

Export LC Advice  
Oracle FLEXCUBE Universal Banking  
Release 12.0  
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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.

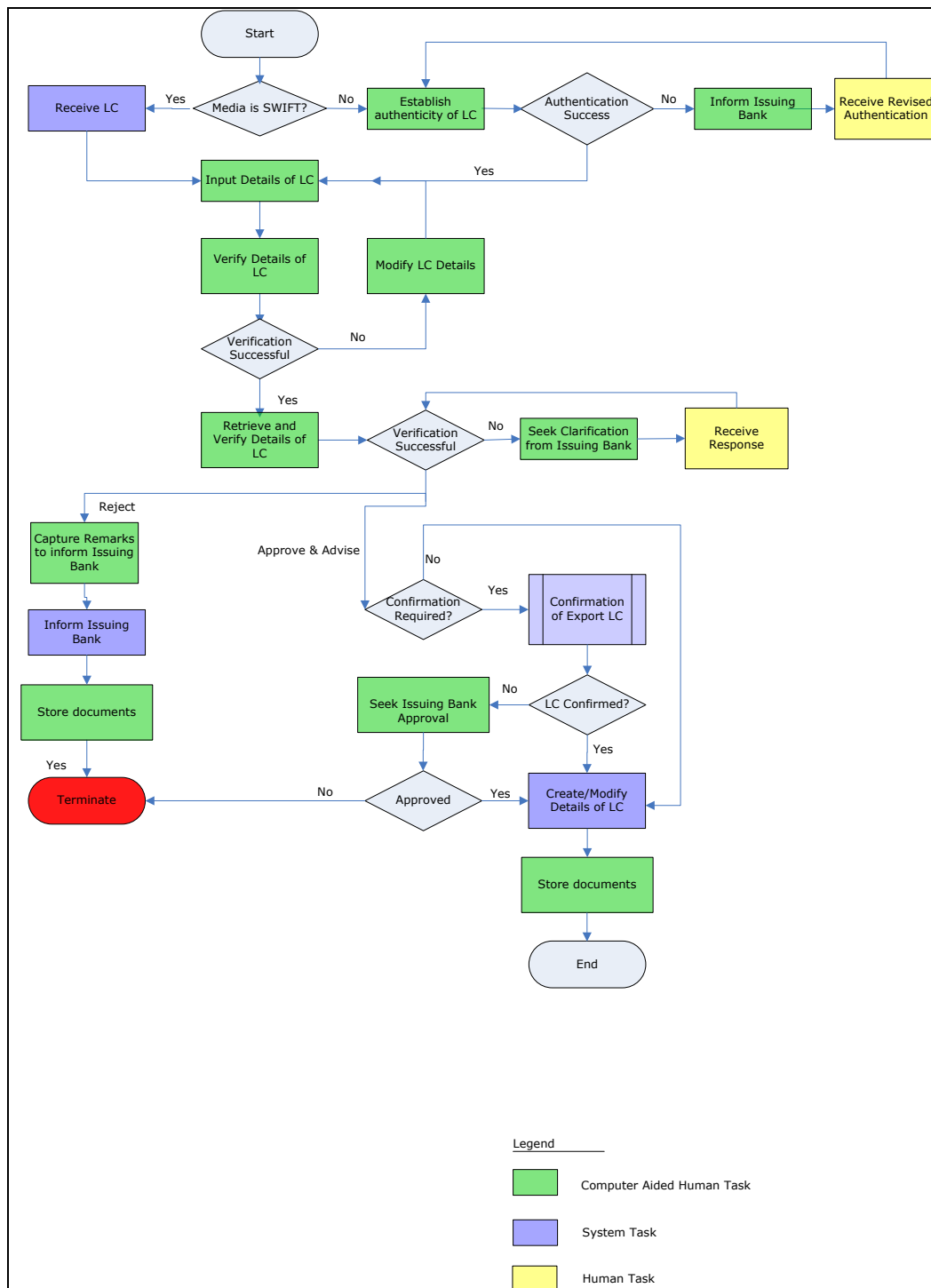
## 1.2 Stages in Export LC Issuance

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 'LCDTR010' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed below:

The screenshot shows the 'Contract Details' screen in Oracle Trade Finance. The screen is titled 'Contract Details' and has a 'New' button. It contains several sections: 'Workflow Reference #', 'Priority' (set to Low), 'Product Code', 'Contract Reference', 'Operation Code', 'Product Description', 'User Reference', 'Source Code' (set to FLEXCUBE), 'Product Type', 'Source Reference', and a 'Confirmation required' checkbox. Below these is a tabbed interface with tabs for 'Main', 'Preferences', 'Parties', 'Shipment', 'Documents', 'Tracers', and 'Advices'. The 'Main' tab is active, showing 'LC Details' with 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, Closure Date, and Stop Date. There is a 'Default' button. Below 'LC Details' is the 'Credit' section with fields for Type, Mode, Credit Available With, Details, Amount, and Liability, and a 'Back To Back LC' checkbox. The 'Other Details' section has fields for Type of guarantee, Guarantee, INCO Term, INCO Description, Applicable Rule, and Rule Narrative. At the bottom is a navigation bar with tabs for Drafts, Commission, Charges, Settlement, Tax, Collateral, Events, Linkage Details, Fields, MIS, Signature Verification, and Documents. The 'Documents' tab is active. Below the navigation bar are fields for Prev Remarks, Remarks, Outcome, and an Audit button, and an Exit button.

In this screen, you can specify the following details:

### Priority

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

- Low
- Medium
- High

## Product

Select the product from the adjacent option list. The list displays only the export LC products created in ORACLE FLEXCUBE. 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.

## 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

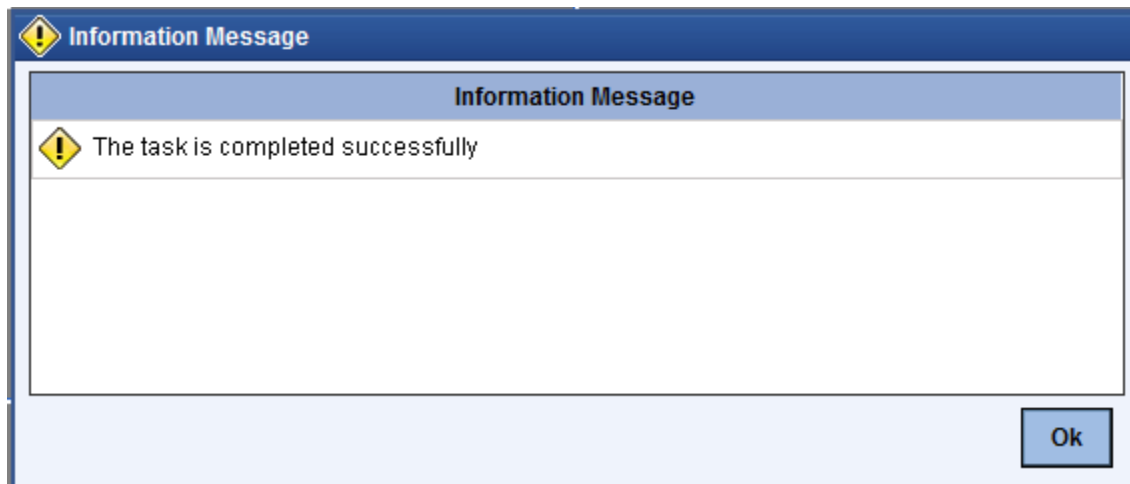
The contract reference number is defaulted to the user reference number field on clicking the product default 'P' button. The user is allowed to modify the details.

## Confirmation Required

Check this option 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.

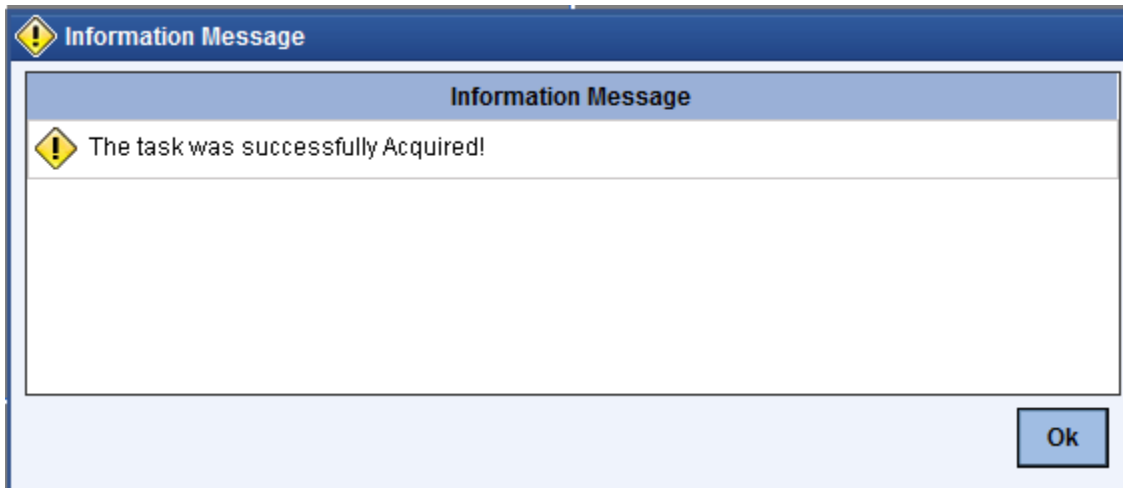


Click 'OK' button in this screen. You will be taken back to the 'Establish LC Authenticity' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## Step 2. Inform Issuing Bank

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

Go to the pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

**Contract Details**

New

Workflow Reference #  Priority

Product Code  Contract Reference \*  Operation Code \*

Product Description  User Reference  Source Code

Product Type  Source Reference   Of

☐ Margin Money Applicable

**Main** Preferences Parties Shipment Documents Tracers Advices

**LC Details**

Currency \*  Customer \*  Issue Date \*

Contract Amount \*  Customer Name  Effective Date \*

Positive Tolerance  Party Type \*  Tenor

Negative Tolerance  Dated  Expiry Date

Max Amount  Customer Reference  Expiry Place \*

Liability Tolerance  License Expiry Date  Closure Date

Liability Amount  Remarks  Stop Date

Tolerance Text

**Credit**

Type \*  Credit Available With \*  Amount

Mode  Details  Liability

☐ Back To Back LC

**Other Details**

Type of guarantee  INCO Term  Applicable Rule

Guarantee  INCO Description  Rule Narrative

**Additional Information**

Line 1  Line 2  Line 3


Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Limits Customer Information Documents

Prev Remarks Remarks  Outcome

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.

**Information Message**

**Information Message**

 The task is completed successfully

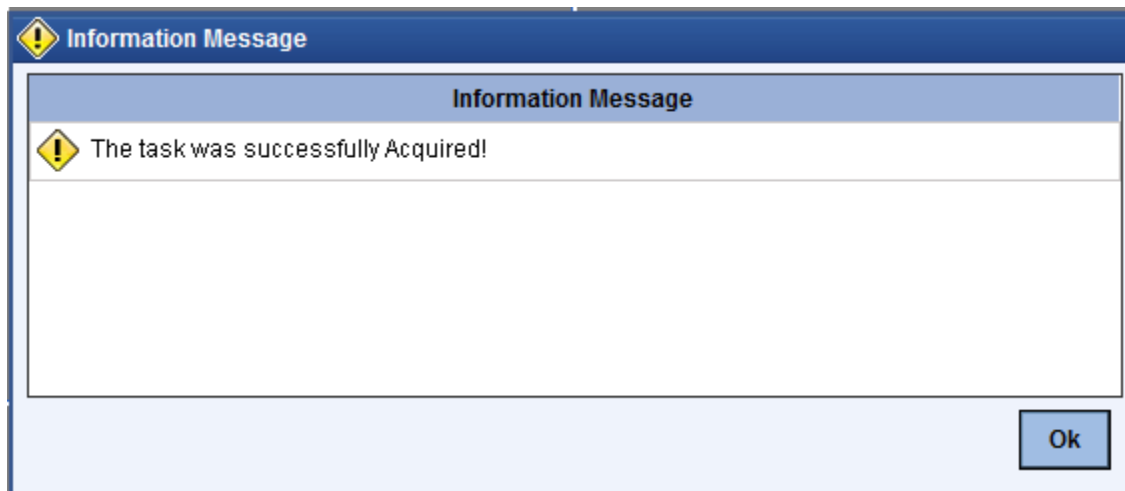
Click 'OK' button in this screen. You will be taken back to the 'Inform Issuing Bank' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.



### 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 pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

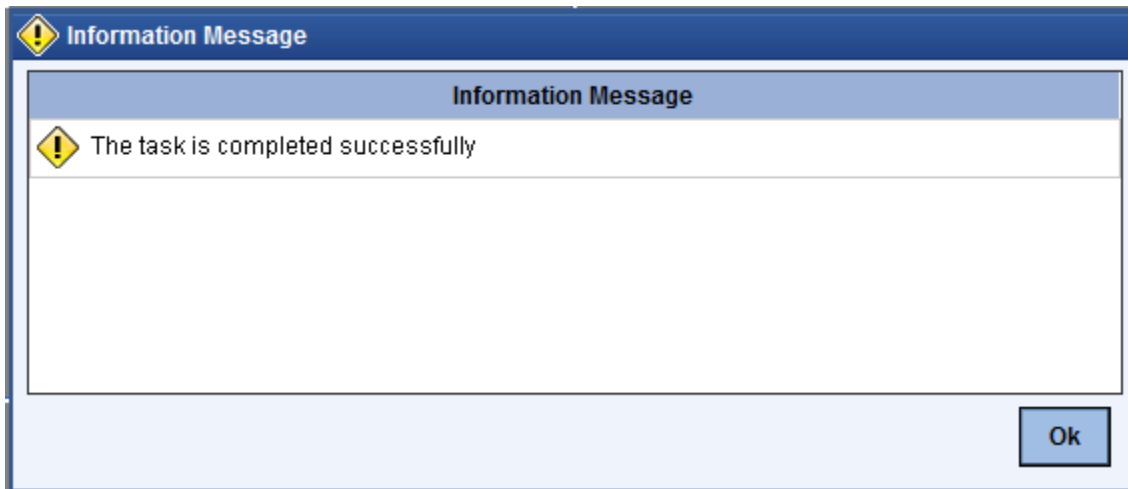
The uploaded LC details are refelcted in this screen. You can input additional details for booking a contract.

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.

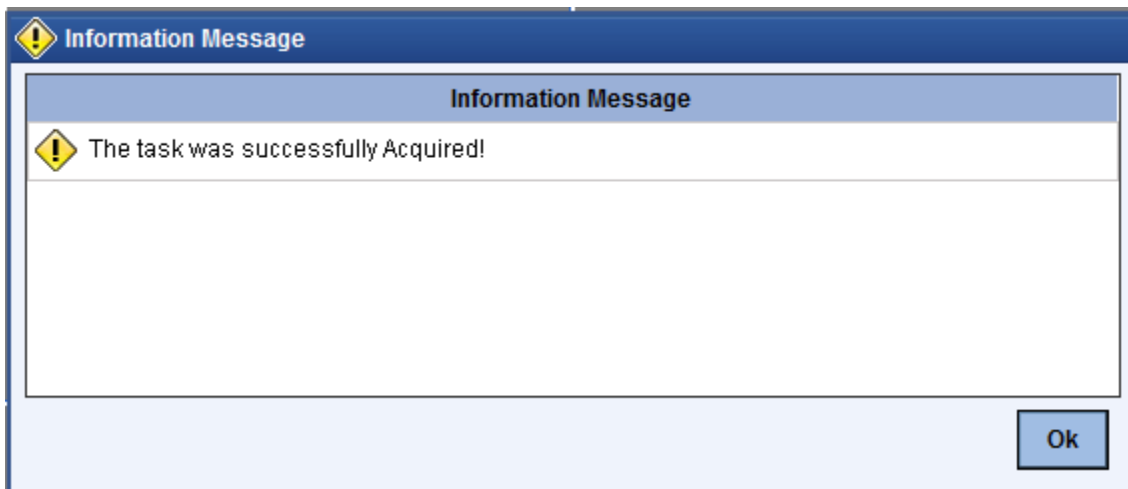


Click 'OK' button in this screen. You will be taken back to the 'Enrich Contract Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## Step 4. Verify Details of LC

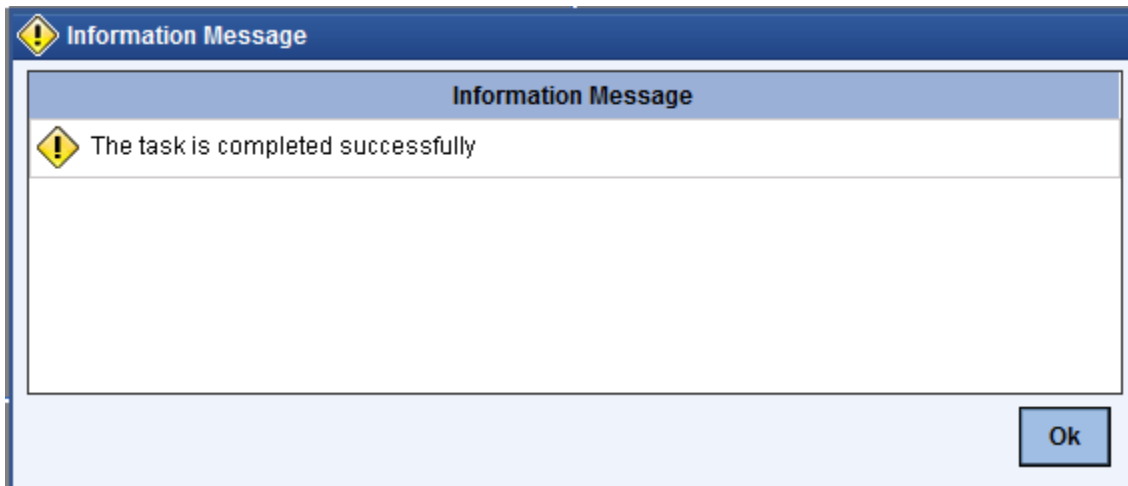
Users belonging to the user role 'TFMROLE' (Trade Finance Manager) can perform these activities.

Go to the pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

Here you can view the details captured. After successfully verifying the details, select the outcome as 'Verification Successful'. 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 Failed'. 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:

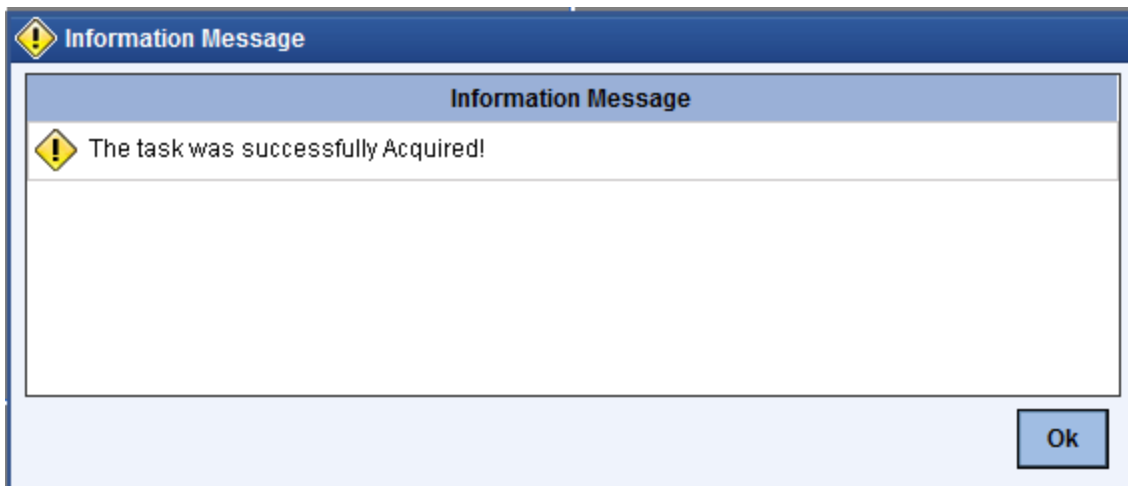


Click 'OK' button in this screen. You will be taken back to the 'Verification of Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 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 pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

**Contract Details**

New

Workflow Reference #  Priority

Product Code  Contract Reference \*  Operation Code \*

Product Description  User Reference  Source Code

Product Type  Source Reference   Of

☐ Margin Money Applicable

**Main** Preferences Parties Shipment Documents Tracers Advises

**LC Details**

Currency \*  Customer \*  Issue Date \*

Contract Amount \*  Customer Name  Effective Date \*

Positive Tolerance  Party Type \*  Tenor

Negative Tolerance  Dated  Expiry Date

Max Amount  Customer Reference  Expiry Place \*

Liability Tolerance  License Expiry Date  Closure Date

Liability Amount  Remarks  Stop Date

Tolerance Text

**Credit**

Type \*  Credit Available With \*  Amount

Mode  Details  Liability

☐ Back To Back LC

**Other Details**

Type of guarantee  INCO Term  Applicable Rule

Guarantee  INCO Description  Rule Narrative

**Additional Information**

Line 1  Line 2  Line 3


Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Limits Customer Information Documents

Prev Remarks Remarks  Outcome

In this screen you can modify the editable fields. After modify the required details, 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:

**Information Message**

**Information Message**

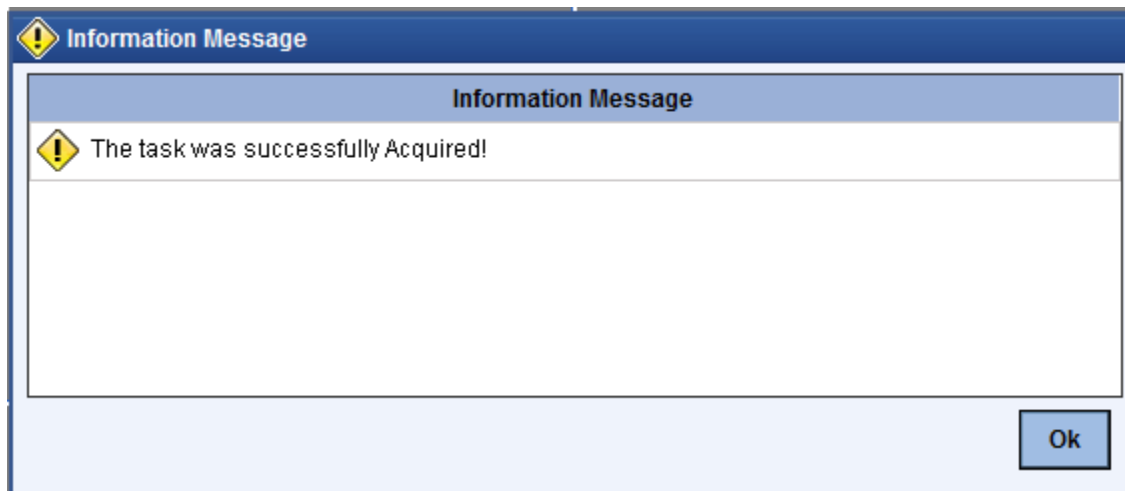
 The task is completed successfully

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.

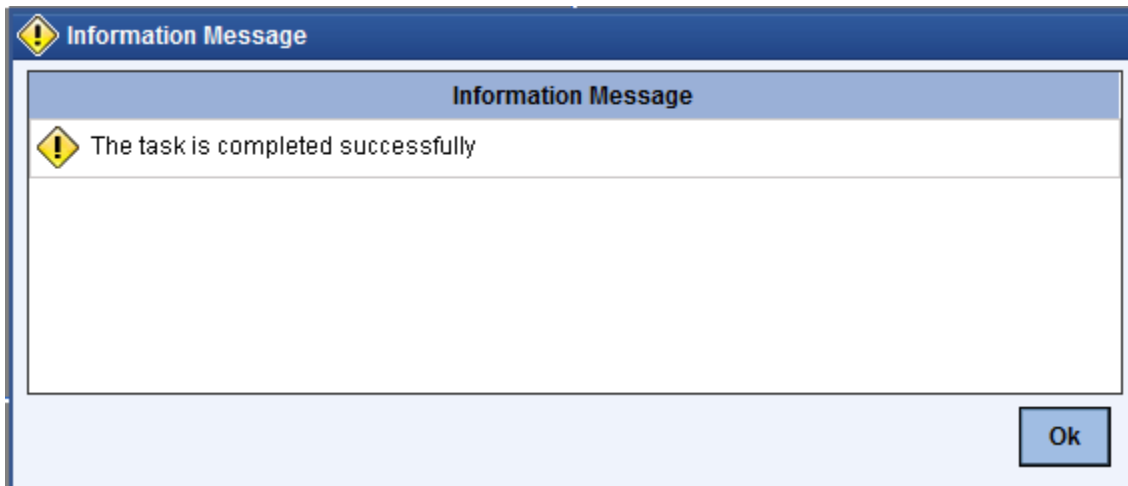
In this stage, you have to retrieve the export LC details and verify the entire details again. To verify the details, go to the pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Retrieve and Verifying details of LC' task to acquire it. The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



If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

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:



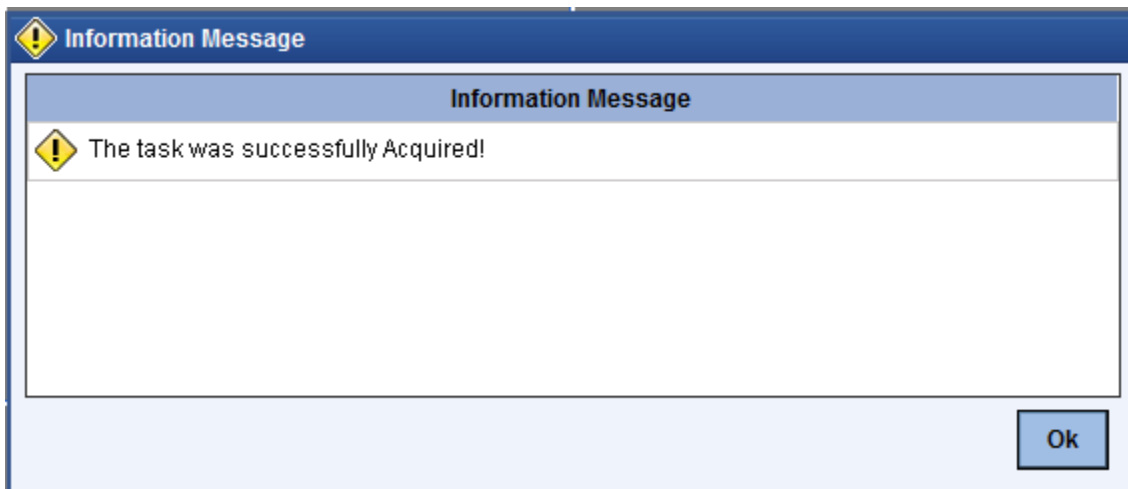


Click 'OK' button in this screen. You will be taken back to the 'Receive Revised Authentication Details' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 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 pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

**Contract Details**

New

Workflow Reference #  Priority Low

Product Code  Contract Reference \*  Operation Code \* FLEXCUBE

Product Description  User Reference  Source Code FLEXCUBE

Product Type P Source Reference  Of

☐ Margin Money Applicable

**Main** Preferences Parties Shipment Documents Tracers Advices

**LC Details**

Currency \*  Customer \*  Issue Date \*

Contract Amount \*  Customer Name  Effective Date \*

Positive Tolerance  Party Type \*  Tenor

Negative Tolerance  Dated  Expiry Date

Max Amount  Customer Reference  Expiry Place \*

Liability Tolerance  License Expiry Date  Closure Date

Liability Amount  Remarks  Stop Date

Tolerance Text Default

**Credit**

Type \*  Credit Available With \*  Amount

Mode  Details  Liability

☐ Back To Back LC

**Other Details**

Type of guarantee  INCO Term  Applicable Rule

Guarantee  INCO Description  Rule Narrative

**Additional Information**

Line 1  Line 2  Line 3


Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Limits Customer Information Documents

Prev Remarks Remarks Audit Outcome  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

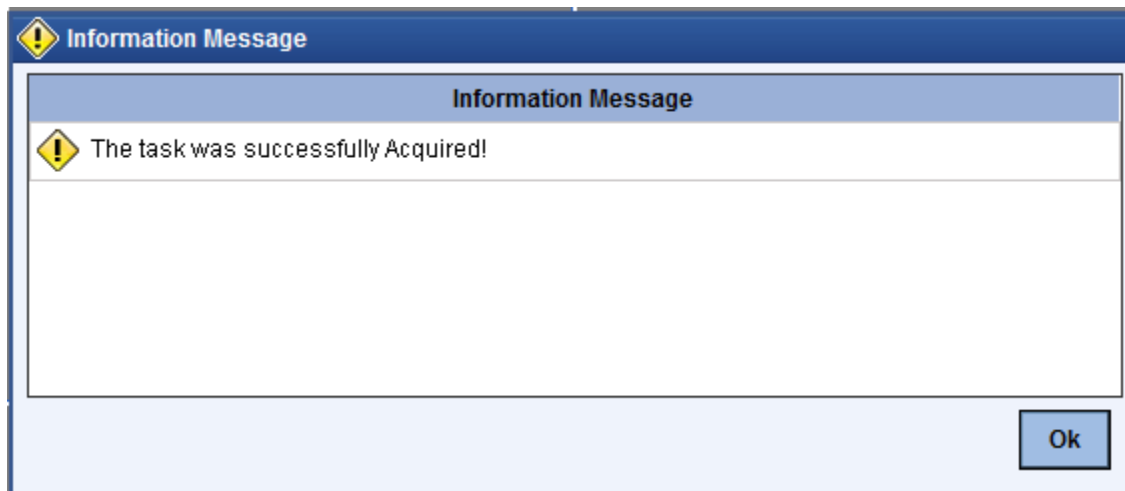
Ok

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

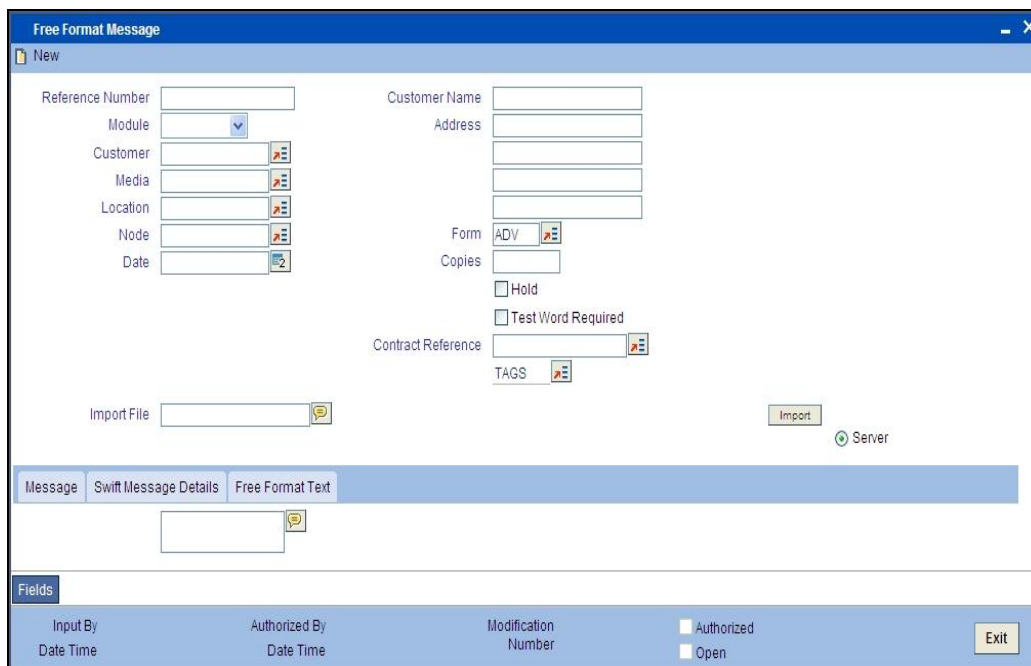
Users belonging to the user role 'TFEROLE' (Trade Finance Executive) can perform these activities.

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 pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Capture Remarks to inform Issuing bank' task to acquire it. The following screen will be displayed.



The screenshot shows a dialog box titled "Information Message" with a yellow warning icon. The message text reads: "The task was successfully Acquired!". There is an "Ok" button at the bottom right.

If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:



The screenshot shows the "Free Format Message" screen. It has a "New" button at the top left. The form contains several fields: Reference Number, Customer Name, Address, Module (dropdown), Customer (lookup), Media (lookup), Location (lookup), Node (lookup), Date (lookup), Form (dropdown), Copies, Hold (checkbox), Test Word Required (checkbox), Contract Reference (lookup), TAGS (lookup), Import File (text), Import (button), and Server (radio button). There are tabs for "Message", "Swift Message Details", and "Free Format Text". At the bottom, there is a "Fields" section with "Input By", "Authorized By", "Modification Number", "Authorized" (checkbox), "Open" (checkbox), 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.

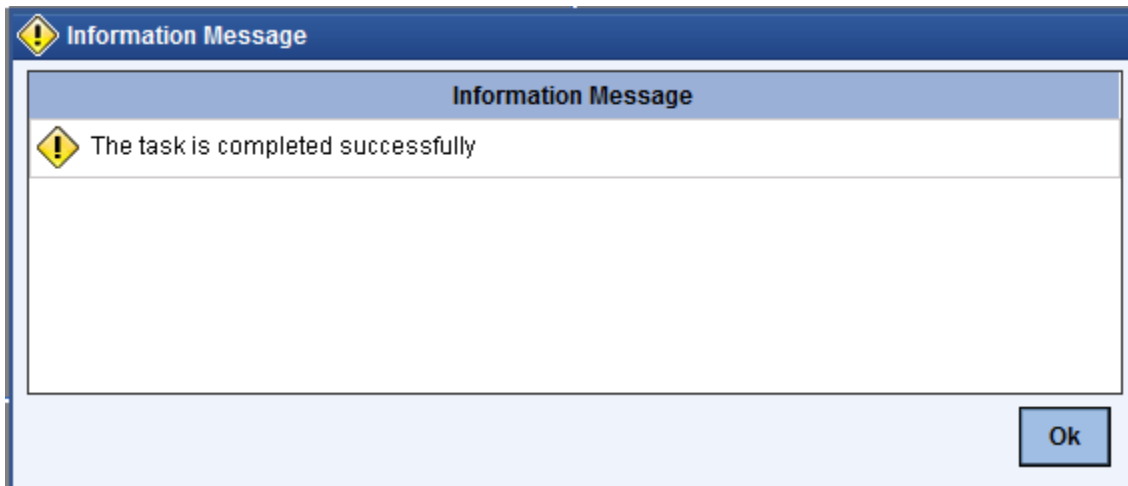
**Hold**

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.



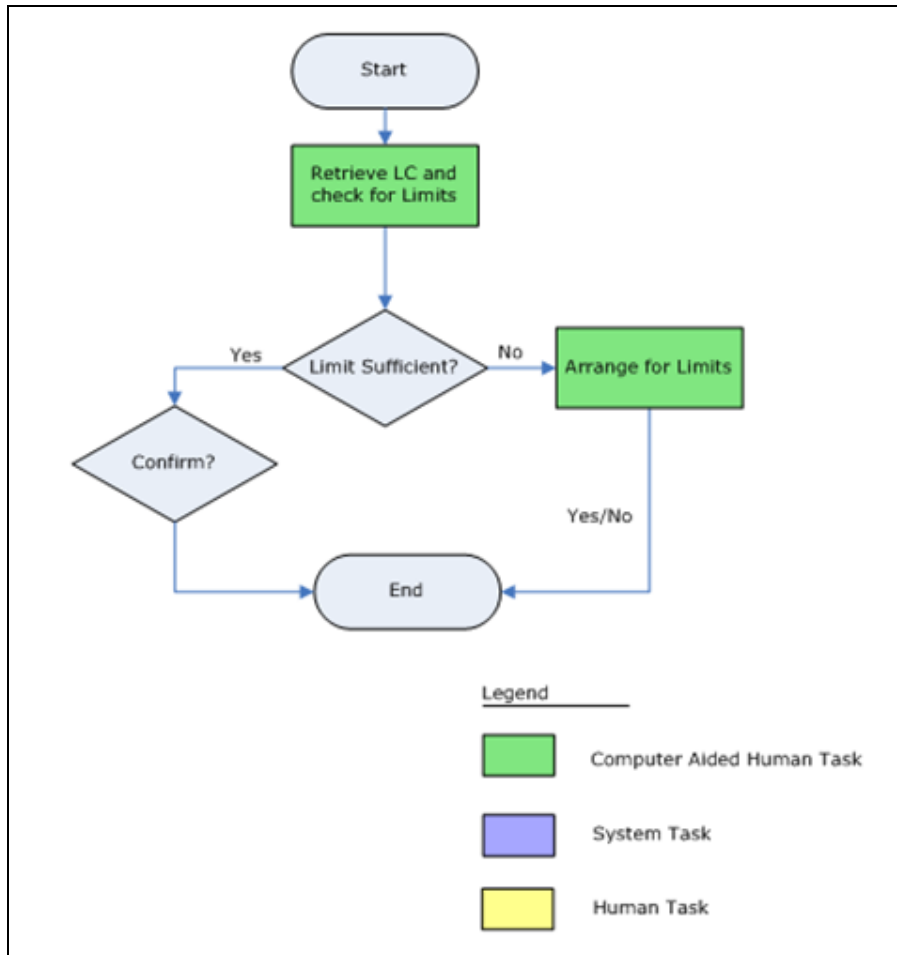
Click 'OK' button in this screen. You will be taken back to the 'Capture of FFT' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

## 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.

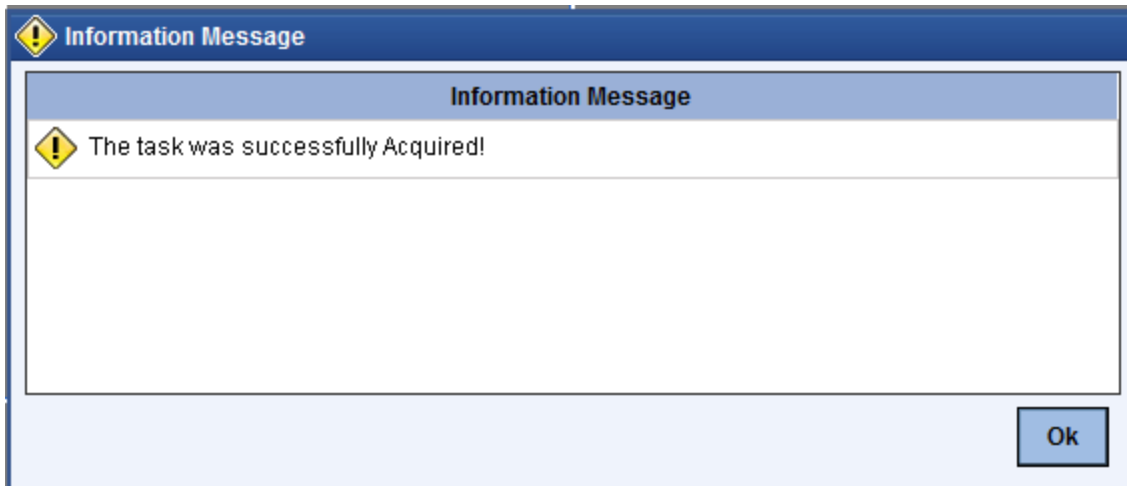
## 9.1. Process Flow Diagram



## 9.2. Retrieve LC Details

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

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

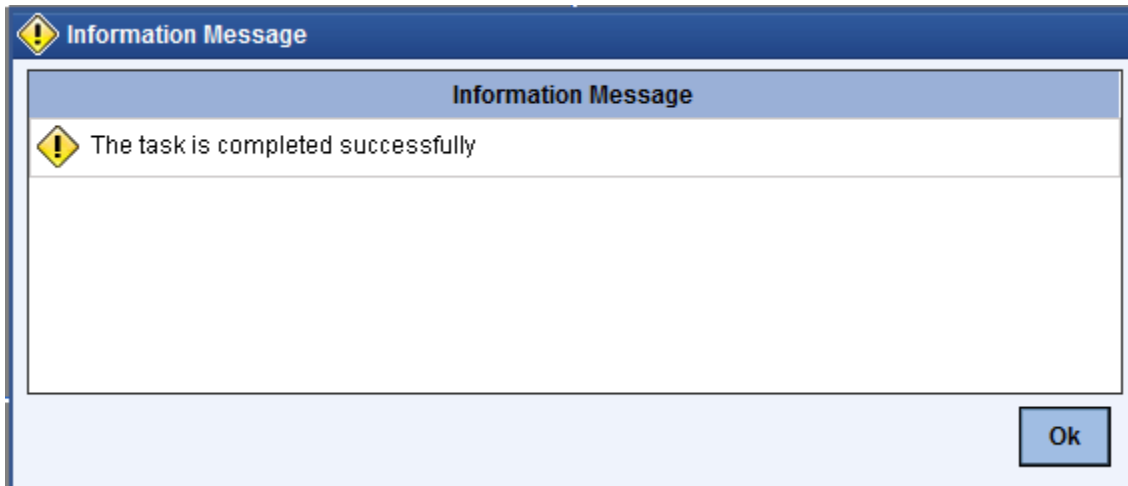


If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:

The image shows the 'Contract Details' form in Oracle. The form is titled 'Contract Details' and has a 'New' button. It contains several sections for data entry:

- Workflow Reference #**: A text field.
- Priority**: A dropdown menu set to 'Low'.
- Product Code**: A text field with a 'P' icon.
- Contract Reference \***: A text field.
- Operation Code \***: A dropdown menu.
- Product Description**: A text field.
- User Reference**: A text field.
- Source Code**: A text field with the value 'FLEXCUBE'.
- Product Type**: A dropdown menu.
- Source Reference**: A text field.
- Margin Money Applicable**: A checkbox.
- LC Details**: A section with tabs for 'Main', 'Preferences', 'Parties', 'Shipment', 'Documents', 'Tracers', and 'Advices'. It 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 \***, **Closure Date**, **Stop Date**.
- Credit**: A section with fields for:
  - Type \***, **Mode**, **Credit Available With \***, **Details**, **Amount**, **Liability**.
  - Back To Back LC**: A checkbox.
- Other Details**: A section with fields for:
  - Type of guarantee**, **Guarantee**, **INCO Term**, **INCO Description**, **Applicable Rule**, **Rule Narrative**.
- Additional Information**: A section with three text fields labeled **Line 1**, **Line 2**, and **Line 3**.
- Navigation and Footer**: A row of tabs for 'Drafts', 'Commission', 'Charges', 'Settlement', 'Tax', 'Collateral', 'Events', 'Linkage Details', 'Fields', 'MIS', 'Limits', 'Customer Information', and 'Documents'. Below this is a 'Prev Remarks' button, a 'Remarks' text field, an 'Audit' button, an 'Outcome' dropdown menu, and an 'Exit' 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.

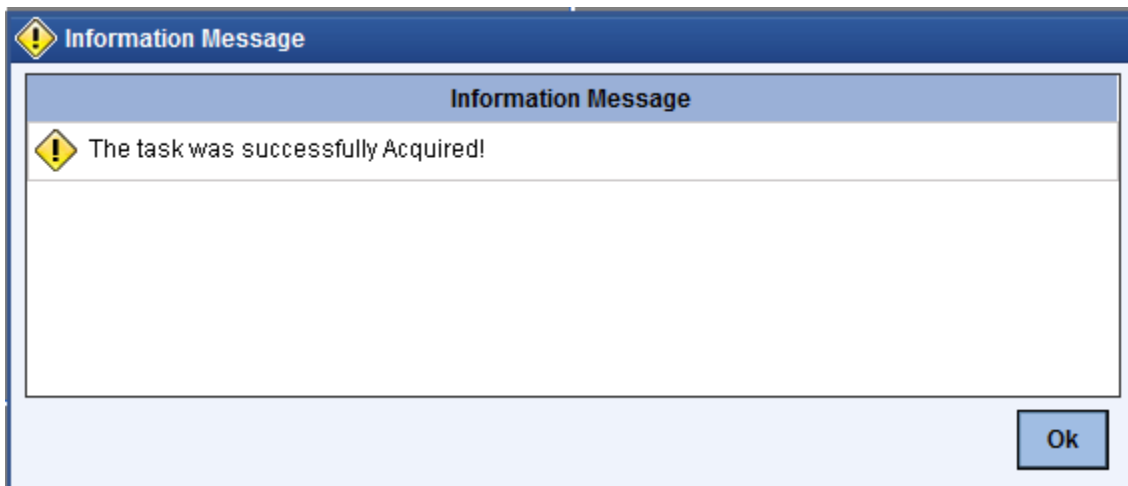


Click 'OK' button in this screen. You will be taken back to the 'Retrieve and Check Existing Limits' screen. Click 'Exit' button to exit the screen. The task is then moved to the next activity.

### 9.3. Arrange for Funds

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

Go to the pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:



**Contract Details**

New

Workflow Reference #  Priority

Product Code  Contract Reference \*  Operation Code \*

Product Description  User Reference  Source Code

Product Type  Source Reference   Of

☐ Margin Money Applicable

**Main** Preferences Parties Shipment Documents Tracers Advices

**LC Details**

Currency \*  Customer \*  Issue Date \*

Contract Amount \*  Customer Name  Effective Date \*

Positive Tolerance  Party Type \*  Tenor

Negative Tolerance  Dated  Expiry Date

Max Amount  Customer Reference  Expiry Place \*

Liability Tolerance  License Expiry Date  Closure Date

Liability Amount  Remarks  Stop Date

Tolerance Text

**Credit**

Type \*  Credit Available With \*  Amount

Mode  Details  Liability

☐ Back To Back LC

**Other Details**

Type of guarantee  INCO Term  Applicable Rule

Guarantee  INCO Description  Rule Narrative

**Additional Information**

Line 1  Line 2  Line 3


Drafts Commission Charges Settlement Tax Collateral Events Linkage Details Fields MIS Limits Customer Information Documents

Prev Remarks Remarks  Outcome

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.

**Information Message**

**Information Message**

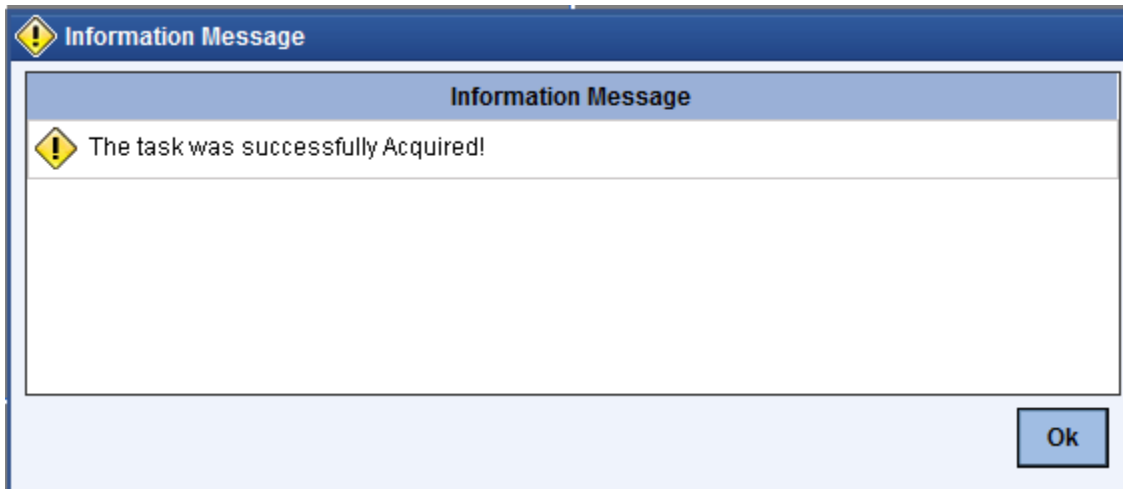
 The task is completed successfully

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.

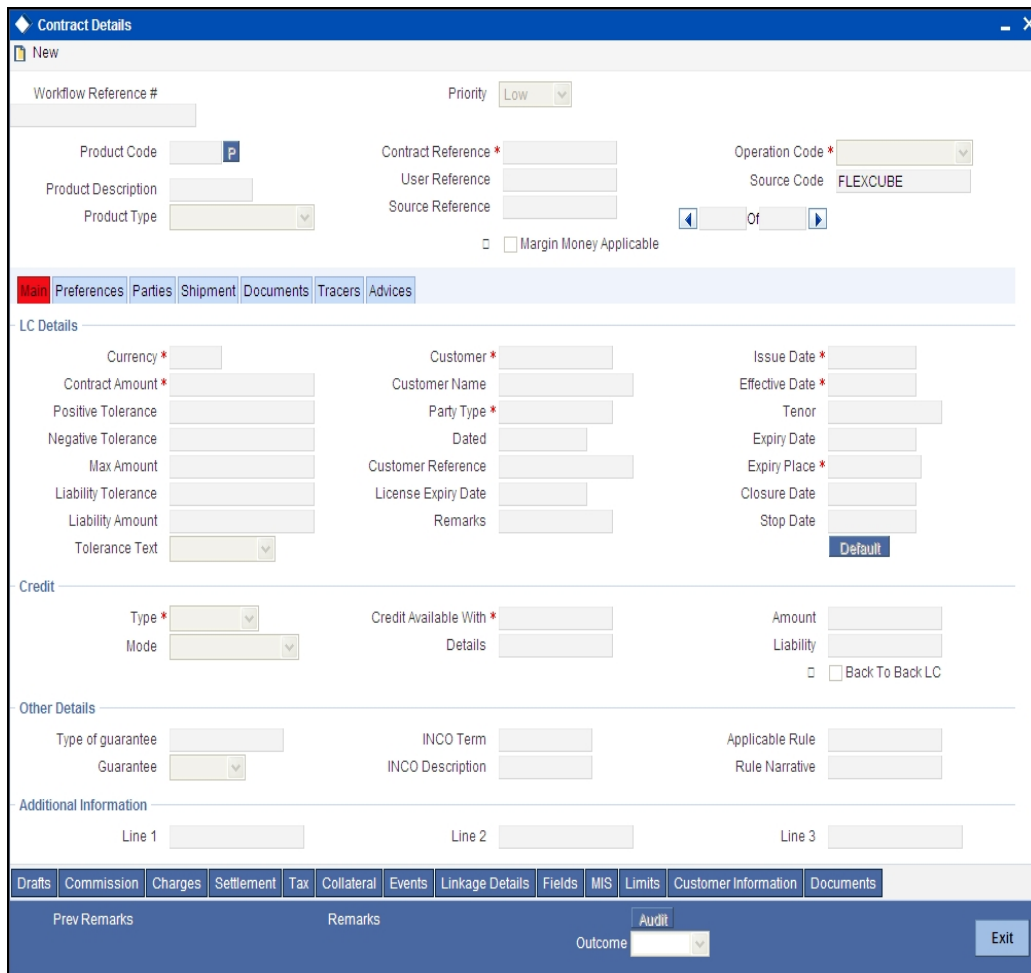
## Step 10. Seek Issuing Bank's Approval

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 pending list in the system. The system displays all the pending activities. Click 'Acquire' button adjoining the 'Seek Issuing Bank Approval' task to acquire it. The following screen is displayed:

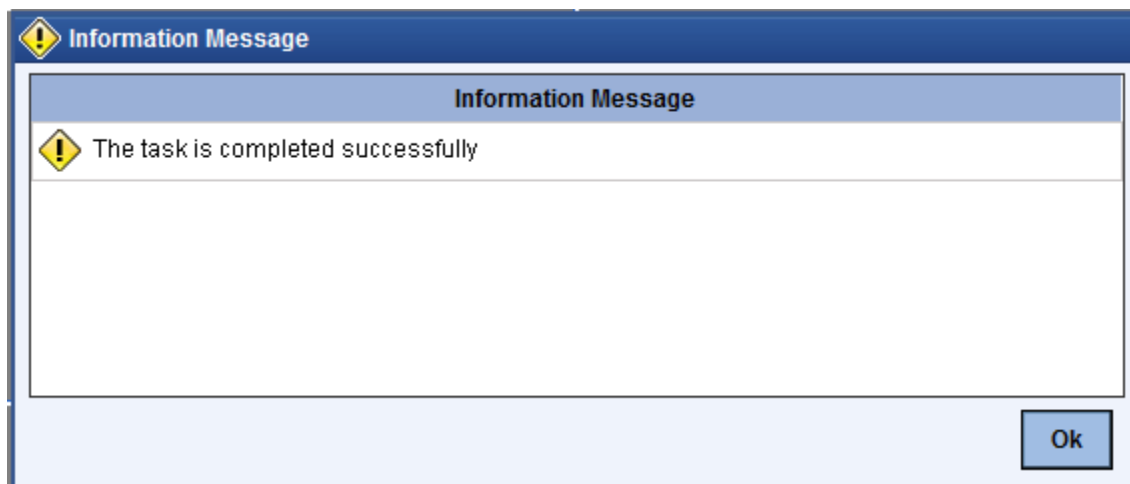


If you have requisite rights, double click on the task in your 'Assigned' task list and invoke the following screen:



The screenshot shows the 'Contract Details' window. At the top, there's a 'New' button and a 'Workflow Reference #' field. Below this, there are fields for 'Product Code', 'Contract Reference \*', 'Operation Code \*', 'Product Description', 'User Reference', 'Source Code' (set to 'FLEXCUBE'), and 'Product Type'. A 'Priority' dropdown is set to 'Low'. There are also 'Source Reference' and 'Margin Money Applicable' checkboxes. A tabbed interface at the bottom includes 'Main' (selected), 'Preferences', 'Parties', 'Shipment', 'Documents', 'Tracers', and 'Advices'. The 'Main' tab shows 'LC Details' with 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 \*', 'Closure Date', and 'Stop Date'. There's a 'Default' button. Below this is the 'Credit' section with 'Type \*', 'Mode', 'Credit Available With \*', 'Details', 'Amount', 'Liability', and a 'Back To Back LC' checkbox. The 'Other Details' section includes 'Type of guarantee', 'Guarantee', 'INCO Term', 'INCO Description', 'Applicable Rule', and 'Rule Narrative'. The 'Additional Information' section has 'Line 1', 'Line 2', and 'Line 3' fields. At the bottom, there's a navigation bar with tabs: 'Drafts', 'Commission', 'Charges', 'Settlement', 'Tax', 'Collateral', 'Events', 'Linkage Details', 'Fields', 'MIS', 'Limits', 'Customer Information', and 'Documents'. The 'Documents' tab is active, showing 'Prev Remarks', 'Remarks', 'Audit', 'Outcome' (dropdown), and an 'Exit' button.

Based on the response received from the issuing bank, you can reject or approve 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:



The screenshot shows an 'Information Message' dialog box. It has a title bar with a yellow warning icon and the text 'Information Message'. Inside the dialog, there's a message area with a yellow warning icon and the text 'The task is completed successfully'. At the bottom right, there's an 'Ok' button.

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. The task is then moved to the next activity.

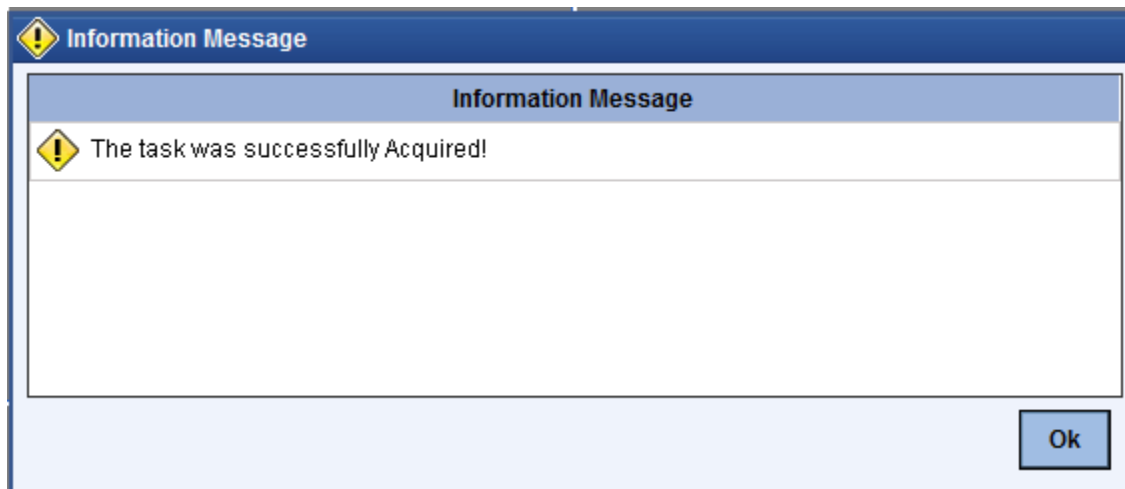
## Step 11. Create / Modify LC Details

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

## 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 pending list in the system. The system displays all the pending 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 'Assigned' task list and invoke the following screen:

The screenshot shows a web application window titled "Store Documents". It features a "New" button at the top left. Below this, there are input fields for "Workflow Reference #" and a "Priority" dropdown menu currently set to "Low". The form is organized into sections: "Customer Information" with fields for "Customer Name" and "Customer Number"; "Account Details" with an "Account Number" field; and "Storage Details" with fields for "Date of Storage", "Time of Storage", "Place of Storage", and "Storage Reference". At the bottom of the window, there is a "Documents" tab, a "Prev Remarks" and "Remarks" section, an "Audit" button, an "Outcome" dropdown menu, 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.

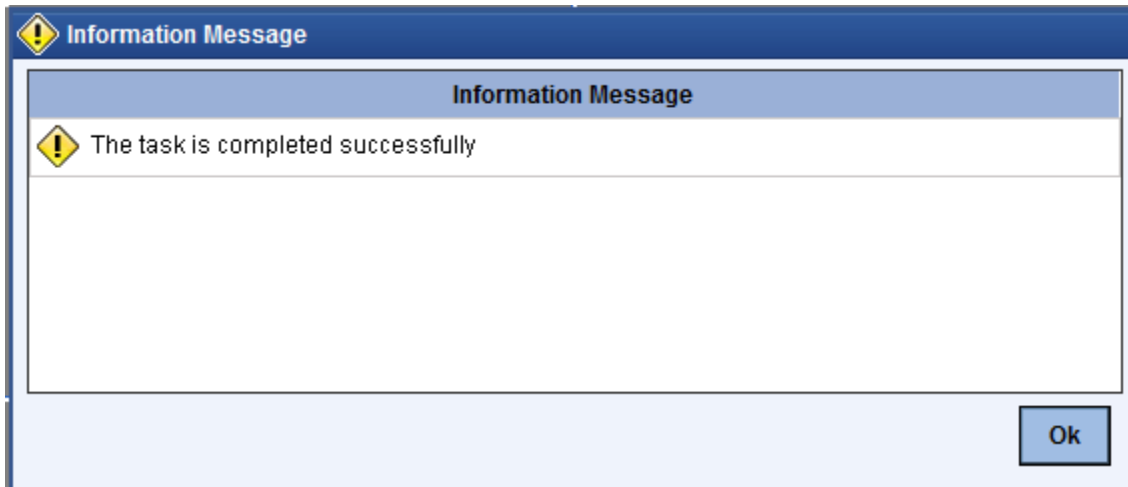
#### **Date Of Storage**

Capture the date of storing the documents.

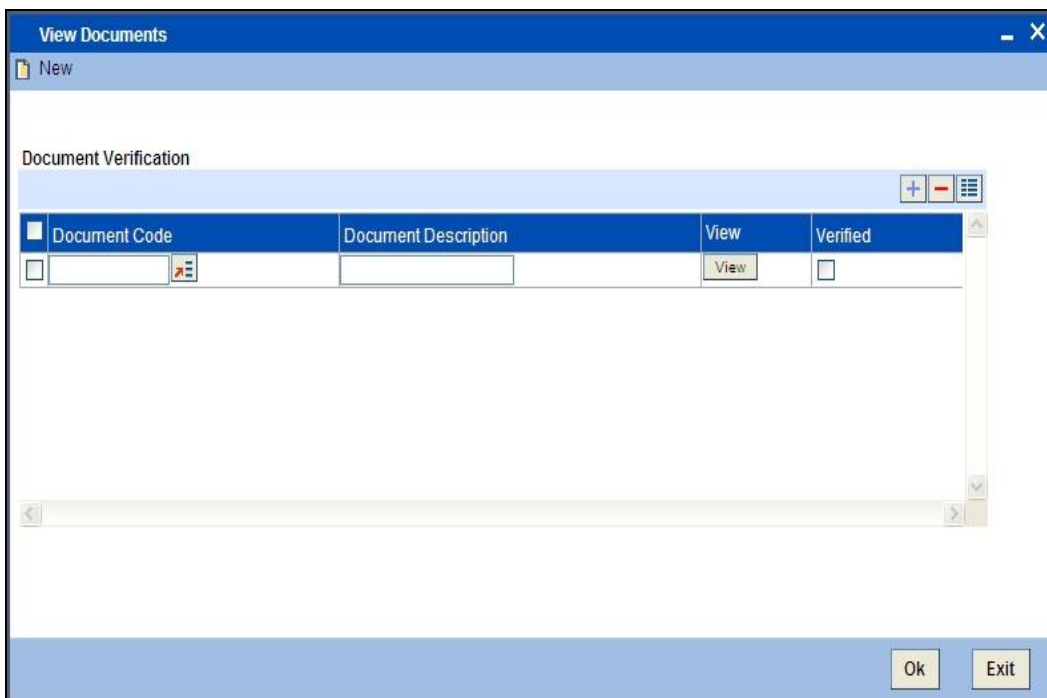
## Time Of Storage

Specify the time of storing the documents export LC documents.

Select the action 'Document Stored' 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:



### 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.

The screenshot shows a web application window titled "Documents". It features a navigation bar with "Main" and "Advices" tabs. The main content area is titled "Document Upload" and contains a table with the following columns: "Document Category \*", "Document Reference \*", "Document Type \*", "Upload", and "View". The table is currently empty. Above the table is a search bar with a "Go" button and navigation icons. At the bottom right of the window are "Ok" and "Cancel" buttons.

Here, you need to specify the following details:

#### **Document Category**

Specify the category of the document to be uploaded.

#### **Document Reference**

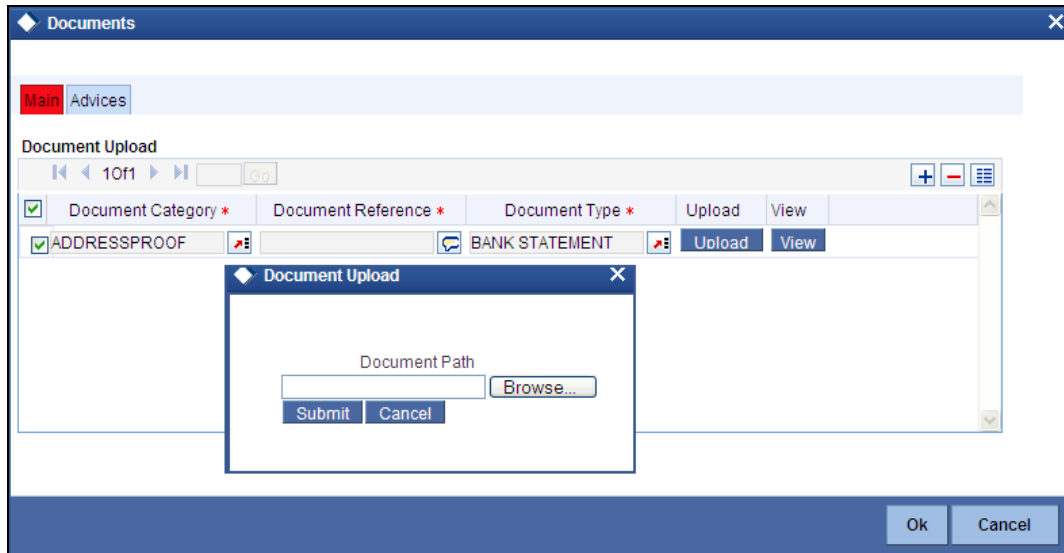
The system generates and displays a unique identifier for the document.

#### **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:



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.

In 'Export LC Initiation' process, 'Document Upload' feature is not available in all the stages. Its availability in this process is given below:

Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/ Not Available)
Receive export LC	LCDTR010	Available	Available	Available
Input Details of LC	LCDTR011	Available	Available	Available
Verify Details of LC	LCDTRRKY	Available	Available	Available
Modify Details of LC	LCDTRMDY	Available	Available	Available
Retrieve and Verify LC	LCDTRRTV	Available	Available	Available
Seek Clarification from Issuing Bank	LCDTR012	Not Available		
Inform Issuing Bank	LCDTRIS1	Available	Available	Available
Retrieve LC Details	LCDTR014	Not Available		



Stage Title	Function Id	Doc Callform Exists	Upload(Available /Not Available)	View(Available/ Not Available)
Arrange for Funds and Confirmation Stage	LCDTR015	Not Available		
Sub Process: LC Confirmation				
Seek Issuing Bank's Approval	LCDTR013	Available	Available	Available
Capture Remarks to inform Issuing bank	LCDINFBN			
Create Export LC in FLEXCUBE	LCDTRMCR	Available	Available	Available
Store document reference in FLEXCUBE	LCDSTDOC	Available	Not Available	Available
Store documents				

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## 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
LCDTR010	Contract Details



Export LC Advice  
[May] [2012]  
Version 12.0

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