Universal Banking
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1. Export LC Advising Process

1.1 Introduction

A Letter of Credit contract is an instruction wherein a customer requests the bank to issue, advice or confirm an LC, for a trade transaction. Your bank thus verifies the customer limit to enable the transaction. After compliance checks and validations are performed, your bank requests an acceptance instruction from your customer. The customer may accept the data entry and may ask your bank to include further details, which if acceptable, are included in the LC transaction. If the customer modifications are not acceptable to the bank, the same can be communicated to the customer and the record may be consequently deleted.

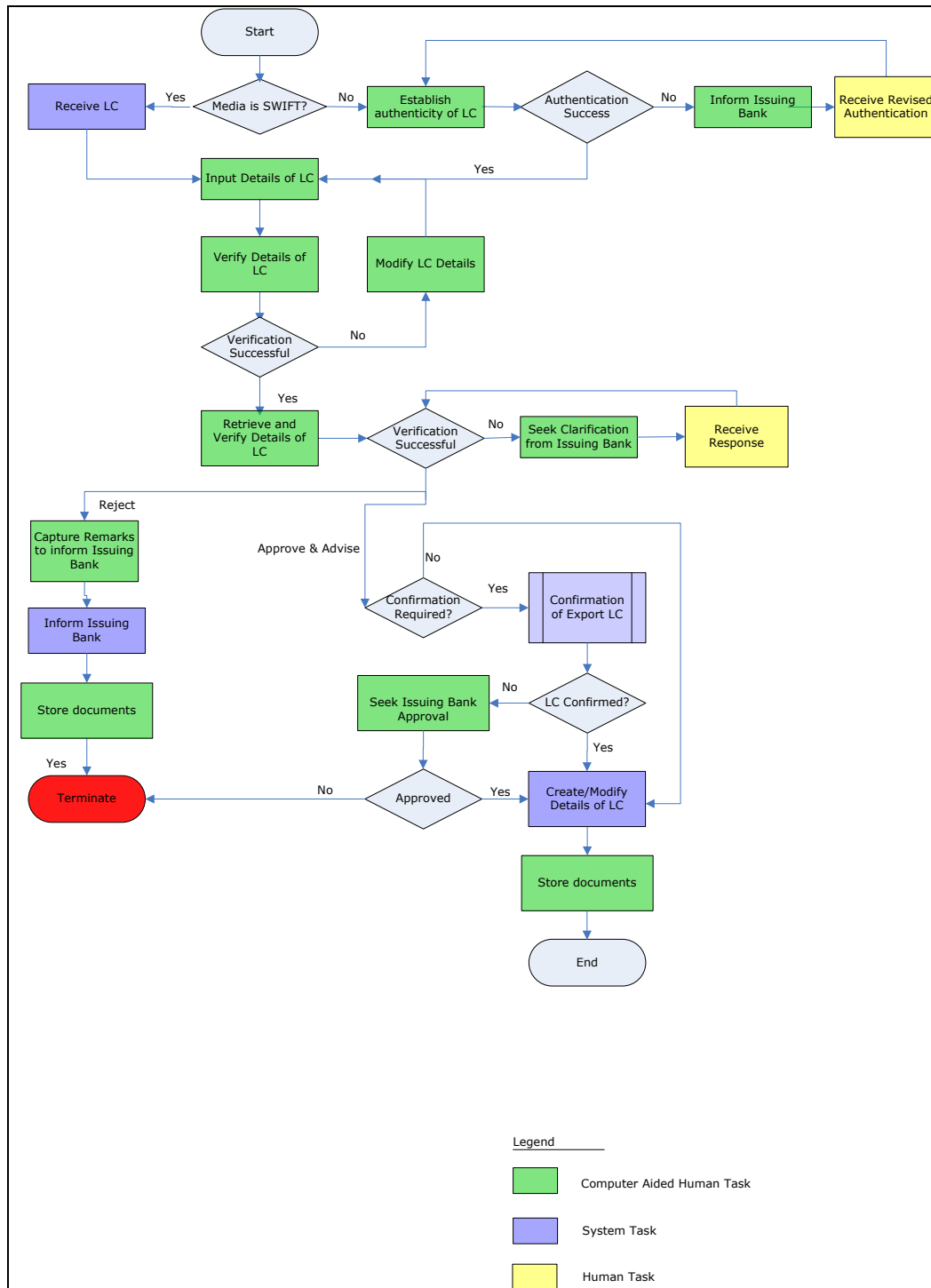
1.2 Stages in Export LC Issuance

In ORACLE FLEXCUBE, the process for issuing an import LC is governed by several user roles created to perform different tasks. At every stage, the users (with requisite rights) need to fetch the relevant transactions from their task lists and act upon them. Similarly, at different times, the system will make calls to certain web services to process the transaction. This process is composed of the following stages:

1. Receive Export LC and Establish Authenticity
2. Inform Issuing Bank
3. Input LC Details
4. Verify Details of LC
5. Modify details of Export LC
6. Retrieve and Verify Export LC Details
7. Seek Clarification from Issuing Bank
8. Capture Remarks to Inform Issuing Bank
9. Confirmation Stage
10. Seek Issuing Bank's Approval
11. Create / Modify LC Details
12. Store Documents

Only users who have procured the relevant access rights can perform activities under a stage.

1.3 Process Flow Diagram



Step 1. Receive Export LC and Establish Authenticity

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

The trade finance executive initiates an Export LC Advising process based on the request received through SWIFT or mail. If the media is SWIFT, the LC is uploaded into the system automatically. However, if the medium is through mail, the LC is verified for its authenticity.

You can invoke 'Establish LC Authenticity' screen by typing 'ORDLCAUT' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed below:

In this screen, you can specify the following details:

Application Details

Application Number

System displays the application number.

Application Category

Specify the application category from the adjoining option list.

Product

Select the product from the adjacent option list. The adjoining option list displays all valid import LC products maintained in the category. You can select the appropriate one

Click the 'P' button. The relevant details associated with the product linked to the LC advised are populated in the respective fields such as the contract and user reference numbers.

Product details are defaulted to the contract screen.

Product Description

System displays the description of the selected product code.

Product Type

The type of product gets displayed here from the product screen, specifying if the product is of type import/export or revolving or non-revolving.

An arrangement, in which the continuing availability of the LC revolves upon shipment and/or presentation of documents and not upon specific amendment, is known as a Revolving LC.

Following are the product types:

- Import
- Export
- Guarantee
- Standby
- Shipping Guarantee

Application Branch

System displays the current branch code.

Application Date

System displays the application date here.

Contract Branch

System displays the current logged in branch here. However you can specify another branch code for the contract from the adjoining option list.

Contract Reference

The Contract Reference Number identifies a contract uniquely. It is automatically generated by the system for each contract. This number is generated once you click the 'P' button adjacent the contract reference field.

User Reference

The contract reference number is defaulted to the user reference number field on clicking the product default 'P' button. The user is allowed to modify the details.

Source Reference

The contract reference number is defaulted to the user reference number field on clicking the product default 'P' button. The user is allowed to modify the details.

Application Priority

Select the priority for the creating export LC from the adjoining drop-down list. This list displays the following options

- Low

- Medium
- High

Application Status

System displays the status of the application.

Operation Code

The operations that you can perform on an LC are determined by the type of LC being processed. The operation that you specify will determine the accounting entries that are passed and the messages that will be generated. You can select an operation from the option list available. The type of operation that you can perform on an LC has been listed below:

- Open an import LC or guarantee
- Open and confirm an import LC
- Pre-advice an export LC
- Advice an export LC
- Advice and confirm an export LC
- Confirm an export LC
- Advice a guarantee
- Import LC with pre-advice

Source Code

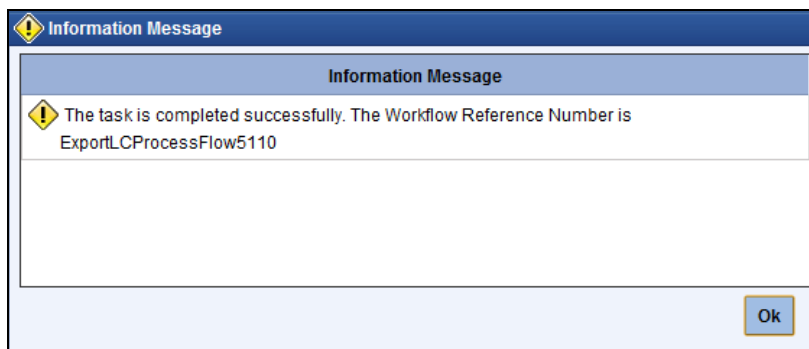
System displays the source code. However you can edit this, if required.

Confirmation Required

Check this box if you require confirmation for booking the Export LC.

This screen is identical to the 'Letters of Credit Contract Input' screen of ORACLE FLEXCUBE. Refer the chapter titled 'Processing a LC Contract' in the Letter of Credit User Manual for further details about the other fields in the screen.

After specifying the required details, select the outcome as 'SUCESS'. The process will move to the 'Input LC Details' task. Else, select the outcome as 'FAILURE' and the process will move to the 'Inform Issuing Bank' task. Click the save icon in the tool bar. The following screen will be displayed.

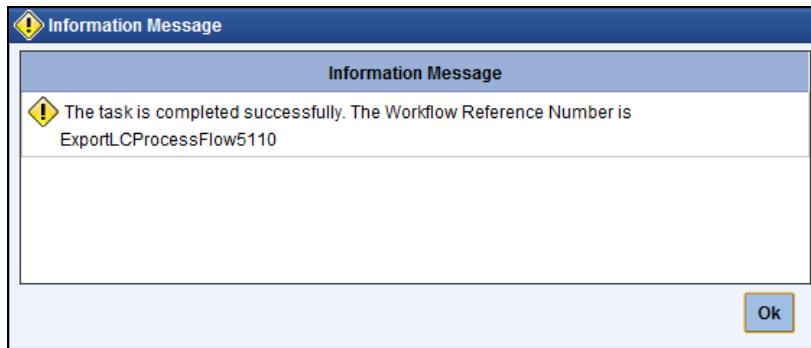


Click 'OK' button in this screen. You will be taken back to the 'Establish LC Authenticity' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

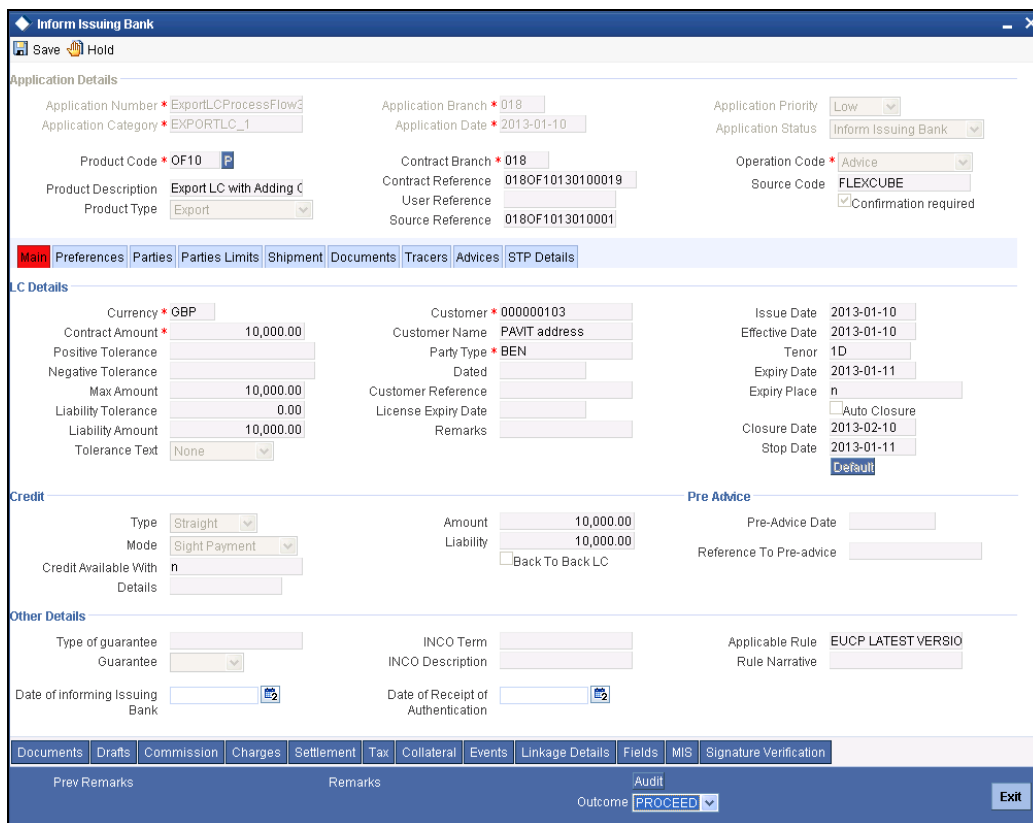
Step 2. Inform Issuing Bank

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

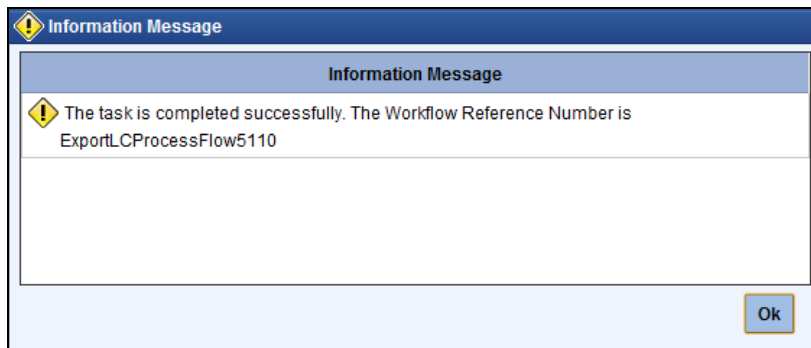
Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Inform Issuing Bank' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke 'Inform Issuing Bank' screen by typing 'ORDLCISB' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The 'Inform Issuing Bank' application form is displayed. It includes sections for Application Details, LC Details, Credit, and Other Details. The Application Details section contains fields for Application Number, Application Branch, Application Date, Application Priority, Application Status, Product Code, Contract Branch, Contract Reference, User Reference, Source Reference, Operation Code, and Source Code. The LC Details section contains fields for Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Auto Closure, Closure Date, and Stop Date. The Credit section contains fields for Type, Mode, Credit Available With, Amount, Liability, and Pre-Advice Date. The Other Details section contains fields for Type of guarantee, Guarantee, INCO Term, INCO Description, Applicable Rule, Rule Narrative, Date of informing Issuing Bank, and Date of Receipt of Authentication. The form also includes a 'Main' tab and a 'Pre-Advice' section. The bottom of the form has a 'Prev Remarks' section, a 'Remarks' section, an 'Audit' section, an 'Outcome' dropdown menu, and an 'Exit' button.

After informing the issuing bank about the authentication failure, you will have to receive revised authentication. Select the outcome as proceed, once you receive the revised details. The process will move back to the 'Establish Authenticity' stage.

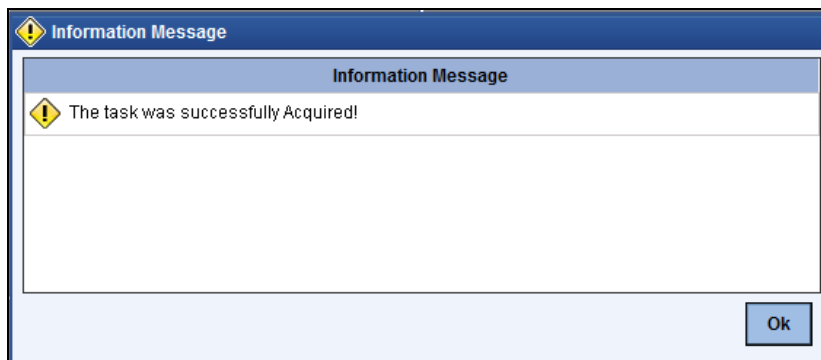


Click 'OK' button in this screen. You will be taken back to the 'Inform Issuing Bank' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 3. Input LC Details

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

On successful authentication of the details or if the request is received through the SWIFT media, you have to capture few details of export LC. Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Input LC Details' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCENR' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The uploaded LC details are reflected in this screen. You can input additional details for booking a contract.

Auto Closure

Check this option to indicate that the LC should be automatically closed.

Pre Advice

Pre Advice Date

Specify date on which the pre-advice was initiated from the adjoining calendar. The current date is defaulted as pre-advice date, if the operation is Pre-advice LC; however you can change to an earlier date.



Modifications are not allowed after first authorization.

Reference to Pre-advice

Specify reference to the pre-advice, if any, generated for the LC contract.

A pre-advice is a brief advice of documentary credit sent by the Issuing Bank to the Advising Bank. This is to be followed by the LC instrument that contains all the details of the LC. It notifies the recipient that the named buyer has opened an LC for a specified amount on a named seller (beneficiary).



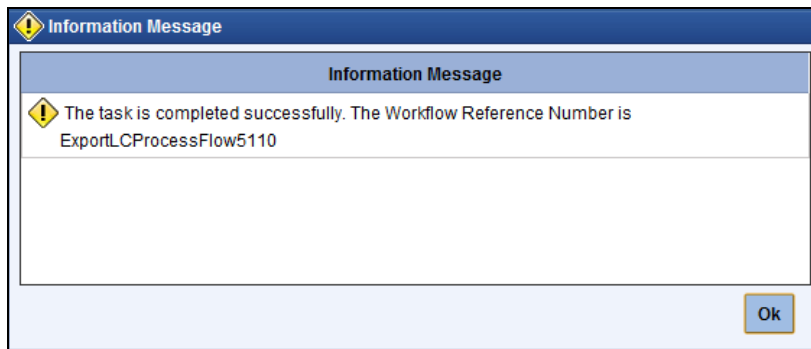
Modifications are not allowed after first authorization.

Refer the chapter titled 'Processing a LC Contract' in the Letter of Credit User Manual for further details.



For incoming MT700 message, if the message type is 'Business Task', the MT700 Export LC Initiation business task will be available at this stage. Click the 'STP Error Details' button to view the details of the STP error.

After specifying the required details, select the outcome as 'PROCEED'. The process will move to the 'Verify Details of Export LC' task. Click the save icon in the tool bar. The following screen will be displayed.

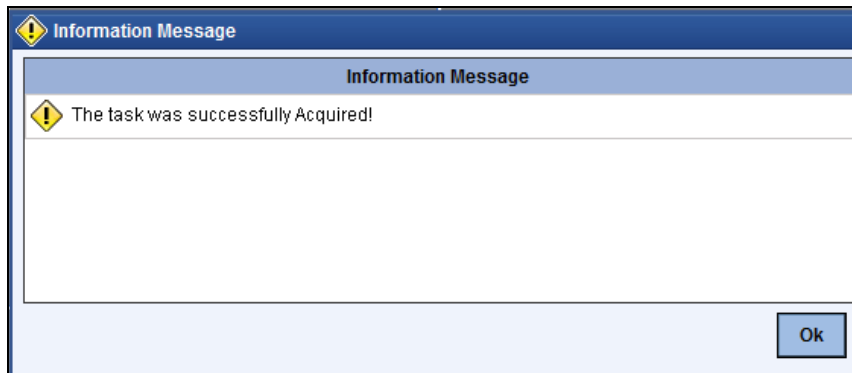


Click 'OK' button in this screen. You will be taken back to the 'Enrich Contract Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 4. Verify Details of LC

Users belonging to the user role 'TFMROLE' (Trade Finance Manager) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Verify Details of LC' task to acquire it. The following screen is displayed:

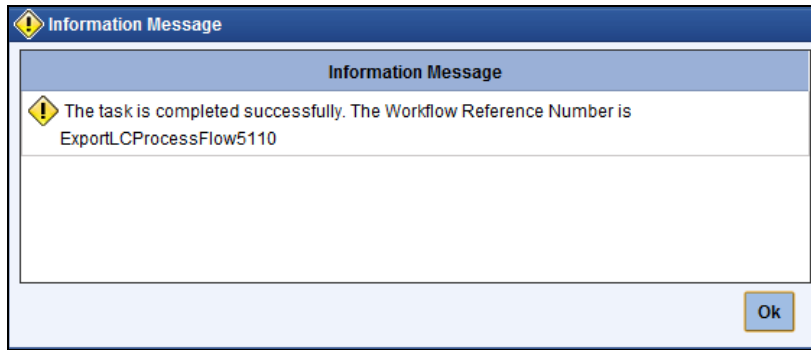


If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCRKY' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The image displays a complex web-based form titled 'Verification of Details'. The form is organized into several sections:

- Application Details:** Includes fields for Application Number (ExportLCProcessFlow3), Application Category (EXPORTLC_1), Application Branch (018), Application Date (2013-01-10), Application Priority (Low), Application Status (Capture Rekey), Product Code (OF10), Contract Branch (018), Operation Code (Advice), Product Description (Export LC with Adding C), Contract Reference (018OF10130100013), User Reference (018OF1013010001), Source Reference (018OF1013010001), Source Code (FLEXCUBE), and a checked 'Confirmation required' checkbox.
- Navigation Tabs:** Main, Preferences, Parties, Parties Limits, Shipment, Documents, Tracers, Advices, STP Details.
- LC Details:**
 - Currency:** GBP
 - Contract Amount:** 100,000.00
 - Customer:** 018005608
 - Customer Name:** Patchset12_1
 - Party Type:** BEN
 - Issue Date:** 2013-01-10
 - Effective Date:** 2013-01-10
 - Tenor:** 1D
 - Expiry Date:** 2013-01-11
 - Expiry Place:** n
 - Auto Closure:** unchecked
 - Closure Date:** 2013-02-10
 - Stop Date:** 2013-01-11
 - Default:** button
- Credit:**
 - Type:** Straight
 - Mode:** Sight Payment
 - Amount:** 100,000.00
 - Liability:** 100,000.00
 - Back To Back LC:** unchecked
 - Pre Advice:** section with Pre-Advice Date and Reference To Pre-advice fields.
- Other Details:**
 - Type of guarantee:** dropdown
 - Guarantee:** dropdown
 - INCO Term:** dropdown
 - INCO Description:** dropdown
 - Applicable Rule:** EUCP LATEST VERSIO
 - Rule Narrative:** dropdown
 - Date of informing Issuing Bank:** dropdown
 - Date of Receipt of Authentication:** dropdown
- Bottom Bar:** Includes tabs for Documents, Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, and Signature Verification. Below these are fields for Prev Remarks, Remarks, and an Audit Outcome dropdown set to 'APPROVE'. An 'Exit' button is on the far right.

Here you can view the details captured. After successfully verifying the details, select the outcome as 'Verification Approved'. The process will move to the 'Retrieve and Verify Details of LC' task. If the verification has failed for some reason, select the outcome as 'Verification Rejected'. In this case, the process will move to the 'Modify Details' task. Click save icon in the tool bar to save the record. The following screen will be displayed:

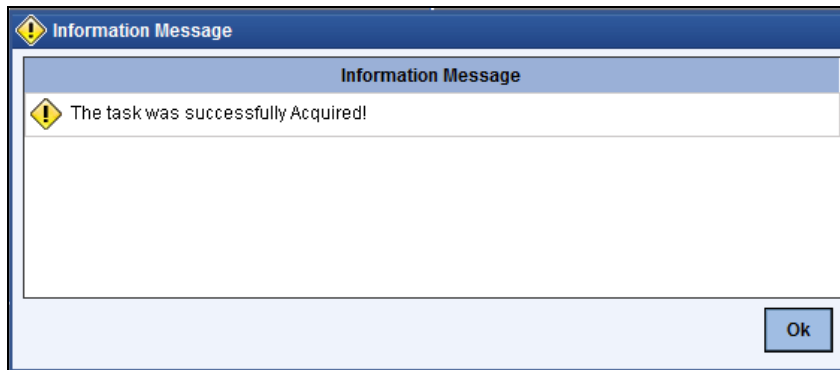


Click 'OK' button in this screen. You will be taken back to the 'Verification of Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 5. Modify details of Export LC

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

In case of unsuccessful verification, you may have to modify few details and revalidate the same. Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the required task to acquire it. The following screen will be displayed.



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCMOD' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

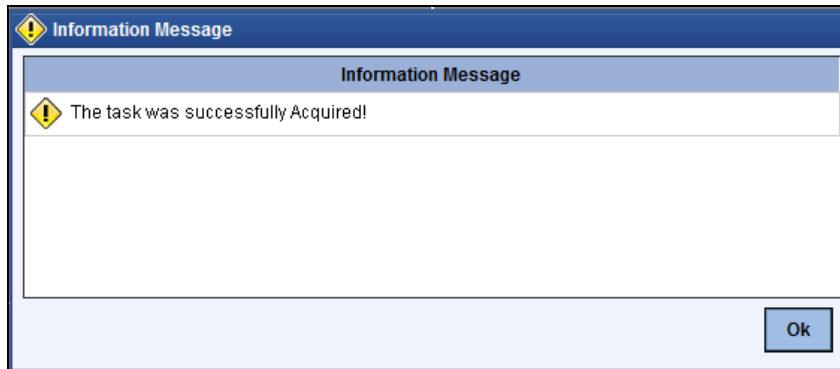
In this screen you can modify the editable fields. After modify the required details, select the outcome as 'Proceed' and click save icon in the tool bar. The process will move back to the 'Verify Details of Export LC' task. Click save icon in the tool bar to save the record. The following screen will be displayed:

Click the 'OK' button in this screen. You will be taken back to the 'Modify Contract Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 6. Retrieve and Verify Export LC Details

Users belonging to the user role 'TFMROLE' (Trade Finance Manager) can perform these activities.

In this stage, you have to retrieve the export LC details and verify the entire details again. To verify the details, go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Retrieve and Verifying details of LC' task to acquire it. The following screen will be displayed.



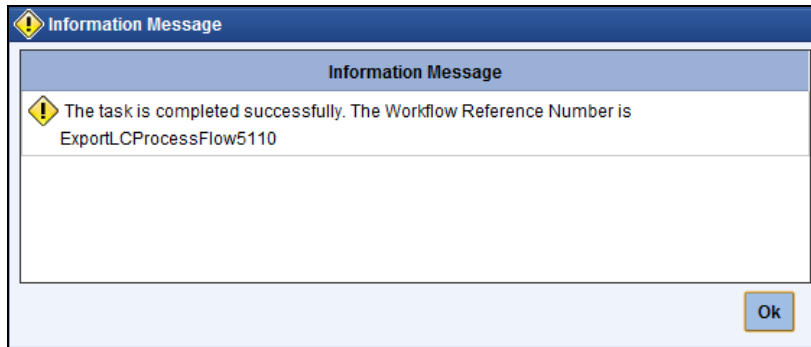
If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCRTV' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The screenshot displays the 'Retrieve And Verify Details' application window. It features a top toolbar with 'Save' and 'Hold' buttons. Below the toolbar is a tabbed interface with the following tabs: Main (selected), Preferences, Parties, Parties Limits, Shipment, Documents, Tracers, Advices, and STP Details. The 'Main' tab is active, showing a form with the following sections:

- Application Details:** Includes fields for Application Number (ExportLCProcessFlow3), Application Category (EXPORTLC_1), Application Branch (018), Application Date (2013-01-10), Application Priority (Low), Application Status (LC Instr Retrieval), Product Code (OF10), Contract Branch (018), Operation Code (Advice), Product Description (Export LC with Adding C), Contract Reference (018OF10130100013), Source Code (FLEXCUBE), Product Type (Export), User Reference (018OF1013010001), and Source Reference (018OF1013010001). There is also a checkbox for 'Confirmation required' which is checked.
- LC Details:** Includes fields for Currency (GBP), Contract Amount (100,000.00), Customer (018005608), Customer Name (Patchset12_1), Issue Date (2013-01-10), Effective Date (2013-01-10), Tenor (1D), Expiry Date (2013-01-11), Expiry Place (n), License Expiry Date, and Remarks. There are also tolerance fields: Positive Tolerance, Negative Tolerance, Max Amount (100,000.00), Liability Tolerance (0.00), Liability Amount (100,000.00), and Tolerance Text (None).
- Credit:** Includes fields for Type (Straight), Mode (Sight Payment), Amount (100,000.00), Liability (100,000.00), Credit Available With (n), and Details. There is also a checkbox for 'Back To Back LC'.
- Pre Advice:** Includes fields for Pre-Advice Date and Reference To Pre-advice.
- Other Details:** Includes fields for Type of guarantee, Guarantee, INCO Term, INCO Description, Applicable Rule (EUCP LATEST VERSIO), Rule Narrative, Date of Informing Issuing Bank, and Date of Receipt of Authentication.

At the bottom of the window, there is a navigation bar with tabs: Documents, Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, and Signature Verification. Below this bar are fields for 'Prev Remarks', 'Remarks', 'Audit', and 'Outcome' (with a dropdown arrow). An 'Exit' button is located at the bottom right.

Here you can view the details of Export LC. After verifying the details, you can either select 'Approve', 'Reject' or 'Seek Clarification' as the outcome. If you have selected the outcome as approved, the process will move on to the 'Advise and Confirm' task. Similarly, if the creation of export LC is rejected, the process will be move to the 'Capture Remarks' task and if the verification is not successful, the process will be move to the 'Seek Clarification' task. Click save icon in the tool bar to save the record. The following screen will be displayed:

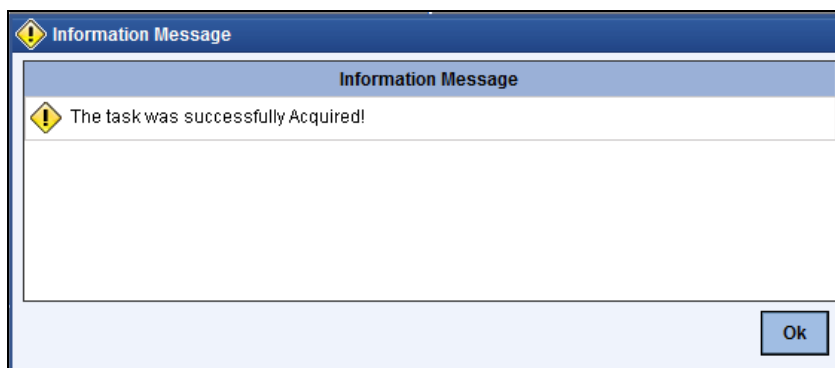


Click 'OK' button in this screen. You will be taken back to the 'Receive Revised Authentication Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 7. Seek Clarification from Issuing Bank

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

If the verification is not successful, then you will have to seek clarification from the issuing bank. Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Seek Clarification from Issuing Bank' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCSCCL' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

Seek clarification from LC issuing bank

Save Hold

Application Details

Application Number * ExportLCProcessFlow3 Application Branch * 018 Application Priority Low
 Application Category * EXPORTLC_1 Application Date * 2013-01-10 Application Status Seek Clarify
 Product Code * OF10 Contract Branch * 018 Operation Code * Advice
 Product Description Export LC with Adding C Contract Reference 018OF10130100013 Source Code FLEXCUBE
 Product Type Export User Reference 018OF1013010001 Source Reference 018OF1013010001 ☒ Confirmation required

LC Details

Currency * GBP Customer * 018005608 Issue Date 2013-01-10
 Contract Amount * 100,000.00 Customer Name Patchset12_1 Effective Date 2013-01-10
 Positive Tolerance Negative Tolerance Party Type * BEN Tenor 1D
 Max Amount 100,000.00 Dated Expiry Date 2013-01-11
 Liability Tolerance 0.00 Customer Reference Expiry Place n
 Liability Amount 100,000.00 License Expiry Date ☐ Auto Closure
 Tolerance Text None Closure Date 2013-02-10
 Stop Date 2013-01-11 Default

Credit

Type Straight Amount 100,000.00 Pre-Advice Date
 Mode Sight Payment Liability 100,000.00 Reference To Pre-Advice
 Credit Available With n ☐ Back To Back LC

Other Details

Type of guarantee INCO Term Applicable Rule EUCP LATEST VERSIO
 Guarantee INCO Description Rule Narrative
 Date of informing Issuing Bank Date of Receipt of Authentication Date of seeking Clarification

Documents Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Signature Verification

Prev Remarks Remarks Audit Outcome **PROCEED** Exit

After receiving the clarification from the issuing bank, select the outcome as 'Proceed'. The process will move to the 'Retrieve and Verify Details of LC' task. Click the save icon in the tool bar. The following screen will be displayed.

Information Message

Information Message

! The task is completed successfully. The Workflow Reference Number is ExportLCProcessFlow5110

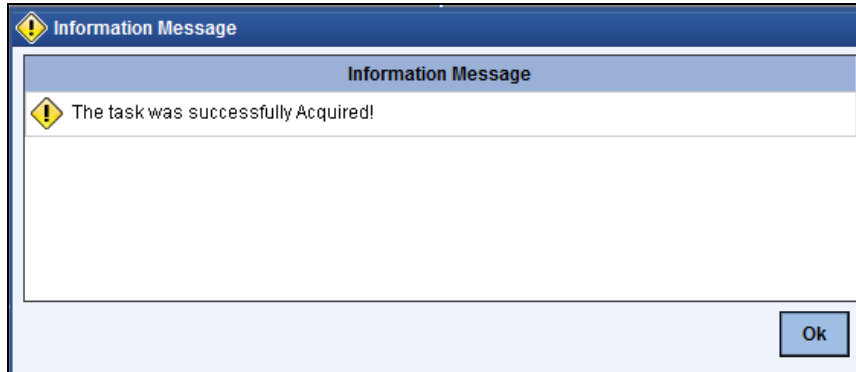
Ok

Click 'OK' button in this screen. You will be taken back to the 'Seek Clarification from LC Issuing Bank' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 8. Capture Remarks to Inform Issuing Bank

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

You have to inform the issuing bank if the creation of the export LC is rejected. For this, you have to specify the reason for rejecting. To accomplish, go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Capture Remarks to inform Issuing bank' task to acquire it. The following screen will be displayed.



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCIBK' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

A screenshot of the 'Capture of FFT' application window. The window has a title bar with a diamond icon and the text 'Capture of FFT'. Below the title bar is a toolbar with 'Save' and 'Hold' buttons. The main area is divided into several sections: 'Application Details' with fields for Application Number, Application Category, Product Code, Product Description, Product Type, Application Branch, Application Date, Application Priority, Application Status, Contract Branch, Contract Reference, User Reference, Source Reference, Operation Code, and Source Code; 'Message' tabs for 'Message', 'SWIFT Message', and 'Free Format Text'; 'Message Details' with fields for Reference Number, Receiver, Media, Location, Node, Tag Name, Branch Date, Name, Address 1, Address 2, Address 3, Address 4, Form, No of Copies, and Message; and a bottom section with 'Documents' and 'User Defined Fields' tabs, 'Prev Remarks' and 'Remarks' buttons, an 'Audit' button, an 'Outcome' dropdown set to 'PROCEED', and an 'Exit' button.

In this screen, capture the following details:

Reference No

Specify a reference number for capturing the message.

Media

Specify the media through which you want to capture and send message to Issuing bank. You can also select the media from the adjacent option list. The list displays the following options:

- SWIFT
- Message
- Free Text

Based on the media selected, you can capture the message to be informed the issuing bank in the below section of the screen.

On selecting the media, the name and address of the customer maintained in the 'Customer Address Maintenance' screen is displayed.

Location

Specify the location of the issuing bank. You can also select the location from the adjacent option list.

Node

Specify the node for routing the message. You can also select the node from the adjacent option list. The list displays all the nodes maintained in the system.

Form

Specify the forms uploaded while creating the Export LC. You can also select the form from the adjacent option list. The list displays all the forms maintained in the system.

Copies

Specify the number of copies of the documents.

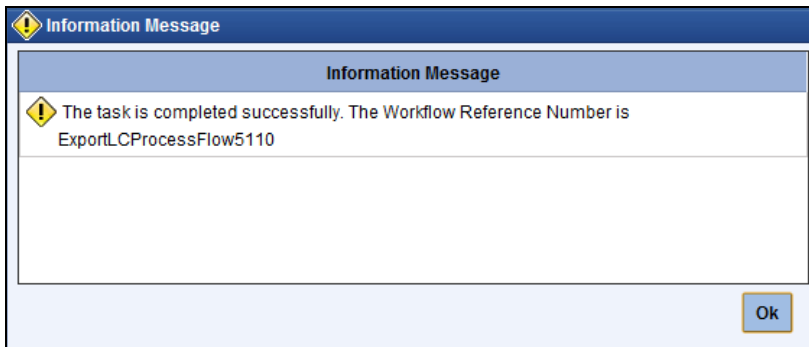
Hold

Check this option if the Export LC is kept on hold.

Test Word Required

Check this option if a test word is required from the issuing bank.

After capturing the remarks to inform issuing bank, select the outcome as 'Proceed'. The process will move to the 'Store Documents' task. Click the save icon in the tool bar. The following screen will be displayed.



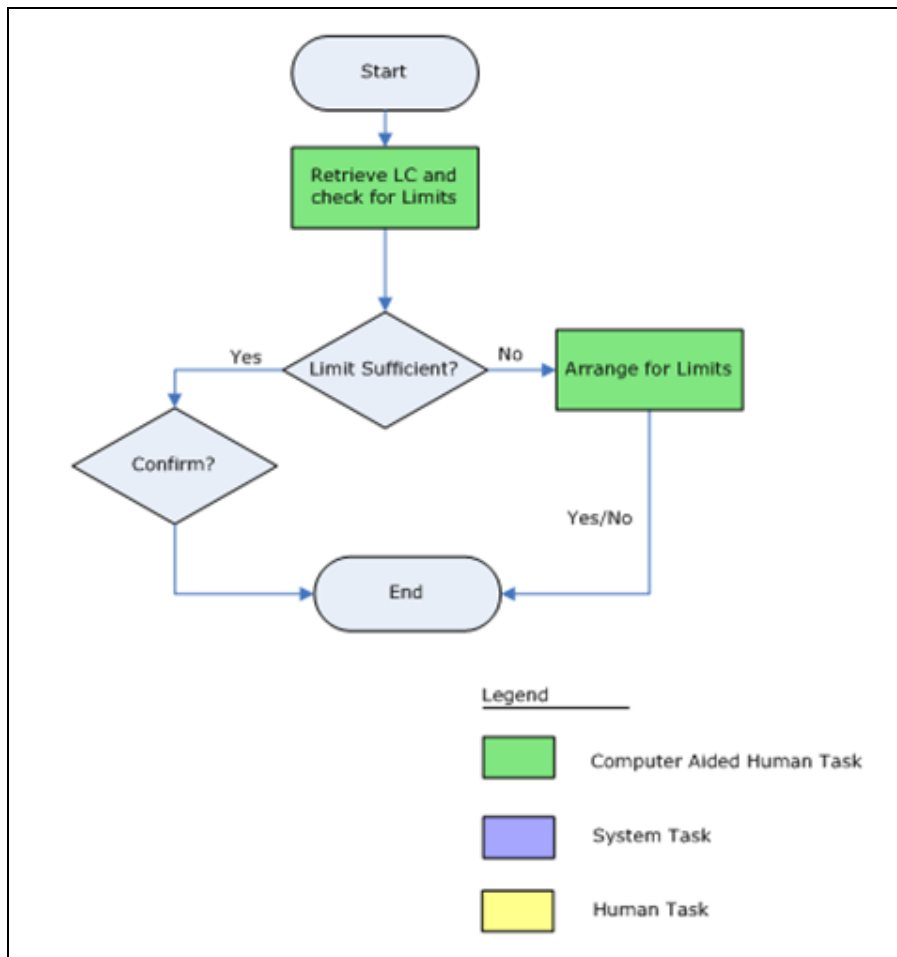
Click 'OK' button in this screen. You will be taken back to the 'Capture of FFT' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 9. Confirmation Stage

Before creating an export LC contract, you have to check the available limits and confirm the LC. This involves the following steps:

- Retrieve the details of LC and check for limits
- Arrange for funds if insufficient (human task which will happen outside the flow)
- Confirm or not confirm and pass the result to parent process.

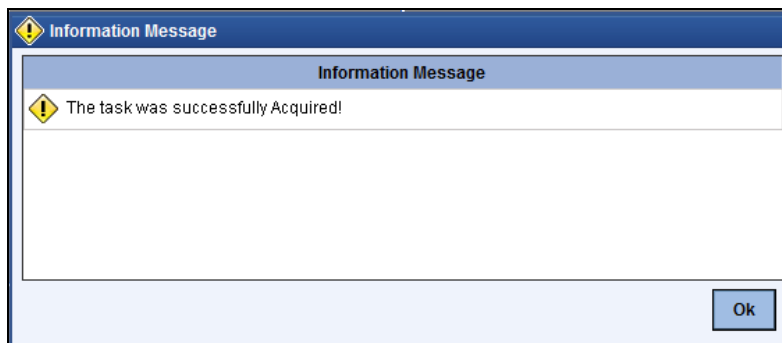
9.1.Process Flow Diagram



9.2.Retrieve LC Details and Check Existing Limit

Users belonging to the user role 'CBRRROLE' (Trade Finance Executive) can perform these activities.

Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Retrieve LC Details' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCEL' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

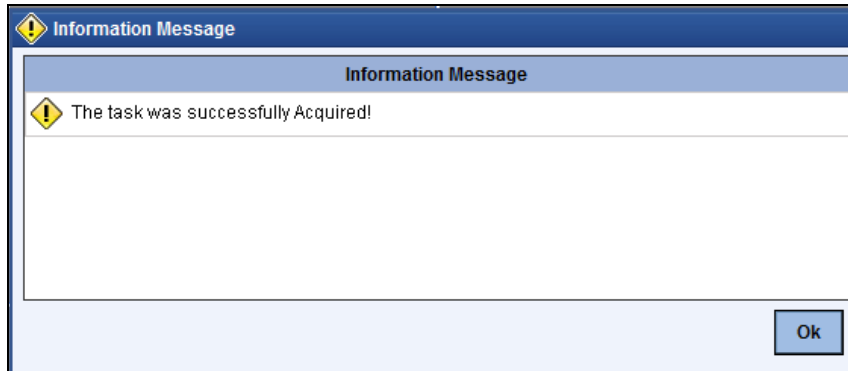
In this stage, the LC Contract details are retrieved and checked for the limit level. If the required level is available, select the outcome as 'SUFFICIENT'. The process will move to the 'Create/Modify details of LC' task. Similarly, if the limit is insufficient, then select the outcome as 'NOTSUFFICIENT'. The process will move to the 'Arrange for Funds' stage. Click the save icon in the tool bar. The following screen will be displayed.

Click 'OK' button in this screen. You will be taken back to the 'Retrieve and Check Existing Limits' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

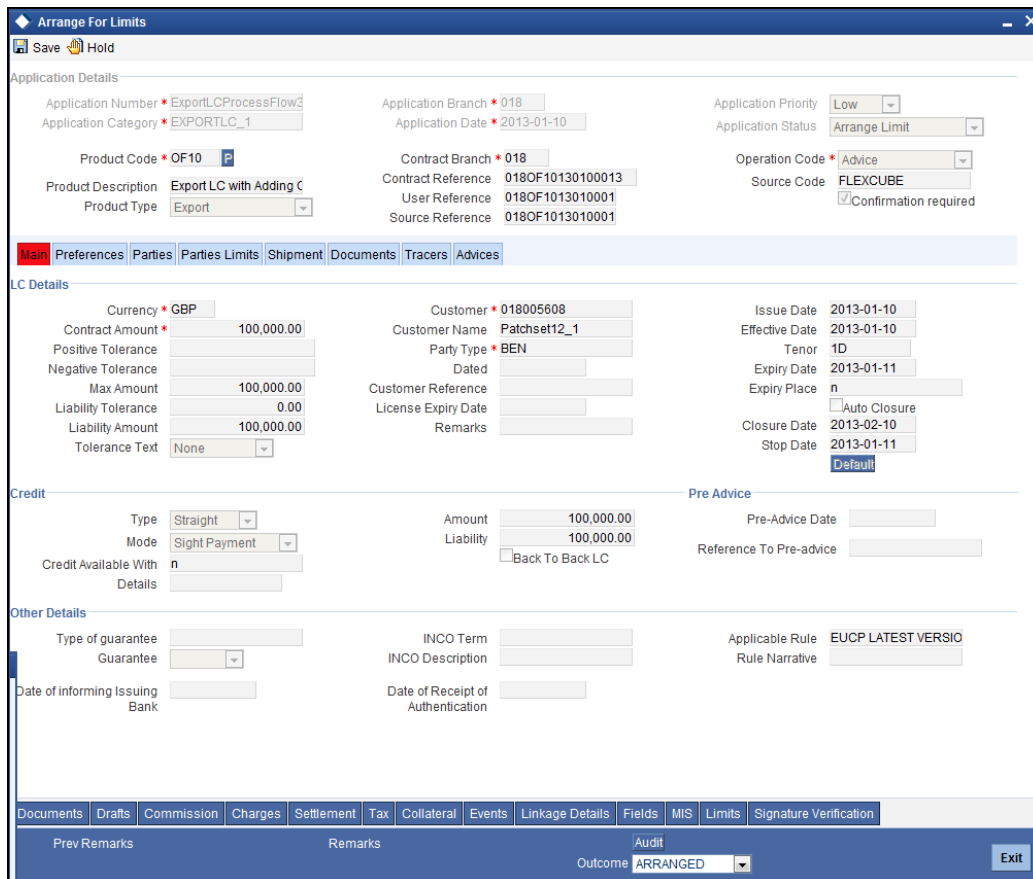
9.3. Arrange for Funds

Users belonging to the user role 'CBRRROLE' (Correspondent Bank Relation) can perform these activities.

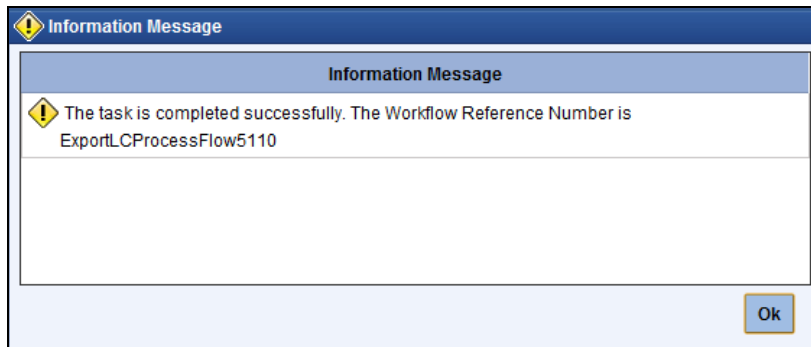
Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Arrange for Limits' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCALM' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The 'Arrange For Limits' application window. It features a top toolbar with 'Save' and 'Hold' buttons. Below is the 'Application Details' section with fields for Application Number, Category, Branch, Date, Priority, Status, Product Code, Description, Type, Contract Branch, Reference, User Reference, Source Reference, Operation Code, and Source Code. A tabbed interface follows, with 'Main' selected. The 'LC Details' section includes fields for Currency, Contract Amount, Tolerances, Customer, Party Type, Issue/Effective/Expiry dates, and Closure/Stop dates. The 'Credit' section has fields for Type, Mode, Amount, Liability, and Pre-Advice details. The 'Other Details' section includes Type of guarantee, INCO Term, Applicable Rule, and various dates. A bottom toolbar contains tabs for Documents, Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Limits, and Signature Verification. At the very bottom, there are fields for Prev Remarks, Remarks, Audit, Outcome (set to 'ARRANGED'), and an Exit button.

At this stage, in case of insufficient funds, the customer will have to arrange funds outside the workflow. Once the customer has arranged for the fund, select the outcome as 'ARRANGED'. The export LC creation will be confirmed and the process will move to 'Create/Modify details of LC' task. If the fund is not arranged, then select the outcome as 'NOTARRANGED'. The process will be moved to the 'Seek Issuing Bank's Approval' task. The process will be stagnant in this stage until the fund is arranged. Click the save icon in the tool bar. The following screen will be displayed.

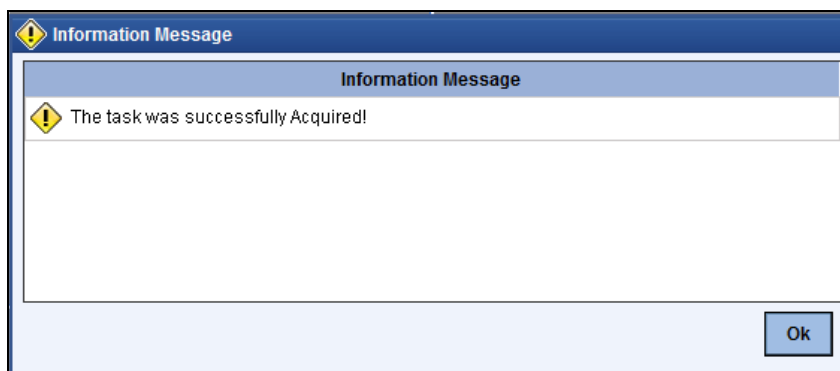


Click 'OK' button in this screen. You will be taken back to the 'Arrange for Limits' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

Step 10. Seek Issuing Bank's Approval

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

You will have to seek the issuing bank approval if the LC is not conformed. Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Seek Issuing Bank Approval' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDLCSAA' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

Seek Approval for advising export LC

Save Hold

Application Details

Application Number * ExportLCProcessFlow5110 Application Branch * 018 Application Priority Low
 Application Category * EXPORTLC_1 Application Date * 2013-01-10 Application Status Issuing Bank Approval
 Product Code * OF10 Contract Branch * 018 Operation Code * Advice
 Product Description Export LC with Adding C Contract Reference 018OF10130100021 Source Code FLEXCUBE
 Product Type Export User Reference 018OF1013010002 Confirmation required
 Source Reference 018OF1013010002

LC Details

Currency * GBP Customer * 000000103 Issue Date 2013-01-10
 Contract Amount * 10,000.00 Customer Name PAVIT address Effective Date 2013-01-10
 Positive Tolerance Party Type * BEN Tenor 1D
 Negative Tolerance Dated Expiry Date 2013-01-11
 Max Amount 10,000.00 Expiry Place n
 Liability Tolerance 0.00 License Expiry Date Auto Closure
 Liability Amount 10,000.00 Closure Date 2013-02-10
 Tolerance Text None Stop Date 2013-01-11
 Default

Credit

Type Straight Amount 10,000.00 Pre-Advice
 Mode Sight Payment Liability 10,000.00 Pre-Advice Date
 Credit Available With n Reference To Pre-advice
 Details Back To Back LC

Other Details

Type of guarantee INCO Term Applicable Rule EUCP LATEST VERSIO
 Guarantee INCO Description Rule Narrative
 Date of Informing Issuing Bank Date of Receipt of Authentication Date of Seeking Approval

Documents Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Signature Verification

Prev Remarks Remarks Audit Outcome APPROVE Exit

Based on the response received from the issuing bank, you can APPROVE or REJECT the creation of export LC. If the outcome is 'REJECT', the process will be terminated. Else, the process will move into the 'Create/Modify Details of LC' task. Click the save icon in the tool bar. The following screen is displayed:

Information Message

Information Message

The task is completed successfully. The Workflow Reference Number is ExportLCProcessFlow5110

Ok

Click 'OK' button in this screen. You will be taken back to the 'Seek Approval for Advising Export LC' screen. Click 'Exit' button to exit the screen. Click 'PROCEED' to move to the next activity.

Step 11. Create / Modify LC Details

After the LC confirmation, the export LC contract is automatically created in the system and a reference number is created for the same. You can use this reference number for further references. The data captured at the input stage are reflected in the 'Letter of LC Contract' screen. Users belonging to the user role 'ADMINROLE' (Trade Finance Executive) can perform these activities.

You can view or modify the details of the contract in the 'Letter of LC Contract' screen.

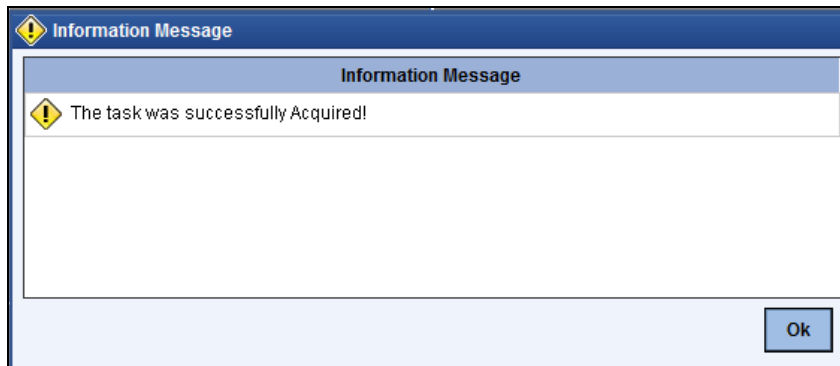
You can invoke this screen by typing 'ORDLCMCR' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

The screenshot displays the 'Create LC Contract' application window. The 'Application Details' tab is active, showing fields for Application Number, Application Branch, Application Priority, Application Category, Application Date, Application Status, Product Code, Contract Branch, Operation Code, Product Description, Contract Reference, Source Code, Product Type, User Reference, and Source Reference. Below this is a tabbed interface with 'Main' selected, showing 'LC Details' and 'Credit' sections. The 'LC Details' section includes fields for Currency, Contract Amount, Positive Tolerance, Negative Tolerance, Max Amount, Liability Tolerance, Liability Amount, Tolerance Text, Customer, Customer Name, Party Type, Dated, Customer Reference, License Expiry Date, Remarks, Issue Date, Effective Date, Tenor, Expiry Date, Expiry Place, Auto Closure, Closure Date, and Stop Date. The 'Credit' section includes fields for Type, Mode, Credit Available With, Details, Amount, Liability, Back To Back LC, Pre-Advice, Pre-Advice Date, and Reference To Pre-advice. Below these is the 'Other Details' section with fields for Type of guarantee, Guarantee, INCO Term, INCO Description, CIF, Cost, Insurance and Freight, Applicable Rule, Rule Narrative, Date of Informing Issuing Bank, and Date of Receipt of Authentication. At the bottom, there is a 'Documents' tab and a 'Signature Verification' section with fields for Prev Remarks, Remarks, Audit, Outcome, and an Exit button.

Step 12. Store Documents

Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

You have to store the documents received from the issuing bank. Go to the Assigned list in the system. The system displays all the assigned activities. Click 'Acquire' button adjoining the 'Store Documents' task to acquire it. The following screen is displayed:



If you have requisite rights, double click on the task in your 'Acquire' task list and invoke the following screen. You can invoke this screen by typing 'ORDSTDOC' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

 The 'Store Documents' screen has a title bar with 'Save' and 'Hold' buttons. It is divided into three main sections:

- Application Details:**
 - Application Number: ExportLCProcessFlow3
 - Application Category: EXPORTLC_1
 - Application Branch: 018
 - Application Date: 2013-01-10
 - Application Priority: Low
 - Application Status: Document Storage
- LC Details:**
 - Customer: 018005608
 - Customer Name: Patchset12_1
 - Contract Reference: 018OF10130100013
- Storage Details:**
 - Storage Reference: 018OF10130100013
 - Place of Storage: UK
 - Date of Storage: (empty field)

 At the bottom, there is a 'Documents' tab, a 'Prev Remarks' button, a 'Remarks' text area, an 'Audit' button, an 'Outcome' dropdown set to 'PROCEED', and an 'Exit' button.

In this screen the following information can be stored:

LC Details

The following customer information is displayed:

- Contract reference number
- Customer name
- Customer number

Storage Details

Capture the following storage details in this section:

Storage Ref. Number

Specify the storage reference number.

Place of Storage

Mention the place where the document is stored.

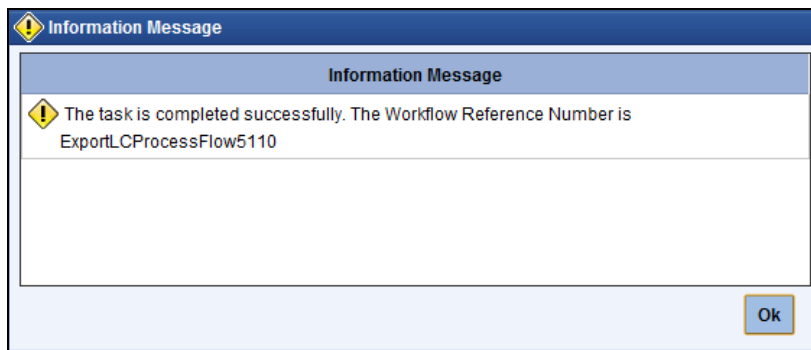
Date of Storage

Capture the date of storing the documents.

Time of Storage

Specify the time of storing the documents export LC documents.

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The following screen will be displayed:



Click 'Ok' button. You will be taken back to the 'Store Documents' screen. Click 'Documents' button to view the documents stored. The following screen is displayed:

Document Code	Document Description	View	Verified
<input type="checkbox"/>		<input type="button" value="View"/>	<input type="checkbox"/>

1.3.1 Capturing Document Details

You can capture the customer related documents in central content management repository through the 'Documents' screen. Click 'Documents' button to invoke this screen.

Document Category	Document Reference	Document Type	Remarks	Upload
<input checked="" type="checkbox"/> ADDRESSPROOF	2.IPM_002207	RATION CARD	223	<input type="button" value="Upload"/>

Here, you need to specify the following details:

Document Category

Specify the category of the document to be uploaded.

Document Reference

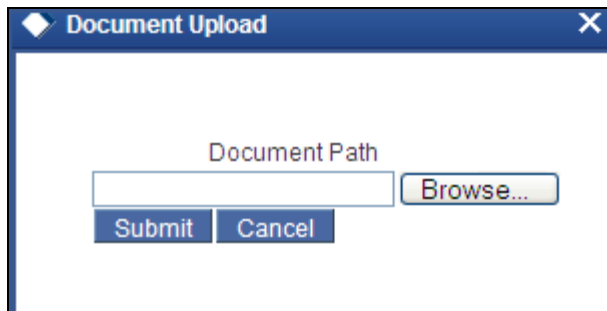
The system generates and displays a unique identifier for the document.

Document Type

Specify the type of document that is to be uploaded.

Upload

Click 'Upload' button to open the 'Document Upload' sub-screen. The 'Document Upload' sub-screen is displayed below:



The 'Document Upload' dialog box has a title bar with a diamond icon and a close button. Inside, there is a label 'Document Path' above a text input field. To the right of the input field is a 'Browse...' button. Below the input field are two buttons: 'Submit' and 'Cancel'.

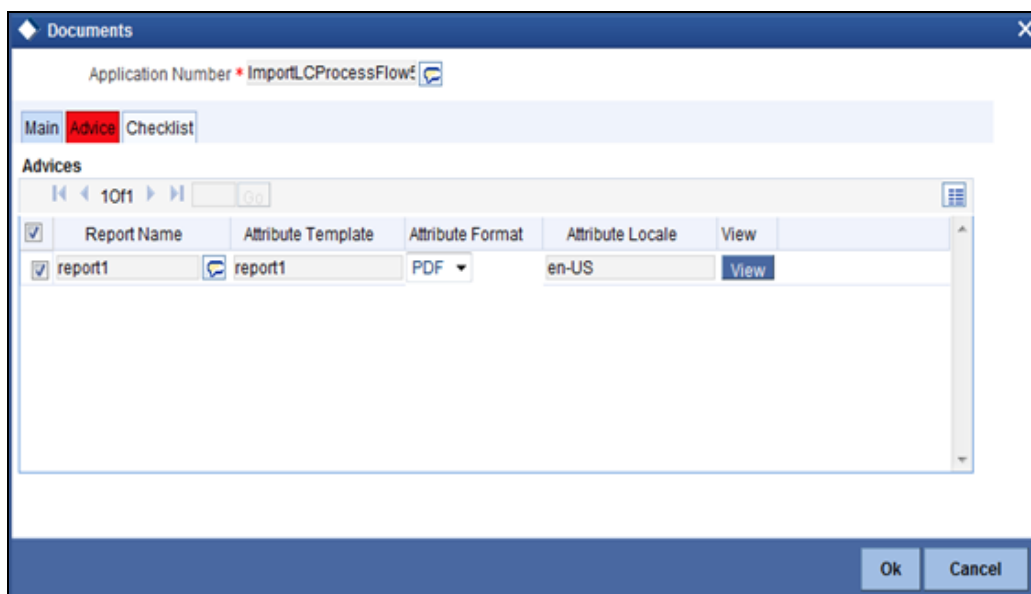
In the 'Document Upload' sub-screen, specify the corresponding document path and click the 'Submit' button. Once the document is uploaded through the upload button, the system displays the document reference number.

View

Click 'View' to view the document uploaded.

1.3.1.1 Advise Tab

Click on the 'Advise' tab to invoke the following screen:



The 'Documents' screen has a title bar with a diamond icon and a close button. Below the title bar, there is a text field for 'Application Number' with the value 'ImportLCProcessFlow'. Below this is a tabbed interface with three tabs: 'Main', 'Advise' (which is selected and highlighted in red), and 'Checklist'. Under the 'Advise' tab, there is a section titled 'Advices'. This section contains a table with the following columns: 'Report Name', 'Attribute Template', 'Attribute Format', 'Attribute Locale', and 'View'. The table has one row with the following data: 'report1', 'report1', 'PDF', and 'en-US'. There is a 'View' button next to the 'en-US' value. At the bottom of the screen, there are 'Ok' and 'Cancel' buttons.

Report Name	Attribute Template	Attribute Format	Attribute Locale	View
report1	report1	PDF	en-US	View

You can specify the following details:

Report Name

System displays the name of the report.

Attribute Template

System displays the

Attribute Format

Select the format of the attribute. The adjoining drop-down list displays the following options:

- PDF
- RTF

Attribute Locate

System displays the attribute locate.

View

Click 'View' to view the advice.

1.3.1.2 Checklist Tab

Click on the 'Checklist' tab to invoke the following screen:

Application Number * ImportLCProcessFlow

Main Advice Checklist

10 of 1

Checklist Item	Mandatory	Verified	Comments
contract ref no	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	success

Comments

Ok Cancel

You can specify the following details:

Checklist Item

Specify the checklist item.

Mandatory

Check this box to indicate that the verification is mandatory,

Verified

Check this box to indicate that the fields are verified.

Comments

Specify the comments, if any.

In 'Export LC Initiation' process, 'Document Upload' feature is not available in all the stages. Click 'proceed' to move on to the next stage. Its availability in this process is given below:

Stage Title	Function Id	Role	Doc Callform Exists	Upload(Available/Not Available)	View(Available/Not Available)
Receive Export LC	ORDLCAUT	Trade Finance Executive (TFEROLE)	Available	Available	Available
Input Details of LC	ORDLCENR	Trade Finance Executive (TFEROLE)	Available	Available	Available
Verify Details of LC	ORDLCRKY	Trade Finance Manager (TFMROLE)	Available	Available	Available
Modify Details of LC	ORDLCMOD	Trade Finance Executive (TFEROLE)	Available	Available	Available
Retrieve and Verify LC	ORDLCRTV	Trade Finance Manager (TFMROLE)	Available	Available	Available
Seek Clarification from Issuing Bank	ORDLCSCL	Trade Finance Executive (TFEROLE)	Available	Available	Available
Inform Issuing Bank	ORDLCISB	Trade Finance Executive (TFEROLE)	Available	Available	Available
Retrieve LC Details	ORDLCELC	CBRROLE	Available	Available	Available
Arrange for Funds and Confirmation Stage	ORDLCALM	CBRROLE	Available	Available	Available
Sub Process: LC Confirmation		Correspondent Bank Relation (CBRROLE)	Available	Available	Available
Seek Issuing Bank's Approval	ORDLCSAA	Trade Finance Executive	Available	Available	Available

Stage Title	Function Id	Role	Doc Callform Exists	Upload(Available/Not Available)	View(Available/Not Available)
		(TFEROLE)			
Capture Remarks to inform Issuing bank	ORDLCIBK	Trade Finance Executive (TFEROLE)	Available	Available	Available
Create Export LC in FLEXCUBE	ORDLCMCR	ADMINROLE	Available	Available	Available
Store Document	ORDSTDOC	Trade Finance Executive (TFEROLE)	Available	Available	Available

1.4 Viewing Import/Export LC Origination Template

After saving the LC process, you can query the existing details using 'Import/Export LC Origination Template' screen. You can this screen by typing 'ORDLCTEM' at the top right corner of the Application Toolbar and clicking on the adjoining Arrow button.

Specify the Application number to view the existing records through this screen. Users belonging to any kind of role can perform this activity.

2. Screen Glossary

2.1 Function ID List

The following table lists the function id and the function description of the screens covered as part of this User Manual.

Function ID	Function Description
ORDLCALM	Arrange for Limits
ORDLCAUT	Establish LC Authenticity
ORDLCELC	Retrieve and Check Existing Limit
ORDLCENR	Establish LC Authenticity
ORDLCIBK	Capture of FFT
ORDLCISB	Inform Issuing Bank
ORDLCMOD	Modify Contract Details
ORDLCRKY	Verification of Details
ORDLCRTV	Verification of Details
ORDLCSAA	Seek Approval for Advising Export LC
ORDLCSCL	Seek Clarification from LC Issuing Bank
ORDLCTEM	Import/Export LC Origination Template
ORDSTDOC	Store Documents
ORDLCMCR	Create LC Contract



Export LC Advice
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