

# **Oracle FLEXCUBE Direct Banking**

Corporate Trade Finance User Manual  
Release 12.0.2.0.0

**Part No. E50108-01**

September 2013

**ORACLE®**

Corporate Trade Finance User Manual  
September 2013

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## 1. Preface

### 1.1. Intended Audience

This document is intended for the following audience:

- Customers
- Partners

### 1.2. 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>.

### 1.3. Access to OFSS Support

<https://flexsupp.oracle.com/>

### 1.4. Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual

Chapters post Introduction are dedicated to individual transactions and its details, covered in the User Manual

## 1.5. Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.2.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide
- Oracle FLEXCUBE Direct Banking Installation Manuals

## 2. Transaction Host Integration Matrix

<b>NH</b>	No Host Interface Required.
★	Host Interface to be developed separately.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Transaction Name	FLEXCUBE UBS	Third Party Host System
View Import LC	✗	★
View Export LC	✗	★
View Import Bills	✗	★
View Export Bills	✗	★
View Outward Guarantee	✗	★
Direct Collections	✗	★
Export Collections	✗	★
Export Bills Under LC	✗	★
Initiate LC	✓	★

## Transaction Host Integration Matrix

Transaction Name	FLEXCUBE UBS	Third Party Host System
LC Amendment Initiate	×	★
Initiate BG	×	★
Line Limit Details	✓	★
Lookup maintenance	NH	NH
Attach document	NH	★
Customer Acceptance	×	★
Outward Guarantee Amendment	★	★

### **3. Introduction**

Trade Finance Module allows you to initiate an (LC) Letter of Credits. This module allows you to view initiated LC, view Bills, view and Amend Guarantees, Initiate BG. The LC is divided into import and Export, Bills is divided into export and Import Bill. Collections into Direct collections and Export collections.

## 4. Initiate LC

The **Initiate LC** option enables you to apply for an Import LC. For the LC application, the user should input data in the four tabs available in this option viz. **Main**, **Shipment**, **Documents** and **Instructions**.

### To initiate a new LC application

1. Navigate through **Trade Finance > Letter Of Credit > Initiate LC**. The system displays the **Letter of Credit Initiation** screen. By default, the **Main** tab is displayed.

## Letter of Credit Initiation - Main tab

Letter Of Credit Initiation 31-03-2011 13:00:00 GMT +0530

**Main** **Shipment** **Documents** **Instructions**

**Main**

Customer Id*:	QT2001776 Eric Derzie and Assoc	Branch:	QT1-QT1-LONDON
Date of Application*:	31-03-2011	LC Amount *:	USD 500000
Product*:	Import LC Usance Revolving-Advance periodic-LCY - QTR2		
Customer Ref. No.:	USA3534NY567	Tolerance:	About
Date of Expiry*:	31-03-2011	Under (-):	Above (+):
Place of Expiry*:	USA	Total Exposure: USD 500000	

**Applicant\*:**

Name:	Eric Derzie and Assoc
Address*:	SWISCH78
5th Ave	
New York	
Country:	US

**Beneficiary \*:**

Name*:	ABC Inc
Address*:	Wall Street
New York	
Country*:	UNITED STATES
Drafts:	1

**Transferable\*:**  Yes  No

**By\*:** Acceptance

**Template Access Type:** Select

**Details:**

Tenor (In Days):*	150
Credit Days From*:	Invoice Date 01-03-2011
Draft Amount*:	200000
Specify Others:	
Drawee Bank*:	Bank of America

**Buttons:**

**Accept**

**Save as Template** **Save as Draft** **Previous** **Next** **Initiate**

## Field Description

Field Name	Description
<b>Main</b>	
<b>Customer Id</b>	[Mandatory, Drop-Down] Select the applicant name from the drop-down list. The list displays the country, the primary and secondary customer ID and the applicant name as per the mapping.
<b>Branch</b>	[Display] This field displays the branch where the customer ID is created.
<b>Date of Application</b>	[Display] Select the date of LC application from the pick list.
<b>LC Amount</b>	[Mandatory, Drop-Down Numeric, 15] Select the currency under which the LC can be issued from the dropdown list and Type the LC amount. This field is adjacent to the <b>LC Currency</b> drop-down list. The decimal position depends on the selected LC currency.

Field Name	Description
<b>Product</b>	[Mandatory, Drop-Down] Select the import LC product under which the LC application is created from the drop-down list.
<b>Customer Ref. No.</b>	[Optional, Alphanumeric, 13] Type the customer reference number.
<b>Date of Expiry</b>	[Mandatory, Pick List] Select the expiry date of the LC from the pick list. The Expiry Date should be later than the Issue Date.
<b>Tolerance Under (-) and Above (+)</b>	[Optional, Numeric, Seven] Type the tolerance amount as a percentage plus and/or minus relative to the LC amount.
<b>Place of Expiry</b>	[Mandatory, Alphanumeric, 30] Type the place of LC expiry.
<b>Total Exposure</b>	[Display] This field displays the total LC amount including the positive tolerance.
<b>Applicant</b>	
<b>Name</b>	[Display] This field displays the primary/secondary applicant name depending on the customer ID selected.
<b>Address</b>	[Display] This field displays the applicant address.
<b>Country</b>	[Display] This field displays the country of the applicant.
<b>Beneficiary</b>	
<b>Name</b>	[Mandatory, Alphanumeric, 35] Type the name of the beneficiary. Alternatively, you can pick up the beneficiary name from the Beneficiary Look Up icon, if present.
<b>Note:</b> Whether the user can input or only select the beneficiary details from the Beneficiary Maintenance, depends on the Flag in the Customer Profile.	

Field Name	Description
<b>Address</b>	[Mandatory, Alphanumeric, 35]  Type the address of the beneficiary. Alternatively beneficiary address details can be picked up from the Beneficiary Look Up icon, if present.
<b>Country</b>	[Mandatory, Drop-Down]  Select the country of the beneficiary from the drop-down list.
<b>Transferable</b>	[Mandatory, Radio Button]  Select <b>Yes</b> or <b>No</b> to specify whether the LC is transferable or not.
<b>By</b>	[Mandatory, Drop-Down]  Select the value from the drop down list to identify the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available.  The options available are: <ul style="list-style-type: none"> <li>• Negotiation</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Payment</li> <li>• Acceptance</li> </ul>
<b>Template access type</b>	[Optional, Drop-Down]  Select the type of access for the template from the dropdown.  The options are Public Private
<b>Drafts</b>	[Optional, Drop-Down]  Select <b>Not Required</b> from the drop-down list if you do not want to associate any drafts to the LC application  2. Click the <b>Add</b> button to add drafts to the LC application OR Click the <b>Remove</b> button to remove any previously added draft.
<b>Select</b>	This section appears if <b>Add</b> is selected on drafts. Once the draft entry is complete, click the <b>Accept</b> button.
<b>Tenor (In Days)</b>	[Mandatory, Numeric, Four]  Type the number of days to specify the tenor of the drafts to be drawn under the documentary credit.

Field Name	Description
<b>Credit Days From</b>	[Mandatory, Drop-Down] Select the date type from the drop-down list to specify the date type from when the draft tenor will be counted. The options are: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>
<b>Credit Days From</b>	[Mandatory, Pick List] Select the date from the pick list, from when the draft tenor will be counted. This field is adjacent to the <b>Credit Days From</b> drop-down list.
<b>Draft Amount</b>	[Mandatory, Numeric, 15] Type the draft amount.
<b>Specify Others</b>	[Conditional, Alphanumeric, 50] Type a value. This field is enabled only if <b>Others</b> is selected from the <b>Credit Days From</b> drop-down list.
<b>Drawee Bank</b>	[Mandatory, Alphanumeric, 50] Type the drawee bank of the LC. The system defaults to SWIFT ID of the bank, depending on the country selected.

3. Click the **Next** button or the **Shipment** tab. The system displays the **Shipment** tab.  
OR  
Click the **Initiate** button or the system displays the Verify screen after initiation.  
OR  
Click the **Previous** button. The system displays the previous Tab.  
OR  
Click the **Save As Draft**, the system saves the transaction as a draft for future use.  
OR  
Click the **Save As Template**. The system saves the transaction as a template for future use.

## Letter of Credit Initiation

Letter Of Credit Initiation 31-03-2011 13:00:00 GMT +0530

**Shipment**

Partial Shipment*:	Not Allowed
Shipment Period:	
Transshipment*:	Not Allowed
Latest Shipment Date*:	01-03-2011
Shipment From*:	San Fransisco
Shipment To*:	Miami
Port of Loading*:	San Fransisco
Port of Discharge*:	Miami
Description of Goods*:	Spare Parts

[Save as Template](#) [Save as Draft](#) [Previous](#) [Next](#) [Initiate](#)

## Field Description

Field Name	Description
<b>Shipment</b>	
<b>Partial Shipment</b>	[Mandatory, Drop-Down] Select the option from the drop-down list to indicate whether or not the partial shipments are allowed under the LC. The options are: <ul style="list-style-type: none"><li>• Allowed</li><li>• Not allowed</li></ul>
<b>Shipment Period</b>	[Conditional, Alphanumeric,390] Type the period of shipment during which the goods are to be loaded on board/dispatched/taken in charge. This field is enabled if <b>Allowed</b> is selected from the <b>Partial Shipment</b> drop-down list.
<b>Transshipment</b>	[Mandatory, Drop-Down] Select the option from the drop-down list to specify whether or not the transshipments are allowed under the LC. The options are: <ul style="list-style-type: none"><li>• Allowed</li><li>• Not allowed</li></ul>

Field Name	Description
<b>Latest Shipment Date</b>	[Mandatory, Pick List] Select the latest shipment date from the pick list. This is the date for loading goods on board/dispatch/taking in charge. The Latest Shipment Date should not be later than the LC Expiry Date.
<b>Shipment from</b>	[Mandatory, Alphanumeric, 25] Type the place where the goods will be received .
<b>Shipment To</b>	[Mandatory, Alphanumeric, 25] Type the place of delivery of goods.
<b>Port of Loading</b>	[Mandatory, Alphanumeric, 25] Type the port of dispatch or taking in charge of the goods or loading on board.
<b>Port of Discharge</b>	[Mandatory, Alphanumeric, 25] Type the port of discharge of the goods.
<b>Description of Goods</b>	[Mandatory, Alphanumeric, 100] Type the description of the goods traded under the LC.

4. Click the **Next** button or the **Documents** tab. The system displays the **Documents** tab.

### Letter of Credit Initiation-Documents

**Letter Of Credit Initiation** 31-03-2011 13:00:00 GMT +0530

**Documents**

Main	Shipment	Documents	Instructions
------	----------	-----------	--------------

Incoterm\*: Select

Documents Required

Documents:	Complete List	Selected*	Original*	Copies*
	Singed commerci BOL DOCUMENT FOR NVOICE DOCUMENT	Air Way Invoice Sea Way Other	1	2
	>>	<<		

Clause List	Selected*
Clause:	AIRWAYBILL AWBCL1 BILLAD BILLOFLAD
	>>

Clause Description: CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73  
COLLECT / INDICATING THIS CREDIT NUMBER.

Edit Description | Done | Cancel

Save as Template | Save as Draft | Previous | Next | Initiate

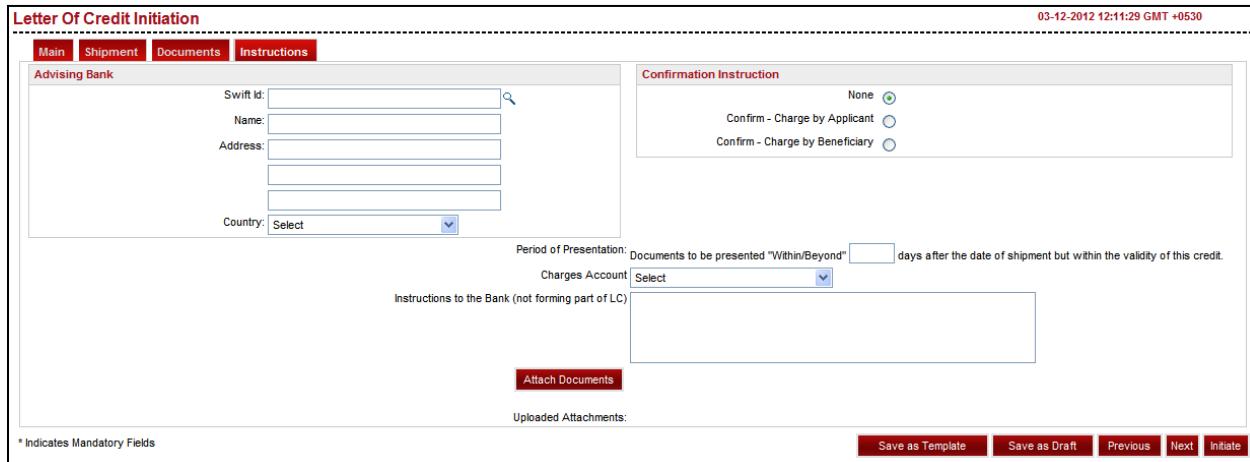
## Field Description

Field Name	Description
<b>Documents</b>	
<b>Inco term</b>	<p>[Mandatory, Drop-Down] Select the Inco term from the drop-down list.</p>
<b>Documents Required</b>	
<b>Documents</b>	
<b>Complete List</b>	<p>[Display] This list displays the documents maintained in the FLEXCUBE DIRECT BANKING for the selected product.</p>
	<p>Select the documents from the list and click  to move the selected documents to the <b>Selected</b> list.</p>
<b>Selected</b>	<p>[Mandatory, List Box] This list displays the documents selected by the user from the <b>Complete List</b>. The selected documents will be part of the initiated LC.</p>
	<p>Select the documents from the list and click  to move back the selected documents to the <b>Complete List</b>. At least one document must be selected.</p>
<b>Original</b>	<p>[Mandatory, Numeric, Two] Type the desired number of originals required for the selected document.</p>
<b>Copies</b>	<p>[Mandatory, Numeric, Two] Type the desired number of copies required for the selected document.</p>
<b>Clause</b>	
<b>Clause List</b>	<p>[Display] This list displays the clauses maintained in the FLEXCUBE DIRECT BANKING for each of the document. A document can have multiple clauses under it.</p>
	<p>Select the clauses from the list and click  to move the selected clauses to the <b>Selected</b> list.</p>

Field Name	Description
<b>Selected</b>	<p>[Mandatory, List Box]</p> <p>This list displays the clauses selected by the user from the <b>Clause List</b>. The selected clauses will be attached to the selected document.</p> <p>Select the clauses from the list and click  to move back the selected clauses to the <b>Clause List</b>.</p> <p>At least one clause must be selected.</p>
<b>Clause Description</b>	<p>[Mandatory, Alphanumeric, 100]</p> <p>This field, by default, displays the description for the selected clause.</p> <p>The user has the option to modify the text and save it as part of the LC application.</p> <p>To modify the clause description, click the <b>Edit Description</b> button. To save or cancel the modification, click the <b>Done</b> or <b>Cancel</b> button.</p>

5. Click the **Next** button or the **Instructions** tab. The system displays the **Instructions** tab.

### Letter of Credit Initiation- Instructions tab



The screenshot shows the 'Letter Of Credit Initiation' application interface. The 'Instructions' tab is active. On the left, there's a section for 'Advising Bank' with fields for Swift Id, Name, Address, and Country. On the right, there's a 'Confirmation Instruction' section with radio buttons for 'None', 'Confirm - Charge by Applicant', and 'Confirm - Charge by Beneficiary'. Below these are fields for 'Period of Presentation' (specifying 'Within/Beyond' and 'days after the date of shipment but within the validity of this credit'), 'Charges Account' (a dropdown menu), and 'Instructions to the Bank' (a text area). At the bottom left is a 'Attach Documents' button, and at the bottom right are buttons for 'Save as Template', 'Save as Draft', 'Previous', 'Next', and 'Initiate'.

### Field Description

Field Name	Description
<b>Instructions</b>	<p>This tab captures the miscellaneous information like Charges, Advising Bank, Period of Presentation, Confirmation Instructions, Debit Account Number and Currency and Instructions to the Bank. It also allows the user to attach the scanned copies of supporting documents. The user to attach more than one document. The system supports the file types such as DOC, XLS, CSV, PDF, TXT, ZIP, RAR, TIF and JPG.</p>

Field Name	Description
<b>Advising Bank</b>	
	<p>This section provides the Advising Bank Look Up icon to search the Advising Bank details. The Look Up icon allows you to view all the SWIFT ID, Bank Name and Address maintained in the Database. The user can either type the Advising Bank details or select the same using the Look Up function for maintaining the details.</p>
<b>SWIFT ID</b>	<p>[Optional, Alphanumeric, 11]</p> <p>Select the advising bank details using the Advising Bank Look Up icon.</p> <p>Alternatively, you can also type the advising bank SWIFT ID.</p>
<b>Name</b>	<p>[Optional, Alphanumeric, 35]</p> <p>Select the advising bank details using the Advising Bank Look Up icon.</p> <p>Alternatively, the user can also put the advising bank name.</p>
<b>Address</b>	<p>[Optional, Alphanumeric, 35]</p> <p>Select the advising bank details using the Advising Bank Look Up icon.</p> <p>Alternatively, the user can also type the advising bank address.</p>
<b>Country</b>	<p>[Optional, Dropdown]</p> <p>Select the advising bank details using the Advising Bank Look Up icon.</p> <p>Alternatively, the user can select the advising bank country name from the dropdown.</p>

### Confirmation Instruction

This section contains confirmation instructions for the Receiver.

<b>None /</b> Confirm - Charge by Applicant / <b>Confirm - Charge by Beneficiary</b>	<p>[Optional, Radio Button]</p> <p>Select either <b>None</b>, <b>Confirm - Charge by Applicant</b> or <b>Confirm - Charge by Beneficiary</b> to set the confirmation instructions.</p>
---	--

### Period of Presentation

<b>Days</b>	<p>[Optional, Numeric, Three]</p> <p>Type the number of days to specify the period of time after the date of shipment within/beyond which the documents must be presented for payment, acceptance or negotiation.</p>
<b>Charges Account</b>	<p>[Optional, dropdown]</p> <p>Select the account form which charges will be deducted from the dropdown.</p>

Field Name	Description
<b>Instructions to the Bank (not forming part of LC)</b>	[Optional, Alphanumeric,1000] Type any additional instructions which the user wishes to send to the bank.

6. Click the **Attach Documents** button to attach supporting documents. The system displays the **Attachments** pop-up screen.

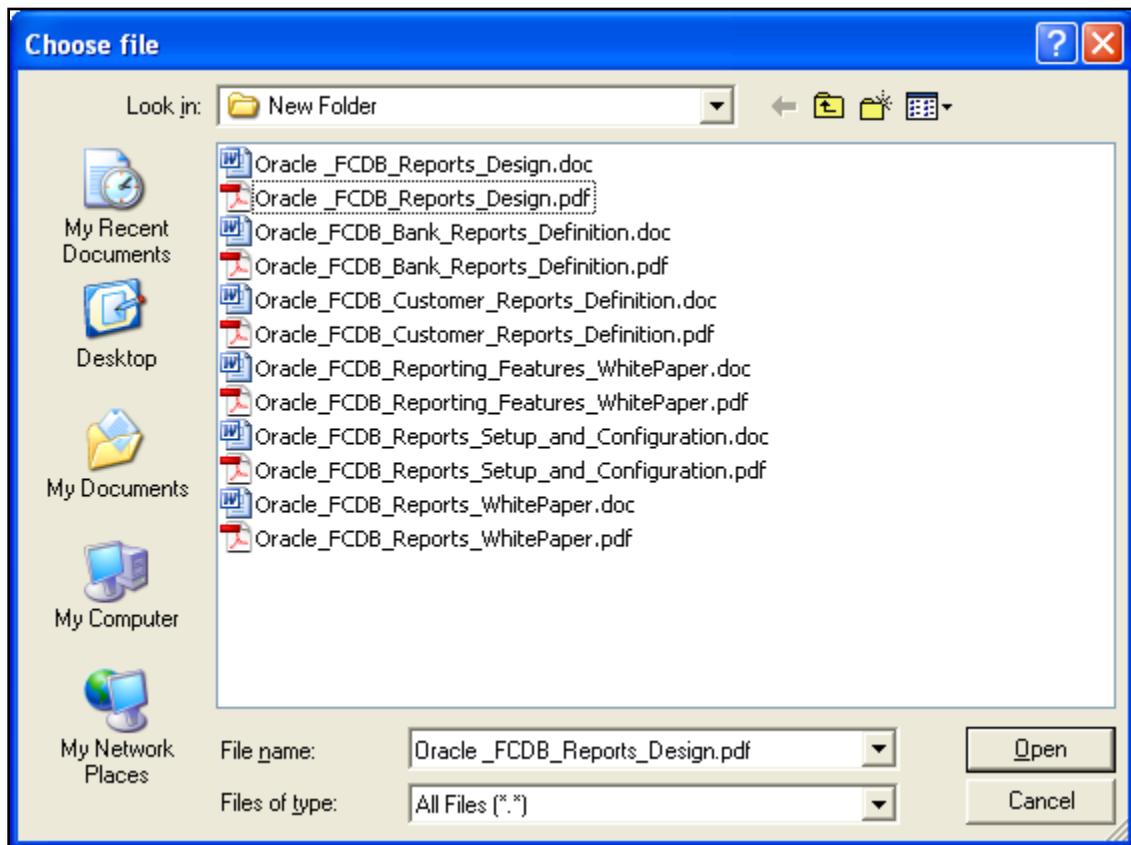
#### Attachments



The image shows a 'Attachments' pop-up window. At the top, the word 'Attachments' is displayed in bold, followed by a timestamp '26-08-2010 02:45:48 GMT -0600'. Below this is a section titled 'Select Document to Attach' with a 'Browse...' button. At the bottom of the window are two red buttons: 'Attach' and 'Add Another'.

7. Click the **Browse** button. The system displays the **Choose File** pop-up dialog screen.

## Choose File



8. Navigate to the desired location to select the document, and click the **Open** button.
9. Click the **Done** button. The system closes the pop-up screen and returns to the **Letter of Credit Initiation** screen.
10. Click the **Initiate** button to initiate the LC application. The system displays the **LC Initiate - Verify** screen.  
OR  
Click the **Previous** or **Next** button to navigate to the previous or next tab on the screen, respectively.
11. Click on **Save as Draft** Button to save the transaction as a draft for future Use.
12. Click on **Save as a Template** to save the transaction as a template for future use.

## LC Initiate - Verify

**LC Initiate - Verify** 31-03-2011 13:00:00 GMT +0530

**Main** Main Shipment Documents Instructions

Customer Id: QT2001776	Branch: QT1-QT1-LONDON
Date of Application: 31-03-2011	LC Amount : USD 500000
Customer Ref. No.: USA3534NY567	
Product: Import LC Usage Revolving-Advance periodic- LCY - QTR2	Tolerance: About
Date of Expiry: 31-03-2011	Under (-): <span style="border: 1px solid red; padding: 2px;"> </span> Above (+): <span style="border: 1px solid red; padding: 2px;"> </span>
Place of Expiry: USA	Total Exposure: USD 500000

<b>Applicant</b>	<b>Beneficiary</b>
Name: Eric Derzie and Assoc	Name: ABC Inc
Address1:	Address1: Wall Street
Address2: 5th Ave	Address2: New York
Address3: New York	Address3:
Country: US	Country: UNITED STATES

Draft Serial No: 1

Transferable: Yes	<b>Draft Details</b>
By: Acceptance	Tenor (In Days): <span style="border: 1px solid red; padding: 2px;">150</span>
	Credit Days From: <span style="border: 1px solid red; padding: 2px;">Invoice Date</span> <span style="border: 1px solid red; padding: 2px;">01-03-2011</span>
	Draft Amount: <span style="border: 1px solid red; padding: 2px;">2000000</span>
	Others: <span style="border: 1px solid red; padding: 2px;">-</span>
	Drawee: <span style="border: 1px solid red; padding: 2px;">Bank of America</span>

Back Confirm

13. Click the **Confirm** button. The system displays the **LC Initiate - Confirm** screen with the status message.  
 OR  
 Click the **Back** button to change the LC application details.

## LC Initiate – Confirm

Transaction submitted for Initiate LC having reference 816032440370191 has been Initiated

**LC Initiate - Confirm** 31-03-2011 13:00:00 GMT +0530

**Main** Shipment Documents Instructions

**Main**

Customer Id: QT2001776 Branch: QT1-QT1-LONDON  
 Date of Application: 31-03-2011 LC Amount: USD 5000000  
 Customer Ref. No.: USA3534NY567  
 Product: Import LC Usance Revolving-Advance periodic-  
 LCY - QTR2 Tolerance: About  
 Date of Expiry: 31-03-2011  
 Place of Expiry: USA Total Exposure: USD 5000000

**Applicant**

Name: Eric Derzie and Assoc Name: ABC Inc  
 Address1: Address1: Wall Street  
 Address2: 5th Ave Address2: New York  
 Address3: New York Address3:  
 Country: US Country: UNITED STATES

Draft Serial No:  Another

Transferable: Yes

By: Acceptance

**Draft Details**

Tenor (In Days):   
 Credit Days From:    
 Draft Amount:   
 Others:   
 Drawee:

14. Click the **Another** button. The system displays the initial **Letter of Credit Initiation** screen.

## 5. LC Amendment Initiate

The **LC Amendment Initiate** option allows you to apply for LC amendment. You cannot make any amendment unless it has got acceptance from the beneficiary. The search criteria allow the user to search the desired LC to which the LC amendment is to be applied. Based on the search criteria, the system displays the list of LCs.

You can download the LC list in various formats.

You can also attach the scanned copies of the supporting documents. You can attach more than one document. The total size of the documents allowed is 5 MB. The system supports the file types such as DOC, XLS, CSV, PDF, TXT, ZIP, RAR, TIF and JPG.

**Note:** The user can create or initiate import LCs in the system using the **Initiate LC** option.

### To initiate LC amendment

1. Navigate through **Trade Finance > Letter Of Credit > LC Amendment Initiate**. The system displays the **LC Amendment Initiation** screen.

## LC Amendment Initiation

LC Amendment Initiation 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>		
Customer Ref. No.:	<input type="text"/>		
Applicant Name*:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>		
Beneficiary Name:	<input type="text"/>		
LC Drawings Status:	<input type="button" value="Select"/>		
LC Currency:	<input type="button" value="Select"/>		
LC Amount From:	<input type="text"/>	LC Amount To:	<input type="text"/>
Issue Date From:	<input type="text"/>	Issue Date To:	<input type="text"/>
Expiry Date From:	<input type="text"/>	Expiry Date To:	<input type="text"/>
Latest Shipment Date From:	<input type="text"/>	Latest Shipment Date To:	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>			

## Field Description

Field Name	Description
<b>LC Number</b>	[Optional, Numeric, 20]  Type the LC number to be used as a parameter in the search criteria.
<b>Customer Ref. No.</b>	[Optional, Numeric, 20]  Type the customer reference number to be used as a parameter in the search criteria.
<b>Applicant Name</b>	[Mandatory, Drop-Down]  Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the applicant name.
<b>Beneficiary Name</b>	[Optional, Alphanumeric, 20]  Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed.
<b>LC Drawings Status</b>	[Optional, Drop-Down]  Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.  The options are: <ul style="list-style-type: none"> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>LC Currency</b>	[Optional, Drop-Down]  Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.

Field Name	Description
<b>LC Amount From</b>	[Optional, Numeric, 10] Type the LC start amount in the amount range to be used as a parameter in the search criteria.
<b>LC Amount To</b>	[Optional, Numeric, 10] Type the LC end amount in the amount range to be used as a parameter in the search criteria.
<b>Issue Date From</b>	[Optional, Pick List] Select the issue start date from the pick list, to be used as a parameter in the search criteria.
<b>Issue Date To</b>	[Optional, Pick List] Select the issue end date from the pick list, to be used as a parameter in the search criteria.
<b>Expiry Date From</b>	[Optional, Pick List] Select the expiry start date from the pick list, to be used as a parameter in the search criteria.
<b>Expiry Date To</b>	[Optional, Pick List] Select the expiry end date from the pick list, to be used as a parameter in the search criteria.
<b>Latest Shipment Date From</b>	[Optional, Pick List] Select the latest shipment start date from the pick list, to be used as a parameter in the search criteria.
<b>Latest Shipment Date To</b>	[Optional, Pick List] Select the latest shipment end date from the pick list, to be used as a parameter in the search criteria.

2. Click the **Search** button. The system displays the **LC Amendment Initiation** screen with the search results.  
OR  
Click the **Clear** button to clear the fields and re-enter the search criteria.

## LC Amendment Initiation

LC Amendment Initiation 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>	Customer Ref. No.:	<input type="text"/>																			
Applicant Name*:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>																					
Beneficiary Name:	<input type="text"/>																					
LC Drawings Status:	<input type="button" value="Select"/>																					
LC Currency:	<input type="button" value="Select"/>																					
LC Amount From:	<input type="text"/>																					
Issue Date From:	<input type="text"/>																					
Expiry Date From:	<input type="text"/>																					
Latest Shipment Date From:	<input type="text"/>																					
<input type="button" value="LC Amount To:"/> <input type="text"/> <input type="button" value="Issue Date To:"/> <input type="text"/> <input type="button" value="Expiry Date To:"/> <input type="text"/> <input type="button" value="Latest Shipment Date To:"/> <input type="text"/>																						
<input type="button" value="Clear"/> <input type="button" value="Search"/>																						
<span style="margin-left: 10px;">Records 1 to 1 of 1</span> <span style="margin-left: 10px;"><input type="button" value="&lt;&lt;"/></span> <span style="margin-left: 10px;"><input type="button" value="&lt;&lt;"/></span> <span style="margin-left: 10px;">Page 1 of 1</span> <span style="margin-left: 10px;"><input type="button" value="&gt;&gt;"/></span> <span style="margin-left: 10px;"><input type="button" value="&gt;&gt;"/></span>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LC Number</th> <th>Issue Date</th> <th>Beneficiary Name</th> <th>LC Currency</th> <th>LC Amount</th> <th>Outstanding LC Amount</th> <th>Date of Expiry</th> <th>LC Drawings Status</th> <th>Expiry Status</th> </tr> </thead> <tbody> <tr> <td>QT2ILUR110620001</td> <td>03-03-2011</td> <td>Oxy Trading Inc</td> <td>Changed</td> <td>GBP</td> <td>GBP 18,000.00</td> <td>GBP 19,800.00</td> <td>10-04-2011</td> <td>Undrawn</td> <td>Not Expired</td> </tr> </tbody> </table>				LC Number	Issue Date	Beneficiary Name	LC Currency	LC Amount	Outstanding LC Amount	Date of Expiry	LC Drawings Status	Expiry Status	QT2ILUR110620001	03-03-2011	Oxy Trading Inc	Changed	GBP	GBP 18,000.00	GBP 19,800.00	10-04-2011	Undrawn	Not Expired
LC Number	Issue Date	Beneficiary Name	LC Currency	LC Amount	Outstanding LC Amount	Date of Expiry	LC Drawings Status	Expiry Status														
QT2ILUR110620001	03-03-2011	Oxy Trading Inc	Changed	GBP	GBP 18,000.00	GBP 19,800.00	10-04-2011	Undrawn	Not Expired													

## Field Description

Field Name	Description
<b>LC Number</b>	[Display] This column displays the LC number. Click the desired LC number link to view the corresponding LC details for amendment.
<b>Issue Date</b>	[Display] This column displays the LC issue date.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>LC Currency</b>	[Display] This column displays the LC currency.
<b>LC Amount</b>	[Display] This column displays the LC amount.
<b>Outstanding LC Amount</b>	[Display] This column displays the LC outstanding amount.
<b>Date of Expiry</b>	[Display] This column displays the LC expiry date.

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.

OR

Click  or  to navigate to the next or previous page in the list, respectively.

4. Click  or  to navigate to the first or last page in the list, respectively.

5. Click  to reorder the columns or select the columns that appear in the list.

6. Click download  to download Import LC

7. Click Print  to Print the data.

8. Click on Edit  column to edit the number of columns.

### LC Amendment Initiate

**LC Amendment Initiate** 26-08-2010 02:44:29 GMT -0600

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Download Type

File Format

LC Number  
 Issue Date  
 Beneficiary Name  
 LC Currency  
 LC Amount  
 Outstanding LC Amount  
 Date of Expiry

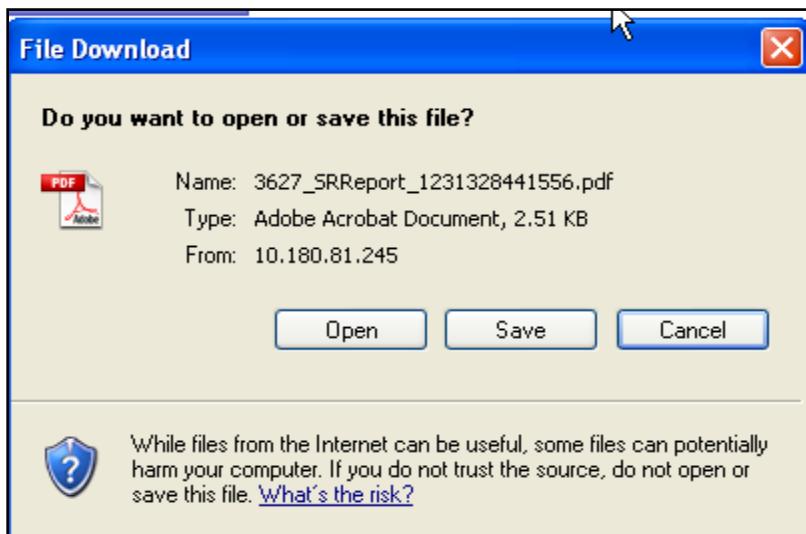
### Field Description

Field Name	Description
<b>Download Type</b>	<p>[Mandatory, Drop-Down]            Select the appropriate report type from the drop-down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>

Field Name	Description
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout option is selected</b> from the <b>Download Type</b> drop-down list.
<b>Included</b>	[Display] This box lists all the fields that will be included in the report. Select the fields to be included from the <b>Excluded</b> box and click the  button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
<b>Excluded</b>	[Display] This box lists all the fields to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click  button. The <b>Excluded</b> box appears on the left-side of the dialog box.

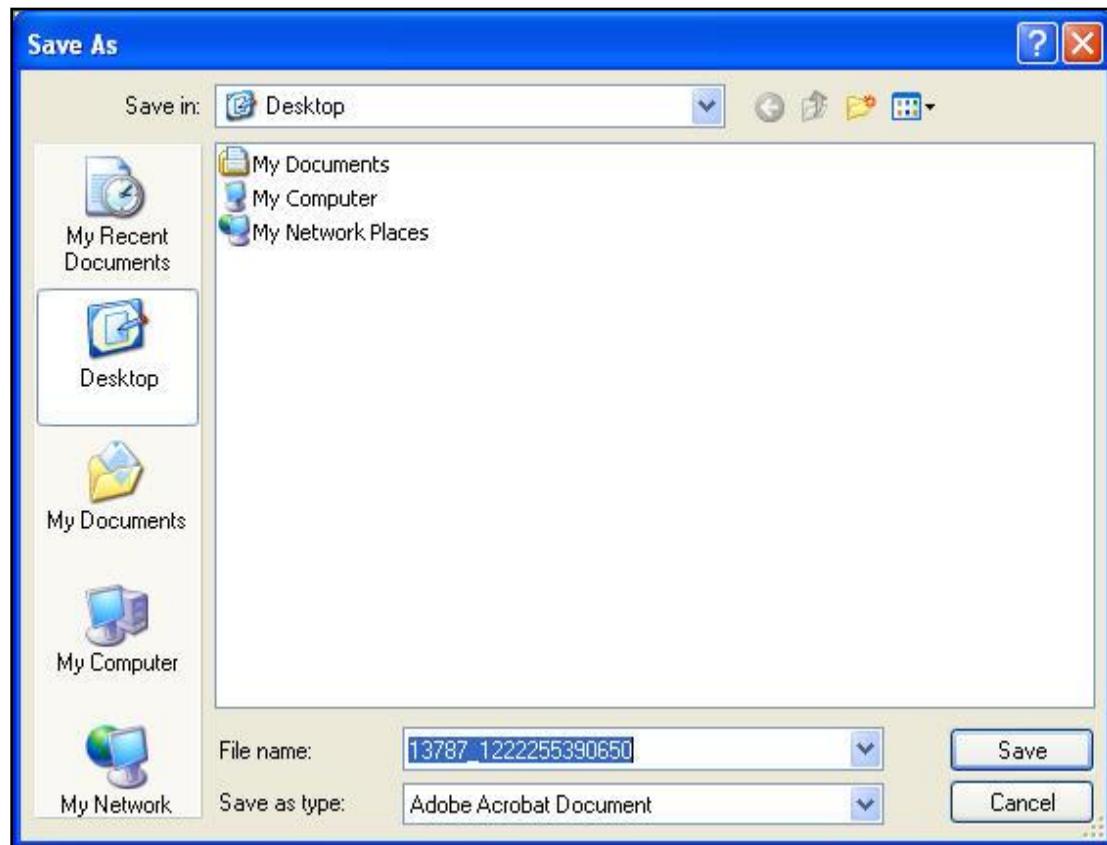
9. Click the **Download** button. **The system displays the File Download dialog box.**  
**OR**  
**Click the Cancel button to cancel the download and close the pop-up dialog screen.**

#### File Download



10. Click the **Save** button to save the file. The system displays the **Save As** dialog box.  
**OR**  
**Click the Open button to open the file. The system displays the file in the desired format.**

## Save As



11. Navigate to the desired location where to save the file, and click the **Save** button. The system saves the file in the specified location.
12. Click the required link in the LC Number column to view the details of a particular LC for amendment. The system displays the LC Amendment Initiation screen with the selected LC details including the last amendment, if any.

## LC Amendment Initiation

LC Amendment Initiation 31-03-2011 13:00:00 GMT +0530

FCDB Reference Number: Applicant: Eric Derzie and Assoc	Beneficiary : Oxy Trading Inc Changed Customer Ref. No.:
LC Number: <input type="text" value="QT2ILUR110620001"/>	
Issue Date: <input type="text" value="03-03-2011"/>	
New Expiry Date: <input type="text"/>	Old Expiry Date: <input type="text" value="10-04-2011"/>
<b>LC Amount :</b>	
Increase/Decrease: <input type="button" value="Decrease"/>	Old LC Amount : <input type="text" value="GBP 18000.00"/>
Increase/Decrease Amount: <input type="text" value="GBP 1000"/>	
New LC Amount : <input type="text" value="GBP 17000"/>	
Tolerance Under (-) <input type="text"/> Above (+) <input type="text"/>	Tolerance Under (-) <input type="text" value="10.00"/> Above (+) <input type="text" value="10.00"/>
Exposure Amount: <input type="text" value="GBP 17000"/>	
New Shipment Date: <input type="text"/>	Old Shipment Date: <input type="text"/>
Charges Paid By: <input type="button" value="Shared"/>	Narrative: <input type="text"/>
Debit Amendment Charges A/C: <input type="button" value="Select"/>	<input type="button" value="Attach Documents"/>
Uploaded Attachments: <input type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Initiate"/>	

## Field Description

Field Name	Description
<b>FCDB Reference Number</b>	[Display] This field displays the FCDB Reference Number for the LCs initiated from the Internet.
<b>Beneficiary</b>	[Display] This field displays the name of the beneficiary under the LC.
<b>Applicant</b>	[Display] This field displays the name of the LC applicant.
<b>Customer Ref. No.</b>	[Display] This field displays the customer reference number.
<b>LC Number</b>	[Display] This field displays the LC number.
<b>Issue Date</b>	[Display] This field displays the LC issue date.
<b>New Expiry Date</b>	[Optional, Pick List] Select the new expiry date of LC from the pick list.
<b>Old Expiry Date</b>	[Display] This field displays the old expiry date, as per the LC or last amendment.

Field Name	Description
<b>LC Amount</b>	
<b>Increase/Decrease</b>	[Optional, Drop-Down] Select <b>Increase</b> or <b>Decrease</b> from the drop-down list, to increase or decrease the LC amount.
<b>Increase/Decrease Amount</b>	[Optional, Numeric, 20] Type the amount by which the old LC amount is to be increased or decreased.
<b>New LC Amount</b>	[Display] This field displays the new amended LC amount after increasing/decreasing the amount (as specified in the <b>Increase/Decrease Amount</b> field) from the old LC amount.
<b>Old LC Amount</b>	[Display] This field displays the old LC amount, as per the LC or last amendment.
<b>Tolerance Under (-) and Above (+)</b>	[Optional, Numeric, Three] Type the new lower and upper limits of the tolerance.
<b>Tolerance Under (-) and Above (+)</b>	[Display] This field displays the old lower and upper limits of the tolerance.
<b>New Shipment Date</b>	[Optional, Pick List] Select the date to specify the new LC shipment date from the pick list.
<b>Old Shipment Date</b>	[Display] This field displays the old shipment date, as per the LC or last amendment.
<b>Charges Paid By</b>	[Optional, Drop-Down] Select the party from the drop-down list. This party will pay the LC amendment issuing charges, if any. The options are: <ul style="list-style-type: none"> <li>• Beneficiary</li> <li>• Applicant</li> <li>• Shared</li> </ul>
<b>Narrative</b>	[Optional, Alphanumeric, 35] Type the remarks to be associated with the LC amendment. For example, you can specify the amendments to the documentary credit for which there is no other specific field.

Field Name	Description
<b>Debit Amendment Charges A/C</b>	<p>[Conditional, Drop-Down]</p> <p>Select the CASA account to debit the LC amendment issuance charge from the drop-down list. The system displays the CASA accounts belonging to the selected customer ID.</p> <p>This field is enabled only if you select <b>Applicant</b> from the <b>Charges Paid By</b> drop-down list.</p>
<b>Uploaded attachments</b>	<p>[Display]</p> <p>This field displays the uploaded attachments to the LC .</p>

13. Click the **Attach Documents** button to attach supporting documents. The system displays the **Attachments** pop-up screen.

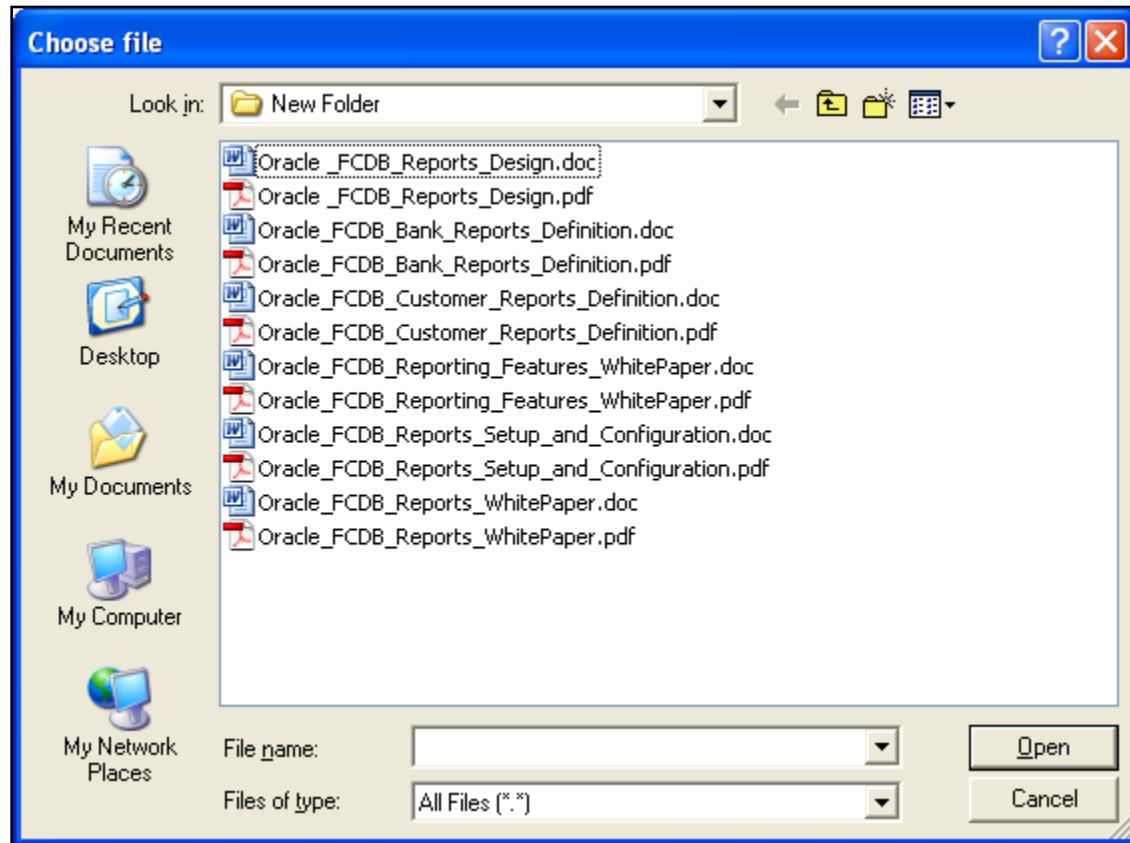
### Attachments

The screenshot shows a 'Attachments' dialog box. At the top, it displays the date and time: '26-08-2010 02:45:48 GMT -0600'. Below this, there is a section labeled 'Select Document to Attach' with a file input field and a 'Browse...' button. At the bottom of the dialog, there are two buttons: 'Attach' and 'Add Another'.

14. Click the **Browse** button. They system displays the **Choose File** pop-up dialog screen.

15. Click the **Attach** button to attach the selected file.  
 OR  
 Click the **Add another** button to add another file to attach.

## Choose File



16. Navigate to the desired location to select the document, and click the **Open** button.
17. Click the **Done** button. The system closes the pop-up screen and returns to the **LC Amendment Initiation** screen.
18. Click the **Initiate** button to initiate the LC amendment. The system displays the **LC Amend - Verify** screen.  
OR  
Click the **Back** button. The system displays the initial **LC Amendment Initiation** screen.

## LC Amend - Verify

LC Amend - Verify		31-03-2011 13:00:00 GMT +0530
LC Number: QT2ILUR110620001 Issue Date: 03-03-2011 Old Expiry Date: 10-04-2011		
New Expiry Date:		
<b>LC Amount</b>		
Increase/Decrease Amount: 1000.00 Old LC Amount : 18000.00	Exposure Amount: 17000.00 New LC Amount : 17000.00	
Tolerance: Under (-): 10.00 Above (+): 10.00	Tolerance: Under (-): Above	
Old Shipment Date:  Charges Paid By: Shared	New Shipment Date:  Debit Amendment Charges A/C: Narrative:	
<input type="button" value="Back"/> <input type="button" value="Confirm"/>		

19. Click the **Confirm** button. The system displays the **LC Amend - Confirm** screen with the status message.  
OR  
Click the **Back** button to change the LC amendment details.

### LC Amend-Confirm



The screenshot shows the 'LC Amend - Confirm' screen. At the top, a green checkmark icon indicates a successful transaction: 'Transaction submitted for LC Amendment Initiate having reference 109994252370347 has been Initiated'. The date '31-03-2011 13:00:00 GMT +0530' is also displayed. The screen is divided into sections: 'LC Number: QT2ILUR110620001', 'Issue Date: 03-03-2011', 'Old Expiry Date: 10-04-2011', 'New Expiry Date: [empty]', 'LC Amount' (with fields for Increase/Decrease Amount: 1000.00, Old LC Amount: 18000.00, Exposure Amount: 17000.00, New LC Amount: 17000.00, Tolerance: Under (-): 10.00, Above (+): 10.00, and Shipment Date fields), and 'Debit Amendment Charges A/C: [empty]'. A 'Charges Paid By: Shared' field is also present. A red 'Another' button is located at the bottom right.

20. Click the **Another** button. The system displays the initial **LC Amendment Initiation** screen.

## 6. View Import LC

This option allows you to view the details of the authorized Import Letter Of Credits (LC). The details can be viewed for import LCs initiated from the Internet as well as the Branch. You can perform search on the basis of LC number, LC customer reference number, applicant name etc., and view the details of an individual import LC. The individual import LC details are shown under various tabs. The system provides import LC details, the details that are shown are LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, shipment/goods/documents details, etc. You can also view the advised Import Amendment details and the Bills presented under the LC.

**Note:** You can create or initiate import LCs in the system using the Initiate LC option.

### To view import LC

1. Navigate through **Trade Finance > Letter Of Credit > View Import LC**. The system displays the **View Import LC** screen.

## View Import LC

View Import LC 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>	Customer Ref. No.:	<input type="text"/>
Applicant Name*:	<input type="button" value="Select"/>		
Beneficiary Name:	<input type="text"/>		
LC Status:	<input type="button" value="Select"/>		
LC Drawings Status:	<input type="button" value="Select"/>		
Expiry Status:	<input type="button" value="Select"/>		
LC Currency:	<input type="button" value="Select"/>		
LC Amount From:	<input type="text"/>	LC Amount To:	<input type="text"/>
Issue Date From:	<input type="text"/>	Issue Date To:	<input type="text"/>
Expiry Date From:	<input type="text"/>	Expiry Date To:	<input type="text"/>
Latest Shipment Date From:	<input type="text"/>	Latest Shipment Date To:	<input type="text"/>

## Field Description

Field Name	Description
<b>LC Number</b>	[Optional, Numeric, 20] Type the LC number to be used as a parameter in the search criteria.
<b>Customer Ref. No.</b>	[Optional, Numeric, 20] Type the customer reference number, to be used as a parameter in the search criteria.
<b>Applicant Name</b>	[Mandatory, Drop-Down] Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the applicant name.
<b>Beneficiary Name</b>	[Optional, Alphanumeric, 20] Type the name of the beneficiary, to be used as a parameter in the search criteria. Partial search is allowed.
<b>LC Status</b>	[Optional, Drop-Down] Select the LC status from the drop-down list, to be used as a parameter in the search criteria. The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Reversed</li> <li>• Active</li> <li>• Closed</li> <li>• Cancelled</li> </ul>

Field Name	Description
<b>LC Drawings Status</b>	<p>[Optional, Drop-Down]</p> <p>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>Expiry Status</b>	<p>[Optional, Dropdown]</p> <p>Select the Status of the Expiry of the LC from the dropdown list.</p> <p>The options available are</p> <ul style="list-style-type: none"> <li>• Expired</li> <li>• Not Expired.</li> </ul>
<b>LC Currency</b>	<p>[Optional, Drop-Down]</p> <p>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.</p>
<b>LC Amount From</b>	<p>[Optional, Numeric, 10]</p> <p>Type the LC start amount in the amount range, to be used as a parameter in the search criteria.</p>
<b>LC Amount To</b>	<p>[Optional, Numeric, 10]</p> <p>Type the LC end amount in the amount range, to be used as a parameter in the search criteria.</p>
<b>Issue Date From</b>	<p>[Optional, Pick List]</p> <p>Select the issue start date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Issue Date To</b>	<p>[Optional, Pick List]</p> <p>Select the issue end date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Expiry Date From</b>	<p>[Optional, Pick List]</p> <p>Select the expiry start date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Expiry Date To</b>	<p>[Optional, Pick List]</p> <p>Select the expiry end date from the pick list, to be used as a parameter in the search criteria.</p>

Field Name	Description
Latest Shipment Date From	[Optional, Pick List] Select the latest shipment start date from the pick list, to be used as a parameter in the search criteria.
Latest Shipment Date To	[Optional, Pick List] Select the latest shipment end date from the pick list, to be used as a parameter in the search criteria.

2. Click the **Search** button. The system displays the **View Import LC** screen with the search results.  
OR  
Click the **Clear** button to clear the fields and re-enter the search criteria.

### View Import LC

31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>		
Customer Ref. No.:	<input type="text"/>		
Applicant Name*:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>		
Beneficiary Name:	<input type="text"/>		
LC Status:	<input type="text" value="Select"/>		
LC Drawings Status:	<input type="text" value="Select"/>		
Expiry Status:	<input type="text" value="Select"/>		
LC Currency:	<input type="text" value="Select"/>		
LC Amount From:	<input type="text"/>	LC Amount To:	<input type="text"/>
Issue Date From:	<input type="text"/>	Issue Date To:	<input type="text"/>
Expiry Date From:	<input type="text"/>	Expiry Date To:	<input type="text"/>
Latest Shipment Date From:	<input type="text"/>	Latest Shipment Date To:	<input type="text"/>

Records 1 to 10 of 18 |<< << >> >>| Page 1 of 2 |>>|

LC Number	Issue Date	Beneficiary Name	LC Currency	LC Amount	Outstanding LC Amount	Date of Expiry	LC Status	LC Drawings Status	Expiry Status	Latest Shipment Date
QT1ILUR103650003	31-12-2010	Oxy Trading Inc	GBP	GBP 4,567.00	GBP 5,023.70	06-01-2011	Active	Undrawn	Expired	
QT2ILSN102830001	04-10-2010	Oxy Trading Inc Changed	GBP	GBP 234,567.00	GBP 0.00	28-02-2011	Active	Fully Drawn	Expired	
QT2ILSN102830002	04-10-2010	Oxy Trading Inc	GBP	GBP 234,567.00	GBP 0.00	31-12-2010	Active	Fully Drawn	Expired	
QT2ILSN110460001	19-01-2011	Oxy Trading Inc Changed	GBP	GBP 234,567.00	GBP 0.00	18-02-2011	Closed	Fully Drawn	Expired	
QT2ILSR102830001	10-10-2010	Oxy Trading Inc	GBP	GBP 234,567.00	GBP 0.00	31-12-2010	Active	Fully Drawn	Expired	
QT2ILSR102830002	04-10-2010	Oxy Trading Inc	USD	USD 234,567.00	USD 258,023.70	11-10-2010	Active	Undrawn	Expired	
QT2ILUN102830002	04-10-2010	Oxy Trading Inc	USD	USD 234,567.00	USD 258,023.70	03-11-2010	Active	Undrawn	Expired	
QT2ILUN102830003	10-10-2010	Rajesh	GBP	GBP 25,000.00	GBP 26,250.00	31-12-2010	Reversed	Undrawn	Expired	31-10-2010

## Field Description

Field Name	Description
<b>LC Number</b>	[Display] This column displays the import LC number.
<b>Issue Date</b>	[Display] This column displays the import LC issue date.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>LC Currency</b>	[Display] This column displays the import LC currency.
<b>LC Amount</b>	[Display] This column displays the import LC amount.
<b>Outstanding LC Amount</b>	[Display] This column displays the import LC outstanding amount.
<b>Date of Expiry</b>	[Display] This column displays the import LC expiry date.
<b>LC Status</b>	[Display] This column displays the import LC status.
<b>LC Drawings Status</b>	[Display] This column displays the import LC drawings status.
<b>Expiry Status</b>	[Display] This column displays the Expiry status of the LC.
<b>Latest Shipment Date</b>	[Display] This column displays the latest shipment date of the LC.

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.

4. Click  or  to navigate to the next or previous page in the list, respectively.

5. Click  or  to navigate to the first or last page in the list, respectively.

6. Click  to reorder the columns.

7. Click the **download**  button to download Import LC

8. Click the **Print**  button to Print the data.
9. Click the **Edit**  button to edit the number of columns.

### Import LC Downloading

**View Import LC** 31-03-2011 13:00:00 GMT +0530

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Download Type **Page Layout** 

File Format **PDF** 

**Product**

**>>**
**<<**

**LC Number**  
Issue Date  
Beneficiary Name  
LC Currency  
LC Amount  
Outstanding LC Amou  
Date of Expiry

**Download** **Close**

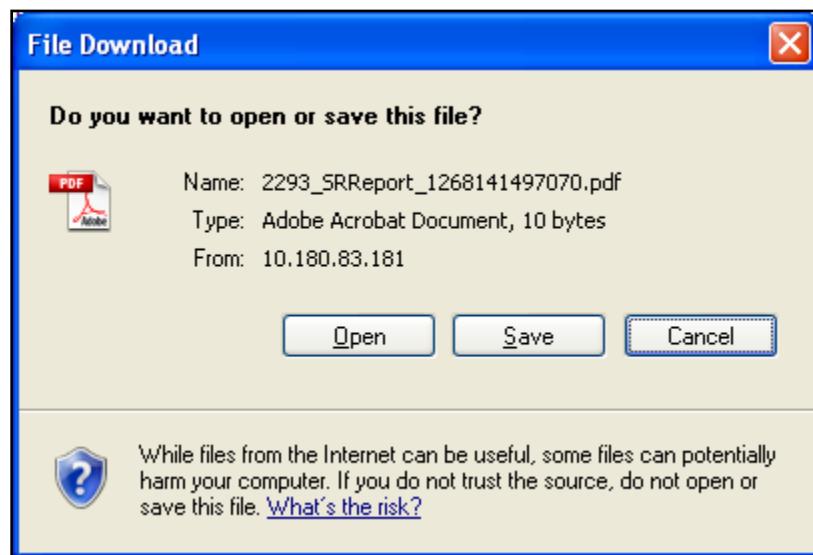
### Field Description

Field Name	Description
<b>Download Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate report type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate type of file format from the drop-down list.</p> <p>The options available are</p> <p>PDF XLS HTML RTF</p>
<b>Included</b>	<p>[Display]</p> <p>This box lists all the fields that will be included in the report. Select the fields that are to be included from the <b>Excluded</b> box and click the <b>&gt;&gt;</b> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.</p>

Field Name	Description
<b>Excluded</b>	<p>[Display]</p> <p>This box lists all the fields that are to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click the  button. The <b>Excluded</b> box appears on the left-side of the dialog box.</p>

10. Click the **Download** button. The system displays the **File Download** dialog box.  
OR  
Click the **Close** button to cancel the download and close the pop-up dialog screen.

#### File Download



11. Click the **Save** button to save the file. The system displays the **Save As** dialog box.  
OR  
Click the **Open** button to open the file. The system displays the file in the desired format  
OR  
Click the Cancel button to cancel the saving or opening of the file.
12. Click the required link in the **LC Number** column to view the details of a particular import LC. The system displays the **View Import LC** screen with the details of the selected import LC.

## View Import LC

**View Import LC** 31-03-2011 22:00:00 GMT +0530

LC Number: QT1ILUR103650003 Customer Ref. No.:	Date of Issue: 31-Dec-2010 SWIFT Message: <b>LC_INSTRUM</b> <input type="button" value="View"/> Advice: <b>Cash Collate</b> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<p><b>General</b></p> <p>Type: IRREVOCABLE Form of LC: NON-TRANSFERABLE LC Amount : GBP 4,567.00 LC Outstanding Balance: GBP 5,023.70 Tolerance: None Under(-): 10.00% Above(+): 10.00% Issue Date: 31-Dec-2010 Date of Expiry: 06-Jan-2011 Place of Expiry: BNH Available With: GNH By: Sight Payment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Revolving Details</b></p> <p><input type="checkbox"/> Automatic Reinstatement <input type="checkbox"/> Cumulative Frequency</p> <p><input checked="" type="radio"/> Revolves in Time <input type="radio"/> Revolves in Value</p> <p>Frequency <input type="text" value="2"/></p> <p>Next Reinstatement Date <input type="text" value="02-Jan-2011"/></p> </div>	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Guarantee"/> <input type="button" value="Charges"/>	

## Field Description

Field Name	Description
<b>LC Number</b>	[Display] This field displays the LC Contract Number
<b>Date of Issue</b>	[Display] This field displays the Date of issue of the LC
<b>Customer Reference Number</b>	[Display] This field displays the Reference number for the Customer
<b>Swift message</b>	[Display] This field displays the Select the Swift message generated for view
<b>Advice</b>	[Display] This field displays the Select the advice generated for view
<b>General</b>	
<b>Type</b>	[Display] This field displays whether the LC is Revocable/ Irrevocable
<b>Form of LC</b>	[Display] This field displays whether the LC is Transferable/ Non-transferable
<b>LC Amount</b>	[Display] This field displays the LC Currency and LC Amount

Field Name	Description
<b>LC Outstanding Balance</b>	[Display] This field displays the Outstanding LC Currency and Balance
<b>Tolerance</b>	[Display] This field displays Whether tolerance is allowed
<b>Under</b>	[Display] This field displays the lower limit of the Tolerance
<b>Above</b>	[Display] This field displays the upper limit of the Tolerance
<b>Issue Date</b>	[Display] This field displays the Date of LC issue
<b>Date of Expiry</b>	[Display] This field displays the Date of LC expiry
<b>Place of Expiry</b>	[Display] This field displays the Place of LC expiry
<b>Available with</b>	[Display] This field displays the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available.
<b>By</b>	[Display] This field displays the Payment condition.
<b>Revolving Details</b>	
<b>This field displays the details of the revolving LC. These details will be displayed only if the LC is revolving type.</b>	
<b>Automatic Reinstatement</b>	[Display] This field displays if the Contract reinstatement is automatic.
<b>Cummulative Frequency</b>	[Display] This field displays if the frequency is cumulative.
<b>Frequency</b>	[Display] This field displays the frequency of the contract..
<b>Next Reinstatement Date</b>	[Display] This field displays the Next installment date of the contract.
<b>Revolves in Time</b>	[Display, Radio Button] This field displays if the contract revolves in time.

Field Name	Description
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<b>Revolves in Value</b>	[Display, Radio Button] This field displays if the contract revolves in value.
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13. Click the **Parties** tab. The system displays the **View Import LC-parties** screen.

### View Import LC

**View Import LC** 31-03-2011 22:00:00 GMT +0530

LC Number: QT1ILUR103650003 Customer Ref. No.:	Date of Issue: 31-Dec-2010 SWIFT Message: <b>LC_INSTRU</b> <input type="button" value="View"/> Advice: <b>Cash Collate</b> <input type="button" value="View"/>		
<input type="button" value="General"/> <input checked="" type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>			
<b>Parties</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Applicant</b>            Name: Eric Derzie &amp; Assoc            Address: 501            5th Ave            New York            Country: US         </td> <td style="width: 50%; padding: 5px;"> <b>Beneficiary</b>            Name: Oxy Trading Inc            Address: 396            Broadway Rm 201            New York            Country: US         </td> </tr> </table>		<b>Applicant</b> Name: Eric Derzie & Assoc Address: 501 5th Ave New York Country: US	<b>Beneficiary</b> Name: Oxy Trading Inc Address: 396 Broadway Rm 201 New York Country: US
<b>Applicant</b> Name: Eric Derzie & Assoc Address: 501 5th Ave New York Country: US	<b>Beneficiary</b> Name: Oxy Trading Inc Address: 396 Broadway Rm 201 New York Country: US		
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Guarantee"/> <input type="button" value="Charges"/>			

### Field Description

Field Name	Description
<b>Applicant Name</b>	[Display] This field displays the Name of the applicant
<b>Applicant Address</b>	[Display] This field displays the Displays the Address of the Applicant
<b>Applicant Country</b>	[Display] This field displays the Displays the Country of the Applicant
<b>Beneficiary Name</b>	[Display] This field displays the Name of the beneficiary
<b>Beneficiary Address</b>	[Display] This field displays the Displays the Address of the Beneficiary
<b>Beneficiary Country</b>	[Display] This field displays the Displays the Country of the Beneficiary

14. Click the **Banks** tab. The system displays the **View import LC-banks detail** screen

## View Import LC

View Import LC		31-03-2011 22:00:00 GMT +0530									
LC Number: QT1ILUR103650003 Customer Ref. No.:		Date of Issue: 31-Dec-2010 SWIFT Message: <input type="button" value="LC_INSTRUM"/> <input type="button" value="View"/> Advice: <input type="button" value="Cash Collate"/> <input type="button" value="View"/>									
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>											
<b>Banks</b> <table border="1"> <tr> <td><b>Advising Bank</b></td> <td><b>Reimbursing Bank</b></td> </tr> <tr> <td>           SWIFT: SWISCH78            Name: Swiss Bank            Address: Swiss Bank            Switzerland            Country: SWITZERLAND         </td> <td>           SWIFT:            Name:            Address:            Country:         </td> </tr> <tr> <td><b>Advice through Bank</b></td> <td><b>Confirming Bank</b></td> </tr> <tr> <td>           SWIFT:            Name:            Address:            Country:         </td> <td>           SWIFT:            Name:            Address:            Country:         </td> </tr> </table>				<b>Advising Bank</b>	<b>Reimbursing Bank</b>	SWIFT: SWISCH78 Name: Swiss Bank Address: Swiss Bank Switzerland Country: SWITZERLAND	SWIFT: Name: Address: Country:	<b>Advice through Bank</b>	<b>Confirming Bank</b>	SWIFT: Name: Address: Country:	SWIFT: Name: Address: Country:
<b>Advising Bank</b>	<b>Reimbursing Bank</b>										
SWIFT: SWISCH78 Name: Swiss Bank Address: Swiss Bank Switzerland Country: SWITZERLAND	SWIFT: Name: Address: Country:										
<b>Advice through Bank</b>	<b>Confirming Bank</b>										
SWIFT: Name: Address: Country:	SWIFT: Name: Address: Country:										
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Guarantee"/> <input type="button" value="Charges"/>											

## Field Description

Field Name	Description
<b>Advising Bank</b>	
<b>Advising Bank</b>	[Display]
<b>SWIFT ID</b>	This field displays the SWIFT Id of the Advising Bank
<b>Advising Bank Name</b>	[Display]
	This field displays the Name of the Advising Bank
<b>Advising Bank Address</b>	[Display]
	This field displays the address of the Advising Bank
<b>Advising Bank Country</b>	[Display]
	This field displays the country of the Advising Bank
<b>Advice Through Bank</b>	
<b>Advice Through Bank SWIFT ID</b>	[Display]
	This field displays the SWIFT Id of the Advice Through Bank
<b>Advice Through Bank Name</b>	[Display]
	This field displays the Name of the Advice Through Bank
<b>Advice Through Bank Address</b>	[Display]
	This field displays the address of the Advice Through Bank

Field Name	Description
<b>Advice Through Bank Country</b>	[Display] This field displays the country of the Advice Through Bank
<b>Reimbursing Bank</b>	
<b>Reimbursing Bank</b>	[Display]
<b>SWIFT Id</b>	This field displays the SWIFT Id of the Reimbursing Bank
<b>Reimbursing Bank Name</b>	[Display] This field displays the Name of the Reimbursing Bank
<b>Reimbursing Bank Address</b>	[Display] This field displays the address of the Reimbursing Bank
<b>Reimbursing Bank Country</b>	[Display] This field displays the country of the Reimbursing Bank
<b>Confirming Bank</b>	
<b>Confirming Bank</b>	[Display]
<b>SWIFT ID</b>	This field displays the SWIFT Id of the Confirming Bank
<b>Confirming Bank Name</b>	[Display] This field displays the Name of the Confirming Bank
<b>Confirming Bank Address</b>	[Display] This field displays the address of the Confirming Bank
<b>Confirming Bank Country</b>	[Display] This field displays the country of the Confirming Bank

15. Click the **Payment Terms** tab. The system displays the **View import LC-payments terms** screen

### View Import LC

View Import LC		31-03-2011 22:00:00 GMT +0530
LC Number: QT1ILUR103650003 Customer Ref. No.:		
Date of Issue: 31-Dec-2010 SWIFT Message: <input type="button" value="LC_INSTRUM"/> <input type="button" value="View"/> Advice: <input type="button" value="Cash Collate"/> <input type="button" value="View"/>		
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>		
<b>Payment Terms</b> Payment Details: Draft Details No Drafts Available		
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Guarantee"/> <input type="button" value="Charges"/>		

**Field Description**

Field Name	Description
<b>Payment terms</b>	
<b>Payment details</b>	[Display] This field displays the Details of payments.
<b>Draft Details</b>	[Display] This field displays the Details of the Draft issued.

16. Click the **Shipment** tab. The system displays the **View Import LC-Shipment** screen.

**View Import LC** 31-03-2011 22:00:00 GMT +0530

LC Number: QT1ILUR103650003 Customer Ref. No.:	Date of Issue: 31-Dec-2010 SWIFT Message: <input type="text" value="LC_INSTRUM"/> <input type="button" value="View"/> Advice: <input type="text" value="Cash Collate"/> <input type="button" value="View"/>
General   Parties   Banks   Payment Terms   <b>Shipment</b>   Goods   Documents	
Shipment Partial Shipment: Not Allowed Transshipment: Not Allowed Latest Shipment Date: Shipment From: Shipment To: Port of Loading: Port of Discharge: Shipment Period:  Presentation Period: 21	
Back   Amendments   Document Status   View Attached Documents   Guarantee   Charges	

**Field Description**

Field Name	Description
<b>Partial Shipment</b>	[Display] This field displays whether or not partial shipments are allowed under the documentary credit.
<b>Transshipment</b>	[Display] This field displays whether or not transshipment is allowed under the documentary credit.
<b>Latest Shipment Date</b>	[Display] This field displays the latest date for loading on board/ dispatch/ taken in charge.
<b>Shipment From</b>	[Display] This field displays the Location from which the shipment is shipped

Field Name	Description
<b>Port of Loading</b>	[Display] This field displays the Port of loading of goods
<b>Port of Discharge</b>	[Display] This field displays the Port of unloading of goods
<b>Ship To</b>	[Display] This field displays the Location to which the shipment will be shipped
<b>Shipment Period</b>	[Display] This field displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge.
<b>Presentation Period</b>	[Display] This field specifies the period of time after the date of shipment within which the documents must be presented for payment - Acceptance or negotiation.

17. Click the **Goods** tab. The system displays the **View Import LC-goods** screen

### View Import LC

The screenshot shows the 'View Import LC' interface. At the top, there is a header bar with the date '31-03-2011 22:00:00 GMT +0530'. Below the header, there is a section with fields for 'LC Number: QT1ILUR103650003', 'Customer Ref. No.', 'Date of Issue: 31-Dec-2010', 'SWIFT Message: LC\_INSTRUM', 'Advice: Cash Collate', and buttons for 'View' and 'View' (repeated). Below this is a navigation bar with tabs: General, Parties, Banks, Payment Terms, Shipment, **Goods** (highlighted in red), and Documents. The main content area is a large empty box. At the bottom, there is a footer bar with buttons: Back, Amendments, Document Status, View Attached Documents, Guarantee, and Charges.

### Field Description

Field Name	Description
<b>Description of Goods</b>	[Display] This field displays the description of the goods and/or services.

18. Click the **Documents** tab. The system displays the **View Import LC –Document** screen.

## View Import LC

**View Import LC** 31-03-2011 22:00:00 GMT +0530

LC Number: QT1ILUR103650003 Customer Ref. No.:	Date of Issue: 31-Dec-2010 SWIFT Message: <b>LC_INSTRUM</b> <input type="button" value="View"/> Advice: <b>Cash Collate</b> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>Documents</b>	
Incoterm: CIF ( Cost, Insurance and Freight (...named port of destination) )	
<b>Document Title</b>	<b>Clause</b>
AIR +CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. AIR AIRWAY BILL AIR + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. AIRDOC CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER. AIRDOC SET of Clauses for CIF AIRDOC Sender's copy of international consignment note for road transport, indicating consignee: BOL INSDOC Insurance Policy/Certificate issued for 110 percent of invoice-value, duly endorsed, covering x INSDOC +INSURANCE POLICY OR CERTIFICATE ENDORSED IN BLANK FOR NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT CLAIMS ARE PAYABLE AT DESTINATION IN THE SAME CURRENCY OF THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A), INSTITUTE WAR CLAUSES (CARGO) AND INSTIT INVDOC Commercial invoice, duly signed MARDOC COPY OF FAX/TELEX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBCT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. MARDOC SET of Clauses for CIF MARDOC Sender's copy of international consignment note for road transport, indicating consignee: MARDOC CLEAN SEA WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. OTHERDOC Beneficiary's declaration stating that 1/3 original Bill of Lading has been sent simultaneously with despatch of goods by DHL to notify PACKINGLIST	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Guarantee"/> <input type="button" value="Charges"/>	

## Field Description

Field Name	Description
Documents	
<b>Document Title</b>	[Display]  This column displays the Document title e.g. Airway Bill, Bill of Lading, Insurance, Packing List etc.
<b>Clause</b>	[Display]  This column displays the Document clause mentioning the number of copies and other conditions etc.
19. Click the <b>Back</b> button to Go back to the previous screen OR Click the <b>Amendments</b> button to view the amendments made to the LC OR Click the <b>Document Status</b> button to view the status of the document OR Click the <b>guarantee</b> button to view the shipping guarantee for the LC	

OR  
 Click the **Charges** button to view the Charges applicable to the LC.

20. Click the View button on swift messages to view the swift messages.  
 OR  
 Click the View button on Advices to view the advices.

### Issued Amendments

Issued Amendments(5):						15-02-2011 13:00:00 GMT +0530
LC Ref. No	Amendment No.	Issue Date	New Expiry Date	New LC Amount	Latest Shipment Date	
QT2ILUR110310002	1	31-Jan-2011	28-Feb-2011	GBP 352.00	15-Feb-2011	
QT2ILUR110310002	2	31-Jan-2011	28-Feb-2011	GBP 377.00	15-Feb-2011	
QT2ILUR110310002	3	31-Jan-2011	28-Feb-2011	GBP 377.00	15-Feb-2011	
QT2ILUR110310002	4	31-Jan-2011	28-Feb-2011	GBP 377.00	15-Feb-2011	
QT2ILUR110310002	5	31-Jan-2011	31-Mar-2011	GBP 397.00	15-Feb-2011	

[Back](#)

### Field Description

Field Name	Description
<b>LC Ref No</b>	[Display] This field displays the LC Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the LC
<b>Issue Date</b>	[Display] This field displays the issue date of the LC.
<b>New Expiry Date</b>	[Display] This field displays the new expiry date of the LC.
<b>New LC amount</b>	[Display] This field displays the new LC amount.
<b>Latest shipment date</b>	[Display] This field displays the latest shipment date.

21. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
 OR  
 Click the **Back** button to return to the previous screen.

## Issued Amendment details

Issued Amendment		15-02-2011 13:00:00 GMT +0530
<p>Sender's Reference : QT2ILUR110310002            Amendment No. : 3            Date of Issue : 31-Jan-2011            Date of Amendment : 31-Jan-2011            Expiry Date : 28-Feb-2011            Amount GBP 377.00            Percentage Credit Amount About            Tolerance :            Under(-) 0.00% Above(+) 0.00%</p> <p>Additional Amount Covered :            Port of Loading : china            Port of Discharge : china            Shipment Period :            Narrative :</p>		
Back		

## Field Description

Field Name	Description
<b>Senders reference</b>	[Display] This field displays the LC Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the LC
<b>Date of Issue</b>	[Display] This field displays the issue date of the LC.
<b>Date of amendment</b>	[Display] This field displays the new expiry date of the LC.
<b>Expiry date</b>	[Display] This field displays the new LC amount.
<b>Amount</b>	[Display] This field displays the latest shipment date.
<b>Percentage credit amount tolerance</b>	[Display] This field displays the type of tolerance And Under (-) and Above (+) in percentage

Field Name	Description
<b>Additional amount covered</b>	[Display] This field displays the additional amount covered under LC
<b>Port of loading</b>	[Display] This field displays the port of loading of goods
<b>Port of discharge</b>	[Display] This field displays the port of discharge of goods
<b>Shipment period</b>	[Display] This field displays the shipment period of goods
<b>Narrative</b>	[Display] This field displays the narrative if any

22. Click the **Back** button to return to the View import LC detail screen.

#### Document status

View Import Bill Details			15-02-2011 13:00:00 GMT +0530
<b>Inward Bill Number</b>	<b>Date Received</b>	<b>Bill Currency and Amount</b>	
<a href="#">QT2IUCL110310006</a>	31-Jan-2011	GBP 53,500.00	
<a href="#">QT2IUCL102830005</a>	10-Oct-2010	GBP 258,023.70	
<a href="#">QT2IUCL110310005</a>	31-Jan-2011	GBP 52,500.00	
<a href="#">QT2IUCL110310003</a>	31-Jan-2011	GBP 58,000.00	
<a href="#">QT2IUCL110310004</a>	31-Jan-2011	GBP 51,500.00	
<a href="#">QT2IUCL110310007</a>	31-Jan-2011	GBP 52,500.00	

[View Attached Documents](#) [Back](#)

#### Field Description

Field Name	Description
<b>Inward bill number</b>	[display, hyperlink] This field displays the bill number attached, click the hyperlink to view the bill details.
<b>Date received</b>	[Display] This field displays the date of receipt of goods
<b>Bill currency and amount</b>	[Display] This field displays the bill currency and amount for LC

23. Click the **View Attached Documents** screen to view the attached documents.  
 OR  
 Click the **Back** button to return to the previous screen.

### View Attached Documents

**View Attached Documents** 01-03-2011 13:00:00 GMT +0530

Customer Id: QT2001776	Product: Import LC Usance Revolving-Advance periodic- LCY	
Transaction Type: Letter Of Credit		
<span style="margin-left: 10px;">Records 1 to 3 of 3  &lt;&lt; &lt;&lt; Page 1 of 1 &gt;&gt; &gt;&gt; </span>		
File Name	Date of Attachment	Notes
FS template.doc	31-01-2011	
ROHIT.txt	15-02-2011	
271.xml	01-03-2011	

[View All](#) [Back](#)

### Field Description

Field Name	Description
<b>Customer id</b>	[Display] This field displays the customer id.
<b>Product</b>	[Display] This field displays the name of the product.
<b>Transaction type</b>	[Display] This field displays the type of the transaction.
<b>File Name</b>	[display, hyperlink] This column displays the file name of the attached document
<b>Date of attachment</b>	[Display] This column displays the date of attachment of the document
<b>Notes</b>	[Display] This column displays the notes if any

24. Click the **View All** button to view all the attached documents together  
 OR  
 Click the **Back** button to return to the previous screen.

**View Attached Documents** 01-03-2011 13:00:00 GMT +0530

Upload Images

TOKEN NO900035

1+1

235  
RETUSER2/rETUSER2

\\10.22.84.100\WebScarab

For Normal Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address proxywest.i-flex.com  
Port 8080  
Advanced>Exceptions \*.i-flex.com;\*.iflex.com;10.\*;192.168.\*;202.46.217.\*

For WebScarab Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address 127.0.0.1  
Port 8008  
Advanced>Exceptions (Keep it blank)

[Print](#) [Download](#) [Back](#)

25. Click the **Print** button to print the attached document  
 OE  
 Click the **Download** button to download the attached document  
 OR  
 Click the **back** button to return to the previous screen.

### Guarantee

**Guarantee** 15-02-2011 13:00:00 GMT +0530

Guarantee Reference Number	Date of Guarantee	Amount	B/L (AWB) Number
QT2SGLC110310003		377.00	

[Back](#)

### Field Description

Field Name	Description
<b>Guarantee Reference number</b>	[Display] This field displays the reference number of the guarantee attached
<b>Date of guarantee</b>	[Display] This field displays the date of guarantee

Field Name	Description
<b>Amount</b>	[Display] This field displays the amount and currency of the guarantee
<b>B/L Number</b>	[Display] This field displays the Bill of Lading / Air Way Bill Reference number

26. Click the **Back** button to return to the previous screen.

## Charges

View Charges Information 15-02-2011 13:00:00 GMT +0530

---

**Commission:**

LC issuance Commission 1.25%	
(Commitment)-Non periodic	
Total Charges:	
LC Courier Charge: 100.00 GBP	Account : QT200177601
LC SWIFT Charge for amendment: 100.00 GBP	Account : QT200177601
LC Courier Charge for amendment: 50.00 GBP	Account : QT200178104
LC Courier Charge for amendment: 50.00 GBP	Account : QT200178104
LC Courier Charge for amendment: 50.00 GBP	Account : QT200178104
LC Courier Charge for amendment: 50.00 GBP	Account : QT200178104
LC SWIFT Charge for amendment: 50.00 GBP	Account : QT200178104
LC SWIFT Charge for amendment: 50.00 GBP	Account : QT200178104
LC SWIFT Charge for amendment: 50.00 GBP	Account : QT200178104
LC SWIFT Charge for amendment: 50.00 GBP	Account : QT200178104
Other Bank charges: 50.00 GBP	Account : QT200177601
Total(Without VAT): 650.00	

Back

## Field Description

Field Name	Description
<b>LC issuance commission (commitment) – Non Periodic</b>	[Display] This field displays the Commission charges in terms of percentage
<b>Total charges</b>	[Display] This field displays the Total charges applicable
<b>LC Swift charge</b>	[Display] This field displays the Swift charges for LC
<b>Account</b>	[Display] This field displays the account number for LC Swift charges

Field Name	Description
<b>LC Courier charge for amendment</b>	[Display] This field displays the LC courier charges for amendment
<b>Account</b>	[Display] This field displays the account number for LC courier charges for amendment
<b>LC Courier charge for amendment</b>	[Display] This field displays the LC courier charges for amendment
<b>Account</b>	[Display] This field displays the account number for LC courier charges for amendment
<b>Other bank charges</b>	[Display] This field displays the other bank charges
<b>Account</b>	[Display] This field displays the account number for other bank charges
<b>Total(without VAT)</b>	[Display] This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges)

27. Click the **Back** button to return to the previous screen.

### View Swift Messages

**View Swift Message** 15-02-2011 13:00:00 GMT +0530

Event Date : 31-Dec-2010  
Event Description L/C instrument :

```
{1:F01LONDGBBRAQT111111111111}
{2:1700SWISCH78XXXXN}
{3:{108:QT1MSOG1036500NM}}
{4:
:27:1/1
:40A:IRREVOCABLE
:20:QT1LUR103650003
:31C:101231
:40E:UCP LATEST VERSION
:31D:110106BNH
:50:ERIC DERZIE ASSOC
501
5TH AVE
NEW YORK
:59:OXY TRADING INC
396
BROADWAY RM 201
NEW YORK
:32B:GBP4567,
:39A:10/10
:41D:GNH
BY PAYMENT
:43P:ALLOWED}
```

Export To :

--Please Select--
--Please Select--
Raw Text Format
Portable Doc Format

**View Advices**

15-02-2011 13:00:00 GMT +0530

Event Date : 10-Oct-2010	
Event Description Pre Advice Telex	
:	
10-OCT-10	PAGE: 1
Rajesh New York	
PAGE: 1	
PRE-ADVICE OF LETTER OF CREDIT	
-----	
WE HEREBY PRE-ADVICE THE FOLLOWING DOCUMENTARY CREDIT:	
IRREVOCABLE DOCUMENTARY CREDIT	
DOCUMENTARY CREDIT REF NO : QT2ILUNI02830003	
EXPIRY DATE : 31-DEC-10	
EXPIRY PLACE : Mumbai	
APPLICANT : Eric.Derzie & Assoc	
Export To :	--Please Select-- --Please Select-- Raw Text Format Portable Doc Format
<a href="#" style="color: black;">Export</a>	

**Field Description**

Field Name	Description
<b>Export to</b>	[Optional, Dropdown] Select the format to export the document.
<b>Swift fields</b>	[Display] This field displays the Swift details

28. Click the **Export** link to export the messages in the desired formats.

## 7. View Export LC

This option allows you to view the details of the authorized export LCs. You can perform search on the LC number, LC advising reference number, applicant name etc. and view the details of an individual export LC. The individual export LC details are shown under various tabs. The system provides export LC details such as LC amount outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, shipment/goods/documents details, etc. You can also view the advised Export Amendment details and the Bills presented under the LC by selecting the appropriate option.

You can also download the export LC list in various formats.

### To view export LC

1. Navigate through **Trade Finance > Letter Of Credit > View Export LC**. The system displays the **View Export LC** screen.

## View Export LC

View Export LC 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>	Customer Ref. No.:	<input type="text"/>	Applicant Name:	<input type="text"/>
Beneficiary Name*:	<input style="width: 100%;" type="text"/>				
LC Status:	<input style="width: 100%;" type="text"/>				
LC Drawings Status:	<input style="width: 100%;" type="text"/>				
LC Currency:	<input style="width: 100%;" type="text"/>				
LC Amount From:	<input style="width: 100%;" type="text"/>				
Issue Date From:	<input style="width: 100%;" type="text"/>				
Expiry Date From:	<input style="width: 100%;" type="text"/>				
Latest Shipment Date From:	<input style="width: 100%;" type="text"/>				
LC Amount To:	<input style="width: 100%;" type="text"/>				
Issue Date To:	<input style="width: 100%;" type="text"/>				
Expiry Date To:	<input style="width: 100%;" type="text"/>				
Latest Shipment Date To:	<input style="width: 100%;" type="text"/>				
<input style="width: 40px; height: 20px; border: 1px solid black; border-radius: 5px; background-color: #e0e0e0; color: black; font-weight: bold; margin-right: 10px;" type="button" value="Clear"/> <input style="width: 40px; height: 20px; border: 1px solid black; border-radius: 5px; background-color: #e0e0e0; color: black; font-weight: bold;" type="button" value="Search"/>					

## Field Description

Field Name	Description
<b>LC Number</b>	[Optional, Numeric, 20] Type the LC number to be used as a parameter in the search criteria.
<b>Customer Ref. No.</b>	[Optional, Numeric, 20] Type the bank advising reference number to be used as a parameter in the search criteria.
<b>Applicant Name</b>	[Optional, Alphanumeric, 20] Type the name of the applicant, to be used as a parameter in the search criteria. Partial search is allowed.
<b>Beneficiary Name</b>	[Mandatory, Drop-Down] Select the beneficiary name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the beneficiary name.
<b>LC Status</b>	[Optional, Drop-Down] Select the LC status from the drop-down list, to be used as a parameter in the search criteria. The available options are options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Reversed</li> <li>• Active</li> <li>• Closed</li> <li>• Cancelled</li> </ul>

Field Name	Description
<b>LC Drawings Status</b>	<p>[Optional, Drop-Down]</p> <p>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.</p> <p>The available options are:</p> <ul style="list-style-type: none"> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> <li>• Expired</li> </ul>
<b>LC Currency</b>	<p>[Optional, Drop-Down]</p> <p>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria. The system displays the transaction currency list as per the country of the beneficiary.</p>
<b>LC Amount From</b>	<p>[Optional, Numeric, 10]</p> <p>Type the LC start amount in the amount range, to be used as a parameter in the search criteria.</p>
<b>LC Amount To</b>	<p>[Optional, Numeric, 10]</p> <p>Type the LC end amount in the amount range to be used as a parameter in the search criteria.</p>
<b>Issue Date From</b>	<p>[Optional, Pick List]</p> <p>Select the issue start date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Issue Date To</b>	<p>[Optional, Pick List]</p> <p>Select the issue end date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Expiry Date From</b>	<p>[Optional, Pick List]</p> <p>Select the expiry start date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Expiry Date To</b>	<p>[Optional, Pick List]</p> <p>Select the expiry end date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Latest Shipment Date From</b>	<p>[Optional, Pick List]</p> <p>Select the latest shipment start date from the pick list, to be used as a parameter in the search criteria.</p>
<b>Latest Shipment Date To</b>	<p>[Optional, Pick List]</p> <p>Select the latest shipment end date from the pick list, to be used as a parameter in the search criteria.</p>

2. Click the **Search** button. The system displays the View Export LC screen with the search results.  
 OR  
 Click the **Clear** button to clear the fields and re-enter the search criteria.

### View Export LC

View Export LC 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>	Customer Ref. No.:	<input type="text"/>	Applicant Name:	<input type="text"/>																						
Beneficiary Name*:	<input type="text" value="QT2001774 (Oxy Trading Inc Changed)"/>																										
LC Status:	<input type="button" value="Select"/>																										
LC Drawings Status:	<input type="button" value="Select"/>																										
LC Currency:	<input type="button" value="Select"/>																										
LC Amount From:	<input type="text"/>	LC Amount To:	<input type="text"/>																								
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Latest Shipment Date From:	<input type="text"/>	Latest Shipment Date To:	<input type="text"/>																								
<input type="button" value="Clear"/> <input type="button" value="Search"/>																											
<span style="margin-left: 10px;">Records 1 to 1 of 1 <span style="float: right;">Page 1 of 1</span></span>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LC Number</th> <th>Issue Date</th> <th>Applicant Name</th> <th>LC Currency</th> <th>LC Amount</th> <th>Outstanding LC Amount</th> <th>Date of Expiry</th> <th>LC Status</th> <th>LC Drawings Status</th> <th>Customer Ref. No.</th> <th>Latest Shipment Date</th> </tr> </thead> <tbody> <tr> <td>QT2ELNR110620001</td> <td>03-03-2011</td> <td>Eric Derzie and Assoc</td> <td>USD</td> <td>USD 240,000.00</td> <td>USD 240,000.00</td> <td>30-05-2011</td> <td>Active</td> <td>Undrawn</td> <td></td> <td></td> </tr> </tbody> </table>						LC Number	Issue Date	Applicant Name	LC Currency	LC Amount	Outstanding LC Amount	Date of Expiry	LC Status	LC Drawings Status	Customer Ref. No.	Latest Shipment Date	QT2ELNR110620001	03-03-2011	Eric Derzie and Assoc	USD	USD 240,000.00	USD 240,000.00	30-05-2011	Active	Undrawn		
LC Number	Issue Date	Applicant Name	LC Currency	LC Amount	Outstanding LC Amount	Date of Expiry	LC Status	LC Drawings Status	Customer Ref. No.	Latest Shipment Date																	
QT2ELNR110620001	03-03-2011	Eric Derzie and Assoc	USD	USD 240,000.00	USD 240,000.00	30-05-2011	Active	Undrawn																			

### Field Description

Field Name	Description
<b>LC Number</b>	[Display] This column displays the export LC number. Click the desired export LC number link to view the corresponding export LC details.
<b>Issue Date</b>	[Display] This column displays the export LC issue date.
<b>Applicant Name</b>	[Display] This column displays the name of the applicant.
<b>LC Currency</b>	[Display] This column displays the export LC currency.
<b>LC Amount</b>	[Display] This column displays the export LC amount.

Field Name	Description
<b>Outstanding LC Amount</b>	[Display] This column displays the export LC outstanding amount.
<b>Date of Expiry</b>	[Display] This column displays the export LC expiry date.
<b>LC Status</b>	[Display] This column displays the export LC status.
<b>LC Drawings Status</b>	[Display] This column displays the export LC drawings status.
<b>Customer Ref Number</b>	[Display] This column displays the Contract reference number.
<b>Latest Shipment date</b>	[Display] This column displays the latest shipment date of the contract.

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Issue Date to sort the records in the ascending/descending order of the LC issue date.

OR

Click  or  to navigate to the next or previous page in the list, respectively.

4. Click  or  to navigate to the first or last page in the list, respectively.

OR

 Click  to reorder the columns or select the columns that appear in the list.

5. Click the **Download**  button to download the export LC list. The system displays the View Export LC pop-up dialog screen.

6. Click the **Print**  button to Print the data.

7. Click the **Edit**  button to edit the number of columns.

## View Export LC

**View Export LC** 25-08-2010 16:55:45 GMT +0530

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Download Type

File Format

**Product**  
 Issue Date

LC Number  
 Applicant Name  
 LC Currency  
 LC Amount  
 Outstanding LC Amount  
 Date of Expiry  
 LC Status

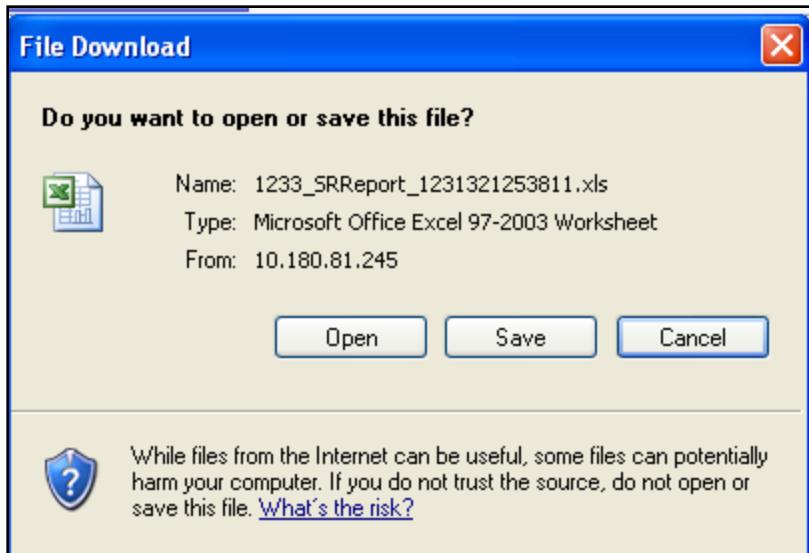
## Field Description

Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down]  Select the appropriate report type from the drop-down list.  The options are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down]  Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list.
<b>Included</b>	[Display]  This box lists all the fields that will be included in the report.
<b>Excluded</b>	[Display]  This box lists all the fields that will be excluded from the report.

8. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
9. Select the fields that are to be excluded from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.

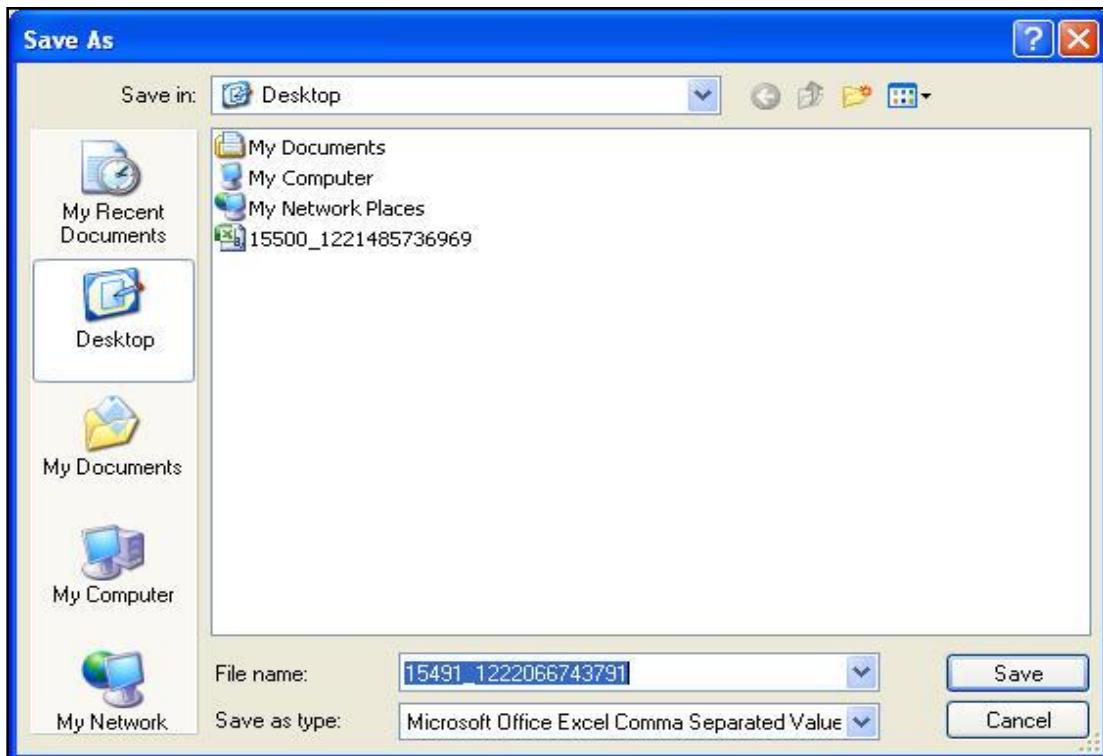
10. Click the **Download** button. The system displays the **File Download** dialog box.  
OR  
Click the **Cancel** button to cancel the download and close the pop-up dialog screen.

#### File Download



11. Click the **Save** button to save the file. The system displays the Save As dialog box.  
OR  
Click the **Open** button to open the file. The system displays the file in the desired format.

#### Save As



12. Navigate to the desired location where you want to save the file, and click the **Save** button. The system saves the file in the specified location.
13. To view the details of a particular export LC, click the appropriate link in the LC Number column. The system displays the View Export LC screen with the details of the export LC. For more information on the fields that can be viewed in the export LC details, refer to Initiate LC.

### View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNRI110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>General</b> <p>Type: IRREVOCABLE Form of LC: NON-TRANSFERABLE LC Amount : USD 240,000.00 LC Outstanding Balance: USD 240,000.00 Tolerance: None Under(-): 0.00% Above(+) : 0.00% Issue Date: 03-Mar-2011 Date of Expiry: 30-May-2011 Place of Expiry: bng Available With: bng By: Sight Payment</p>	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>	

### Field Description

Field Name	Description
<b>LC Number</b>	[Display] This field displays the LC Number
<b>Customer Ref Number</b>	[Display] This field displays the Reference Number of the customer
<b>Date of Issue</b>	[Display] This field displays the Issue Date
<b>Type</b>	[Display] This field displays the type of LC Revocable/ Irrevocable
<b>Form of LC</b>	[Display] This field displays the form of LC Transferable/ Non-transferable
<b>LC Amount</b>	[Display] This field Specifies the LC Currency and LC Amount

Field Name	Description
<b>LC Outstanding Balance</b>	[Display] This field Specifies the Outstanding LC Balance
<b>Tolerance Under</b>	[Display] This field displays the lower limit of the Tolerance
<b>Tolerance Above</b>	[Display] This field displays the upper limit of the Tolerance
<b>Issue Date</b>	[Display] This field displays the Date of LC issue
<b>Date of Expiry</b>	[Display] This field displays the Date of LC expiry
<b>Place of Expiry</b>	[Display] This field displays the Place of LC expiry
<b>Available with</b>	[Display] This field displays the field identified by the bank authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit and an indication of how the credit is available.
<b>By</b>	[Display] This field displays the clause by which the LC will be accepted by

14. Click the **Parties** tab the system displays the **view export LC parties** screen

### View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNR110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>				
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Applicant</th> <th style="width: 50%;">Beneficiary</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">           Name: Eric Derzie and Assoc            Address: SWISCH78            5th Ave            New York            Country: US         </td> <td style="padding: 5px;">           Name: Oxy Trading Inc Changed            Address: 396 Broadway Rm 201            New York            Country: US         </td> </tr> </tbody> </table>		Applicant	Beneficiary	Name: Eric Derzie and Assoc Address: SWISCH78 5th Ave New York Country: US	Name: Oxy Trading Inc Changed Address: 396 Broadway Rm 201 New York Country: US
Applicant	Beneficiary				
Name: Eric Derzie and Assoc Address: SWISCH78 5th Ave New York Country: US	Name: Oxy Trading Inc Changed Address: 396 Broadway Rm 201 New York Country: US				
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>					

### Field Description

Field Name	Description
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Field Name	Description
<b>Applicant</b>	
<b>Name</b>	[Display] This field displays the Name of the applicant
<b>Address</b>	[Display] This field displays the Address of the Applicant
<b>Country</b>	[Display] This field displays the Country of the Applicant
<b>Beneficiary Name</b>	[Display] This field displays the Name of the beneficiary

**Beneficiary**

<b>Name</b>	[Display] This field displays the Name of the Beneficiary
<b>Address</b>	[Display] This field displays the Address of the Beneficiary
<b>Country</b>	[Display] This field displays the Country of the Beneficiary

15. Click the **Banks** tab the system displays the **view export LC Banks** screen.

**View Export LC**

View Export LC		31-03-2011 13:00:00 GMT +0530																																																					
<table> <tr> <td>LC Number: QT2ELNR110620001</td> <td>Date of Issue: 03-Mar-2011</td> </tr> <tr> <td>Customer Ref. No.:</td> <td>SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/></td> </tr> <tr> <td></td> <td>Advice: <input type="button" value="Select"/> <input type="button" value="View"/></td> </tr> </table>			LC Number: QT2ELNR110620001	Date of Issue: 03-Mar-2011	Customer Ref. No.:	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>		Advice: <input type="button" value="Select"/> <input type="button" value="View"/>																																															
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Switzerland	Address:																																																						
Country: SWITZERLAND	Country:																																																						
<b>Confirming Bank</b> <table> <tr> <td>SWIFT:</td> <td></td> </tr> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Country:</td> <td></td> </tr> </table>		SWIFT:		Name:		Address:		Country:																																															
SWIFT:																																																							
Name:																																																							
Address:																																																							
Country:																																																							
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>																																																							

**Field Description**

Field Name	Description
<b>Issuing Bank</b>	
<b>SWIFT</b>	[Display] This field displays the SWIFT Id of the Issuing Bank
<b>Name</b>	[Display] This field displays the Name of the Issuing Bank
<b>Address</b>	[Display] This field displays the address of the Issuing Bank
<b>Country</b>	[Display] This field displays the country of the Issuing Bank
<b>Reimbursing Bank</b>	
<b>SWIFT Id</b>	[Display] This field displays the SWIFT Id of the Reimbursing Bank
<b>Name</b>	[Display] This field displays the Name of the Reimbursing Bank
<b>Address</b>	[Display] This field displays the address of the Reimbursing Bank
<b>Country</b>	[Display] This field displays the country of the Reimbursing Bank
<b>Confirming Bank</b>	
<b>SWIFT Id</b>	[Display] This field displays the SWIFT Id of the Confirming Bank
<b>Name</b>	[Display] This field displays the Name of the Confirming Bank
<b>Address</b>	[Display] This field displays the address of the Confirming Bank
<b>Country</b>	[Display] This field displays the country of the Confirming Bank

16. Click **Payment Terms** tab, the system displays the **view export LC payment terms** screen.

## View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNR110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>Payment Terms</b>	
Payment Details: Draft Details No Drafts Available	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>	

## Field Description

Field Name	Description
<b>Payment Terms</b>	
<b>Payment Details</b>	[Display] This Field displays the Text box describing some additional details related to payment under the LC
<b>Draft Details</b>	[Display] This Field displays the details of the draft issued.

17. Click the **Shipment** tab, the system displays the **view export LC shipment** screen.

## View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNR110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>Shipment</b>	
Partial Shipment: Not Allowed Transshipment: Not Allowed Latest Shipment Date: Shipment From: Shipment To: Port of Loading: Port of Discharge: Shipment Period:  Presentation Period: <input style="width: 200px; height: 100px; border: 1px solid #ccc;" type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>	

**Field Description**

Field Name	Description
<b>Partial Shipment</b>	[Display] This field displays whether or not partial shipments are allowed under the documentary credit.
<b>Transshipment</b>	[Display] This field displays whether or not transshipment is allowed under the documentary credit.
<b>Latest Shipment Date</b>	[Display] This field displays the This field specifies the latest date for loading on board/ dispatch/ taking in charge.
<b>Shipment from</b>	[Display] This field displays the Place where the goods will be received
<b>Port of Loading</b>	[Display] This field displays the Port of loading of goods
<b>Port of Discharge</b>	[Display] This field displays the Port of unloading of goods
<b>Shipment To</b>	[Display] This field displays the Place where goods will be delivered
<b>Shipment Period</b>	[Display] This field displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge.
<b>Presentation Period</b>	[Display] This field displays the period of time after the date of shipment within which the documents must be presented for payment, Acceptance or negotiation.

18. Click the **Goods** tab, the system displays the **view export LC goods** screen.

## View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNR110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>Goods</b>	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>	

## Field Description

Field Name	Description
<b>Description of Goods</b>	<p>[Display]</p> <p>This field displays the description of the goods and/or services.</p>

19. Click the **Documents** tab, the system displays the **view export LC documents** screen.

## View Export LC

**View Export LC** 31-03-2011 13:00:00 GMT +0530

LC Number: QT2ELNR110620001 Customer Ref. No.:	Date of Issue: 03-Mar-2011 SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="General"/> <input type="button" value="Parties"/> <input type="button" value="Banks"/> <input type="button" value="Payment Terms"/> <input type="button" value="Shipment"/> <input type="button" value="Goods"/> <input type="button" value="Documents"/>	
<b>Documents</b>	
Incoterm: CIF ( Cost, Insurance and Freight (...named port of destination) )	
Document Title	Clause AIR +CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. AIR AIRWAY BILL AIR + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. AIRDOC CLEAN AIR WAYBILLS CONSIGNMENT TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER. AIRDOC SET of Clauses for CIF AIRDOC Sender's copy of international consignment note for road transport, indicating consignee: BOL INSDOC Insurance Policy/Certificate issued for 110 percent of invoice-value, duly endorsed, covering x INSDOC +INSURANCE POLICY OR CERTIFICATE ENDORSED IN BLANK FOR NOT LESS THAN 110PCT INVOICE VALUE, STIPULATING THAT CLAIMS ARE PAYABLE AT DESTINATION IN THE SAME CURRENCY OF THE DRAFTS COVERING INSTITUTE CARGO CLAUSES (A), INSTITUTE WAR CLAUSES (CARGO) AND INSTIT INVDOC Commercial invoice, duly signed MARDOC COPY OF FAX/TELEX ADVISING APPLICANT PARTICULARS OF SHIPMENT INCLUDING B/L NO. AND THE DATE, VESSEL NAME AND NATIONALITY ETA, AND ETD, TOTAL AMOUNT OF CONLCBCT, LOADING PORT AND DISCHARGE PORT, SHIPMENT DATE WITHIN 5 WORKING DAYS AFTER SHIPMENT DATE SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. MARDOC SET of Clauses for CIF OTHERDOC Beneficiary's declaration stating that 1/3 original Bill of Lading has been sent simultaneously with despatch of goods by DHL to notify PACKINGLIST
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Document Status"/> <input type="button" value="View Attached Documents"/> <input type="button" value="Charges"/>	

**Field Description**

Field Name	Description
Documents	
<b>Incoterms</b>	[Display] This field will display the Incoterms used in the contract
<b>Document Title</b>	[Display] This field will display the Document title eg. Certificate of Origin, Invoice, Packing List etc.
<b>Clause</b>	[Display] This field will display the Document clause mentioning the number of copies and other conditions etc.
20. Click the <b>Back</b> button to Go back to the previous screen OR Click the <b>Amendments</b> button to view the amendments made to the LC OR Click the <b>Document Status</b> button to view the status of the document OR Click the <b>View Attached Documents</b> button to view the attached documents OR Click the <b>Charges</b> button to view the Charges applicable to the LC.	

**Amendments**

Issued Amendments(1):						31-03-2011 13:00:00 GMT +0530
LC Ref. No	Amendment No.	Issue Date	New Expiry Date	New LC Amount	Latest Shipment Date	
QT2ELNR110620001_1		03-Mar-2011	30-May-2011	USD 240,000.00		
						<b>Back</b>

**Field Description**

Field Name	Description
<b>LC Ref No</b>	[Display] This field displays the LC Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the LC
<b>Issue Date</b>	[Display] This field displays the issue date of the LC.

Field Name	Description
<b>New Expiry Date</b>	[Display] This field displays the new expiry date of the LC.
<b>New LC amount</b>	[Display] This field displays the new LC amount.
<b>Latest shipment date</b>	[Display] This field displays the latest shipment date.

21. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
OR  
Click the **Back** button to return to the previous screen.

### Issued Amendments

Issued Amendment		31-03-2011 13:00:00 GMT +0530
<p>Sender's Reference : QT2ELNR110620001            Amendment No. : 1            Date of Issue : 03-Mar-2011            Date of Amendment : 03-Mar-2011            Expiry Date : 30-May-2011            Amount USD 240,000.00            Percentage Credit Amount None            Tolerance :            Under(-): 0.00% Above(+): 0.00%            Additional Amount Covered :            Port of Loading :            Port of Discharge :            Shipment Period :            Narrative :</p>		
<a href="#">Back</a>		

### Field Description

Field Name	Description
<b>Senders reference</b>	[Display] This field displays the senders Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the LC
<b>Date of Issue</b>	[Display] This field displays the issue date of the LC.

Field Name	Description
<b>Date of amendment</b>	[Display] This field displays the date of amendment of the LC.
<b>Expiry date</b>	[Display] This field displays the expiry date.
<b>Amount</b>	[Display] This field displays the amount..
<b>Percentage credit amount tolerance</b>	[Display] This field displays the percentage of credit amount.
<b>Tolerance</b>	[Display] This field displays the type of tolerance And Under (-) and Above (+) in percentage
<b>Additional amount covered</b>	[Display] This field displays the additional amount covered under LC
<b>Port of loading</b>	[Display] This field displays the port of loading of goods
<b>Port of discharge</b>	[Display] This field displays the port of discharge of goods
<b>Shipment period</b>	[Display] This field displays the shipment period of goods
<b>Narrative</b>	[Display] This field displays the narrative if any

22. Click the **Back** button to return to the View import LC detail screen.

#### Document status

View Export Bill Details			31-03-2011 13:00:00 GMT +0530
Negotiation Ref. No.	Negotiation Date	Bill Currency and Amount	
QT2ECPS110610003	02-Mar-2011	GBP	105.00
QT2ECPS110610006	02-Mar-2011	GBP	105.00
QT2ECPS110610007	02-Mar-2011	GBP	105.00
QT2ECPS110610002	02-Mar-2011	GBP	105.00
QT2ECPS110460002	15-Feb-2011	GBP	210.00
QT2ECPS110610008	02-Mar-2011	INR	45,433.00
QT2ECPS110610005	02-Mar-2011	GBP	105.00
QT2ECPS110460003	15-Feb-2011	GBP	50,000.00
QT2ECPS110310011	31-Jan-2011	GBP	50,000.00
QT2EAPS1102830001	10-Oct-2010	USD	234,567.00
QT2ECPS110600004	01-Mar-2011	GBP	105.00
QT2ECPS110610004	02-Mar-2011	GBP	105.00
QT2ECPS110900002	31-Mar-2011	GBP	45,433.00

[View Attached Documents](#)

[Back](#)

**Field Description**

Field Name	Description
<b>Negotiation Ref No</b>	[display, hyperlink] This column displays the Negotiation document reference number attached, click the hyperlink to view the document bill details.
<b>Negotiation received</b>	[Display] This column displays the date of receipt of document
<b>Bill currency and amount</b>	[Display] This column displays the bill currency and amount for LC

23. Click the **View Attached Documents** screen to view the attached documents.  
 OR  
 Click the **Back** button to return to the previous screen.

**View attached documents**

View Attached Documents			31-03-2011 13:00:00 GMT +0530
Customer Id: QT2001776		Product: undefined	
Transaction Type: LC			
	Records 1 to 2 of 2		Page 1 of 1
File Name	Date of Attachment	Notes	
fcr fastpath.txt	10-10-2010	EXPORT lc	
ROHIT.txt	10-10-2010	EXPORT lc	

**Field Description**

Field Name	Description
<b>Customer id</b>	[Display] This field displays the customer id.
<b>Product</b>	[Display] This field displays the name of the product

Field Name	Description
<b>Transaction type</b>	[Display] This field displays the type of the transaction.
<b>File Name</b>	[display, hyperlink] This column displays the file name of the attached document
<b>Date of attachment</b>	[Display] This column displays the date of attachment of the document
<b>Notes</b>	[Display] This column displays the notes if any

24. Click the **View All** button to view all the attached documents together  
 OR  
 Click the **Back** button to return to the previous screen.

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

**Upload Images**

CH021: AUTHORIZE BLOCK REMOVAL  
 chm21: REMOVE BLOCK INITIATE  
 1401:-CASH DEPOSIT

00000006247

**Print** **Download** **Back**

25. Click the **Print** button to print the attached document  
 OR  
 Click the **Download** button to download the attached document  
 OR  
 Click the **back** button to return to the previous screen.

## Charges

**View Charges Information** 31-03-2011 13:00:00 GMT +0530

Commission:	
Total Charges:	
Export Advice charges: GBP 100.00	Account :QT100177402
Total(Without VAT): 100.00	

Back

## Field Description

Field Name	Description
<b>commission</b>	[Display] This field displays the Commission charges in terms of percentage
<b>Total charges</b>	[Display] This field displays the Total charges applicable
<b>Export advice charge</b>	[Display] This field displays the export advice charges.
<b>Account</b>	[Display] This field displays the account for the export advice charges.
<b>Total(without VAT)</b>	[Display] This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges)

26. Click the **Back** button to return to the previous screen.

## View Swift Messages

**View Swift Message** 15-02-2011 13:00:00 GMT +0530

Event Date : 15-Feb-2011 Event Amendment of Export Credit Description : <pre>{1:FO1LONDUSBRAQT211111111111} {2:ISWISCH78XXXXN} {3:{108:QT2MSOG11046005W}} JUNK QT2ELCR102830003 12345 12345 04-OCT-10 04-OCT-10 SWISS BANK SWISCH78 SWITZERLAND OXY TRADING INC CHANGED 396 BROADWAY RM 201 NEW YORK NY 10013 ERIC DERZIE  ASSOC SWISCH78 5TH AVE NEW YORK</pre>
Export To : <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Portable Doc Format"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Export"/>

## View Advices

**View Swift Message** 15-02-2011 13:00:00 GMT +0530

Event Date : 01-Jan-2011  
 Event ACK of Amendment to LC  
 Description :

```
{1:F01LONDUSBRAQT211111111111}
{2:I730SWISCH78XXXXN}
{3:{108:QT2MSOG11001008I}}
{4:
:20:QT2ELCR102830001
:21:12345
:30:101004
-}
```

Export To :  [Export](#)

## Field Description

Field Name	Description
Export to	[Optional, Dropdown] Select the format to export the document.

27. Click the **Export** link to export the messages to the desired format.

## 8. View Import Bills

This option allows you to search, view and download the details of the import bills presented under Collection.

You can perform search on the bill reference number, drawee name, drawer name, bill amount, bill currency etc., and view the details of an individual import bill. The individual import bill details are shown under various tabs. The system provides import bill details such as bill amount, bill documents, status, parties to the bill, bank details, bank instructions, etc.

You can also download the import bill list in various formats.

### To view import bills

1. Navigate through **Trade Finance > Bills > View Import Bills**. The system displays the **View Import Bills** screen.

### View Import Bills

View Import Bills		31-03-2011 13:00:00 GMT +0530
Bill Reference Number:	<input type="text"/>	
Drawee*:	<input type="text"/> <input type="button" value="Select"/>	
Drawer:	<input type="text"/>	
Bill Currency:	<input type="text"/> <input type="button" value="Select"/>	
Select Status:	<input type="text"/> <input type="button" value="Select"/>	
Bill Amount From:	<input type="text"/>	Bill Amount To: <input type="text"/>
From Date:	<input type="text"/> <input type="button"/>	To Date: <input type="text"/> <input type="button"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>		

**Field Description**

Field Name	Description
<b>Bill Reference Number</b>	[Optional, Numeric, 20] Type the bill reference number to be used as a parameter in the search criteria.
<b>Drawee</b>	[Mandatory, Drop-Down] Select the drawee name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the customer ID and the drawee name.
<b>Drawer</b>	[Optional, Alphanumeric, 20] Type the name of the drawer to be used as a parameter in the search criteria.
<b>Bill Currency</b>	[Optional, Drop-Down] Select the bill currency from the drop-down list, to be used as a parameter in the search criteria.
<b>Select Status</b>	[Optional, Drop-Down] Select the status of Import bills
<b>Bill Amount From</b>	[Optional, Numeric, 20] Type the bill start amount in the amount range to be used as a parameter in the search criteria.
<b>Bill Amount To</b>	[Optional, Numeric, 20] Type the bill end amount in the amount range to be used as a parameter in the search criteria.
<b>From Date</b>	[Optional, Pick List] Select the bill start date from the pick list, to be used as a parameter in the search criteria.
<b>To Date</b>	[Optional, Pick List] Select the bill end date from the pick list, to be used as a parameter in the search criteria.

2. Click the **Search** button. The system displays the **View Import Bills** screen with the search results.  
OR  
Click the **Clear** button to clear the fields and re-enter the search criteria.

## View Import Bills

**View Import Bills**

31-03-2011 13:00:00 GMT +0530

Bill Reference Number:	<input type="text"/>	Drawee*:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>	Select
Drawer:	<input type="text"/>	Bill Currency:	Select	Select
Bill Amount From:	<input type="text"/>	Bill Amount To:	<input type="text"/>	From Date: <input type="text"/>
				To Date: <input type="text"/>

Records 1 to 8 of 8 << << Page 1 of 1 >> >>>

Bill Reference Number	Release Against	Transaction Date	Bill Currency	Amount	Status	Drawee	Drawer
<a href="#">QT2IUC1102830003</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	10-10-2010	GBP	GBP 258,023.70	Active	Eric Derzie & Assoc	Oxy Trading Inc
<a href="#">QT2IUC1102830004</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	10-10-2010	GBP	GBP 258,023.70	Active	Eric Derzie & Assoc	Oxy Trading Inc
<a href="#">QT2IUC1102830005</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	10-10-2010	GBP	GBP 258,023.70	Active	Eric Derzie & Assoc	Oxy Trading Inc Changed
<a href="#">QT2IUC110310003</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	31-01-2011	GBP	GBP 58,000.00	Active	Eric Derzie & Assoc	Oxy Trading Inc Changed
<a href="#">QT2IUC110310004</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	31-01-2011	GBP	GBP 51,500.00	Closed	Eric Derzie & Assoc	Oxy Trading Inc Changed
<a href="#">QT2IUC110310005</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	31-01-2011	GBP	GBP 52,500.00	Active	Eric Derzie & Assoc	Oxy Trading Inc Changed
<a href="#">QT2IUC110310006</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	31-01-2011	GBP	GBP 53,500.00	Active	Eric Derzie & Assoc	Oxy Trading Inc Changed
<a href="#">QT2IUC110310007</a>	USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	31-01-2011	GBP	GBP 52,500.00	Active	Eric Derzie & Assoc	Oxy Trading Inc Changed

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	[Display] This column displays the bill reference number. Click the desired bill reference number link to view the corresponding import bill details.
<b>Release Against</b>	[Display] This column displays the product name.
<b>Transaction Date</b>	[Display] This column displays the transaction date of the import bill.
<b>Bill Currency</b>	[Display] This column displays the import bill currency.
<b>Amount</b>	[Display] This column displays the import bill amount.

Field Name	Description
<b>Status</b>	[Display] This column displays the status of import bill.
<b>Drawee</b>	[Display] This column displays the Name of the Drawee.
<b>Drawer</b>	[Display] This column displays the name of the Drawer.

3. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Transaction Date to sort the records in the ascending/descending order of the bill transaction date.

OR

Click  or  to navigate to the next or previous page in the list, respectively.

4. Click  or  to navigate to the first or last page in the list, respectively.

OR

Click  to reorder the columns or select the columns that appear in the list.

5. Click **Print**  to Print the data.

6. Click on **Edit**  column to edit the number of columns.

7. Click the **Download**  button to download the import bills list. The system displays the **View Import Bills** pop-up dialog screen.

### View Import Bills

**View Import Bill** 25-08-2010 17:11:05 GMT +0530

---

Download Type

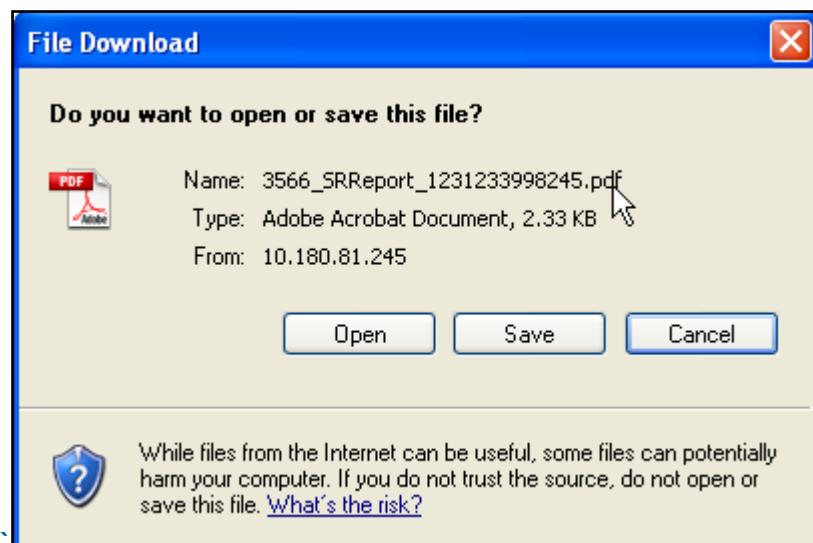
>>
<<

Bill Reference Number
Release Against
Transaction Date
Bill Currency
Amount
Status
Drawee

## Field Description

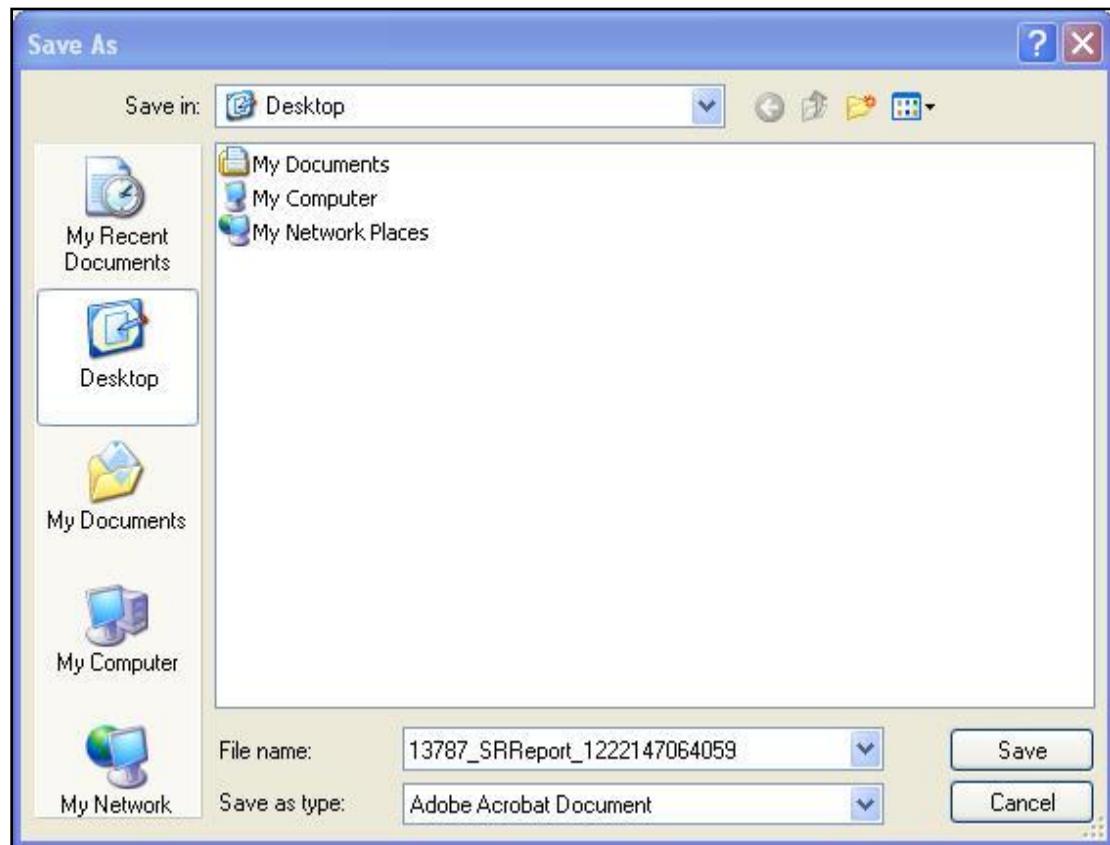
Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. This option is enabled, if you select <b>Page Layout</b> from the <b>Download Type</b> drop-down list.
<b>Included</b>	[Display] This box lists all the fields that will be included in the report.
<b>Excluded</b>	[Display] This box lists all the fields that are to be excluded from the report.

8. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
9. Select the fields that you want to exclude from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.
10. Click the **Download** button. The system displays the **File Download dialog box**.  
OR  
Click the **Cancel** button to cancel the download and close the pop-up dialog screen.



11. Click the **Save** button to save the file. The system displays the **Save As** dialog box.  
OR  
Click the **Open** button to open the file. The system displays the file in the desired format.

**Save As**



12. Navigate to the desired location where you want to save the file, and click the **Save** button. The system saves the file in the specified location.  
13. To view the details of a particular import bill, click the appropriate link in the **Bill Reference Number** column. The system displays the **View Import Bills** screen with the details of the import bill. By default, the **Parties** tab is displayed.

## View Import Bills - Parties

**View Import Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2IUCL102830003	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 10-10-2010	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Active	
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Status Date"/> <input type="button" value="Discrepancies"/> <input type="button" value="Bank Instructions"/>	
<b>Parties</b>	
<b>Drawee</b> <p>Name: Eric Derzie &amp; Assoc Address: 501 5th Ave New York Country: US</p>	<b>Drawer</b> <p>Name: Eric Derzie &amp; Assoc Address: 501 5th Ave New York Country: US</p>
<b>Remitting Bank</b>	
<p>Name: Address: Country:</p>	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	[Display] This field displays the bill reference number.
<b>SWIFT Message</b>	[Optional, Drop-Down] Select the SWIFT message from the drop-down list and click the <b>View</b> button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF.
<b>Date Received</b>	[Display] This field displays the date on which the import bill is received.
<b>Advice</b>	[Optional, Drop-Down] Select the advice message from the drop-down list and click the <b>View</b> button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF.
<b>Contract Status</b>	[Display] This field displays the status of the contract.
<b>Drawee</b>	
<b>Name</b>	[Display] This field displays the name of the drawee of the import bill.

Field Name	Description
<b>Address</b>	[Display] This field displays the address of the drawee of the import bill.
<b>Country</b>	[Display] This field displays the country of the drawee of the import bill.
<b>Drawer</b>	
<b>Name</b>	[Display] This field displays the name of the drawer of the import bill.
<b>Address</b>	[Display] This field displays the address of the drawer of the import bill.
<b>Country</b>	[Display] This field displays the country of the drawer of the import bill.
<b>Remitting Bank</b>	
<b>Name</b>	[Display] This field displays the name of the remitting bank of the import bill.
<b>Address</b>	[Display] This field displays the address of the remitting bank of the import bill.
<b>Country</b>	[Display] This field displays the country of the remitting bank of the import bill.

14. Click the **Bill Details** tab. The system displays the **View Import Bills-Bill Details** screen.

## View Import Bills - Bill Details

View Import Bills		31-03-2011 13:00:00 GMT +0530									
Bill Reference Number: QT2IUCL102830003 Date Received: 10-10-2010 Contract Status: Active											
SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>											
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Status Date"/> <input type="button" value="Discrepancies"/> <input type="button" value="Bank Instructions"/>											
<b>Bill Details</b> <table border="1"> <tr> <td>Bill Operation: Acceptance</td> </tr> <tr> <td>Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)</td> </tr> <tr> <td>Currency: GBP</td> </tr> <tr> <td>Bill Amount : 258,023.70</td> </tr> <tr> <td>Outstanding Amount: 258,023.70</td> </tr> <tr> <td>Lodgement Date: 10-10-2010</td> </tr> <tr> <td>Maturity Date: 09-11-2010</td> </tr> <tr> <td>Tenor: 30</td> </tr> <tr> <td>Days From: 10-10-2010</td> </tr> </table>			Bill Operation: Acceptance	Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	Currency: GBP	Bill Amount : 258,023.70	Outstanding Amount: 258,023.70	Lodgement Date: 10-10-2010	Maturity Date: 09-11-2010	Tenor: 30	Days From: 10-10-2010
Bill Operation: Acceptance											
Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)											
Currency: GBP											
Bill Amount : 258,023.70											
Outstanding Amount: 258,023.70											
Lodgement Date: 10-10-2010											
Maturity Date: 09-11-2010											
Tenor: 30											
Days From: 10-10-2010											
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>											

## Field Description

Field Name	Description
<b>Bill Details</b>	
<b>Bill Operation</b>	[Display] This field displays the operation of the import bill.
<b>Product</b>	[Display] This field displays the product of the import bill.
<b>Currency</b>	[Display] This field displays the currency of the import bill.
<b>Bill Amount</b>	[Display] This field displays the amount of the import bill.
<b>Outstanding Amount</b>	[Display] This field displays the outstanding amount of the import bill.
<b>Lodgement Date</b>	[Display] This field displays the lodgment date of the import bill.
<b>Maturity Date</b>	[Display] This field displays the maturity date of the import bill.
<b>Tenor</b>	[Display] This field displays the tenor of the import bill.

Field Name	Description
<b>Days From</b>	[Display] This field displays the start event for the count of tenor such as the Bill of Lading Date.

15. Click the **Documents** tab. The system displays the **View Import Bills-Documents** screen.

### View Import Bills - Documents

**View Import Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2IUCL102830003 Date Received: 10-10-2010 Contract Status: Active	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Status Date"/> <input type="button" value="Discrepancies"/> <input type="button" value="Bank Instructions"/>	
<b>Documents</b> Documents Presented: Shipment From: Port of Loading: Port of Discharge: Shipment To: Invoice Number:	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

### Field Description

Field Name	Description
<b>Documents</b>	
<b>Documents Presented</b>	[Display] This field displays the list of documents presented under the import bill. It also shows the number of original and copies of the documents presented.
<b>Shipment from</b>	[Display] This field displays the place where the goods will be received.
<b>Port of Loading</b>	[Display] This field displays the port of loading of the goods.
<b>Port of Discharge</b>	[Display] This field displays the port of discharge of the goods.
<b>Shipment to</b>	[Display] This field displays the place where the goods will be delivered.

Field Name	Description
<b>Invoice Number</b>	[Display] This field displays the invoice number.

16. Click the **Status Date** tab. The system displays the **View Import Bills-Status Date** screen.

### View Import Bills - Status Date

**View Import Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2IUCL10283003	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 10-10-2010	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Active	
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Status Date"/> <input type="button" value="Discrepancies"/> <input type="button" value="Bank Instructions"/>	
<b>Status Date</b> Settlement Date: Acceptance Date: Confirm Maturity Date: 10-10-2010	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

### Field Description

Field Name	Description
<b>Status Date</b>	
<b>Settlement Date</b>	[Display] This field displays the settlement date of the import bill.
<b>Acceptance Date</b>	[Display] This field displays the acceptance date of the import bill.
<b>Confirm Maturity Date</b>	[Display] This field displays the maturity date of the import bill.

17. Click the **Discrepancies** tab. The system displays the **View Import Bills-Discrepancies** screen

**View Import Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2IUCL10283003	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 10-10-2010	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Active	
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Status Date"/> <input type="button" value="Discrepancies"/> <input type="button" value="Bank Instructions"/>	
<b>Discrepancies</b> Discrepancies Noted:	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

**Field Description**

Field Name	Description
<b>Discrepancies</b>	
<b>Discrepancies Noted</b>	[Display] This field displays the discrepancies noted identified by the bank in the bill.
	18. Click the <b>Bank Instructions</b> tab. The system displays the <b>Bank Instructions</b> screen.

**View Import Bills - Bank Instructions**

View Import Bills 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2IUCL102830003 SWIFT Message: Select View

Date Received: 10-10-2010 Advice: Select View

Contract Status: Active

**Bank Instructions**

Remitting Bank Charges:   
Collecting Bank Charges: FOR DRAWEE   
Charges Account: QT200177601

**View Attached Documents** **Back**

**Field Description**

Field Name	Description
<b>Bank Instructions</b>	
<b>Remitting Bank Charges</b>	[Display] This field displays the remitting bank charges.
<b>Collecting Bank Charges</b>	[Display] This field displays the collecting bank charges.
<b>Charges Account</b>	[Display] This field displays the account to which the charges for the import bill will be debited.

19. Click the **Back** button. The system displays the initial **View Import Bills** screen.

OR

Click the **view attached documents** to view the attached documents.

## View attached documents

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

Customer Id: QT2001776	Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	
Transaction Type: Bill		
<span style="font-size: 2em; vertical-align: middle;"> </span> <span style="font-size: 2em; vertical-align: middle;">&lt;&lt;</span> <span style="font-size: 2em; vertical-align: middle;">&lt;&lt;</span> <span style="font-size: 2em; vertical-align: middle;">Page 1 of 1</span> <span style="font-size: 2em; vertical-align: middle;">&gt;&gt;</span> <span style="font-size: 2em; vertical-align: middle;">&gt;&gt; </span>		
File Name	Date of Attachment	Notes
Export Bill - Advice.pdf	01-03-2011	

[View All](#) [Back](#)

## Field Description

Field Name	Description
<b>Customer Id</b>	[Display] This field displays the Customer id of the user..
<b>Product</b>	[Display] This field displays the name of the product.
<b>Transaction Type</b>	[Display] This field displays the type of the document attached.

## Column Description

File Name	[Display] This column displays the name of the file attached as a document.
Date of Attachment	[Display] This column displays the date of attachment of the document.
Notes	[Display] This column displays the notes available for the document.

20. Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Transaction Date to sort the records

in the ascending/descending order of the bill transaction date.

OR

Click >><< to navigate to the next or previous page in the list, respectively.

21. Click <<>> to navigate to the first or last page in the list, respectively.

OR

Click to reorder the columns or select the columns that appear in the list.

22. Click the **Print** to Print the data.

23. Click the **Edit** column to edit the number of columns.

24. Click the **Download** button to download the import bills list. The system displays the **View Import Bills** pop-up dialog screen.

### View attached Documents

25-08-2010 17:22:42 GMT +0530

Download Type **Page Layout** File Format **PDF**

Reference No >><< File Name Date of Attachment Notes

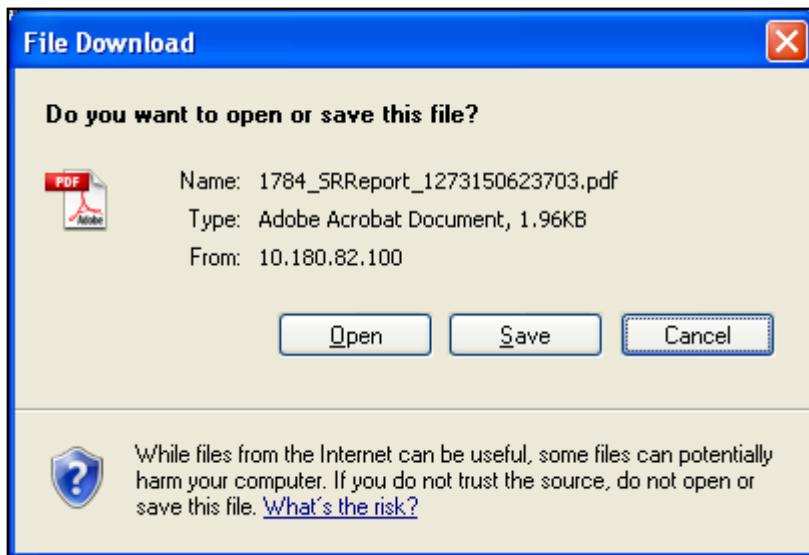
**Download** **Close**

### Field Description

Field Name	Description
<b>Download Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate report type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>

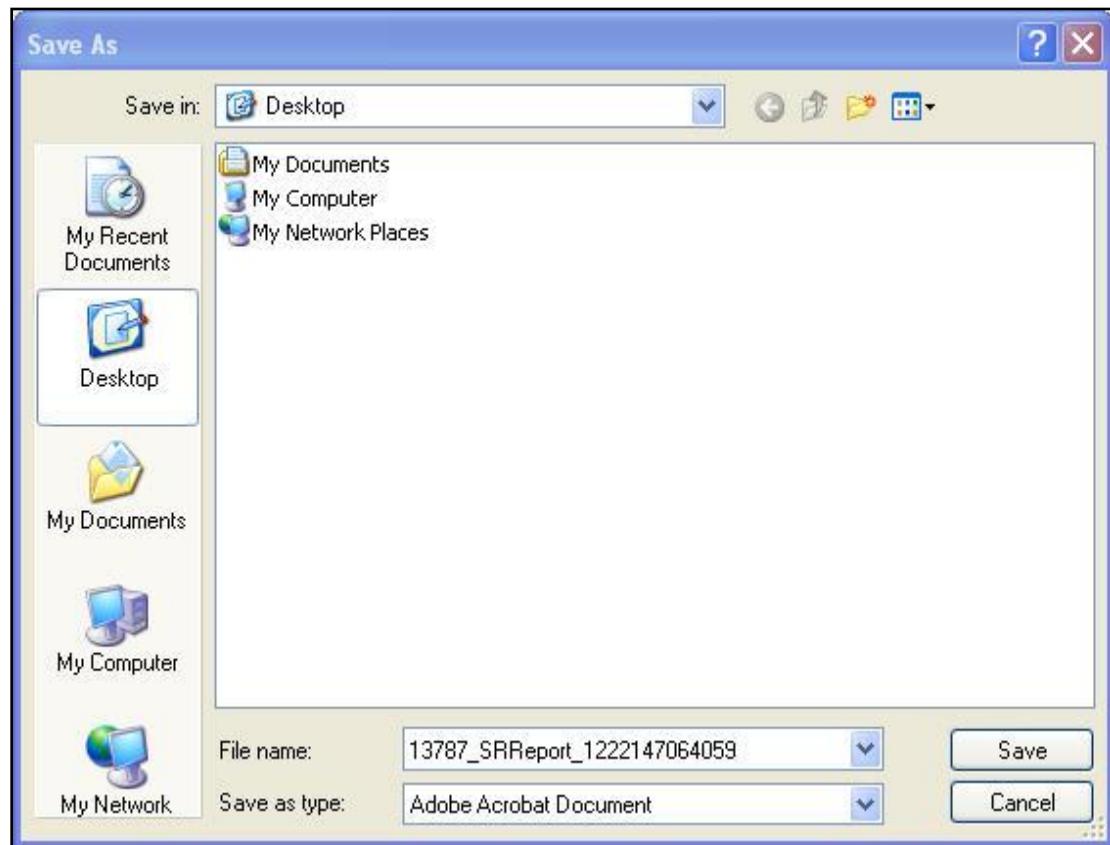
Field Name	Description
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. This option is enabled, if you select <b>Page Layout</b> from the <b>Download Type</b> drop-down list.
<b>Included</b>	[Display] This box lists all the fields that will be included in the report.
<b>Excluded</b>	[Display] This box lists all the fields that are to be excluded from the report.

25. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
26. Select the fields that you want to exclude from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.
27. Click the **Download** button. The system displays the **File Download dialog box**.  
OR  
Click the **Cancel** button to cancel the download and close the pop-up dialog screen.



28. Click the **Save** button to save the file. The system displays the **Save As** dialog box.  
OR  
Click the **Open** button to open the file. The system displays the file in the desired format.

## Save As



29. Enter to the desired location where you want to save the file, and click the **Save** button.  
The system saves the file in the specified location.
30. Click the **View all** on the View attached document screen to view attached documents  
OR  
Click the **File name** link on the View attached document screen to view the attached file  
OR  
Click the **Back** button to return to the previous screen.

## View attached Documents

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

Upload Images

**[ADVICE OF ACCEPTANCE]**

DATE : 10-OCT-10 PAGE : 1

Rohit trading  
churchgate  
Mumbai  
IN PAGE : 1

SUB :- ADVICE OF DRAFT/BILL OF EXCHANGE ACCEPTANCE.

DEAR SIR(S)/MADAM,

PLEASE BE ADVISED THAT THE DRAFT/BILL OF EXCHANGE WITH DETAILS AS SHOWN BELOW HAS BEEN ACCEPTED TO MATURE AS INDICATED.

OUR REFERENCE : QT2EUNA102830018  
USER REFERENCE NO : QT2EUNA102830018  
YOUR REFERENCE : QT2001776

DRAWEE NAME : Rohit trading  
DRAWEE ADDRESS : churchgate  
Mumbai  
IN  
DRAWEE REFERENCE : QT2001776  
DRAWEE COUNTRY : INDIA

DRAWER NAME : Eric Derzie & Assoc

**Print** **Download** **Back**

31. Click the **Print** button to print the attached document  
 OR  
 Click the **Download** button to download the attached document  
 OR  
 Click the **Back** button to return to the previous screen.

## View Swift messages and Advices

**View Swift Message** 01-03-2011 13:00:00 GMT +0530

Event Date : 31-Jan-2011  
 Event Acknowledgement Advice  
 Description :

```
{1:F01LONDUSBRAQT211111111111}
{2:I410SWISCH78XXXXN}
{3:{108:QT2MSOG110310084}}
{4:
:20:QT2IUCL110310004
:21:None
:32A:101109GBP515gate
-}
```

Export To :

15-02-2011 13:00:00 GMT +0530

Event Date :		
Event Description :		
<ADVICE OF ACCEPTANCE>		
-----		
DATE : 10-OCT-10	PAGE : 1	A B C D E F
Rohit trading churchgate Mumbai IN		
PAGE : 1		
SUB :- ADVICE OF DRAFT/BILL OF EXCHANGE ACCEPTANCE.		
-----		
DEAR SIR(S)/MADAM,		
PLEASE BE ADVISED THAT THE DRAFT/BILL OF EXCHANGE WITH DETAILS AS		
SHOWN BELOW HAS BEEN ACCEPTED TO MATURE AS INDICATED.		
OUR REFERENCE : OCTCINW10000010		
Export To : --Please Select--		Export

### Field Description

Field Name	Description
<b>Export to</b>	[Optional, Dropdown] Select the format to export the document.
<b>Swift fields</b>	[Display] This field displays the Swift details

32. Click the **Export** link to export the messages in the desired formats

## 9. View Export Bills

The **View Export Bills** option allows you to search, view and download the details of the export bills presented under:

- Collection
- LC (Advised / Non - Advised by Bank)

You can perform search on the bill reference number, drawee name, drawer name, bill amount, bill currency etc. and view the details of an individual export bill. The individual export bill details are shown under various tabs. The system provides export bill details such as bill amount, bill documents, status, discrepancies, parties to the bill, bank details, bank instructions, etc.

You can also download the export bill list in various formats.

### To view export bills

1. Navigate through **Trade Finance > Bills > View Export Bills**. The system displays the **View Export Bills** screen.

## View Export Bills

**View Export Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number:	<input type="text"/>	Drawee:	<input type="text"/>	Drawer*:	<input type="text" value="Select"/>
Bill Currency:	<input type="text" value="Select"/>	Select Status:	<input type="text" value="Select"/>	Bill Amount From:	<input type="text"/>
				Bill Amount To:	<input type="text"/>
From Date:	<input type="text"/>			To Date:	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>					

## Field Description

Field Name	Description
<b>Bill Reference Number</b>	[Optional, Numeric, 20] Type the bill reference number to be used as a parameter in the search criteria.
<b>Drawee</b>	[Optional, Alphanumeric, 20] Type the name of the drawee to be used as a parameter in the search criteria.
<b>Drawer</b>	[Mandatory, Drop-Down] Select the drawer name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the customer ID and the drawer name.
<b>Bill Currency</b>	[Optional, Drop-Down] Select the bill currency from the drop-down list, to be used as a parameter in the search criteria.
<b>Select Status</b>	[Optional, Drop-Down] Select the status of export bills
<b>Bill Amount From</b>	[Optional, Numeric, 20] Type the bill start amount in the amount range to be used as a parameter in the search criteria.
<b>Bill Amount To</b>	[Optional, Numeric, 20] Type the bill end amount in the amount range to be used as a parameter in the search criteria.
<b>From Date</b>	[Optional, Pick List] Select the bill start date from the pick list, to be used as a parameter in the search criteria.

Field Name	Description
------------	-------------

**To Date** [Optional, Pick List]  
Select the bill end date from the pick list, to be used as a parameter in the search criteria.

2. Click the **Search** button. The system displays the **View Export Bills** screen with the search results.  
OR  
Click the **Clear** button to clear the fields and re-enter the search criteria.

### View Export Bills

**View Export Bill** 31-03-2011 13:00:00 GMT +0530

---

Download Type

File Format

Bill Reference Number

Release Against

Transaction Date

Bill Currency

Amount

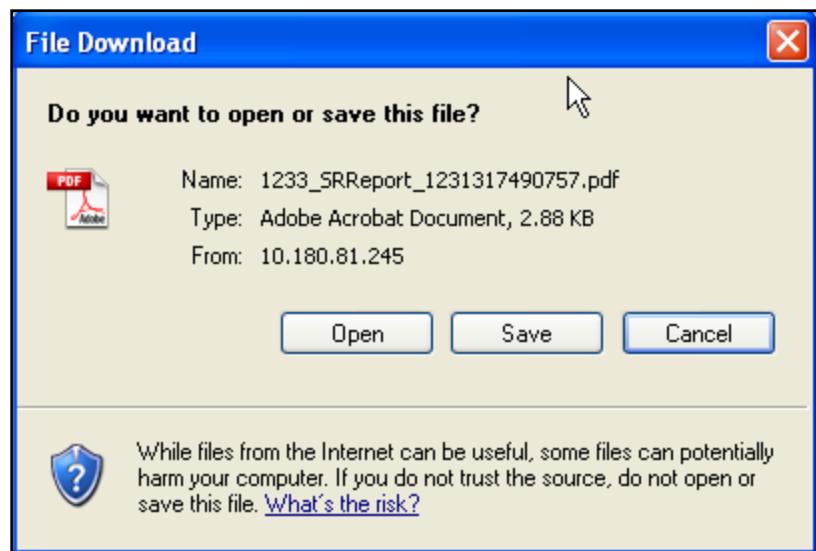
Status

Drawee

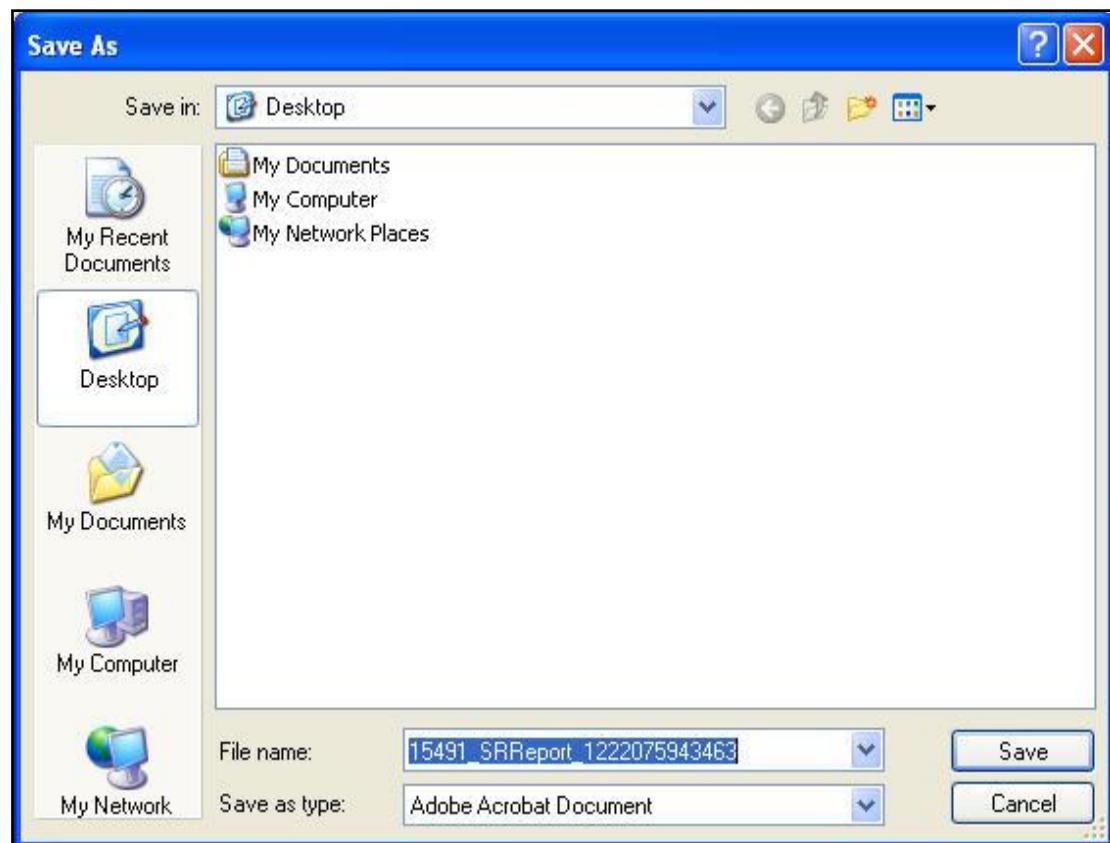
### Field Description

Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list.

Field Name	Description
<b>Included</b>	[Display] This box lists all the fields that will be included in the report. Select the fields to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
<b>Excluded</b>	[Display] This box lists all the fields to be excluded from the report. Select the fields that you want to exclude from the <b>Included</b> box and click the << button. The <b>Excluded</b> box appears on the left-side of the dialog box.
3.	Click the column heading (link) to sort the records in the ascending or descending order of the selected column heading. For example, click Transaction Date to sort the records in the ascending/descending order of the bill transaction date.
4.	Click >> or << to navigate to the next or previous page in the list, respectively.
5.	Click <<< or >>> to navigate to the first or last page in the list, respectively.
6.	Click  to reorder the columns or select the columns that appear in the list.
7.	Click the <b>Download</b> button to download the export bills list. The system displays the <b>View Export Bills</b> pop-up dialog screen.
8.	Click the <b>Print</b> button to Print the data.
9.	Click the <b>Edit</b> button to edit the number of columns.
10.	Select the fields that are to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
11.	Select the fields that are to be excluded from the <b>Included</b> box and click the << button. The <b>Excluded</b> box appears on the left-side of the dialog box.
12.	Click the <b>Download</b> button. The system displays the <b>File Download</b> dialog box. OR Click the <b>Cancel</b> button to cancel the download and close the pop-up dialog screen.

**File Download**

13. Click the **Save** button to save the file. The system displays the **Save As** dialog box.  
OR  
Click the **Open** button to open the file. The system displays the file in the desired format.

**Save As**

14. Navigate to the desired location to save the file, and click the **Save** button. The system saves the file in the specified location.
15. To view the details of a particular export bill, click the appropriate link in the **Bill Reference Number** column. The system displays the **View Export Bills** screen with the details of the export bill. By default, the **Parties** tab is displayed.

### View Export Bills - Parties tab

**View Export Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2ECPS110310010 Date Received: 31-01-2011 Contract Status: Hold	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/> Advice: <input type="button" value="Select"/> <input type="button" value="View"/>				
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Discrepancies"/> <input type="button" value="Status Date"/> <input type="button" value="Bank Instructions"/>					
<b>Parties</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Drawee</b>            Name: Eric Derzie &amp; Assoc            Address: 501            5th Ave            New York            Country: US         </td> <td style="width: 50%; vertical-align: top;"> <b>Drawer</b>            Name: Oxy Trading Inc            Address: 396            Broadway Rm 201            New York            Country: US         </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>Collecting Bank/Issuing Bank</b>            Name:            Address:            Country:         </td> </tr> </table>		<b>Drawee</b> Name: Eric Derzie & Assoc Address: 501 5th Ave New York Country: US	<b>Drawer</b> Name: Oxy Trading Inc Address: 396 Broadway Rm 201 New York Country: US	<b>Collecting Bank/Issuing Bank</b> Name: Address: Country:	
<b>Drawee</b> Name: Eric Derzie & Assoc Address: 501 5th Ave New York Country: US	<b>Drawer</b> Name: Oxy Trading Inc Address: 396 Broadway Rm 201 New York Country: US				
<b>Collecting Bank/Issuing Bank</b> Name: Address: Country:					
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>					

### Field Description

Field Name	Description
<b>Bill Reference Number</b>	[Display] This field displays the bill reference number.
<b>SWIFT Message</b>	[Optional, Drop-Down] Select the SWIFT message from the drop-down list and click the <b>View</b> button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF.
<b>Date Received</b>	[Display] This field displays the date on which the export bill is received.
<b>Advice</b>	[Optional, Drop-Down] Select the advice message from the drop-down list and click the <b>View</b> button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF.
<b>Contract Status</b>	[Display] This field displays the status of the contract.
<b>Drawee</b>	

Field Name	Description
<b>Name</b>	[Display] This field displays the name of the drawee of the export bill.
<b>Address</b>	[Display] This field displays the address of the drawee of the export bill.
<b>Country</b>	[Display] This field displays the country of the drawee of the export bill.
<b>Drawer</b>	
<b>Name</b>	[Display] This field displays the name of the drawer of the export bill.
<b>Address</b>	[Display] This field displays the address of the drawer of the export bill.
<b>Country</b>	[Display] This field displays the country of the drawer of the export bill.

#### Collecting Bank / Issuing Bank

<b>Name</b>	[Display] This field displays the name of the collecting/issuing bank of the export bill.
<b>Address</b>	[Display] This field displays the address of the collecting/issuing bank of the export bill.
<b>Country</b>	[Display] This field displays the country of the collecting/issuing bank of the export bill.

16. Click the **Bill Details** tab. The system displays the View Export Bills **Bill Details** screen.

## View Export Bills - Bill Details tab

**View Export Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2ECPS110310010	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 31-01-2011	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Hold	

**Bill Details**

Bill Operation: Collection	Product: OUTGOING CLEAN SIGHT BILLS UNDER LC ON COLLECTION
Currency: GBP	
Bill Amount : 255.00	
Outstanding Amount: 0.00	
Lodgement Date: 31-01-2011	
Maturity Date: 10-02-2011	
Tenor: 0	
Days From: 31-01-2011	

## Field Description

Field Name	Description
<b>Bill Details</b>	
<b>Bill Operation</b>	[Display] This field displays the export bill operation.
<b>Product</b>	[Display] This field displays the export bill product.
<b>Currency</b>	[Display] This field displays the currency of the export bill.
<b>Bill Amount</b>	[Display] This field displays the amount of the export bill.
<b>Outstanding Amount</b>	[Display] This field displays the outstanding amount of the export bill.
<b>Lodgement Date</b>	[Display] This field displays the lodgment date of the export bill.
<b>Maturity Date</b>	[Display] This field displays the maturity date of the export bill.
<b>Tenor</b>	[Display] This field displays the tenor of the export bill.

Field Name	Description
<b>Days From</b>	[Display] This field displays the start event for the count of tenor such as the Bill of Lading Date.

17. Click the **Documents** tab. The system displays the View Export Bills **Documents** screen.

### View Export Bills - Documents tab

### Field Description

Field Name	Description
<b>Documents</b>	
<b>Documents Presented</b>	[Display] This field displays the list of documents presented under the export bill. It also shows the number of original and copies of the documents presented.
<b>Shipment from</b>	[Display] This field displays the place where the goods will be received.
<b>Port of Loading</b>	[Display] This field displays the port of loading of the goods.
<b>Port of Discharge</b>	[Display] This field displays the port of discharge of the goods.
<b>Shipment To</b>	[Display] This field displays the place where the goods will be delivered.
<b>Invoice Number</b>	[Display] This field displays the invoice number.

18. Click the **Discrepancies** tab. The system displays the View Export Bills-**Discrepancies** screen.

### View Export Bills - Discrepancies tab

**View Export Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2ECPS110310010	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 31-01-2011	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Hold	
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Discrepancies"/> <input type="button" value="Status Date"/> <input type="button" value="Bank Instructions"/>	
<input type="button" value="Discrepancies"/>	
Discrepancies Noted:	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

### Field Description

Field Name	Description
------------	-------------

#### Discrepancies

<b>Discrepancies Noted</b>	[Display]
	This field displays the list of discrepancies identified by the bank in the export bill.

19. Click the **Status Date** tab. The system displays the view export bill **Status Date** screen.

### View Export Bills - Status Date tab

**View Export Bills** 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2ECPS110310010	SWIFT Message: <input type="button" value="Select"/> <input type="button" value="View"/>
Date Received: 31-01-2011	Advice: <input type="button" value="Select"/> <input type="button" value="View"/>
Contract Status: Hold	
<input type="button" value="Parties"/> <input type="button" value="Bill Details"/> <input type="button" value="Documents"/> <input type="button" value="Discrepancies"/> <input type="button" value="Status Date"/> <input type="button" value="Bank Instructions"/>	
<input type="button" value="Status Date"/>	
Settlement Date: Acceptance Date: Confirm Maturity Date: 31-01-2011	
<input type="button" value="View Attached Documents"/> <input type="button" value="Back"/>	

### Field Description

Field Name	Description
------------	-------------

#### Status Date

Field Name	Description
<b>Settlement Date</b>	[Display] This field displays the settlement date of the export bill.
<b>Acceptance Date</b>	[Display] This field displays the acceptance date of the export bill.
<b>Confirm Maturity Date</b>	[Display] This field displays the maturity date of the export bill.

20. Click the **Bank Instructions** tab. The system displays the View Export Bills- **Bank Instructions** screen.

### View Export Bills - Bank Instructions tab

View Export Bills 31-03-2011 13:00:00 GMT +0530

Bill Reference Number: QT2ECPS110310010 SWIFT Message:

Date Received: 31-01-2011 Advice:

Contract Status: Hold

**Bank Instructions**

Remitting Bank Charges:  
Collecting Bank Charges:  
Charges Account:

### Field Description

Field Name	Description
<b>Bank Instructions</b>	
<b>Remitting Bank Charges</b>	[Display] This field displays the remitting bank charges.
<b>Collecting Bank Charges</b>	[Display] This field displays the collecting bank charges.
<b>Charges Account</b>	[Display] This field displays the account to which the charges for the export bill will be debited.

21. Click the **Back** button. The system displays the initial **View Export Bills** screen.  
OR  
Click the **View Attached Document** to view the documents attached.

## View Attached Document

View Attached Documents		01-03-2011 13:00:00 GMT +0530
Customer Id: QT2001776	Product: USANCE BILLS UNDER LC ACCEPTANCE (ADVANCE BY LOAN)	
Transaction Type: Bill		
		Records 1 to 1 of 1  << << Page 1 of 1 >> >>
File Name	Date of Attachment	Notes
Export Bill - Advice.pdf	01-03-2011	
		<a href="#">View All</a> <a href="#">Back</a>

## Field Description

Field Name	Description
<b>Customer Id</b>	[Display] This field displays the Customer id..
<b>Product</b>	[Display] This field displays the collecting bank charges.
<b>Transaction Type</b>	[Display] This field displays the account to which the charges for the export bill will be debited.
<b>File name</b>	[Display] This column displays the file name.
<b>Date of attachment</b>	[Display] This column displays the date of attachment.
<b>Notes</b>	[Display] This column displays the notes if any.

22. Click the **View All** button to view the attached documents.

OR

Click the **Back** button to return to the previous screen.

**View Attached Documents** 01-03-2011 13:00:00 GMT +0530

Upload Images

TOKEN NO900035

1+1

235  
RETUSER2/rETUSER2

\\10.22.84.100\WebScarab

For Normal Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address proxywest.i-flex.com  
Port 8080  
Advanced>Exceptions \*.i-flex.com;\*.iflex.com;10.\*;192.168.\*;202.46.217.\*

For WebScarab Settings  
Open Internet Explorer >>Tools>>Internet Options>>Connections>>LAN Settings  
Address 127.0.0.1  
Port 8008  
Advanced>Exceptions (Keep it blank)

[Print](#) [Download](#) [Back](#)

23. Click the **Print** button to print the attached document  
 OR  
 Click the **Download** button to download the attached document?  
 OR  
 Click the **Back** button to return to the previous screen.

### Swift messages /advices

**View Swift Message** 01-03-2011 13:00:00 GMT +0530

Event Date : 31-Jan-2011

Event Acknowledgement Advice

Description :

```
{1:F01LONDUSBRAQT211111111111}
{2:I410SWISCH78XXXXN}
{3:{108:QT2MSOG110310084}}
{4:
:20:QT2IUCL110310004
:21:None
:32A:101109GBP51500
-}
```

Export To :

15-02-2011 13:00:00 GMT +0530

Event Date :		
Event Description :		
<ADVICE OF ACCEPTANCE>		
-----		
DATE : 10-OCT-10	PAGE : 1	
Rohit trading churchgate Mumbai IN		
PAGE : 1		
SUB :- ADVICE OF DRAFT/BILL OF EXCHANGE ACCEPTANCE. -----		
DEAR SIR(S)/MADAM, PLEASE BE ADVISED THAT THE DRAFT/BILL OF EXCHANGE WITH DETAILS AS SHOWN BELOW HAS BEEN ACCEPTED TO MATURE AS INDICATED.		
OUR REFERENCE : OCTCINWA10000010		
Export To : <input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="--Please Select--"/> <input style="border: 1px solid #000; background-color: #000; color: white; padding: 2px 10px;" type="button" value="Export"/>		

### Field Description

Field Name	Description
<b>Export to</b>	[Optional, Dropdown] Select the format to export the document.
<b>Swift fields</b>	[Display] This field displays the Swift details

24. Click the **Export** link to export the messages in the desired formats

## 10. Direct Collection

“Direct Collection” is a “Documentary (draft) Collection” arrangement in which trade documents are sent directly to the Drawee’s bank (also known as Collecting bank / buyer’s bank) by the Drawer (also known as exporter / seller).

Collection Documents are broadly categorized under:

**Documents against Payment (D/P):** This means documents are released to the Drawee only after payment.

**Documents against Acceptance (D/A):** This means documents are released to the Drawee only after Drawee’s acceptance

### To initiate a Direct Collection

1. Navigate through **Trade Finance > Collections > Trade Direct Collection**. The system displays the **Direct Collection** screen. By default, the **Parties** tab is displayed.

## Parties tab

Direct Collection 31-03-2011 13:00:00 GMT +0530

Existing Template   New Direct Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Customer Id*: <input type="text" value="QT1001822 (Zublian Logistics pvt Ltd)"/>	Branch*: <input type="text" value="QT1-QT1-LONDON"/>	Drawee
Date of Application*: <input type="text" value="31-03-2011"/>	Customer Ref. No.: <input type="text" value="US1343NY678"/>	Name*: <input type="text" value="ABC Inc"/> <input type="button" value=""/>
Product*: <input type="text" value="Documents Against Payment (D/P)-Sight"/>	Address1*: <input type="text" value="Wall Street"/>	Address1*: <input type="text" value="Wall Street"/>
Drawer	Address2: <input type="text"/>	Address2: <input type="text"/>
Name: <input type="text" value="Zublian Logistics pvt Ltd"/>	Address3: <input type="text" value="Diamond lane"/>	Address3: <input type="text" value="Redmond"/>
Address1*: <input type="text" value="Zublian logistics"/>	Country*: <input type="text" value="US"/>	Country: <input type="text" value="UNITED STATES"/>
Address2: <input type="text"/>	Country: <input type="text"/>	Country: <input type="text" value="UNITED STATES"/>
Address3: <input type="text"/>	Country: <input type="text"/>	Country: <input type="text"/>
Country*: <input type="text"/>	Drawee Bank	Drawee Bank
Template Access Type: <input type="text" value="Select"/>	SWIFT: <input type="text" value="AMERUS39"/> <input type="button" value=""/>	SWIFT: <input type="text" value="AMERUS39"/> <input type="button" value=""/>
	Name: <input type="text" value="BANK OF AMERICA"/>	Name: <input type="text" value="BANK OF AMERICA"/>
	Address1: <input type="text" value="US"/>	Address1: <input type="text" value="US"/>
	Address2: <input type="text"/>	Address2: <input type="text"/>
	Address3: <input type="text"/>	Address3: <input type="text"/>
	Country: <input type="text"/>	Country: <input type="text" value="UNITED STATES"/>

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Parties</b>	
<b>Existing Template</b>	[Radio button, Lookup] Select the radio button to select the existing template.
<b>New Export Collection</b>	[Radio button] Select the New Direct collection to initiate a new transaction. Selection of one of the existing template or new Direct collection is mandatory.
<b>Parties</b>	
<b>Customer ID</b>	[Mandatory, Drop-Down] Select the appropriate customer id from the drop-down list.
<b>Branch</b>	[Mandatory, Drop-Down] Select the appropriate Branch from the drop-down list.
<b>Date of Application</b>	[Mandatory, Pick-List] Select the date of direct collection application from .

Field Name	Description
<b>Customer Reference Number</b>	[Optional, Alphanumeric,40] Type the customer reference number.
<b>Product</b>	[Mandatory, Drop-Down] Select the Direct Collection product from the drop-down list.
<b>Drawer</b>	
<b>Name</b>	[Display] This field displays the drawer Name.
<b>Address 1</b>	[Display] This field displays address of the drawer.
<b>Address 2</b>	[Display] This field displays the address of the drawer.
<b>Address 3</b>	[Display] This field displays the address of the drawer.
<b>Country</b>	[Mandatory, Drop-Down] Select the drawer's country from the drop-down list.
<b>Drawee</b>	
<b>Name</b>	[Mandatory, Alphanumeric,35] Type the drawee name or use Look Up to displays the drawee details.
<b>Address 1</b>	[Mandatory, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 2</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 3</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Country</b>	[Optional, Drop-Down] Select the drawee's country from the drop-down list.
<b>Drawee Bank details</b>	
<b>Swift Id</b>	[Optional, Alphanumeric, 11] Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details.

Field Name	Description
<b>Name</b>	[Optional, Alphanumeric, 40] Type the Drawee Bank Name.
<b>Address 1</b>	[Mandatory, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 2</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 3</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Country</b>	[Optional, Drop-Down] Select the drawee Bank's country from the drop-down list.

### Drawee Look Up

**Drawee Lookup** 26-08-2010 04:02:05 GMT -0600

---

Drawee Id:

Drawee Name:

Drawee Country:

Drawee Visibility:

Records 1 to 2 of 2
| < <
< < |
Page 1 of 1
| > >
| >> |

Drawee Name	Address1	Address2	Address3	Country	Bank Name	SWIFT
<input type="radio"/> dsad	dqqd			US	BANCA INTESA SPA	BCITITM1
<input type="radio"/> helly	mcfksds			US	BANCA INTESA SPA	BCITITM1

### Field Description

Field Name	Description
<b>Drawee Id</b>	[Optional, Alphanumeric, 10] Type the drawee Id.

Field Name	Description
<b>Drawee Name</b>	[Optional, Alphanumeric, 40] Type the drawee Name.
<b>Drawee Country</b>	[Optional, Drop-Down] Select the drawee's country from the drop-down list.
<b>Drawee Visibility</b>	[Optional, Drop-Down] Select the drawee visibility from the drop-down list.

2. To download the complete statement, click the Download  button. The system displays the Outward Guarantee amendment dialog screen.
3. Click the **reorder** button  to reorder the columns or select the columns that appear in the list.
4. Click the **Print** button  to print the data.
5. Click on **Edit** button  column to edit the number of columns.

#### Download Outward Guarantee

**Lookup Maintenance** 26-08-2010 03:55:58 GMT -0600

---

Download Type

>>

<<

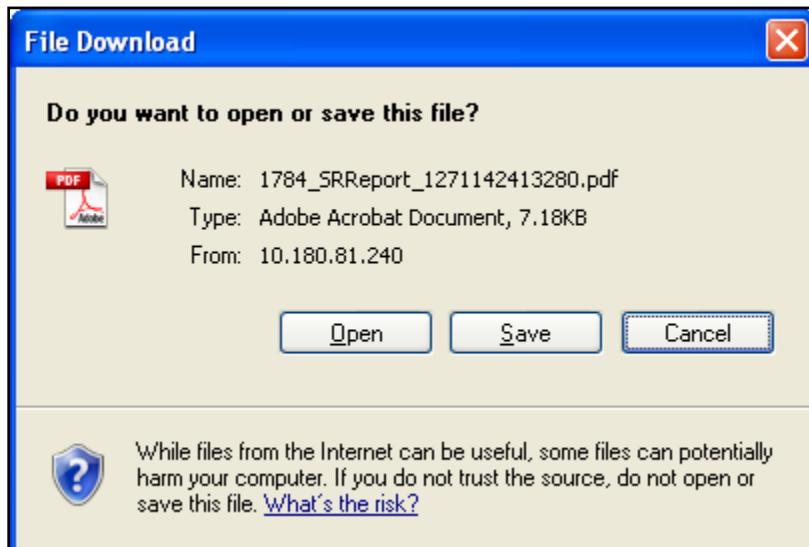
Drawee Name  
Address1  
Address2  
Address3  
Country  
Bank Name  
SWIFT

Download
Close

**Field Description**

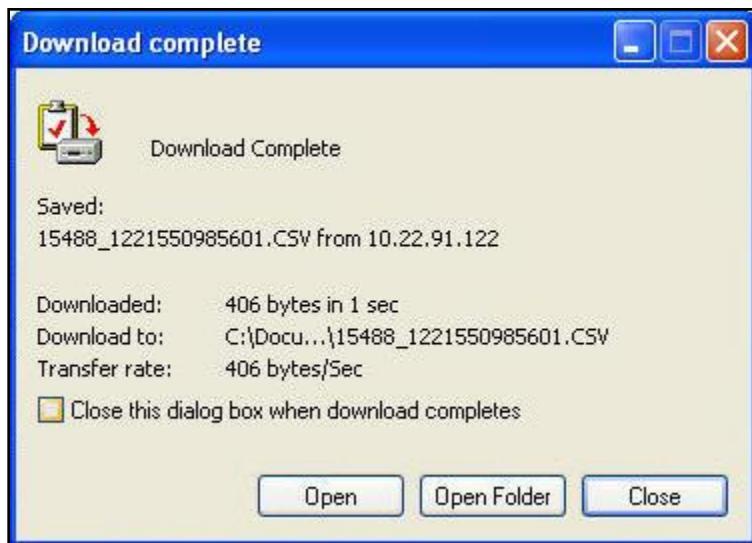
Field Name	Description
<b>Download Type</b>	[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are: <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. The options available are <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>
<b>Included</b>	This box lists all the fields that will be included in the report. Select the fields that are to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
<b>Excluded</b>	This box lists all the fields that will be excluded from the report. Select the fields that are to be excluded from the Included box and click the << button. The Excluded box appears on the left-side of the dialog box.

6. Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button. The system displays the File Download message box.

**File Download**

7. Click the **Save** button to save the file on your file system. The system displays the Save As dialog box.
8. Specify the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the Download complete message box.

#### Download Complete



9. Click the **Open** button to open the file or click the **Close** button to view the file later.  
OR  
Click the **Open Folder** button to open the folder in which the file is saved  
OR  
Click the **Close** button to close the Download Outward Guarantee dialog box.
10. Click the **Use Drawee** button on the drawee lookup screen, the system displays the direct collection screen.
11. Click the **Bill Details** tab, The system displays the Direct Collections **Bill Details** screen.

**Bill Details tab**

Direct Collection 31-03-2011 13:00:00 GMT +0530

Existing Template

New Direct Collection

**Bill Details**

Parties	Bill Details	Documents	Settlement Details	Instructions
Bill Amount *: <input type="text" value="USD"/> <input type="text" value="5000000"/> <input type="button"/>				
Tenor*: <input type="text" value="0"/> <input type="text" value="Sight"/> <input type="text" value="31-03-2011"/> <input type="button"/>				
Maturity Date: <input type="text"/> <input type="button"/>				
Name of Vessel/ Air Freight Number: <input type="text" value="Jet Airways"/>				
Port of Loading: <input type="text" value="San Francisco"/>				
Port of Discharge: <input type="text" value="Miami"/>				
Description of Goods: <input type="text" value="SPAREPARTS"/> <input type="button"/>				
SPARE PARTS				

Template Access Type:

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

**Field Description**

Field Name	Description
<b>Bill Details</b>	
<b>Bill Amount</b>	[Mandatory, Numeric, 15]  Type the appropriate bill amount.  Select the appropriate currency from the drop-down list.
<b>Tenor</b>	[Mandatory, Numeric, 3]  Type the tenor days.  Select the appropriate base document from the drop-down list.  Select the base date from the pick list.
<b>Maturity Date</b>	[Optional, Pick-List]  Select the maturity date from the pick list.  Note: • Enabled only when the “Fixed Due Date” is selected under base document.
<b>Name of Vessel/ Air Freight Number</b>	[Optional, Alphanumeric, 35]  Types the name of the Vessel or Air Freight Number vide which the goods are being sent.

Field Name	Description
<b>Port of loading</b>	[Optional, Alphanumeric, 65] Type the place of dispatch or taking in charge of the goods or loading on board.
<b>Port Of Discharge</b>	[Optional, Alphanumeric, 65] Type the port of discharge.
<b>Description of Goods</b>	[Mandatory, Dropdown, Alphanumeric, 6500] Select the name of the goods and Type the description of goods.

12. Click the **Documents** tab. The system displays the **Direct collections-Documents** screen.

### Direct Collections-Documents tab

**Direct Collection** 31-03-2011 13:00:00 GMT +0530

Existing Template

New Direct Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Documents	First Mail Original	Copies	Second Mail Original	Copies
<input checked="" type="checkbox"/> Air Waybill	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bill of Lading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Insurance Certificate	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Packing List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Template Access Type:

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

### Field Description

Field Name	Description
<b>Documents</b>	
<b>Documents</b>	[Optional, Check Box] Click on the Documents check box to select the required document.
<b>First Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.

Field Name	Description
<b>Second Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.
<b>Template Access type</b>	[Conditional, drop Down] Select the type of the template from the drop Down.

**Note**• System allows adding up to 10 new documents only

13. Click the **Settlement Details** tab. The system displays the **Direct Collections-Settlement Details** screen.

### Direct Collections-Settlement Details

31-03-2011 13:00:00 GMT +0530

**Settlement Instructions** Credit proceeds to Our account  with our bank

**Deal Details**

Forward Exchange Contract No's  Deal Number  Currency  Deal Amount

Template Access Type:

**Buttons:** View Limits, Initiate, Save as Draft, Save As Template, Save and Submit

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

### Field Description

Field Name	Description
<b>Settlement Details</b>	
<b>Credit proceeds to Our account with our bank</b>	[Optional, Radio button, dropdown] Select the Radio button to select the credit proceeds to our account. Select the appropriate CASA Account number where the export proceeds shall be credited from the drop-down list.
<b>Deal Details</b>	
<b>Forward exchange contract No's</b>	[Optional, check box] Click to select this option.

Field Name	Description
<b>Deal Number</b>	[Optional, Alphanumeric,6] Type the deal number.
<b>Currency</b>	[Optional, Drop-Down] Select the appropriate currency from the drop-down list.
<b>Deal Amount</b>	[Optional, Alphanumeric,15] Type the deal amount.

14. Click the **Instructions** tab. The system displays the **Direct Collections Instructions** screen.

### Instructions tab

### Field Description

Field Name	Description
<b>Charges</b>	
<b>All overseas charges are for the account of</b>	[Optional, Checkbox, Drop Down] Select the All overseas charges checkbox to specify if the overseas charges are to be paid by Drawer or Drawee.

Field Name	Description
<b>If charges/interest are refused then Collecting bank can either</b>	[Optional, Checkbox, Drop Down] Select the checkbox to specify if the charges/interest are refused then collecting bank can either waive or not waive.
<b>Interest Instructions</b>	
<b>Collect Interest at .....% rate from --- date until date of payment</b>	[Optional, Checkbox, Pick List,5] Select the collect interest rate check box and select the date of payment from the pick List.
<b>Collect Interest at ..... rate from date of first presentation until date of acceptance and from due date until date of payment</b>	[Optional, Checkbox, Pick List,5] Select the collect interest rate check box and select the date of payment from the pick List.
<b>If documents are dishonored</b>	
<b>Protest for non payment</b>	[Optional, Checkbox] Select the Protest for non payments checkbox to specify protest in case of non-payment. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Note: This is enabled only when the product selected is D/P.</div>
<b>Protest for non acceptance</b>	[Optional, Checkbox] Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Note: This is enabled only when the product selected is D/P</div>
<b>Other instructions</b>	[Optional, Alphanumeric,255] Type the instructions to the bank locally.
<b>Condition</b>	[Mandatory, Checkbox] Select the checkbox to accept terms and conditions.
<b>Template access type</b>	[Conditional, Drop Down] Select the type of access for the template. The options available are Public Private

15. Click the **Conditions** button to view the conditions.
16. Click the **attach documents** button to attach the documents.

**Note:** Clean Bills (Bills without any attachments) are not supported.

17. Click the **view limits** button to view the limits for the transaction  
OR  
Click the **Save as Draft** button to save the transaction as a Draft  
OR  
Click the **Save as Template** to save the transaction as a template.  
OR  
Click the **save and Submit** button to initiate and save the transaction  
OR  
Click the **Initiate** button. The system displays the **Direct Collection-Verify** screen.

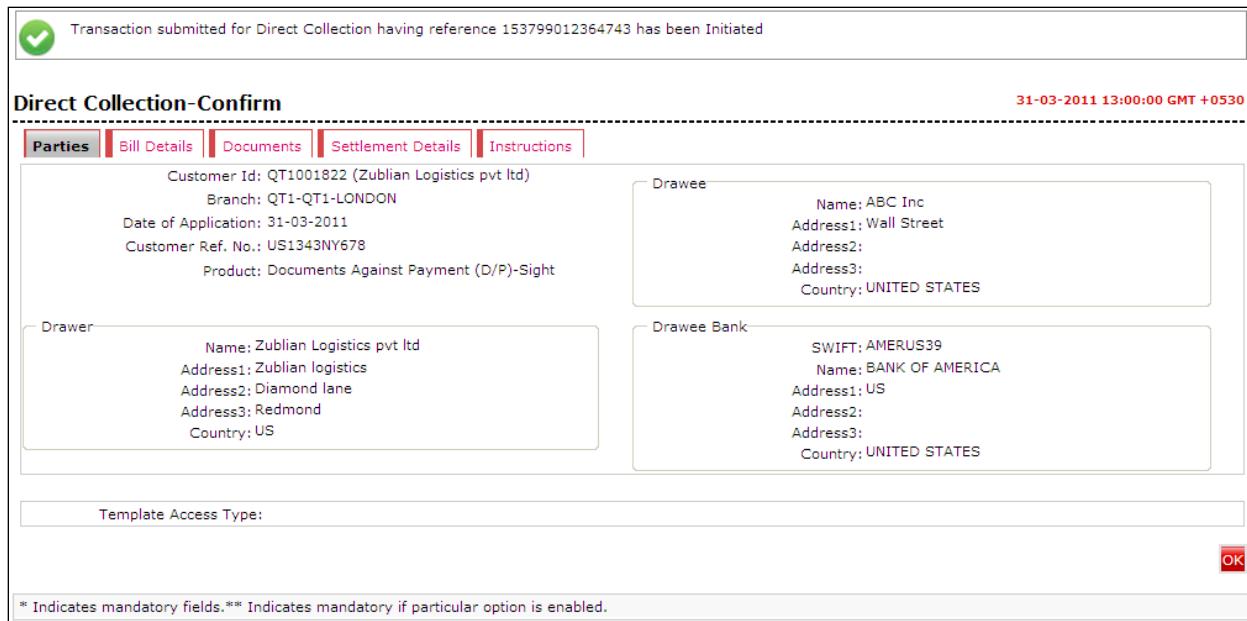
### Direct Collection Verify

**Direct Collection-Verify** 31-03-2011 13:00:00 GMT +0530

Parties	Bill Details	Documents	Settlement Details	Instructions
<p>Customer Id: QT1001822 (Zublian Logistics pvt ltd) Branch: QT1-QT1-LONDON Date of Application: 31-03-2011 Customer Ref. No.: US1343NY678 Product: Documents Against Payment (D/P)-Sight</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Drawer</b></p> <p>Name: Zublian Logistics pvt ltd Address1: Zublian logistics Address2: Diamond lane Address3: Redmond Country: US</p> </div> <div style="width: 45%;"> <p><b>Drawee</b></p> <p>Name: ABC Inc Address1: Wall Street Address2: Address3: Country: UNITED STATES</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><b>Drawee Bank</b></p> <p>SWIFT: AMERUS39 Name: BANK OF AMERICA Address1: US Address2: Address3: Country: UNITED STATES</p> </div> <div style="width: 45%;"></div> </div> <p>Template Access Type:</p> <div style="text-align: right; margin-top: 10px;"> <input style="margin-right: 5px;" type="button" value="Change"/><input type="button" value="Cancel"/><input type="button" value="Confirm"/> </div>				
<small>* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.</small>				

18. Click the **Confirm** button. The system displays the **Direct Collection-Confirm** screen with the status message.  
OR  
Click the **Change** button to change the **Direct Collection** details.

## Direct Collection Confirm



Transaction submitted for Direct Collection having reference 153799012364743 has been Initiated

**Direct Collection-Confirm** 31-03-2011 13:00:00 GMT +0530

**Parties** Bill Details Documents Settlement Details Instructions

Customer Id: QT1001822 (Zublian Logistics pvt Ltd)  
 Branch: QT1-QT1-LONDON  
 Date of Application: 31-03-2011  
 Customer Ref. No.: US1343NY678  
 Product: Documents Against Payment (D/P)-Sight

**Drawee**  
 Name: ABC Inc  
 Address1: Wall Street  
 Address2:  
 Address3:  
 Country: UNITED STATES

**Drawer**  
 Name: Zublian Logistics pvt Ltd  
 Address1: Zublian logistics  
 Address2: Diamond lane  
 Address3: Redmond  
 Country: US

**Drawee Bank**  
 SWIFT: AMERUS39  
 Name: BANK OF AMERICA  
 Address1: US  
 Address2:  
 Address3:  
 Country: UNITED STATES

Template Access Type: Public

OK

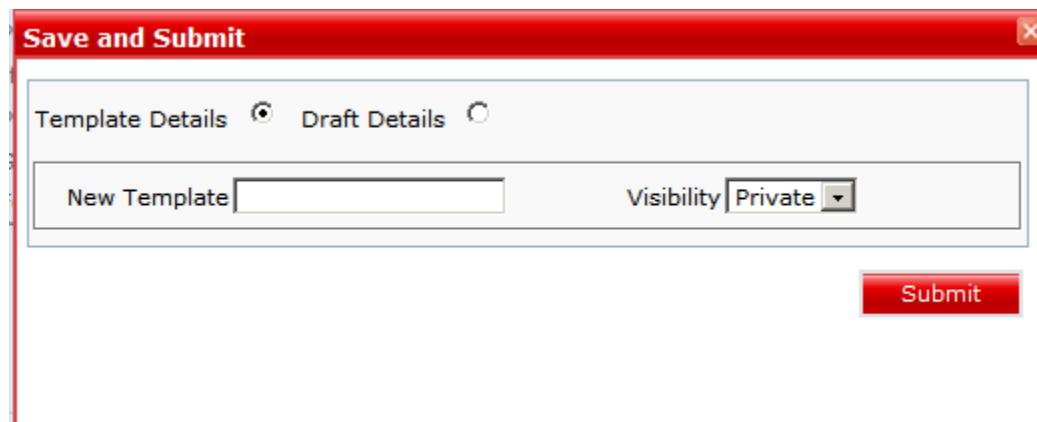
\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

19. Click the **OK** button. The system displays the initial **Direct Collection** screen.
20. Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.

Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date.

21. Click the **Save as Template** button to create a payment template of the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.
22. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template.

## Save and Submit



**Save and Submit**

Template Details Draft Details

New Template Template Name Visibility Private

Submit

**Field Description**

Field Name	Description
<b>Template Details</b>	[Mandatory, Radio Button] Select the <b>Template Details</b> Radio Button to save template details.
<b>Draft Details</b>	[Mandatory, Radio Button] Click <b>Draft Details</b> Radio button to save draft details.
<b>New Template</b>	[Optional, Alphanumeric, 20] Type the new template details.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the visibility from the drop-down list.

## 11. Export Collection

“Export Collection” is a “Documentary payment in foreign trade in which the exporter, after shipment of the goods, sends the commercial documents to its bank and requests the bank to collect payment from the drawee (buyer) through a foreign bank.

Collection Documents are broadly categorized under:

**Documents against Payment (D/P):** This means documents are released to the Drawee only after payment.

**Documents against Acceptance (D/A):** This means documents are released to the Drawee only after drawee's acceptance

### To initiate a Export Collection

1. Navigate through **Trade Finance > Collections > Export Collection**. The system displays the **Export Collection** screen. By default, the **Parties** tab is displayed.

## Export Collection- Parties tab

**Export Collection** 31-03-2011 13:00:00 GMT +0530

Existing Template

New Export Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Customer Id*: <input type="text" value="QT1001822 (Zublian Logistics pvt Ltd)"/>	Branch*: <input type="text" value="QT1-QT1-LONDON"/>	Drawee
Date of Application*: <input type="text" value="31-03-2011"/>	Name*: <input type="text" value="ABC Inc"/>	
Customer Ref. No.: <input type="text" value="USA1235NY764"/>	Address1*: <input type="text" value="Wall Street"/>	
Product*: <input type="text" value="Documents Against Payment (D/P)-Sight"/>	Address2: <input type="text" value="New York"/>	
Drawer	Address3: <input type="text" value=""/>	
Name: <input type="text" value="Zublian Logistics pvt Ltd"/>	Country: <input type="text" value="UNITED STATES"/>	
Address1*: <input type="text" value="Zublian logistics"/>	Drawee Bank	
Address2: <input type="text" value="Diamond Lane"/>	SWIFT: <input type="text" value="AMERUS39"/>	
Address3: <input type="text" value="Redmond"/>	Name: <input type="text" value="BANK OF AMERICA"/>	
Country*: <input type="text" value="US"/>	Address1: <input type="text" value="US"/>	
Template Access Type: <input type="text" value="Select"/>	Address2: <input type="text" value=""/>	
Address3: <input type="text" value=""/>	Address3: <input type="text" value=""/>	
Country: <input type="text" value="Select"/>	Country: <input type="text" value="Select"/>	

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Existing Template</b>	[Radio button, Lookup] Select the radio button to select the existing template.
<b>New Export Collection</b>	[Radio button] Select the New Export collection to initiate a new transaction. Selection of one of the existing template or new export collection is mandatory.

**Parties**

<b>Customer ID</b>	[Mandatory, Drop-Down] Select the appropriate customer id from the drop-down list.
<b>Branch</b>	[Mandatory, Drop-Down] Select the appropriate branch from the drop-down list.
<b>Date of Application</b>	[Mandatory, Pick-List] Select the date of Export collection application from .
<b>Customer Reference Number</b>	[Optional, Alphanumeric,40] Type the customer reference number.

Field Name	Description
<b>Product</b>	[Mandatory, Drop-Down] Select the Export Collection product from the drop-down list.
<b>Drawer</b>	
<b>Name</b>	[Display] This field displays the drawer Name.
<b>Address 1</b>	[Display] This field displays address of the drawer.
<b>Address 2</b>	[Display] This field displays the address of the drawer.
<b>Address 3</b>	[Display] This field displays the address of the drawer.
<b>Country</b>	[Mandatory, Drop-Down] Select the drawer's country from the drop-down list.
<b>Drawee</b>	
<b>Name</b>	[Mandatory, Alphanumeric,35] Type the drawee name or use Look Up to displays the drawee details.
<b>Address 1</b>	[Mandatory, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 2</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 3</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Country</b>	[Optional, Drop-Down] Select the drawee's country from the drop-down list.
<b>Drawee Bank details</b>	
<b>Swift Id</b>	[Optional, Alphanumeric, 11] Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details.
<b>Name</b>	[Optional, Alphanumeric, 35] Type the drawee Bank Name.

Field Name	Description
<b>Address 1</b>	[Mandatory, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 2</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Address 3</b>	[Optional, Alphanumeric,35] Type the address of the selected drawee.
<b>Country</b>	[Optional, Drop-Down] Select the drawee bank's country from the drop-down list.

2. Click the **Bill Details** tab.

### Bill Details

Export Collection 31-03-2011 13:00:00 GMT +0530

Existing Template

New Export Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Bill Amount \*:

Tenor \*:

Maturity Date:

Name of Vessel/ Air Freight Number:

Port of Loading:

Port of Discharge:

Description of Goods:

DYED ACCORDING TO THE DULY AND JOINTLY APPROVED TECHNICAL PARAMETERS SAMPLES AND GENERAL PURCHASE

Template Access Type:

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

### Field Description

Field Name	Description
<b>Bill Amount</b>	[Mandatory, Drop-Down, Numeric, 15] Select the currency from the drop-down list. Type the bill amount.

Field Name	Description
<b>Tenor</b>	[Mandatory, Numeric, Three, Drop-Down, Pick List]
	Type the tenor days.
	Select the base document from the drop-down list.
	Select the base date from the pick list.
<b>Maturity Date</b>	[Conditional, Pick-List]
	Select the maturity date from the pick list.
	This field is enabled if the <b>Fixed Due Date</b> option is selected from the <b>Tenor</b> drop-down list.
<b>Name of Vessel/ Air Freight Number</b>	[Optional, Alphanumeric, 35]
	Type the name of the vessel or air freight number vides which the goods are being sent.
<b>Port of loading</b>	[Optional, Alphanumeric, 65]
	Type the place of dispatch or taking in charge of the goods or loading on board.
<b>Port Of Discharge</b>	[Optional, Alphanumeric, 65]
	Type the port of discharge.
<b>Description of Goods</b>	[Mandatory, Dropdown, Alphanumeric, 6500]
	Select the goods type from the dropdown list and Type the description of goods.
<b>Template access type</b>	[Conditional, Dropdown]
	Select the type of template access for the template created.
	Options are
	Public
	Private
	Selection of template access type is to be done only if the user wants to save the transaction as a template.

3. Click the **Documents** tab.

## Documents tab

**Export Collection** 31-03-2011 13:00:00 GMT +0530

Existing Template

New Export Collection

**Documents** 31-03-2011 13:00:00 GMT +0530

Documents	First Mail Original	Copies	Second Mail Original	Copies
<input checked="" type="checkbox"/> Air Waybill	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bill of Lading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Insurance Certificate	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Invoice	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Packing List	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Template Access Type:

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

## Column Description

Column Name	Description
<b>Documents</b>	[Optional, Check Box] Click the check box to select the required document.
<b>First Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.
<b>Second Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.
<b>Template Access type</b>	[Conditional, Drop-Down] Select the type of the template from the drop down.

4. Click the **Add More** button to add new row for adding details of the document not part of the displayed list.

**Note:** The system allows adding up to 10 new documents only

5. Click the **Settlement Details** tab.

## Settlement Details

**Export Collection** 31-03-2011 13:00:00 GMT +0530

Existing Template

New Export Collection

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

**Settlement Instructions** Credit proceeds to Our account  with our bank

**Deal Details**

Forward Exchange Contract No's  **Deal Number** **Currency** **Deal Amount**

Template Access Type:

**View Limits** **Initiate** **Save as Draft** **Save As Template** **Save and Submit**

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Credit proceeds to Our account with our bank</b>	[Optional, Drop-Down] Select the CASA account number to which the export proceeds will be credited, from the drop-down list.
<b>Deal Details</b>	
<b>Forward exchange contract No's</b>	[Optional, Radio button] Click the <b>Forward exchange contract No's</b> radio button to enter the details.
<b>Deal Number</b>	[Optional, Alphanumeric,6] Type the deal number.
<b>Currency</b>	[Optional, Drop-Down] Select the currency from the drop-down list.
<b>Deal amount</b>	[Optional, Alphanumeric,15] Type the amount for the deal.
<b>Template Access type</b>	[Optional, Dropdown] Select the type of template from the dropdown list. The options are <ul style="list-style-type: none"> <li>• Private</li> <li>• Public</li> </ul>

6. Click the **Instructions** tab.

## Instructions tab

**Export Collection** 31-03-2011 13:00:00 GMT +0530

Existing Template

New Export Collection

**Instructions**

Charges:

Our bank charges are for the account of  Drawee

If charges/interest are refused then Collecting bank can either  Waive

Interest Instruction:

Collect Interest at  % from  until date of payment

Collect Interest at  from date of first presentation until date of acceptance and from due date until date of payment

If documents are dishonored:

Protest for non payment  Protest for non acceptance

Other Instructions

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

Template Access Type:  Select

\* Indicates mandatory fields.\*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Charges</b>	
<b>Our bank charges are for the account of</b>	[Optional, Checkbox, Drop Down] Select the Our bank charges to specify if our charges are to be paid by Drawer or Drawee.
<b>If charges/interest are refused then Collecting bank can either</b>	[Optional, Checkbox, Drop Down] Select the checkbox to specify if the charges/interest are refused then collecting bank can either waive or not waive.
<b>Interest Instructions</b>	
<b>Collect Interest at .....% rate from --- date until date of payment</b>	[Optional, Checkbox, Pick List,5] Select the collect interest rate check box and select the date of payment from the pick List.

Field Name	Description
<b>Collect Interest at ..... rate from date of first presentation until date of acceptance and from due date until date of payment</b>	[Optional, Checkbox, Pick List,5] Select the collect interest rate check box and select the date of payment from the pick List.
<b>If documents are dishonored</b>	
<b>Protest for non payment</b>	[Optional, Checkbox] Select the Protest for non payments checkbox to specify protest in case of non-payment. Note: This is enabled only when the product selected is D/P.
<b>Protest for non acceptance</b>	[Optional, Checkbox] Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance. Note: This is enabled only when the product selected is D/P
<b>Other instructions</b>	[Optional, Alphanumeric,255] Type the instructions to the bank locally.
<b>Condition</b>	[Mandatory, Checkbox] Select the checkbox to accept terms and conditions.
<b>Template access type</b>	[Optional, Drop Down] Select the type of access for the template. The options are follows <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>
7. Click the <b>Conditions</b> button to view the conditions.	
8. Click the <b>Attach Documents</b> button to attach the documents.	
<b>Note:</b> Clean Bills (Bills without any attachments) are not supported.	
9. Click the <b>View limits</b> button to view the limits for the transaction OR Click the <b>Save as Draft</b> button to save the transaction as a Draft OR Click the <b>Save as Template</b> to save the transaction as a template. OR Click the <b>save and Submit</b> button to initiate and save the transaction OR Click the <b>Initiate</b> button. The system displays the <b>Export Collection-Verify</b> screen.	

## Export Collection Verify

**Export Collection-Verify** 31-03-2011 13:00:00 GMT +0530

**Parties** **Bill Details** **Documents** **Settlement Details** **Instructions**

Customer Id: QT1001822 (Zublian Logistics pvt ltd) Branch: QT1-QT1-LONDON Date of Application: 31-03-2011 Customer Ref. No.: USA1235NY764 Product: Documents Against Payment (D/P)-Sight	<b>Drawee</b> Name: ABC Inc Address1: Wall Street Address2: New York Address3: Country: UNITED STATES
<b>Drawer</b> Name: Zublian Logistics pvt ltd Address1: Zublian logistics Address2: Diamond lane Address3: Redmond Country: US	<b>Drawee Bank</b> SWIFT: AMERUS39 Name: BANK OF AMERICA Address1: US Address2: Address3: Country:
Template Access Type:	
<input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/>	

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

10. Click the **Confirm** button. The system displays the **Export Collection-Confirm** screen with the status message.  
OR  
Click the **Change** button to change the **Export Collection** details.  
OR  
Click the cancel button to cancel the Export collection transaction.

## Export Collection Confirm

**Export Collection-Confirm**

Parties Bill Details Documents Settlement Details Instructions

<p>Customer Id: QT1001822 (Zublian Logistics pvt ltd)</p> <p>Branch: QT1-QT1-LONDON</p> <p>Date of Application: 31-03-2011</p> <p>Customer Ref. No.: USA1235NY764</p> <p>Product: Documents Against Payment (D/P)-Sight</p>	<p><b>Drawee</b></p> <p>Name: ABC Inc</p> <p>Address1: Wall Street</p> <p>Address2: New York</p> <p>Address3:</p> <p>Country: UNITED STATES</p>
<p><b>Drawer</b></p> <p>Name: Zublian Logistics pvt ltd</p> <p>Address1: Zublian logistics</p> <p>Address2: Diamond lane</p> <p>Address3: Redmond</p> <p>Country: US</p>	<p><b>Drawee Bank</b></p> <p>SWIFT: AMERUS39</p> <p>Name: BANK OF AMERICA</p> <p>Address1: US</p> <p>Address2:</p> <p>Address3:</p> <p>Country:</p>

Template Access Type:

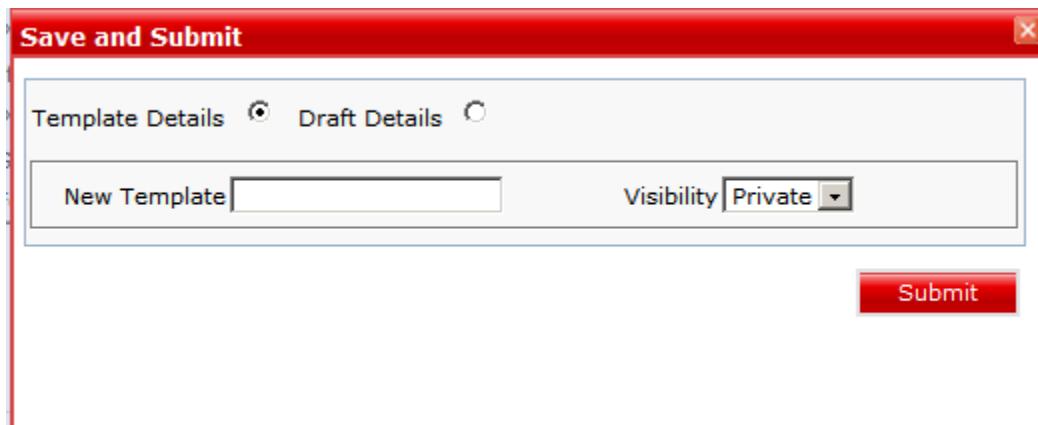
31-03-2011 13:00:00 GMT +0530

11. Click the **OK** button. The system displays the initial **Export Collection** screen.
12. Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.

Note: You can enter details in parts and save. Submission of the entered details can be done on any preferred date.

13. Click the **Save as Template** button to create a payment template of the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template. Public templates are available to other users of the customer whereas Private templates are available to user who creates it.
14. Click the **Save and Submit** button to create a payment template of the transaction as well as initiating the transaction. User can use the template later to initiate the payment. Template access type is mandatory while saving the template.

### Save and Submit



### Field Description

Field Name	Description
<b>Template Details</b>	[Mandatory, Radio Button] Select the <b>Template Details</b> radio button to save template details.
<b>Draft Details</b>	[Mandatory, Radio Button] Click the <b>Draft Details</b> radio button to save draft details.
<b>New Template</b>	[Optional, Alphanumeric, 20] Type the new template details.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the visibility from the drop-down list surculated .

## 12. Export Bills Under LC

Using this transaction the bills documents under LC can be sent to the bank.

### To initiate a export bill under LC

1. Navigate through **Trade Finance > Collections > Export Bill under LC**. The system displays the **Export Bill Under LC** screen.

### Export Bill Under LC

Export Bill Under LC		31-03-2011 13:00:00 GMT +0530
LC Number:	<input type="text"/>	
Applicant Name:	<input type="text"/>	
Beneficiary Name*:	QT2001776 (Eric Derzie and Assoc)	<input type="button" value="▼"/>
LC Drawings Status:	All	<input type="button" value="▼"/>
LC Currency:	Select	<input type="button" value="▼"/>
LC Amount From:	<input type="text"/>	LC Amount To: <input type="text"/>
Issue Date From:	<input type="text"/> <input type="button" value="*"/>	Issue Date To: <input type="text"/> <input type="button" value="*"/>
Expiry Date From:	<input type="text"/> <input type="button" value="*"/>	Expiry Date To: <input type="text"/> <input type="button" value="*"/>
<input type="button" value="Search"/>		

**Field Description**

Field Name	Description
<b>LC Number</b>	[Optional, Numeric, 20] Type the LC number to be used as a parameter in the search criteria.
<b>Applicant Name</b>	[Mandatory, Alphanumeric, 35] Select the applicant name from the drop-down list, to be used as a parameter in the search criteria. The list displays the country, the primary and secondary customer ID and the applicant name.
<b>Beneficiary Name</b>	[Mandatory, Dropdown] Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed.
<b>LC Drawings Status</b>	[Optional, Drop-Down] Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria. The options are: <ul style="list-style-type: none"> <li>Partially Drawn</li> <li>Fully Drawn</li> <li>Undrawn</li> <li>Expired</li> </ul>
<b>LC Currency</b>	[Optional, Drop-Down] Select the LC currency from the drop-down list, to be used as a parameter in the search criteria.
<b>LC Amount From</b>	[Optional, Numeric, 10] Type the LC start amount in the amount range to be used as a parameter in the search criteria.
<b>LC Amount To</b>	[Optional, Numeric, 10] Type the LC end amount in the amount range to be used as a parameter in the search criteria.
<b>Issue Date From</b>	[Optional, Pick List] Select the issue start date from the pick list, to be used as a parameter in the search criteria.
<b>Issue Date To</b>	[Optional, Pick List] Select the issue end date from the pick list, to be used as a parameter in the search criteria.

Field Name	Description
<b>Expiry Date From</b>	[Optional, Pick List] Select the expiry start date from the pick list, to be used as a parameter in the search criteria.
<b>Expiry Date To</b>	[Optional, Pick List] Select the expiry end date from the pick list, to be used as a parameter in the search criteria.

2. Click the **Search** button. The system displays the **LC Amendment Initiation** screen with the search results.

Export Bill Under LC 31-03-2011 13:00:00 GMT +0530

LC Number:	<input type="text"/>	Applicant Name:	<input type="text"/>	Beneficiary Name:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>																																																																						
LC Drawings Status:	<input type="text" value="All"/>	LC Currency:	<input type="text" value="Select"/>	LC Amount From:	<input type="text"/>																																																																						
Issue Date From:	<input type="text"/>	Expiry Date From:	<input type="text"/>	LC Amount To:	<input type="text"/>																																																																						
Issue Date To:	<input type="text"/>	Expiry Date To:	<input type="text"/>	Issue Date To:	<input type="text"/>																																																																						
Expiry Date To:	<input type="text"/>				<input type="text"/>																																																																						
<input type="button" value="Search"/>																																																																											
<span style="margin-left: 10px;">Records 1 to 6 of 6</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;"> &lt;&lt;</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">&lt;&lt;</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">Page 1 of 1</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">&gt;&gt;</span> <span style="border: 1px solid red; padding: 2px 5px; margin-left: 5px;">&gt;&gt; </span>																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LC Advising Number</th> <th>LC Number</th> <th>Issue Date</th> <th>Expiry Date</th> <th>Applicant Name</th> <th>LC Amount</th> <th>Outstanding</th> <th>LC Amount</th> <th>Currency</th> <th>Latest Shipment Date</th> </tr> </thead> <tbody> <tr> <td>12345</td> <td><a href="#">QT2ELCR102830001</a></td> <td>04-10-2010</td> <td>15-02-2011</td> <td>Oxy Trading Inc Changed</td> <td>280,000.00</td> <td></td> <td>45,433.00</td> <td>USD</td> <td></td> </tr> <tr> <td>12345</td> <td><a href="#">QT2ELCR102830003</a></td> <td>04-10-2010</td> <td>28-02-2011</td> <td>Oxy Trading Inc Changed</td> <td>234,567.00</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td>12345</td> <td><a href="#">QT2ELCR110010001</a></td> <td>31-12-2010</td> <td>31-03-2011</td> <td>Oxy Trading Inc Changed</td> <td>310,000.00</td> <td></td> <td>310,000.00</td> <td>USD</td> <td></td> </tr> <tr> <td></td> <td><a href="#">QT2ELNR102830002</a></td> <td>04-10-2010</td> <td>31-12-2010</td> <td>Oxy Trading Inc Changed</td> <td>234,567.00</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td></td> <td><a href="#">QT2ELNR102830004</a></td> <td>04-10-2010</td> <td>31-12-2010</td> <td>Oxy Trading Inc</td> <td>234,567.00</td> <td></td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td></td> <td><a href="#">QT2ELNR110460001</a></td> <td>15-02-2011</td> <td>30-04-2011</td> <td>Oxy Trading Inc Changed</td> <td>200,000.00</td> <td></td> <td>199,490.00</td> <td>USD</td> <td></td> </tr> </tbody> </table>						LC Advising Number	LC Number	Issue Date	Expiry Date	Applicant Name	LC Amount	Outstanding	LC Amount	Currency	Latest Shipment Date	12345	<a href="#">QT2ELCR102830001</a>	04-10-2010	15-02-2011	Oxy Trading Inc Changed	280,000.00		45,433.00	USD		12345	<a href="#">QT2ELCR102830003</a>	04-10-2010	28-02-2011	Oxy Trading Inc Changed	234,567.00		0.00	USD		12345	<a href="#">QT2ELCR110010001</a>	31-12-2010	31-03-2011	Oxy Trading Inc Changed	310,000.00		310,000.00	USD			<a href="#">QT2ELNR102830002</a>	04-10-2010	31-12-2010	Oxy Trading Inc Changed	234,567.00		0.00	USD			<a href="#">QT2ELNR102830004</a>	04-10-2010	31-12-2010	Oxy Trading Inc	234,567.00		0.00	USD			<a href="#">QT2ELNR110460001</a>	15-02-2011	30-04-2011	Oxy Trading Inc Changed	200,000.00		199,490.00	USD	
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### Field Description

Field Name	Description
<b>LC Advising Number</b>	[Display] This column displays the LC Advising Number for the LC.
<b>LC Number</b>	[Display] This column displays the LC Number for the LC.
<b>Issue Date</b>	[Display] This column displays the date on which the LC was issued.
<b>Expiry Date</b>	[Display] This column displays the date on which the LC expires.

Field Name	Description
<b>Applicant Name</b>	[Display] This column displays the Applicant Name for the LC.
<b>LC Amount</b>	[Display] This column displays the LC amount of the LC.
<b>Outstanding LC Amount</b>	[Display] This column displays the Total outstanding LC amount.
<b>Currency</b>	[Display] This column displays the outstanding LC currency for the amount..
<b>Latest shipment date</b>	[Display] This column displays the latest shipment date.

3. Click the **LC number** hyperlink. The system displays the **Export Bill Under LC** screen with a parties tab.

### Export bills under LC Parties tab

Export Bill Under LC 31-03-2011 13:00:00 GMT +0530

**Parties** Bill Details Documents Settlement Details Instructions

<p>LC Number: <input type="text" value="QT2ELCR102830001"/></p> <p>Customer Id*: <input type="text" value="QT2001776(Eric Derzie)"/></p> <p>Branch*: <input type="text" value="Select"/></p> <p>Date of Application: <input type="text" value="31-03-2011"/></p> <p>Customer Ref. No.: <input type="text"/></p> <p>Product*: <input type="text" value="Select"/></p>	<p><b>Applicant</b></p> <p>Name*: <input type="text" value="Oxy Trading Inc Changed"/></p> <p>Address1: <input type="text" value="396"/></p> <p>Address2: <input type="text" value="Broadway Rm 201"/></p> <p>Address3: <input type="text" value="New York"/></p> <p>Country: <input type="text" value="Select"/></p>
<p><b>Beneficiary</b></p> <p>Name: <input type="text" value="Eric Derzie and Assoc"/></p> <p>Address1*: <input type="text" value="SWISCH78"/></p> <p>Address2: <input type="text" value="5th Ave"/></p> <p>Address3: <input type="text" value="New York"/></p> <p>Country*: <input type="text" value="US"/></p>	<p><b>Issuing Bank</b></p> <p>SWIFT ID: <input type="text" value="SWISCH78"/></p> <p>Name: <input type="text" value="Swiss Bank"/></p> <p>Address1: <input type="text" value="SWISCH78"/></p> <p>Address2: <input type="text" value="Switzerland"/></p> <p>Address3: <input type="text"/></p> <p>Country: <input type="text" value="Select"/></p>

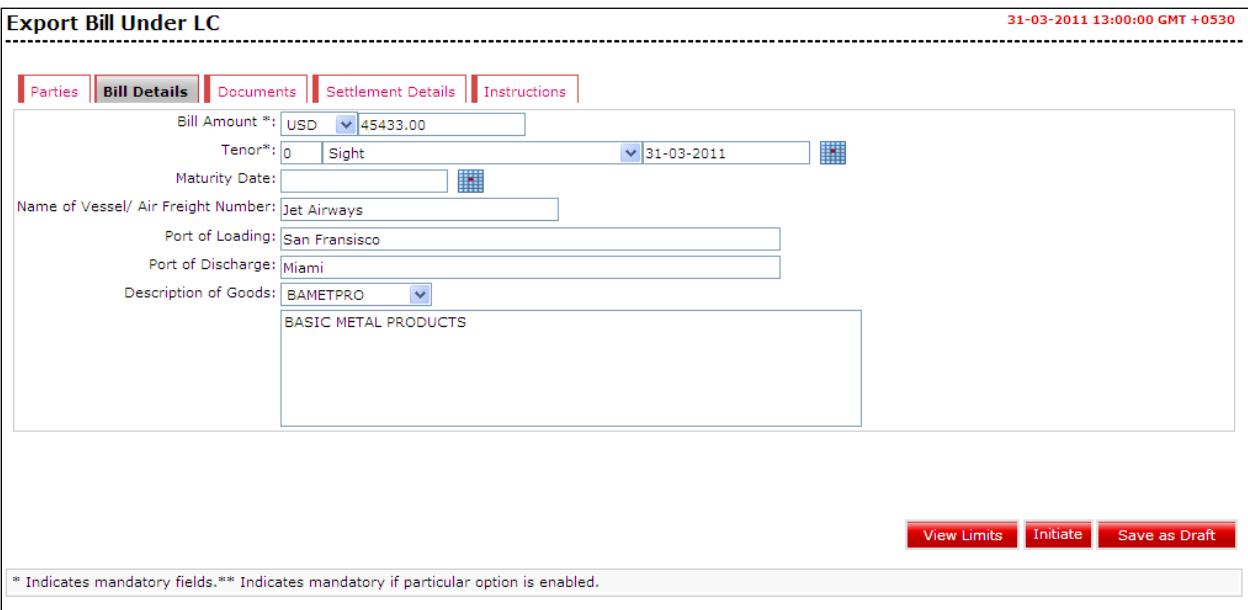
View Limits
Initiate
Save as Draft

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

### Field Description

Field Name	Description
<b>LC Number</b>	[Display] This field displays the type the LC number.

Field Name	Description
<b>Customer ID</b>	[Display] This field displays the type of customer id.
<b>Branch</b>	[Mandatory, Drop-Down] Select the branch from the drop-down list.
<b>Date of Application</b>	[Mandatory, Pick-List] Select the date of direct collection application from .the pick list.
<b>Customer Reference Number</b>	[Optional, Alphanumeric,40] Type the customer reference number.
<b>Product</b>	[Mandatory, Drop-Down] Select the Direct Collection product from the drop-down list.
<b>Beneficiary</b>	
<b>Name</b>	[Display] This field displays the drawer name.
<b>Address 1</b>	[Mandatory , Display] This field displays address of the drawer.
<b>Address 2</b>	[Display] This field displays the address of the drawer.
<b>Address 3</b>	[Display] This field displays the address of the drawer.
<b>Country</b>	[Mandatory, display] This field displays the drawer's country.
<b>Applicant</b>	
<b>Name</b>	[Mandatory, Display] This field displays the drawee name or use Look Up to displays the drawee details.
<b>Address 1</b>	[Display] This field displays the address of the selected drawee.
<b>Address 2</b>	[Display] This field displays the address of the selected drawee.
<b>Address 3</b>	[Display] This field displays the address of the selected drawee.

Field Name	Description
<b>Country</b>	[Optional, Drop-Down] Select the drawee's country from the dropdown list.
<b>Issuing Bank details</b>	
<b>Swift Id</b>	[Mandatory, Display] This field displays the drawee's bank SWIFT id.
<b>Name</b>	[Mandatory , Display] This field displays the type the drawee bank name.
<b>Address 1</b>	[Mandatory , Display] This field displays the address of the selected drawee.
<b>Address 2</b>	[Display] This field displays the address of the selected drawee.
<b>Address 3</b>	[Display] This field displays the address of the selected drawee.
<b>Country</b>	[Optional, Drop-Down] Select the drawee Bank's country from the drop-down list.
4. Click the <b>Bill details</b> tab. The system displays the <b>export bill under LC bill details</b> tab.	
<b>Export Bills under LC - Bill Details tab</b>	
 <p>31-03-2011 13:00:00 GMT +0530</p> <p>Parties Bill Details Documents Settlement Details Instructions</p> <p>Bill Amount *: USD 45433.00</p> <p>Tenor*: 0 Sight 31-03-2011</p> <p>Maturity Date: 31-03-2011</p> <p>Name of Vessel/ Air Freight Number: Jet Airways</p> <p>Port of Loading: San Fransisco</p> <p>Port of Discharge: Miami</p> <p>Description of Goods: BAMETPRO</p> <p>BASIC METAL PRODUCTS</p> <p>View Limits Initiate Save as Draft</p> <p>* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.</p>	

**Field Description**

Field Name	Description
<b>Bill Amount</b>	[Mandatory, Drop-Down, Numeric, 15] Select the currency from the drop-down list. Type the bill amount.
<b>Tenor</b>	[Mandatory, Numeric, 3] Type the tenor days. Select the base document from the drop-down list. Select the base date from the pick list.
<b>Maturity Date</b>	[Conditional, Pick-List] Select the maturity date from the pick list. This field is enabled if the <b>Fixed Due Date</b> option is selected from the Tenor drop-down list.
<b>Name of Vessel/ Air Freight Number</b>	[Optional, Alphanumeric, 35] Type the name of the vessel or air freight number vides which the goods are being sent.
<b>Port of loading</b>	[Optional, Alphanumeric, 65] Type the place of dispatch or taking in charge of the goods or loading on board.
<b>Port Of Discharge</b>	[Optional, Alphanumeric, 65] Type the port of discharge.
<b>Description of Goods</b>	[Mandatory, dropdown] Select the value from the dropdown and Type the description of goods.

5. Click the **Documents** tab, the system displays the Documents tab.

## Export Bills under LC-Documents tab

Export Bill Under LC 31-03-2011 13:00:00 GMT +0530

Parties	Bill Details	Documents	Settlement Details	Instructions		
		<b>Documents</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Air Waybill Bill of Lading Insurance Certificate Invoice Packing List	<b>First Mail Original</b> <input type="text" value="1"/>	<b>Copies</b> <input type="text" value="2"/>	<b>Second Mail Original</b> <input type="text" value=""/>	<b>Copies</b> <input type="text" value=""/>

\* Indicates mandatory fields. \*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Documents</b>	[Optional, Check Box] Click on the documents check box to select the required document.
<b>First Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.
<b>Second Mail Original</b>	[Optional, Alphanumeric,2] Type the number of copies.
<b>Copies</b>	[Optional, Alphanumeric,2] Type the number of copies required.

6. Click the **Settlement Details** tab.

## Export Bills under LC-Settlement Details

Export Bill Under LC 31-03-2011 13:00:00 GMT +0530

**Settlement Instructions** Credit proceeds to Our account  with our bank

**Deal Details**

Forward Exchange Contract No's	<input type="checkbox"/>	<b>Deal Number</b>	<b>Currency</b> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Select"/>
		<b>Deal Amount</b>	<input type="text"/>

**View Limits** **Initiate** **Save as Draft**

\* Indicates mandatory fields.\*\*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Credit proceeds to Our account with our bank</b>	[Optional, Drop-Down] Select the CASA account number to which the export proceeds will be credited, from the drop-down list.
<b>Deal Details</b>	
<b>Forward exchange contract No's</b>	[Optional, Checkbox] Click the <b>Forward exchange contract No's</b> Checkbox to enter the details.
<b>Deal Number</b>	[Optional, Alphanumeric,6] Type the deal number.
<b>Currency</b>	[Optional, Drop-Down] Select the currency from the drop-down list.
<b>Deal amount</b>	[Optional, Numeric] Type the amount for deal booking

7. Click the **Instructions** tab.

## Export Bills under LC Instructions tab

The screenshot shows the 'Export Bill Under LC' interface. At the top right, the date and time are displayed as 30-04-2011 13:00:00 GMT +0530. The 'Instructions' tab is selected. Below the tabs, there is a section for 'Other Instructions' with a checkbox labeled 'This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522'. To the right of this checkbox is a red 'Attach Documents' button. Below this section is a red 'Condition' button. At the bottom of the screen are three red buttons: 'View Limits', 'Initiate', and 'Save as Draft'.

8. Select the check box for terms and conditions.
9. Click the **Conditions** button to view the conditions.
10. Click the **attach documents** button to attach the documents.

**Note:** Clean Bills (Bills without any attachments) are not supported.

11. Click the **view limits** button to view the limits for the transaction  
OR  
Click the **Save as Draft** button to create a draft version of the transaction. The field validations are not performed while saving the draft.  
OR  
Click the **Initiate** button. The system displays the **Export Bill Collections-Verify** screen.

## Export Bill Under LC Verify

**Export Bill Under LC Verify** 31-03-2011 13:00:00 GMT +0530

Parties	Bill Details	Documents	Settlement Details	Instructions
LC Number: QT2ELCR102830001 Customer Id: QT2001776(Eric Derzie and Assoc) Branch*: QT1-QT1-LONDON Date of Application: 31-03-2011 Customer Ref. No.: Product: Documents Against Payment (D/P)-Si..				
<b>Beneficiary</b> Name: Eric Derzie and Assoc Address1: SWISCH78 Address2: 5th Ave Address3: New York Country: US		<b>Applicant</b> Name: Oxy Trading Inc Changed Address1: 396 Address2: Broadway Rm 201 Address3: New York Country: US		
		<b>Issuing Bank</b> SWIFT: *; SWISCH78 Name: *; Swiss Bank Address1: *; SWISCH78 Address2: Switzerland Address3: Country: CH		
<input type="button" value="Change"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm"/>				

12. Click the **Confirm** button. The system displays the **Direct Collection-Confirm** screen with the status message.  
 OR  
 Click the **Change** button to change the **Direct Collection** details.

## Export Bill Under LC Confirm

 Transaction submitted for Export Bill Under LC having reference 163046043369474 has been Initiated

**Export Bill Under LC Confirm** 31-03-2011 13:00:00 GMT +0530

Parties	Bill Details	Documents	Settlement Details	Instructions
LC Number: QT2ELCR102830001 Customer Id: QT2001776(Eric Derzie and Assoc) Branch*: QT1-QT1-LONDON Date of Application: 31-03-2011 Customer Ref. No.: Product: Documents Against Payment (D/P)-Si..				
<b>Beneficiary</b> Name: Eric Derzie and Assoc Address1: SWISCH78 Address2: 5th Ave Address3: New York Country: US		<b>Applicant</b> Name: Oxy Trading Inc Changed Address1: 396 Address2: Broadway Rm 201 Address3: New York Country: US		
		<b>Issuing Bank</b> SWIFT: *; SWISCH78 Name: *; Swiss Bank Address1: *; SWISCH78 Address2: Switzerland Address3: Country: CH		
<input type="button" value="OK"/>				

13. Click the **OK** button. The system displays the initial **Export Bills under LC** screen.

## 13. Line Limit Details

The bank needs to maintain limits for each customer or a group of customers. The overall limit for all the customer groups is divided into limits and sub limits based on the risk factors like customer ID, facility, credit type, collateral, branch code and product code. Limits extended by the bank across various lines can be known using this option.

### To view line limit details

1. Navigate through the menus to **Line Limit Details**. The system displays the **Line Limit Details** screen.

### Line Limit Details

Line Limit Details		31-03-2011 13:00:00 GMT +0530
<input type="text" value="Customer Id : QT1001802 (State Bank)"/> <input type="button" value="View Details"/>		

### Field Description

Field Name	Description
<b>Customer ID</b>	[Mandatory, Drop-Down] Select the customer ID from the drop-down list.
2. Select the <b>Customer ID</b> from the drop-down list. 3. Click the <b>View Details</b> button. The system displays the <b>Line Limit Details</b> screen.	

## Line Limit Details

Line Limit Details								
Customer Name : State Bank Of India Currency : GBP Overall Limit : 9,999,999,999.00								
Main Line	Line Id	Currency	Starts with	Expiry Date	Limit Amount	Utilized Amount	Outstanding Amount	Revolving Values
	DUMMY_LIN	GBP	01-Oct-2010	01-Oct-2011	100,000.00	0.00	100,000.00	N
	DUMMY_LN	GBP	01-Oct-2010	01-Oct-2011	2,000.00	2,078,414.00	-2,076,414.00	N
DUMMY_LN	DUMMY_L	GBP	10-Oct-2010	10-Mar-2011	2,000.00	2,078,415.00	-2,076,415.00	N
	UNDEFINED	GBP			0.00	10.67	0.00	N
	UNDEFINED	GBP			0.00	82.00	0.00	N
	UNDEFINED	GBP			0.00	92.00	0.00	N
	UNDEFINED	GBP			0.00	98,524.15	0.00	N
	UNDEFINED	INR			0.00	32.51	0.00	N
	UNDEFINED	INR			0.00	359.07	0.00	N
	UNDEFINED	INR			0.00	1,211.83	0.00	N

Back

## Field Description

Field Name	Description
<b>Customer Name</b>	[Display] This field displays the customer name.
<b>Currency</b>	[Display] This field displays the currency.
<b>Overall Limit</b>	[Display] This field displays the overall limit.
Column Name	Description
<b>Main Line</b>	[Display] This column displays the main credit line.
<b>Line Id</b>	[Display] This column displays the line identifier.
<b>Currency</b>	[Display] This column displays the currency in which the limit is defined.
<b>Starts With</b>	[Display] This column displays the effective start date of the credit line.
<b>Expiry Date</b>	[Display] This column displays the expiry date of the credit line. After this particular date the customer cannot avail the credit facility.

Field Name	Description
<b>Limit Amount</b>	[Display] This column displays the limit amount available for a particular credit line.
<b>Utilized Amount</b>	[Display] This column displays the utilized credit limit amount.
<b>Outstanding Amount</b>	[Display] This column displays the outstanding credit limit amount.
<b>Revolving Values</b>	[Display] This column displays incase if the credit is of revolving values.

4. Click the link below the **Utilized Amount** column. The system displays the **Line Limit Details** screen.

### Line Limit Details

Line Limit Details							31-03-2011 13:00:00 GMT +0530
Details for Liability : 5703 Line Id : UNDEFINED				Customer Name : State Bank Of India Line Ccy :			
Reference No	Customer Id	Code	Maturity Date	Currency	Amount Utilized	Amount Utilized in Line Ccy	
1000000072	QT1001779	BALANCE		GBP	98,532.20	-	<a href="#">Back</a>

### Field Description

Column Name	Description
<b>Details for Liability</b>	[Display] This field displays the details of the liability.
<b>Customer Name</b>	[Display] This field displays the name of the customer
<b>Line Id</b>	[Display] This field displays the line id for limits
<b>Line Ccy</b>	[Display] This field displays the line currency for limits
<b>Reference</b>	[Display] This column displays the reference under which the limit was sanctioned.
<b>Customer Id</b>	[Display] This column displays the customer id.

Column Name	Description
<b>Code</b>	[Display] This column displays the limit code.
<b>Maturity Date</b>	[Display] This column displays the maturity date of the limit.
<b>Currency</b>	[Display] This column displays the currency under which the limit is defined.
<b>Amount Utilized</b>	[Display] This column displays the limit amount utilized.
<b>Amount Utilized in Line Ccy</b>	[Display] This column displays the utilized credit limit amount in line currency.

5. Click the **Back** button to navigate to the previous screen.

## 14. Initiate Outward Guarantee

The Initiate Outward Guarantee option enables the user to apply for a Bank Guarantee (BG). For the BG application, the user should input data in the four tabs available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee. The Outward Guarantee application goes through the "Maker-Checker" cycle and once it is authorized, the details are sent to the host system.

### To initiate a new BG application

1. Navigate through **Trade Finance > Bank Guarantee > Initiate Outward Guarantee**. The system displays the **Initiate Outward Guarantee** screen. By default, the **Parties** tab is displayed.

### Initiate Outward Guarantee - Parties tab

Initiate Outward Guarantee		31-03-2011 13:00:00																																											
<input checked="" type="button"/> <b>Parties</b> <input type="button"/> <b>Commitment Details</b> <input type="button"/> <b>Bank Instructions</b> <input type="button"/> <b>Guarantee</b>																																													
<table border="0"> <tr> <td colspan="2"> <b>General</b> </td> <td> <b>Beneficiary</b> </td> </tr> <tr> <td>Date of Application:*</td> <td>31-03-2011</td> <td>Name:*</td> <td>ABC Inc</td> </tr> <tr> <td>Branch:</td> <td>QT1-LONDON</td> <td>Address:*</td> <td>Wall Street</td> </tr> <tr> <td>Product:*</td> <td>Guarantee Issuance-Advance Non Periodic Rate(days) -slab Amount</td> <td></td> <td>New York</td> </tr> <tr> <td>Type of Guarantee:*</td> <td>Financial</td> <td>Country:*</td> <td>UNITED STATES</td> </tr> <tr> <td colspan="2"> <b>Applicant</b> </td> <td colspan="2"> <b>Bankers</b> </td> </tr> <tr> <td>Name:*</td> <td>QT1001822 Zublian Logistics pvt ltd</td> <td>Bank Name:*</td> <td>Bank of New York</td> </tr> <tr> <td>Address:</td> <td>Zublian logistics</td> <td>Contact Details:*</td> <td>5th Avenue</td> </tr> <tr> <td></td> <td>Diamond lane</td> <td></td> <td>New York</td> </tr> <tr> <td>Country:</td> <td>US</td> <td>Country:*</td> <td>UNITED STATES</td> </tr> <tr> <td colspan="2">Template Access Type <input type="button"/> Select</td> <td colspan="2"> <input type="button"/> Save as Draft <input type="button"/> Save as Template <input type="button"/> Previous <input type="button"/> Next <input type="button"/> Initiate         </td> </tr> </table>			<b>General</b>		<b>Beneficiary</b>	Date of Application:*	31-03-2011	Name:*	ABC Inc	Branch:	QT1-LONDON	Address:*	Wall Street	Product:*	Guarantee Issuance-Advance Non Periodic Rate(days) -slab Amount		New York	Type of Guarantee:*	Financial	Country:*	UNITED STATES	<b>Applicant</b>		<b>Bankers</b>		Name:*	QT1001822 Zublian Logistics pvt ltd	Bank Name:*	Bank of New York	Address:	Zublian logistics	Contact Details:*	5th Avenue		Diamond lane		New York	Country:	US	Country:*	UNITED STATES	Template Access Type <input type="button"/> Select		<input type="button"/> Save as Draft <input type="button"/> Save as Template <input type="button"/> Previous <input type="button"/> Next <input type="button"/> Initiate	
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Name:*	QT1001822 Zublian Logistics pvt ltd	Bank Name:*	Bank of New York																																										
Address:	Zublian logistics	Contact Details:*	5th Avenue																																										
	Diamond lane		New York																																										
Country:	US	Country:*	UNITED STATES																																										
Template Access Type <input type="button"/> Select		<input type="button"/> Save as Draft <input type="button"/> Save as Template <input type="button"/> Previous <input type="button"/> Next <input type="button"/> Initiate																																											

**Field Description**

Field Name	Description
<b>General</b>	
	This tab captures the BG application party details.
<b>Date of Application</b>	[Display] This field displays the current date as the date of BG application.
<b>Branch</b>	[Display] This field displays the branch name.
<b>Product</b>	[Mandatory, Drop-Down] Select the BG product under which the BG application is created from the drop-down list.
<b>Type of Guarantee</b>	[Mandatory, Drop-Down] Select the type of bank guarantee from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Performance</li> </ul>
<b>Beneficiary</b>	
<b>Name</b>	[Mandatory, Alphanumeric, 35] Type the name of the beneficiary of the Bank Guarantee.
<b>Address</b>	[Mandatory, Alphanumeric, 35] Type the address of the beneficiary.
<b>Country</b>	[Mandatory, Drop-Down] Select the country of the beneficiary from the drop-down list.
<b>Applicant</b>	
<b>Name</b>	[Mandatory, Drop-Down] Select the name of the applicant of the Bank Guarantee from the drop-down list. The drop-down list displays all the applicants (companies) associated with the active user's profile. If the user is a member of a single company, this field will display the user's company name.
<b>Address</b>	[Display] This field displays the address of the selected applicant.
<b>Country</b>	[Display] This field displays the country of the applicant.

Field Name	Description
<b>Bankers</b>	
<b>Bank Name</b>	[Mandatory, Alphanumeric, 35] Type the bankers of the selected beneficiary.
<b>Contact Details</b>	[Mandatory, Alphanumeric, 35] Type the details of the contact person representing the beneficiary in the BG guarantee.
<b>Country</b>	[Mandatory, Drop-Down] Select the country of the bankers from the drop-down list.
<b>Template access type</b>	[Conditional, Drop-Down] Select the type of template access type from the dropdown The options available are <ul style="list-style-type: none"> <li>• Private</li> <li>• Public.</li> </ul>

2. Click the **Next** button or the **Commitment Details** tab. The system displays the **Commitment Details** tab.
3. Click the **Previous** button. The system displays the **previous screen**.
4. Click the **Save as draft** button to save the contract as a draft for future use
5. Click the **Save as template** button to save the contract as a template for future use
6. Click the **Initiate** button. The system initiates the BG transaction.

### Initiate Outward Guarantee - Commitment Details tab

Initiate Outward Guarantee 31-03-2011 13:00:00

**Commitment Details**

Applicant Contract Ref Number: Beneficiary Contract Ref Number:

Guarantee Amount:

Effective Date:

Closure Date:

Guarantee Expiry Date:

Place of Expiry:

### Field Description

Field Name	Description
<b>Commitment Details</b>	
	This tab captures the commitment details of the Outward Guarantee application.

Field Name	Description
<b>Applicant Contract Ref Number</b>	[Mandatory, Alphanumeric, 20] Type the applicant's reference number for the contract.
<b>Beneficiary Contract Ref Number</b>	[Mandatory, Alphanumeric, 20] Type the beneficiary's reference number for the contract.
<b>Guarantee Amount</b>	[Mandatory, Drop-Down] Select the currency for the guarantee from the drop-down list.
<b>Guarantee Amount</b>	[Mandatory, Numeric, 15] Type the guarantee amount. This field is adjacent to the <b>Guarantee Amount</b> drop-down list.
<b>Effective Date</b>	[Mandatory, Pick List] Select the effective date of the guarantee from the pick list.
<b>Closure Date</b>	[Mandatory, Pick List] Select the date before which the beneficiary can claim the guarantee amount from the pick list.
<b>Guarantee Expiry Date</b>	[Mandatory, Pick List] Select the expiry date of the guarantee from the pick list.
<b>Place of Expiry</b>	[Mandatory, Alphanumeric, 50] Type the place at which the bank guarantee expires.

7. Click the **Next** button or the **Bank Instructions** tab. The system displays the **Bank Instructions** tab.  
 OR  
 Click the **Previous** button to navigate to the previous tab on the screen.

### Initiate Outward Guarantee - Bank Instructions tab

31-03-2011 13:00:00

Initiate Outward Guarantee

Parties | Commitment Details | **Bank Instructions** | Guarantee

Bank Instructions

Charges Account: -1000000474- USD 600.00

Instructions to the Bank (Not forming part of Guarantee)\*: Guarantee for ABC Inc

Save as Draft | Save as Template | Previous | Next | Initiate

### Field Description

Field Name	Description
<b>Bank Instructions</b>	This tab captures the bank instruction details of the Outward Guarantee application.

Field Name	Description
<b>Charges Account</b>	[Mandatory, Drop-Down] Select the account to which the charges for the Bank Guarantee will be debited from the drop-down list.
<b>Instructions to the Bank (Not forming part of Guarantee)</b>	[Mandatory, Alphanumeric, 1000] Type additional instructions, these do not form a part of the guarantee but act as supporting clauses.

8. Click the **Next** button or the **Guarantee** tab. The system displays the **Guarantee** tab.  
 OR  
 Click the **Previous** button to navigate to the previous tab on the screen.

### Initiate Outward Guarantee - Guarantee tab

### Field Description

Field Name	Description
<b>Guarantee</b>	This tab captures the additional guarantee details. The list on this tab is populated on the selection of a product from the <b>Product</b> drop-down list on the <b>Parties</b> tab.
<b>Additional Conditions List</b>	[Display] This list displays the additional conditions maintained in the FLEXCUBE DIRECT BANKING for guarantees.  Select the conditions from the list and click  to move the selected conditions to the <b>Selected</b> list.

Field Name	Description
<b>Selected</b>	<p>[Mandatory, List Box]</p> <p>This list displays the conditions selected by the user from the <b>Additional Conditions List</b>. The selected conditions will be attached to the bank guarantee.</p> <p>Select the conditions from the list and click  to move back the selected conditions to the <b>Additional Conditions List</b>.</p> <p>At least one condition must be selected.</p>
<b>Description</b>	<p>[Mandatory, Alphanumeric, 1000]</p> <p>This field, by default, displays the description for the selected condition.</p> <p>The user has the option to modify the text and save it as part of the Outward Guarantee application.</p> <p>To modify the condition description, click the <b>Edit Description</b> button. To save or cancel the modification, click the <b>Done</b> or <b>Cancel</b> button.</p> <ol style="list-style-type: none"> <li>Click the <b>Edit Description</b> to edit the description. OR Click the <b>Done</b> button after editing the description for submission OR Click the <b>Cancel</b> button to cancel the description editing.</li> <li>Click the <b>Initiate</b> button to initiate the Outward guarantee application. The system displays the <b>Initiate outward guarantee Verify</b> screen. OR Click the <b>Previous</b> or <b>Next</b> button to navigate to the previous or next tab on the screen, respectively.</li> </ol>

### Initiate Outward Guarantee Verify

**Initiate Outward Guarantee-Verify** 31-03-2011 13:00:00

Parties	Commitment Details	Bank Instructions	Guarantee
<b>General</b>	<b>Beneficiary</b>		
Date of Application: 31-03-2011	Name: ABC Inc		
Branch: QT1-LONDON	Address: Wall Street		
Product: Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount	New York		
Type of Guarantee: Financial	Country: UNITED STATES		
<b>Applicant</b>	<b>Bankers</b>		
Name: Zublian Logistics pvt Ltd	Bank Name: Bank of New York		
Address: Zublian logistics	Contact Details: 5th Avenue		
Diamond lane	New York		
Redmond	Country: UNITED STATES		
Country: US			
<b>Back</b> <b>Confirm</b>			

- Click the **Confirm** button. The system displays the **Initiate Outward guarantee Confirm** screen with the status message.  
OR  
Click the **Back** button to change the Outward guarantee application details.

## Initiate Outward Guarantee Confirm

Transaction submitted for Initiate Outward Guarantee having reference 150206941364169 has been Initiated

31-03-2011 13:00:00

Initiate Outward Guarantee-Confirm									
<input checked="" type="checkbox"/> <a href="#">Parties</a> <input type="checkbox"/> <a href="#">Commitment Details</a> <input type="checkbox"/> <a href="#">Bank Instructions</a> <input type="checkbox"/> <a href="#">Guarantee</a>									
<b>General</b> <table> <tr> <td>Date of Application: 31-03-2011</td> <td>Beneficiary</td> </tr> <tr> <td>Branch: QT1-LONDON</td> <td>Name: ABC Inc</td> </tr> <tr> <td>Product: Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount</td> <td>Address: Wall Street New York</td> </tr> <tr> <td>Type of Guarantee: Financial</td> <td>Country: UNITED STATES</td> </tr> </table>		Date of Application: 31-03-2011	Beneficiary	Branch: QT1-LONDON	Name: ABC Inc	Product: Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount	Address: Wall Street New York	Type of Guarantee: Financial	Country: UNITED STATES
Date of Application: 31-03-2011	Beneficiary								
Branch: QT1-LONDON	Name: ABC Inc								
Product: Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount	Address: Wall Street New York								
Type of Guarantee: Financial	Country: UNITED STATES								
<b>Applicant</b> <table> <tr> <td>Name: Zublian Logistics pvt Ltd</td> <td>Bankers</td> </tr> <tr> <td>Address: Zublian logistics Diamond lane Redmond</td> <td>Bank Name: Bank of New York Contact Details: 5th Avenue New York</td> </tr> <tr> <td>Country: US</td> <td>Country: UNITED STATES</td> </tr> </table>	Name: Zublian Logistics pvt Ltd	Bankers	Address: Zublian logistics Diamond lane Redmond	Bank Name: Bank of New York Contact Details: 5th Avenue New York	Country: US	Country: UNITED STATES			
Name: Zublian Logistics pvt Ltd	Bankers								
Address: Zublian logistics Diamond lane Redmond	Bank Name: Bank of New York Contact Details: 5th Avenue New York								
Country: US	Country: UNITED STATES								
<input type="button" value="OK"/>									

12. Click the **OK** button. The system displays the initial **Initiate Outward Guarantee** screen.

## 15. Outward Guarantee Amendment

Outward Guarantee Amendment Initiation is a function which allows you to amend details related to an existing Outward Bank Guarantee.

### To initiate a Outward Guarantee Amendment

1. Navigate through the menus to **Outward Guarantee Amendment**. The system displays the Outward Guarantee Amendment Search screen.

### Bank Guarantee Search

**Outward Guarantee Amendment** 31-03-2011 13:00:00 GMT +0530

Customer Id*: <input type="text" value="QT2001776(Eric Derzie and Assoc)"/>	Customer Ref. No.: <input type="text"/>
Outward Guarantee Number: <input type="text"/>	Beneficiary Name: <input type="text"/>
Applicant Name: <input type="text"/>	
Outward Guarantee Currency: <input type="text" value="Select"/>	Outward Guarantee Amount To: <input type="text"/>
Outward Guarantee Amount From: <input type="text"/>	
Issue Date From: <input type="text"/> <input type="button" value="..."/>	Issue Date To: <input type="text"/> <input type="button" value="..."/>
Expiry Date From: <input type="text"/> <input type="button" value="..."/>	Expiry Date To: <input type="text"/> <input type="button" value="..."/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	
* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.	

### Field Description

Field Name	Description
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Field Name	Description
<b>Customer ID</b>	[Mandatory, Drop-Down] Select the appropriate customer id from the drop-down list.
<b>Outward Guarantee Number</b>	[Optional, Alphanumeric,16] Type the Outward Guarantee Number to search.
<b>Customer Reference Number</b>	[Optional, Alphanumeric,20] Type the customer reference number to search.
<b>Applicant Name</b>	[Optional, Alphanumeric,40] Type the Applicant Name to search
<b>Beneficiary Name</b>	[Optional, Alphanumeric,40] Type the Beneficiary Name to search
<b>Outward Guarantee Currency</b>	[Optional, Drop-Down] Select the Guarantee Currency from the drop-down list.
<b>Outward Guarantee Amount From</b>	[Optional, Alphanumeric,13.2] Type the Guarantee Amount Range to Search.
<b>Outward Guarantee Amount To</b>	[Optional, Alphanumeric,13.2] Type the Guarantee Amount Range to Search.
<b>Issue Date From</b>	[Optional, Pick List] Select the Guarantee Issue start date from the pick List to Search.
<b>Issue Date To</b>	[Optional, Pick List] Select the Guarantee Issue end Date from the pick List to Search..
<b>Expiry Date From</b>	[Optional, Pick List] Select the Guarantee Expiry from Date from the pick List to Search.
<b>Expiry Date To</b>	[Optional, Pick List] Select the Guarantee Expiry to Date from the pick List to Search.

2. Click the **Search** Button the system displays the Search results

## Bank Guarantee Search Results

Outward Guarantee Amendment

Customer Id\*: QT2001776(Eric Derzie and Assoc)

Outward Guarantee Number:

Customer Ref. No.:

Applicant Name:

Beneficiary Name:

Outward Guarantee Currency: Select

Outward Guarantee Amount From:

Outward Guarantee Amount To:

Issue Date From:

Issue Date To:

Expiry Date From:

Expiry Date To:

31-03-2011 13:00:00 GMT +0530

Records 1 to 2 of 2 |<< << Page 1 of 1 >> >>|

Outward Guarantee Number	Issue Date	Applicant Name	Outward Guarantee Currency	Outward Guarantee Amount	Outstanding Guarantee Amount	Date of Expiry	Outward Guarantee Status	Beneficiary Name	Customer Ref. No.
OT2GUIR110460002	15-02-2011	Eric Derzie & Assoc	EUR	EUR 175,000.00	EUR 175,000.00	30-11-2011	Active	Art Attack	89089
OT2GUIR110620001	03-03-2011	Eric Derzie and Assoc	USD	USD 30,000.00	USD 30,000.00	29-07-2011	Active	Oxy Trading Inc Changed	

## Field Description

Field Name	Description
<b>Outward Guarantee Number</b>	[Display] This column displays the outward guarantee number.
<b>Issue Date</b>	[Display] This column displays the issue date of the outward guarantee.
<b>Applicant Name</b>	[Display] This column displays the name of the applicant..
<b>Outward Guarantee Currency</b>	[Display] This column displays the currency of the outward guarantee.
<b>Outward Guarantee Amount</b>	[Display] This column displays the amount of the outward guarantee.
<b>Outstanding guarantee amount</b>	[Display] This column displays the outstanding guarantee amount.
<b>Date of Expiry</b>	[Display] This column displays the date of expiry of the outward guarantee.
<b>Outward Guarantee Status</b>	[Display] This column displays the expiry status of the outward guarantee.

Field Name	Description
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**Beneficiary Name** [Display]

This column displays the name of the beneficiary..

**Customer Ref no** [Display]

This column displays the customer reference number for the outward guarantee..

3. To download the complete statement, click the Download  button. The system displays the **Outward Guarantee amendment** dialog screen.

4. Click the **Reorder**  to reorder the columns or select the columns that appear in the list.

5. Click **Print**  to Print the data.

6. Click on **Edit**  column to edit the number of columns.

#### Download Outward Guarantee Amendment

**Outward Guarantee Amendment** 25-08-2010 19:35:24 GMT +0530

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Download Type

File Format

Outward Guarantee Nu  
Issue Date  
Applicant Name  
Outward Guarantee Cu  
Outward Guarantee An  
Outstanding Guarantee  
Date of Expiry

#### Field Description

Field Name	Description
------------	-------------

**Download Type** [Mandatory, Drop-Down]

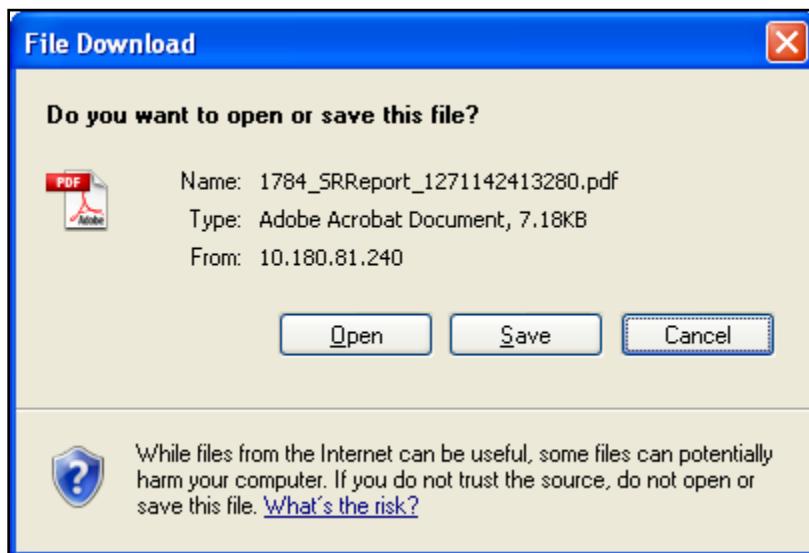
Select the appropriate report type from the drop-down list. The available choices are:

- Page Layout

Field Name	Description
File Format	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate type of file format from the drop-down list. The options available are</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> <li>• HTML</li> <li>• RTF</li> </ul>

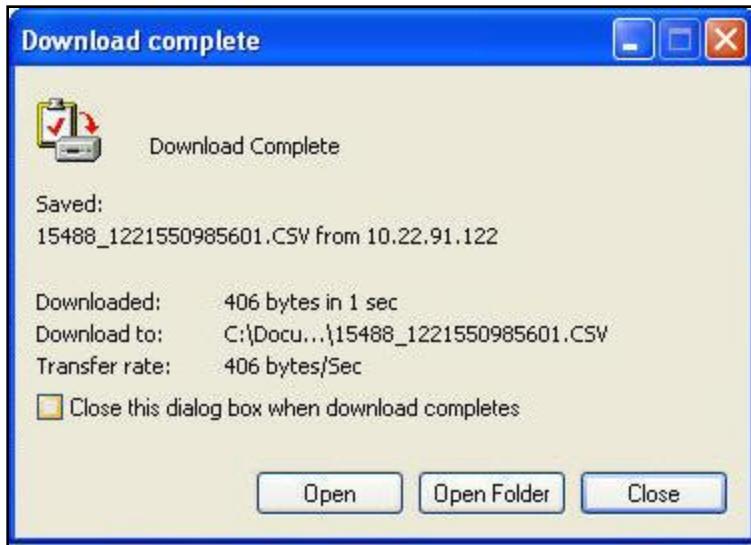
7. Select the fields that are to be included from the **Excluded** box and click the >> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
8. Select the fields that are to be excluded from the **Included** box and click the << button. The **Excluded** box appears on the left-side of the dialog box.
9. Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button. The system displays the **File Download** message box.

#### File Download



10. Click the **Save** button to save the file on your file system. The system displays the **Save As** dialog box.
11. Specify the name for the file and the location and click on the Save button. Once the download is complete, the system displays the Download complete message box.

## Download Complete



12. Click the **Open** button to open the file or click the **Close** button to view the file later.  
OR  
Click the **Open Folder** button to open the folder in which the file is saved.  
OR  
Click the **Close** button to close the Download Outward Guarantee dialog box.
13. Click the **Outward Guarantee Number** Link on the Guarantee Amendment screen , the system displays the **Outward Guarantee** details.

## Outward Guarantee Amendment – Parties Tab

**Outward Guarantee Amendment - Initiation** 31-05-2011 13:00:00 GMT +0530

**Parties** **Commitment Details** **Guarantee**

<p><b>General</b></p> <p>Outward Guarantee Number: <input type="text" value="QT2GUIR110460002"/></p> <p>Customer Id: <input type="text" value="Eric Derzie and Assoc"/></p> <p>Date of Application*: <input type="text" value="15-02-2011"/></p> <p>User Reference: <input type="text" value="QT2GUIR110460002"/></p> <p>Branch: <input type="text" value="QT2-USA"/></p> <p>Product*: <input type="text" value="Guarantee Issuance-Advance Non Periodic"/></p>	<p><b>Beneficiary</b></p> <p>Name*: <input type="text" value="Art Attack"/></p> <p>Address*: <input type="text" value="Brussels"/></p> <p><input type="text"/></p> <p>Country: <input type="text" value="BELGIUM"/></p>
<p><b>Applicant</b></p> <p>Name: <input type="text" value="Eric Derzie &amp; Assoc"/></p> <p>Address*: <input type="text" value="SWISCH78"/></p> <p><input type="text" value="5th Ave"/></p> <p><input type="text" value="New York"/></p> <p>Country*: <input type="text" value="US"/></p>	<p><b>Advice through Bank</b></p> <p>Name: <input type="text" value="AXA"/></p> <p>Address: <input type="text" value="Puype"/></p> <p><input type="text"/></p> <p>City: <input type="text"/></p>
<p><input type="checkbox"/> This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522</p>	
<input type="button" value="Condition"/>	
<input type="button" value="Back"/> <input type="button" value="View Limits"/> <input type="button" value="Initiate"/>	
<small>* Indicates mandatory fields.*** Indicates mandatory if particular option is enabled.</small>	

**Field Description**

Field Name	Description
<b>Outward Guarantee Number</b>	[Display] This field displays the host reference number received from the host when the underlying Outward Guarantee was initiated.
<b>Customer Id</b>	[Display] This field displays the Customer Id and Customer Name for the selected Outward Guarantee
<b>Date of Application</b>	[Mandatory, Date Picker] This field displays the Date of Outward Guarantee Amendment application
<b>User Reference</b>	[Display] This field displays Reference number of the selected Outward Guarantee
<b>Branch</b>	[Display] This field displays the branch where the customer Id is created.
<b>Product</b>	[Display] This field displays the types of Outward Guarantee Products available with the host with the Product of the selected Outward Guarantee Contract.
<b>Applicant</b>	
<b>Name</b>	[Display] This field displays the applicant Name
<b>Address 1</b>	[Display] This field displays the applicant Address details
<b>Address 2</b>	[Display] This field displays the applicant Address details
<b>Address 3</b>	[Display] This field displays the applicant Address details
<b>Country</b>	[Display] This field displays the applicant country
<b>Beneficiary Details</b>	
<b>Name</b>	[Display] This field displays the existing Beneficiary Name..
<b>Address 1</b>	[Display] This field displays the existing beneficiary address details

Field Name	Description
<b>Address 2</b>	[Display] This field displays the existing beneficiary address details.
<b>Address 3</b>	[Display] This field displays the existing beneficiary address details.
<b>Country</b>	[Display] This field displays the existing beneficiary country details.
<b>Advice through Bank</b>	
<b>SWIFT Code</b>	[Optional, Alphanumeric, 11, Lookup] This field displays the SWIFT Bank code. Select the new SWIFT Bank Code if required.
<b>Name</b>	[Optional] This field displays selected bank name.
<b>Address 1</b>	[Display] This field displays selected bank address details.
<b>Address 2</b>	[Display] This field displays selected bank address details.
<b>Address 3</b>	[Display] This field displays selected bank address details.
<b>City</b>	[Display] This field displays selected bank's city.

14. Click the **Commitment details** tab on the Guarantee Amendment screen, the system displays the **Outward Guarantee Amendment- commitment details** screen.

## Outward Guarantee Amendment – Commitment Details Tab

Outward Guarantee Amendment - Initiation 31-03-2011 13:00:00 GMT +0530

Applicant Contract Ref Number:  Beneficiary Contract Ref Number:  Guarantee Amount\*:

Closure Date\*:

Guarantee Expiry Date\*:

This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522

\* Indicates mandatory fields.\*\* Indicates mandatory if particular option is enabled.

## Field Description

Field Name	Description
<b>Applicant Contract Ref Number</b>	[Optional, Alphanumeric, 20] This fields displays the Applicant Contract reference number of the selected Outward Guarantee. Type the new reference number if required.
<b>Beneficiary Contract Ref Number</b>	[Optional, Alphanumeric, 20] This fields displays the beneficiary's reference number of the selected contract. Type the new reference number if required.
<b>Guarantee Amount</b>	[Mandatory, Drop Down, Numeric, 13.2] This fields displays contract currency and amount of the selected Outward Guarantee. Select the new Currency and type the new guarantee amount if required.
<b>Closure Date</b>	[Display, Date Pick List] This fields displays the date before which the beneficiary can claim the amount for the selected Outward Guarantee. Select the new date if required.
<b>Details of Contract</b>	[Optional, Alphanumeric, 1000] This fields displays the narrative describing the details of the contract
<b>Guarantee Expiry Date</b>	[Mandatory, Date Pick list] This fields displays the date of expiry of the selected Outward Guarantee. Select the new date of expiry, if required.

## Outward Guarantee Amendment – Guarantee Tab

**Outward Guarantee Amendment - Initiation** 31-03-2011 13:00:00 GMT +0530

<input type="radio"/> Parties	<input type="radio"/> Commitment Details	<input type="radio"/> <b>Guarantee</b>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <b>Guarantee</b> <div style="display: flex; align-items: center;"> <div style="flex: 1; border: 1px solid #ccc; padding: 2px; margin-right: 10px;">UPLD_COND_2</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px; margin-right: 10px;">UPLD_COND_3</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px; margin-right: 10px;">UPLD_COND_4</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px; margin-right: 10px;">TEST1</div> <div style="flex: 1; text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">&gt;&gt;</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">&lt;&lt;</span> </div> </div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;">Selected</div> <div style="border: 1px solid #ccc; padding: 2px; border-radius: 5px; text-align: center;">UPLD_COND_1</div> </div>		
<b>Clause Description*:</b> <div style="border: 1px solid #ccc; height: 100px; margin-bottom: 10px;"></div> <div style="text-align: right; margin-right: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">Edit Description</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">Done</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">Cancel</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> This collection and any further relevant advice are subject to Uniform Rules for Collection (1995 Revision) ICC Publication Number 522       <div style="text-align: right; margin-top: 5px; border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: #e61a19; color: #fff; font-weight: bold;">Condition</div> </div> <div style="text-align: right; margin-right: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">Back</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">View Limits</span> <span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #fff; background-color: #e61a19; margin-right: 5px;">Initiate</span> </div> <div style="border: 1px solid #ccc; padding: 5px; font-size: small; margin-top: 10px;">       * Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.     </div>		

## Field Description

Field Name	Description
<b>Guarantee List</b>	<p>[Display, Pick List]</p> <p>This field displays the list of all the existing clauses available with the host.</p>
<b>Selected</b>	<p>[Display, ]</p> <p>This field displays the list of the clauses selected by the user from the 'Clause List'. The selected clauses will be part of the Outward Guarantee Amendment.</p>
<b>Clause Description</b>	<p>[Optional, Alphanumeric, 3000]</p> <p>This field displays the description of the selected clause</p>
<b>The Collection and any further relevant advice are subject to Uniform rules for collection (1995 revision) ICC Publication Number 522</b>	<p>[Mandatory, Check Box]</p> <p>Select the Condition check Box to accept the Terms and conditions.</p>
15. Click on the >> to select a guarantee clause. OR Click on the << to deselect a selected clause.	
16. Click the <b>Edit Description</b> button to edit the clause description OR Click the <b>Done</b> button to complete the addition of clause description	

OR

Click the **Cancel** button to cancel the transaction.

17. Click the **Condition** button to view the terms and Conditions.
18. Click on **View limits** button to view the Limits for the transaction  
 OR  
 Click the **Back** button to go back to the previous screen  
 OR  
 Click the **Initiate** button to initiate the Guarantee amendment. Application displays the Guarantee amendment verification screen.

### Outward Guarantee Amendment – Verify

**Outward Guarantee Amendment - Verify** 31-03-2011 13:00:00 GMT +0530

<input checked="" type="button" value="Parties"/> <input type="button" value="Commitment Details"/> <input type="button" value="Guarantee"/>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>General</b></p> <p>Outward Guarantee QT2GUIR110460002 Number: Customer Id: Eric Derzie and Assoc Date of Application: 15-02-2011 User Reference: QT2GUIR110460002 Branch: QT2-USA Product: Guarantee Issuance-Advance Non Periodic Rate(days) - slab Amount</p> </div> <div style="width: 45%;"> <p><b>Beneficiary</b></p> <p>Name: Art Attack Address: Brussels  Country: BELGIUM</p> </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Applicant</b></p> <p>Name: Eric Derzie &amp; Assoc Address: SWISCH78 5th Ave New York Country: US</p> </div> <div style="width: 45%;"> <p><b>Advice through Bank</b></p> <p>Swift Code: Name: AXA Address: Puype  City: Country: BELGIUM</p> </div> </div>
<input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>
<small>* Indicates mandatory fields. ** Indicates mandatory if particular option is enabled.</small>

19. Click on the **Cancel** to abort the amendment initiation. Application returns back to the search screen  
 OR  
 Click the **change** button to change any amendment details.  
 OR  
 Click the **confirm** button to initiate the guarantee amendment.

## Outward Guarantee Amendment Confirm

Transaction submitted for Outward Guarantee Amendment having reference 125741296364315 has been Initiated

**Outward Guarantee Amendment - Confirm** 31-03-2011 13:00:00 GMT +0530

**Parties** **Commitment Details** **Guarantee**

<b>General</b> Outward Guarantee QT2GUIR110460002 Number: Customer Id: Eric Derzie and Assoc Date of Application: 15-02-2011 User Reference: QT2GUIR110460002 Branch: QT2-USA Product: Guarantee Issuance-Advance Non Periodic Rate(days) - slab Amount	<b>Beneficiary</b> Name: Art Attack Address: Brussels  Country: BELGIUM
<b>Applicant</b> Name: Eric Derzie & Assoc Address: SWISCH78 5th Ave New York Country: US	<b>Advice through Bank</b> Swift Code: Name: AXA Address: Puype  City: Country: BELGIUM

\* Indicates mandatory fields.\*\*\* Indicates mandatory if particular option is enabled.

**OK**

20. Click the **Ok** button to return back to the search screen

## 16. View Outward Guarantee

A bank guarantee is a guarantee from a lending institution ensuring that the liabilities of a debtor will be met. In other words, if the debtor fails to settle a debt, the bank will cover it. A bank guarantee enables the you(debtor) to acquire goods, buy equipment, or draw down loans, and there by expand business activity.

Bank guarantees can be initiated in the system using the Initiate BG option. This option allows you to search for bank guarantees based on a certain search criterion. Based on the search criterion, it allows you to view a list of bank guarantees (also called Outward Guarantee) for the selected customer.

Details of an Individual bank guarantee can be viewed and exported in various formats.

### To view the outward bank guarantees

1. Navigate through the **Trade Finance > Bank Guarantee > View Outward Guarantee**. The system displays the **View Outward Guarantee - Search screen**.

## View Outward Guarantee - Search

**View Outward Guarantee** 31-03-2011 13:00:00 GMT +0530

Customer Id* :	<input type="text" value="Select"/>
Outward Guarantee Number :	<input type="text"/>
Applicant Contract Ref Number :	<input type="text"/>
Applicant Name :	<input type="text"/>
Beneficiary Name :	<input type="text"/>
Outward Guarantee Status :	<input type="text" value="Select"/>
Expiry Status:	<input type="text" value="Select"/>
Outward Guarantee Currency :	<input type="text" value="Select"/>
Outward Guarantee Amount From :	<input type="text"/>
Outward Guarantee Amount To :	<input type="text"/>
Issue Date From :	<input type="text"/>
Issue Date To :	<input type="text"/>
Expiry Date From :	<input type="text"/>
Expiry Date To :	<input type="text"/>

**Clear** **Search**

## Field Description

Field Name	Description
<b>Customer Id</b>	[Mandatory, Drop-Down] Select the appropriate customer ID from the drop-down list.
<b>Outward Guarantee Number</b>	[Optional, Alphanumeric, 20] Type the unique Bank Guarantee identification number.
<b>Applicant Contract Reference</b>	[Optional, Alphanumeric, 20] Type the applicant contract ref number.
<b>Applicant Name</b>	[Optional, Alphanumeric, 20] Type the name of the applicant. This is the name of the party or individual who has applied for the bank guarantee.
<b>Beneficiary Name</b>	[Optional, Alphanumeric, 20] Type the name of the beneficiary. This is the name of the party or individual for whom the bank guarantee has been issued.
<b>Outward Guarantee Status</b>	[Optional, Drop-Down] Select the appropriate Outward guarantee status from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Reversed</li> <li>• Active</li> <li>• Closed</li> <li>• Cancelled</li> </ul>

Field Name	Description
<b>Expiry Status</b>	[Optional, Dropdown] Select the expiry status from the Dropdown list. The options available are <ul style="list-style-type: none"> <li>• Expired</li> <li>• Not Expired</li> </ul>
<b>Outward Guarantee Currency</b>	[Optional, Drop-Down] Select the appropriate currency from the drop-down list.
<b>Outward Guarantee Amount From</b>	[Optional, Numeric, 10] Type the start amount of the range. System will search all Outward guarantees whose amounts fall within this range.
<b>Outward Guarantee Amount To</b>	[Optional, Numeric, 10] Type the end amount of the range. System will search all Outward guarantees whose amounts fall within this range.
<b>Issue Date From</b>	[Optional, Pick List,] Select the start date of the range. System will search all Outward guarantees whose issue date fall within this range.
<b>Issue Date To</b>	[Optional, Pick List,] Select the end date of the range. System will search all Outward guarantees whose issue date fall within this range.
<b>Expiry Date From</b>	[Optional, Pick List,] Select the start date of the range. System will search all Outward guarantees whose expiry date fall within this range.
<b>Expiry Date To</b>	[Optional, Pick List,] Select the end date of the range. System will search all Outward guarantees whose expiry date fall within this range.

2. Enter the appropriate parameters in the relevant fields and click the **Search** button. The system displays the **View Outward Guarantee screen**.  
OR  
Click the **Clear** button to clear the search criteria entered.

## View Outward Guarantee

View Outward Guarantee
31-03-2011 13:00:00 GMT +0530

Customer Id\* :

Outward Guarantee Number :

Applicant Contract Ref Number :

Applicant Name :

Beneficiary Name :

Outward Guarantee Status :

Expiry Status :

Outward Guarantee Currency :

Outward Guarantee Amount From :

Outward Guarantee Amount To :

Issue Date From :

Issue Date To :

Expiry Date From :

Expiry Date To :

Clear
Search

Records 1 to 10 of 22 |<< << Page 1 of 3 >> |>>

Outward Guarantee Number	Issue Date	Applicant Name	Outward Guarantee Currency	Outward Guarantee Amount	Outstanding Guarantee Amount	Date of Expiry	Outward Guarantee Status	Expiry Status	Beneficiary Name
OT2GUIR102830004	10-10-2010	Eric Derzie & Assoc	GBP	GBP 100,000.00	GBP 100,000.00	09-11-2010	Active	Expired	Nelson Dsouza
OT2GUIR102830005	04-10-2010	Eric Derzie & Assoc	GBP	GBP 125,000.00	GBP 125,000.00	30-11-2011	Active	Not Expired	Oxy Trading Inc Changed
OT2GUIR102830007	10-10-2010	Eric Derzie & Assoc	USD	USD 200,000.00	USD 0.00	25-04-2011	Active	Not Expired	Oxy Trading Inc Changed
OT2GUIR102830008	04-10-2010	Eric Derzie & Assoc	USD	USD 150,000.00	USD 75,000.00	03-11-2010	Active	Expired	Oxy Trading Inc
OT2GUIR102830009	04-10-2010	Eric Derzie & Assoc	USD	USD 50,000.00	USD 50,000.00	03-11-2010	Active	Expired	Oxy Trading Inc
OT2GUIR102830010	04-10-2010	Eric Derzie & Assoc	GBP	GBP 60,000.00	GBP 60,000.00	03-11-2010	Active	Expired	Oxy Trading Inc
OT2GUIR102830011	04-10-2010	Eric Derzie & Assoc	GBP	GBP 66,000.00	GBP 66,000.00	03-11-2010	Active	Expired	Oxy Trading Inc
OT2GUIR102830012	04-10-2010	Eric Derzie & Assoc	USD	USD 100,000.00	USD 100,000.00	03-11-2010	Active	Expired	Oxy Trading Inc

Column Description

Column Name	Description
<b>Outward Guarantee Number</b>	[Display] This column displays the unique Outward Guarantee identification number.
<b>Issue Date</b>	[Display] This column displays the Outward guarantee issue date.
<b>Applicant Name</b>	[Display] This column displays the name of the party/ individual who has applied for the bank guarantee.
<b>Outward Guarantee Currency</b>	[Display] This column displays the currency in which the Outward Guarantee was created.

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ORACLE®

Column Name	Description
<b>Outward Guarantee Amount</b>	[Display] This column displays the amount of the Outward Guarantee
<b>Outstanding Outward Guarantee Amount</b>	[Display] This column displays the outstanding amount in the Outward guarantee. This column will display an outstanding if part of the bank guarantee has already been used.
<b>Date of Expiry</b>	[Display] This column displays the expiry date of the Outward Guarantee.
<b>Outward Guarantee Status</b>	[Display] This column displays the status of the Outward Guarantee.
<b>Date of Expiry</b>	[Display] This column displays the expiry date of the Outward Guarantee.
<b>Outward Guarantee Expiry Status</b>	[Display] This column displays the status of the Outward Guarantee.
<b>Expiry Status</b>	[Display] This column displays the expiry date status of the Outward Guarantee.
<b>Beneficiary Name</b>	[Display] This column displays the name of the Beneficiary of the Outward Guarantee.
<p>3. Click on the column headings (link) to sort the respective columns in ascending or descending order.</p> <p>4. Scroll to the next page or previous page using the &gt;&gt; or &lt;&lt; buttons respectively. Navigate to the first or last page using the  &lt;&lt; or &gt;&gt;  buttons respectively.</p>	
<p>5. To download the complete statement, click the Download  button. The system displays the <b>Download Outward Guarantee</b> dialog screen.</p>	
<p>6. Click the <b>reorder</b>  button to reorder the columns or select the columns that appear in the list.</p>	
<p>7. Click <b>Print</b>  button to Print the data.</p>	
<p>8. Click the <b>Edit</b>  column button to edit the number of columns.</p>	

## Download Outward Guarantee

**View Outward Guarantee** 25-08-2010 19:44:50 GMT +0530

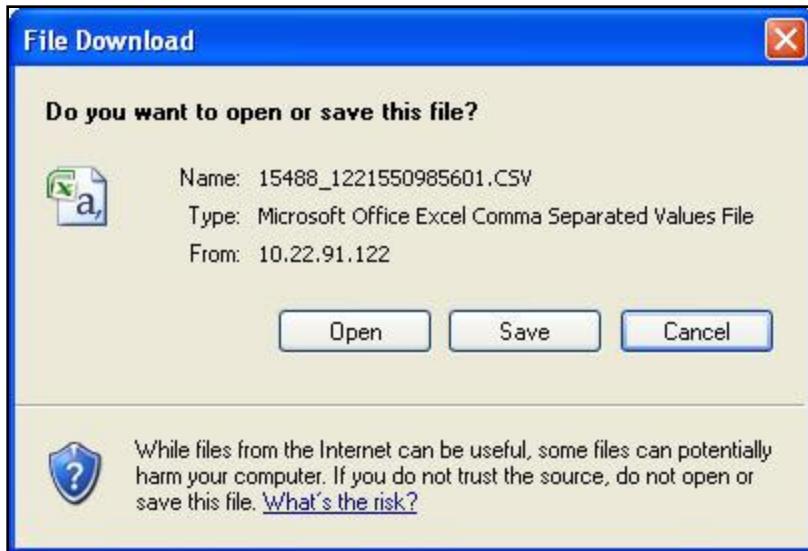
---

Download Type <span style="border: 1px solid #ccc; padding: 2px;">Page Layout</span>	<span style="border: 1px solid #ccc; padding: 2px;">File Format</span> <span style="border: 1px solid #ccc; padding: 2px;">PDF</span>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 20px; height: 20px; background-color: #f0f0f0; text-align: center;">&gt;&gt;</span> <span style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 20px; height: 20px; background-color: #f0f0f0; text-align: center;">&lt;&lt;</span> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-bottom: 10px;">         Outward Guarantee Nu          Issue Date          Applicant Name          Outward Guarantee Cu          Outward Guarantee Am          Outstanding Guarantee          Date of Expiry       </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0; color: #ccc;">Download</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0; color: #ccc;">Close</span> </div>
--	---	---

## Field Description

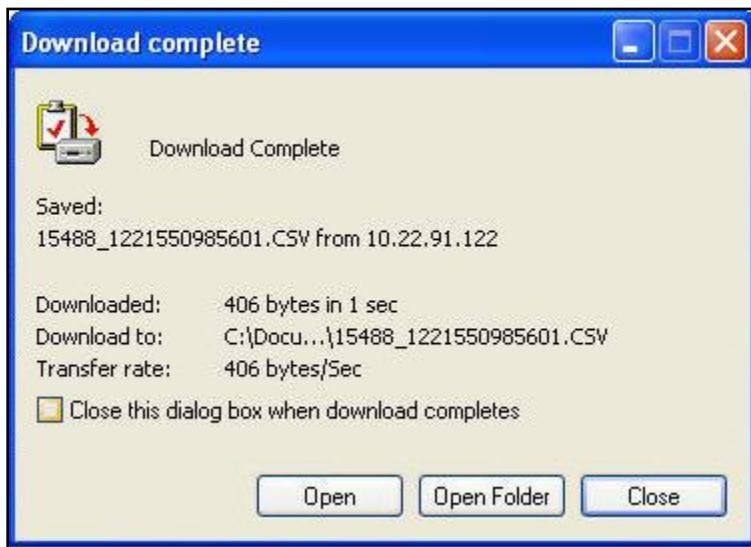
Field Name	Description
<b>Download Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate report type from the drop-down list. The available choices are:</p> <ul style="list-style-type: none"> <li>• Pre-defined</li> <li>• Page Layout</li> </ul>
<b>File Format</b>	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list.</p>
<b>Included</b>	This box lists all the fields that will be included in the report.
<b>Excluded</b>	This box lists all the fields that will be excluded from the report.
9.	Select the fields that are to be included from the <b>Excluded</b> box and click the button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
10.	Select the fields that are to be excluded from the <b>Included</b> box and click the button. The <b>Excluded</b> box appears on the left-side of the dialog box.
11.	Select the appropriate report type, format, and fields from the <b>Download Outward Guarantee</b> and click the <b>Download</b> button. The system displays the File Download message box.

### File Download



12. Click the **Save** button to save the file on your file system. The system displays the **Save As** dialog box.
13. Specify the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

### Download Complete



14. Click the **Open** button to open the file or click the **Close** button to view the file later.
15. Click the **Cancel** button on the **Download Outward Guarantee** dialog box.
16. To view the details of a particular outward guarantee, click on the appropriate link under the **Outward Guarantee Number** column. The system displays the details of the outward bank guarantee. For more information on the fields that can be viewed in outward bank guarantee details, refer to INITIATE OUTWARD GUARANTEE.

## View Outward Guarantee - Details

**View Outward Guarantee** 31-03-2011 13:00:00 GMT +0530

BG Number : QT2GUIR102830004	Date of Issue : 10-Oct-2010										
SWIFT Message : <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Select"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="View"/>	Advice : <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Select"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="View"/>										
<input checked="" style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Parties"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Commitment Details"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Bank Instructions"/> <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Guarantee"/>											
<b>General :</b> <span style="float: right;"><b>Beneficiary :</b></span> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date of Application : 10-Oct-2010</td> <td style="width: 50%; padding: 5px;">Name : Nelson Dsouza</td> </tr> <tr> <td>Branch : QT2-USA</td> <td>Address : 4/407</td> </tr> <tr> <td>Product : Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount</td> <td>4 nd floor</td> </tr> <tr> <td>Type of Guarantee : Non financial Performance bond</td> <td>RNA comple Mumbai 400614</td> </tr> <tr> <td></td> <td>Country : IN</td> </tr> </table>		Date of Application : 10-Oct-2010	Name : Nelson Dsouza	Branch : QT2-USA	Address : 4/407	Product : Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount	4 nd floor	Type of Guarantee : Non financial Performance bond	RNA comple Mumbai 400614		Country : IN
Date of Application : 10-Oct-2010	Name : Nelson Dsouza										
Branch : QT2-USA	Address : 4/407										
Product : Guarantee Issuance-Advance Non Periodic Rate (days) -slab Amount	4 nd floor										
Type of Guarantee : Non financial Performance bond	RNA comple Mumbai 400614										
	Country : IN										
<b>Applicant :</b> <span style="float: right;"><b>Advice through Bank :</b></span> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name : Eric Derzie &amp; Assoc</td> <td style="width: 50%; padding: 5px;">SWIFT :</td> </tr> <tr> <td>Address : 501</td> <td>Name : Swiss Bank</td> </tr> <tr> <td>5th Ave</td> <td>Address : Swiss Bank</td> </tr> <tr> <td>New York</td> <td>Switzerland</td> </tr> <tr> <td>Country : US</td> <td>Country : CH</td> </tr> </table>		Name : Eric Derzie & Assoc	SWIFT :	Address : 501	Name : Swiss Bank	5th Ave	Address : Swiss Bank	New York	Switzerland	Country : US	Country : CH
Name : Eric Derzie & Assoc	SWIFT :										
Address : 501	Name : Swiss Bank										
5th Ave	Address : Swiss Bank										
New York	Switzerland										
Country : US	Country : CH										
<input style="width: 80px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Back"/> <input style="width: 80px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Amendments"/> <input style="width: 80px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Charges"/> <input style="width: 200px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="View Attached Documents"/>											

## Field Description

Field Name	Description
<b>BG Number</b>	[Display] This field displays the Outward Guarantee number.
<b>Date of Issue</b>	[Display] This field displays the date of issue of outward guarantee.
<b>Swift message</b>	[Optional, dropdown] Select the swift message to view from the dropdown.
<b>Advice</b>	[Optional, dropdown] Select the advice to view from the dropdown
<b>General</b>	
<b>Date of Application</b>	[Display] This field displays the date of application.
<b>Branch</b>	[Display] This field displays the Branch.
<b>Product</b>	[Display] This field displays the name of the product.
<b>Type of Guarantee</b>	[Display] This field displays the type of guarantee of the product.

Field Name	Description
<b>Beneficiary</b>	
<b>Name</b>	[Display] This field displays the name of the Beneficiary.
<b>Address</b>	[Display] This field displays the address of the Beneficiary.
<b>Country</b>	[Display] This field displays the country of the Beneficiary.
<b>Applicant</b>	
<b>Name</b>	[Display] This field displays the name of the applicant.
<b>Address</b>	[Display] This field displays the address of the applicant.
<b>Country</b>	[Display] This field displays the country of the applicant.
<b>Advice through Bank</b>	
<b>Swift id</b>	[Display] This field displays the Swift id of the Advice through Bank.
<b>Name</b>	[Display] This field displays the name of the Advice through Bank.
<b>Address</b>	[Display] This field displays the address of the Advice through Bank.
<b>Country</b>	[Display] This field displays the country of the Advice through Bank.

17. Click the **Commitment Details** tab, the system displays the **View Outward guarantee commitment details** screen.

## View Outward Guarantee

**View Outward Guarantee** 31-03-2011 13:00:00 GMT +0530

BG Number : QT2GUIR102830004	Date of Issue : 10-Oct-2010
Applicant Contract Ref Number :	SWIFT Message : <input type="button" value="Select"/> <input type="button" value="View"/>
Beneficiary Contract Ref Number :	Advice : <input type="button" value="Select"/> <input type="button" value="View"/>
Guarantee Amount : GBP 100,000.00 Effective Date : 10-Oct-2010 Closure Date : 09-Dec-2010 Guarantee Expiry Date : 09-Nov-2010 Place of Expiry :	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Charges"/> <input type="button" value="View Attached Documents"/>	

## Field Description

Field Name	Description
<b>Applicant Contract Reference Number</b>	[Display] This field displays the applicant contract reference number
<b>Beneficiary Contract Reference Number</b>	[Display] This field displays the Beneficiary contract reference number
<b>Guarantee Amount</b>	[Display] This field displays the Guarantee amount
<b>Effective date</b>	[Display] This field displays the effective date of the guarantee.
<b>Closure date</b>	[Display] This column displays the closure date of the guarantee.
<b>Guarantee expiry date</b>	[Display] This column displays the guarantee expiry date.
<b>Place of Expiry</b>	[Display] This column displays the place of expiry.

18. Click the **Bank instructions** tab, the system displays the view outward guarantee- Bank instructions screen.

## View Outward Guarantee

**View Outward Guarantee** 31-03-2011 13:00:00 GMT +0530

BG Number : QT2GUIR102830004	Date of Issue : 10-Oct-2010
SWIFT Message :	Select <input type="button" value="View"/>
Advice :	Select <input type="button" value="View"/>
<input type="button" value="Parties"/> <input type="button" value="Commitment Details"/> <input type="button" value="Bank Instructions"/> <input type="button" value="Guarantee"/>	
Instructions to the Bank (Not forming part of Guarantee) :	
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Charges"/> <input type="button" value="View Attached Documents"/>	

## Field Description

Field Name	Description
------------	-------------

<b>Instructions to the Bank (Not forming part of Guarantee)</b>	[Display] This field displays the instructions to the bank.
---	--

19. Click on **Guarantee** tab, the system displays the View Outward Guarantee-guarantee screen.

## View Outward Guarantee

**View Outward Guarantee** 31-03-2011 13:00:00 GMT +0530

BG Number : QT2GUIR102830004	Date of Issue : 10-Oct-2010
SWIFT Message :	Select <input type="button" value="View"/>
Advice :	Select <input type="button" value="View"/>
<input type="button" value="Parties"/> <input type="button" value="Commitment Details"/> <input type="button" value="Bank Instructions"/> <input type="button" value="Guarantee"/>	
<b>Guarantee :</b>	
<b>Fft</b> <b>GUARANTEE</b>	<b>Fft Description</b> <div style="border: 1px solid black; padding: 5px; min-height: 150px; width: 100%;"> <p>We have been informed that you, ___ (registered seat ___) and ___ (registered seat ___ company registration number ___) (hereinafter the Principal) have concluded a ___ contract under the reference number ___ on ___ concerning the supply of ___ (hereinafter the Contract) to be shipped until ___. According to the terms of the Contract, the Principal shall effect payment for the goods supplied, services executed in the amount of ___ (that is ___) within ___ days counted from the date of the following document: According to the Contract the payment obligation of the Principal shall be secured by a bank guarantee.</p> </div>
<input type="button" value="Back"/> <input type="button" value="Amendments"/> <input type="button" value="Charges"/> <input type="button" value="View Attached Documents"/>	

Field Name	Description
------------	-------------

<b>Guarantee</b>	
<b>FFT</b>	[Display] This field displays the guarantee
<b>FFT Description</b>	[Display] This field displays the guarantee description

20. Click the **Back** button to return to the previous screen
21. Click the **Amendments** button to view the amendments made to the LC
22. Click the **Charges** button to view the Charges applicable to the LC
23. Click the **View Attached documents** to view the attached documents.

### Amendments

**Amendments** 31-03-2011 13:00:00

Country : FLEXCUBE DIRECT BANKING		Primary Customer Name : State Bank Of India		
Primary Customer Id : QT1001802				
Issued Amendments (9) :				
BG Ref. No	Amendment No.	Issue Date	New Expiry Date	New Outward Guarantee Amount
QT2GUIL102830005	1	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	2	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	3	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	4	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	5	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	6	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	7	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	8	04-Oct-2010	30-Nov-2011	GBP 125,000.00
QT2GUIL102830005	9	04-Oct-2010	30-Nov-2011	GBP 125,000.00

Back

### Field Description

Field Name	Description
<b>Country</b>	[Display] This field displays the Entity.
<b>Primary customer Id</b>	[Display] This field displays the primary customer id
<b>Primary customer name</b>	[Display] This field displays the name of the primary customer id.
<b>BG Ref No</b>	[Display] This field displays the BG Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the BG
<b>Issue Date</b>	[Display] This field displays the issue date of the BG.
<b>New Expiry Date</b>	[Display] This field displays the new expiry date of the BG.

Field Name	Description
<b>New Outward guarantee amount</b>	[Display] This field displays the new BG amount

24. Click the **Amendment No** link, the system displays the Issued Amendments detail screen.  
OR  
Click the **Back** button to return to the previous screen.

<b>Issued Amendment</b>	31-03-2011 13:00:00
<p>Country : FLEXCUBE DIRECT BANKING        Primary Customer Id : QT1001802      Primary Customer Name : State Bank Of India</p>	
<p>Sender's Reference : QT2GUIR102830005        Amendment No. : 1        Date of Issue : 04-Oct-2010        Date of Amendment : 15-Feb-2011        Guarantee Expiry Date : 30-Nov-2011        Place of Expiry : bng        Amount : GBP 125,000.00</p>	
<input type="button" value="Back"/>	

## Field Description

Field Name	Description
<b>Senders reference</b>	[Display] This field displays the BG Reference number
<b>Amendment No</b>	[Display] This field displays the amendment number of the BG
<b>Date of Issue</b>	[Display] This field displays the issue date of the BG.
<b>Date of amendment</b>	[Display] This field displays the date of amendment of BG.
<b>Guarantee Expiry date</b>	[Display] This field displays the expiry date of guarantee.
<b>Place of expiry</b>	[Display] This field displays the place of expiry of BG.
<b>Amount</b>	[Display] This field displays the amount of BG.

25. Click the **Back** button to return to the View outward guarantee detail screen.

## Charges

**View Charges Information** 31-03-2011 13:00:00

<b>Commission:</b>	
<b>Total Charges:</b>	
Guarantee issuance Commission 1.00%	
LC Courier Charge: GBP50.00	Account: QT200177601
LC SWIFT Charge for amendment: GBP50.00	Account: QT200177601
Other Bank charges: GBP50.00	Account: QT200177601
<b>Total (Without VAT): 150.00</b>	

**Back**

## Field Description

Field Name	Description
<b>Guarantee issuance commission</b>	[Display] This field displays the Commission charges in terms of percentage
<b>LC courier charges</b>	[Display] This field displays the courier charges.
<b>Account</b>	[Display] This field displays the account for collection of courier charges
<b>LC swift charges for amendments</b>	[Display] This field displays the LC swift charges for amendments
<b>Account</b>	[Display] This field displays the account for collection of LC swift charges for amendments
<b>Other bank charges</b>	[Display] This field displays the other bank charges applicable
<b>Account</b>	This field displays the account for other bank charges applicable.
<b>Total (without VAT)</b>	[Display] This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges)

26. Click the **Back** button to return to the previous screen.

## View Attached documents

**View Attached Documents** 31-03-2011 13:00:00 GMT +0530

Customer Id: QT2001776	Product: undefined	
Transaction Type: Guarantees		
<span style="margin-left: 10px;">Records 1 to 2 of 2</span> <span style="margin-left: 10px;"> &lt;&lt;</span> <span style="margin-left: 10px;">&lt;&lt;</span> <span style="margin-left: 10px;">Page 1 of 1</span> <span style="margin-left: 10px;">&gt;&gt;</span> <span style="margin-left: 10px;"> &gt;&gt;</span>		
File Name	Date of Attachment	Notes
<a href="#">ROHIT.txt</a>	10-10-2010	
<a href="#">details.txt</a>	10-10-2010	

[View All](#) [Back](#)

## Field Description

Field Name	Description
<b>Customer id</b>	[Display] This field displays the customer id
<b>Product</b>	[Display] This field displays the name of the product
<b>Transaction type</b>	[Display] This field displays the type of the transaction
<b>File Name</b>	[display, hyperlink] This column displays the file name of the attached document
<b>Date of attachment</b>	[Display] This column displays the date of attachment of the document
<b>Notes</b>	[Display] This column displays the notes if any

27. Click the **View All** button to view all the attached documents together  
 OR  
 Click the **Back** button to return to the previous screen.

**View Attached Documents**

31-03-2011 13:00:00 GMT +0530

Upload Images

```
\\"10.180.82.16\HBOSRetail
\\"10.180.82.16\HBOSAdmin
these two are Germany proto..
\\"10.180.82.16\HBOS_RetailBanking id
for Netherlands but lang is in Dutch

pnr-8141486224
1128004 INDIAINFOLINE TOKEN NOS

http://www.trinitymoon.com/
http://10.180.70.139:8080/

_https://i-share.i-flex.com/sites/rbpg/flexat/FCDB_Implementation/Mashreq%20BankDubai/Forms/AllItems.aspx?RootFolder=148.87.19.96
144.20.66.138

80

CHINA CLUSTER-http://10.180.23.161:9092/confluence/display/NB/ChinaCluster++IT+R2+Environment+Details

abhishek mail pwd:AVHF9aTP

UNIT TRACKING FWD-dy5pegbe

http://www.pdfonline.com/
```

**Print** **Download** **Back**

28. Click the **Print** button to print the attached document  
OR
- Click the **Download** button to download the attached document  
OR
- Click the **Back** button to return to the previous screen.

## View Swift and advice messages

**View Swift Message** 01-03-2011 13:00:00 GMT +0530

Event Date : 01-Jan-2011  
 Event Guarantee Amendment  
 Description :

```
{1:F01LONDUSBRAQT211111111111}
{2:I767SWISCH78XXXXN}
{3:{108:QT2MSOG11001006W}}
{4:
:27:1/1
:20:QT2GUIR102830004
:21:NONREF
:23:ISSUE
:30:110101
:26E:1
:31C:101010
:77C:WE HAVE BEEN INFORMED THAT YOU, (REGISTERED SEAT ) AND
(REGISTERED SEAT COMPANY REGISTRATION NUMBER ) (HEREINAFTER
THE PRINCIPAL) HAVE
CONCLUDED A CONTRACT UNDER THE REFERENCE NUMBER ON
CONCERNING THE SUPPLY OF (HEREINAFTER THE
CONTRACT) TO BE SHIPPED UNTIL .
ACCORDING TO THE TERMS OF THE CONTRACT, THE PRINCIPAL SHALL
EFFECT PAYMENT FOR THE GOODS SUPPLIED, SERVICES EXECUTED IN THE
AMOUNT OF (THAT IS ) WITHIN DAYS COUNTED FROM THE
DATE OF THE FOLLOWING DOCUMENT:
```

Export To : Portable Doc Format Export

**01-03-2011 13:00:00 GMT +0530**

Event Date : 10-Oct-2010  
 Event Description Debit Advice

DEBIT ADVICE

DATE : 10-OCT-10 PAGE : 1

AL FUTHAIM LOGISTICS  
 PO Box 61450, Jebel Ali, Dubai, UAE  
 PAGE : 1

CUSTOMER ID : QT1001944  
 ACCOUNT : QT100194401

OUR REFERENCE NO : QT1GUIR102830004  
 USER REFERENCE NO : QT1GUIR102830004

WE HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF:

-----  
 VALUE DATE CCY AMOUNT

-----

Export To : --Please Select-- Export

**Field Description**

Field Name	Description
<b>Export to</b>	[Optional, Dropdown] Select the format to export the document.
<b>Swift fields</b>	[Display] This field displays the Swift details

29. Click the **Export** link to export the messages in the desired formats

## 17. Customer Acceptance

This transaction allows the user to view the discrepancy details or amendment details and can provide his decision i.e. Accept or Reject with reason.

### To customer acceptance

1. Navigate through **Trade Finance > Customer Acceptance**. The system displays the **Customer Acceptance - Search** screen.

### Customer Acceptance

Customer Acceptance		31-03-2011 13:00:00 GMT +0530	
Customer:	<input type="text" value="All"/>	LC Number:	<input type="text"/>
Advising Ref. No.:	<input type="text"/>	Applicant:	<input type="text"/>
<input type="button" value="Search"/>			

### Field Description

Field Name	Description
<b>Customer</b>	[Optional, Drop-Down] Select the appropriate customer from the drop-down list.
<b>LC Number</b>	[Optional, Alphanumeric,16] Type the Letter of Credit number.

Field Name	Description
------------	-------------

<b>Advising Reference No</b>	[Optional, Alphanumeric,16] Type the advising reference number.
<b>Applicant</b>	[Optional, Alphanumeric,35] Type the applicant name.

2. Enter the appropriate parameters in the relevant fields and click the **Search button**. The system displays the **Customer Acceptance screen**.

### Customer Acceptance

Customer Acceptance		31-03-2011 13:00:00 GMT +0530																																											
Customer:	QT2001776 (Eric Derzie and Assoc)	LC Number:																																											
Advising Ref. No.:		Applicant:																																											
<input type="button" value="Search"/>																																													
 <span>Records 1 to 5 of 5</span> <span><input type="button" value=" &lt;&lt;"/></span> <span><input type="button" value="&lt;&lt;"/></span> <span><input type="button" value="Page 1 of 1"/></span> <span><input type="button" value="&gt;&gt;"/></span> <span><input type="button" value="&gt;&gt; "/></span>																																													
<table border="1"> <thead> <tr> <th>LC Number</th> <th>Type</th> <th>Applicant</th> <th>Advising Ref. No.</th> <th>Amendment No.</th> <th>LC Currency</th> <th>LC Amount</th> </tr> </thead> <tbody> <tr> <td>QT2ELCR102830001</td> <td>Export LC Amendment - Acceptance</td> <td>Oxy Trading Inc</td> <td>QT2ELCR102830001</td> <td>8</td> <td>USD</td> <td>USD 280,000.00</td> </tr> <tr> <td>QT2ELCR102830003</td> <td>Export LC Amendment - Acceptance</td> <td>Oxy Trading Inc</td> <td>QT2ELCR102830003</td> <td>3</td> <td>USD</td> <td>USD 234,567.00</td> </tr> <tr> <td>QT2ELNR102830002</td> <td>Export LC Amendment - Acceptance</td> <td>Oxy Trading Inc</td> <td>QT2ELNR102830002</td> <td>3</td> <td>USD</td> <td>USD 264,567.00</td> </tr> <tr> <td>QT2ELNR102830004</td> <td>Export LC Amendment - Acceptance</td> <td>Oxy Trading Inc</td> <td>QT2ELNR102830004</td> <td>3</td> <td>USD</td> <td>USD 234,567.00</td> </tr> <tr> <td>QT2ELNR110460001</td> <td>Export LC Amendment - Acceptance</td> <td>Oxy Trading Inc Changed</td> <td>QT2ELNR110460001</td> <td>31</td> <td>USD</td> <td>USD 100,000.00</td> </tr> </tbody> </table>				LC Number	Type	Applicant	Advising Ref. No.	Amendment No.	LC Currency	LC Amount	QT2ELCR102830001	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELCR102830001	8	USD	USD 280,000.00	QT2ELCR102830003	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELCR102830003	3	USD	USD 234,567.00	QT2ELNR102830002	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELNR102830002	3	USD	USD 264,567.00	QT2ELNR102830004	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELNR102830004	3	USD	USD 234,567.00	QT2ELNR110460001	Export LC Amendment - Acceptance	Oxy Trading Inc Changed	QT2ELNR110460001	31	USD	USD 100,000.00
LC Number	Type	Applicant	Advising Ref. No.	Amendment No.	LC Currency	LC Amount																																							
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QT2ELCR102830003	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELCR102830003	3	USD	USD 234,567.00																																							
QT2ELNR102830002	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELNR102830002	3	USD	USD 264,567.00																																							
QT2ELNR102830004	Export LC Amendment - Acceptance	Oxy Trading Inc	QT2ELNR102830004	3	USD	USD 234,567.00																																							
QT2ELNR110460001	Export LC Amendment - Acceptance	Oxy Trading Inc Changed	QT2ELNR110460001	31	USD	USD 100,000.00																																							

### Column Description

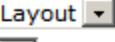
Column Name	Description
<b>LC Number</b>	[Display] This column displays the LC number generated by the Host .
<b>Type</b>	[Display] This column displays the acceptance bill type.
<b>Applicant</b>	[Display] This column displays the name of the Applicant of the Export LC.
<b>Advising Ref No</b>	[Display] This column displays the Advising reference number.
<b>Amendment No</b>	[Display] This column displays the amendment number of the LC.
<b>LC Currency</b>	[Display] This column displays the LC currency.

Column Name	Description
<b>LC Amount</b>	<p>[Display] This column displays the LC amount.</p> <ol style="list-style-type: none"> <li>3. Click on the column headings (link) to sort the respective columns in ascending or descending order.</li> <li>4. Scroll to the next page or previous page using the <b>&gt;&gt;</b> or <b>&lt;&lt;</b> buttons respectively. Navigate to the first or last page using the <b> &lt;&lt; or &gt;&gt; </b> buttons respectively.</li> <li>5. Reorder the columns or select the columns that appear by clicking the <b>Edit</b>  button.</li> <li>6. To download the complete statement, click the  <b>Download</b> button. The system displays the <b>File Download</b> dialog screen.</li> <li>7. Click the <b>print</b>  button to print the document.</li> <li>8. Click the <b>optimize data</b>  button to align the columns within the available page screen.</li> </ol>

#### Download Customer Acceptance

**Customer Acceptance** 25-08-2010 19:50:43 GMT +0530

---

Download Type **Page Layout** 

File Format **PDF** 

>>
<<

LC Number  
 Type  
 Applicant  
 Advising Ref. No.  
 Amendment No.  
 LC Currency  
 LC Amount

Download
Close

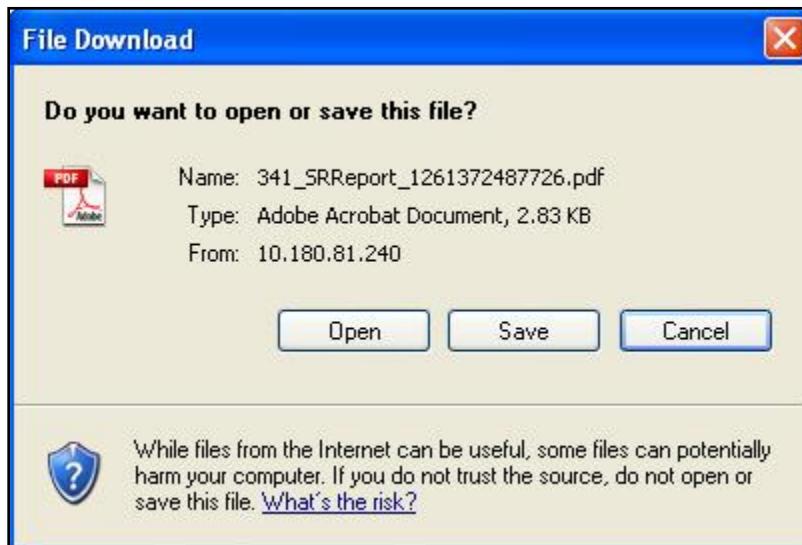
#### Field Description

Field Name	Description
<b>Download Type</b>	<p>[Mandatory, Drop-Down] Select the appropriate report type from the drop-down list. The available choices are:</p> <ul style="list-style-type: none"> <li>• Page Layout</li> </ul>

Field Name	Description
<b>File Format</b>	[Conditional, Drop-Down] Select the appropriate type of file format from the drop-down list. This option is enabled if <b>Page Layout</b> option is selected from the <b>Download Type</b> drop-down list.
<b>Included</b>	This box lists all the fields that will be included in the report. Select the fields that are to be included from the <b>Excluded</b> box and click the >> button. The <b>Included</b> box appears on the right-side of the dialog box. All the fields are, by default, selected and included.
<b>Excluded</b>	This box lists all the fields that will be excluded from the report. Select the fields that are to be exclude from the <b>Included</b> box and click the << button. The <b>Excluded</b> box appears on the left-side of the dialog box.

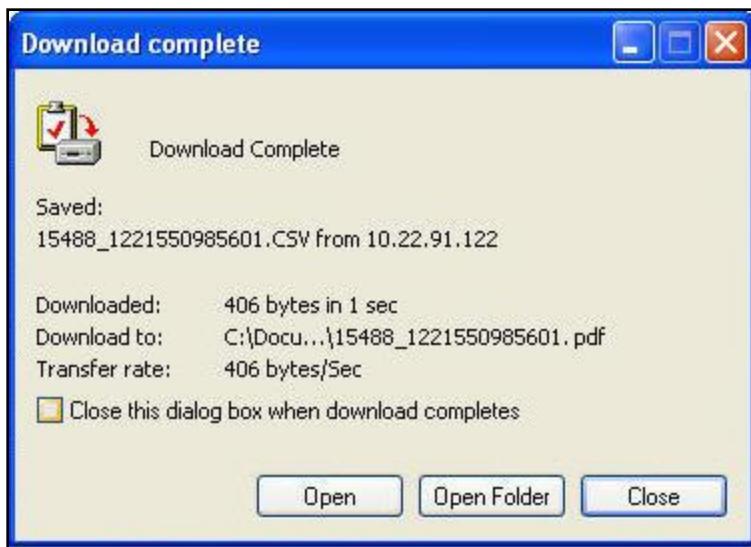
9. Select the appropriate report type, format, and fields from the **File Download** and click the **Download** button. The system displays the **File Download** message box.

### File Download



10. Click the **Save** button to save the file on your file system. The system displays the **Save As** dialog box  
OR  
Click the **Cancel** button to cancel the download  
OR  
Click the **Open** button to open the file.
11. Specify the name for the file and the location and click on the **Save** button. Once the download is complete, the system displays the **Download complete** message box.

### Download Complete



12. Click the **Open** button to open the file  
 OR  
 Click the **Close** button to view the file later.  
 OR  
 Click the **Open folder** to open the folder of the file.

#### To initiate customer acceptance

13. Click the appropriate link in the **LC Number** column. The system displays the **Customer Acceptance** screen with the details.

#### Customer Acceptance

Customer Acceptance		31-03-2011 13:00:00 GMT +0530																												
<b>Contract Details</b> <table> <tr> <td>Advising Reference No:</td> <td>QT2ELCR10283001</td> <td>Version No:</td> <td>2</td> </tr> <tr> <td>Amendment Status:</td> <td></td> <td>Issue Date:</td> <td>04-10-2010</td> </tr> <tr> <td>Expiry Date:</td> <td>15-02-2011</td> <td>Contract Amount:</td> <td>280,000.00</td> </tr> <tr> <td>Currency:</td> <td>USD</td> <td>Increase/Decrease LC Amount:</td> <td>-4,567.00</td> </tr> <tr> <td>Applicant Name:</td> <td>Oxy Trading Inc</td> <td>Issuing Bank Name:</td> <td></td> </tr> <tr> <td>Positive %:</td> <td>0.00</td> <td>Negative %:</td> <td>0.00</td> </tr> <tr> <td>Additional Amount Covered:</td> <td></td> <td></td> <td></td> </tr> </table>			Advising Reference No:	QT2ELCR10283001	Version No:	2	Amendment Status:		Issue Date:	04-10-2010	Expiry Date:	15-02-2011	Contract Amount:	280,000.00	Currency:	USD	Increase/Decrease LC Amount:	-4,567.00	Applicant Name:	Oxy Trading Inc	Issuing Bank Name:		Positive %:	0.00	Negative %:	0.00	Additional Amount Covered:			
Advising Reference No:	QT2ELCR10283001	Version No:	2																											
Amendment Status:		Issue Date:	04-10-2010																											
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Applicant Name:	Oxy Trading Inc	Issuing Bank Name:																												
Positive %:	0.00	Negative %:	0.00																											
Additional Amount Covered:																														
<b>Shipment Details</b> <table> <tr> <td>Delivery Place:</td> <td></td> <td>Port of Loading:</td> <td></td> </tr> <tr> <td>Place of Receipt:</td> <td></td> <td>Port of Discharge:</td> <td></td> </tr> <tr> <td>Latest Shipment Date:</td> <td></td> <td>Shipment Period:</td> <td></td> </tr> </table>			Delivery Place:		Port of Loading:		Place of Receipt:		Port of Discharge:		Latest Shipment Date:		Shipment Period:																	
Delivery Place:		Port of Loading:																												
Place of Receipt:		Port of Discharge:																												
Latest Shipment Date:		Shipment Period:																												
<b>Resolution</b> <table> <tr> <td>Resolved*:</td> <td>Accept</td> <td>Resolution Date:</td> <td>31-03-2011</td> </tr> <tr> <td>Notes:</td> <td colspan="3"></td> </tr> </table>			Resolved*:	Accept	Resolution Date:	31-03-2011	Notes:																							
Resolved*:	Accept	Resolution Date:	31-03-2011																											
Notes:																														
<input type="button" value="Initiate"/> <input type="button" value="Back"/>																														

**Field Description**

Field Name	Description
<b>Advising Reference Number</b>	[Display] This column displays the Advising Reference Number (Contract Reference Number).
<b>Version Number</b>	[Display] This column displays the version number i.e. Amendment Number.
<b>Amendment Status</b>	[Display] This column displays the Amendment Status.
<b>Issue Date</b>	[Display] This column displays the Issue Date.
<b>Expiry Date</b>	[Display] This column displays the Expiry Date.
<b>Contract Amount</b>	[Display] This column displays the LC Amount.
<b>Currency</b>	[Display] This column displays the currency of the LC.
<b>Increase/Decrease LC Amount</b>	[Display] This column displays the increased or decreased amount.
<b>Applicant Name</b>	[Display] This column displays the Applicant Name.
<b>Issuing Bank Name</b>	[Display] This column displays the Issuing Bank Name.
<b>Positive %</b>	[Display] This column displays the Positive Tolerance.
<b>Negative %</b>	[Display] This column displays the Negative Tolerance.
<b>Additional Amounts Covered</b>	[Display] This column displays if there is any additional amount covered under LC.
<b>Shipment details</b>	
<b>Delivery Place</b>	[Display] This column displays the Place of Delivery.

Field Name	Description
<b>Port of Loading</b>	[Display] This column displays the Port of Loading.
<b>Place of Receipt</b>	[Display] This column displays the Place of Receipt.
<b>Port of Discharge</b>	[Display] This column displays the Port of Discharge.
<b>Latest Shipment Date</b>	[Display] This column displays the latest shipment date.
<b>Shipment Period</b>	[Display] This column displays the Shipment Period.
<b>Resolution</b>	
<b>Resolved</b>	[Mandatory, Drop-Down] Select the appropriate option resolution from the drop-down list.
<b>Resolution Date</b>	[Display] This column displays the resolution date.
<b>Notes</b>	[Text Area] Type the comments in the text box.

14. Click the **Initiate** button to initiate the customer acceptance. The system displays the **Customer Acceptance- Verify** screen.  
 OR  
 Click the **Back** button to navigate to the previous page.

## Customer Acceptance- Verify

Customer Acceptance - Verify		31-03-2011 13:00:00 GMT +0530														
<b>Contract Details</b> <table> <tr> <td>Advising Reference No: QT2ELCR10283001</td> <td>Version No: 2</td> </tr> <tr> <td>Amendment Status:</td> <td>Issue Date: 04-10-2010</td> </tr> <tr> <td>Expiry Date:</td> <td>Contract Amount: 280,000.00</td> </tr> <tr> <td>Currency: USD</td> <td>Increase/Decrease LC Amount: -4,567.00</td> </tr> <tr> <td>Applicant Name:</td> <td>Issuing Bank Name:</td> </tr> <tr> <td>Positive %: 0.00</td> <td>Negative %: 0.00</td> </tr> <tr> <td>Additional Amount Covered: <input type="text"/></td> <td></td> </tr> </table>			Advising Reference No: QT2ELCR10283001	Version No: 2	Amendment Status:	Issue Date: 04-10-2010	Expiry Date:	Contract Amount: 280,000.00	Currency: USD	Increase/Decrease LC Amount: -4,567.00	Applicant Name:	Issuing Bank Name:	Positive %: 0.00	Negative %: 0.00	Additional Amount Covered: <input type="text"/>	
Advising Reference No: QT2ELCR10283001	Version No: 2															
Amendment Status:	Issue Date: 04-10-2010															
Expiry Date:	Contract Amount: 280,000.00															
Currency: USD	Increase/Decrease LC Amount: -4,567.00															
Applicant Name:	Issuing Bank Name:															
Positive %: 0.00	Negative %: 0.00															
Additional Amount Covered: <input type="text"/>																
<b>Shipment Details</b> <table> <tr> <td>Delivery Place:</td> <td>Port of Loading:</td> </tr> <tr> <td>Place of Receipt:</td> <td>Port of Discharge:</td> </tr> <tr> <td>Latest Shipment Date:</td> <td>Shipment Period: <input type="text"/></td> </tr> </table>			Delivery Place:	Port of Loading:	Place of Receipt:	Port of Discharge:	Latest Shipment Date:	Shipment Period: <input type="text"/>								
Delivery Place:	Port of Loading:															
Place of Receipt:	Port of Discharge:															
Latest Shipment Date:	Shipment Period: <input type="text"/>															
<b>Resolution</b> <table> <tr> <td>Resolved: <input type="button" value="Accept"/></td> <td>Resolution Date: 31-03-2011</td> </tr> <tr> <td>Notes: <input type="text"/></td> <td></td> </tr> </table>			Resolved: <input type="button" value="Accept"/>	Resolution Date: 31-03-2011	Notes: <input type="text"/>											
Resolved: <input type="button" value="Accept"/>	Resolution Date: 31-03-2011															
Notes: <input type="text"/>																
<input type="button" value="Confirm"/> <input type="button" value="Change"/> <input type="button" value="Cancel"/>																

15. Click the **Confirm** button. The system displays the **Customer Acceptance- Confirm** screen with the status message.  
 OR  
 Click the **Change** button to change the **Customer Acceptance** application details.  
 OR  
 Click **Cancel** button to cancel the **Customer Acceptance**.

## Customer Acceptance –Confirm

Transaction submitted for Customer Acceptance having reference 181915983370744 has been Initiated

**Customer Acceptance - Confirm** 31-03-2011 13:00:00 GMT +0530

---

**Contract Details**

Advising Reference No: QT2ELCR10283001	Version No: 2
Amendment Status:	Issue Date: 04-10-2010
Expiry Date:	Contract Amount: 280,000.00
Currency: USD	Increase/Decrease LC Amount: -4,567.00
Applicant Name:	Issuing Bank Name:
Positive %: 0.00	Negative %: 0.00
Additional Amount Covered: <input type="text"/>	

**Shipment Details**

Delivery Place:	Port of Loading:
Place of Receipt:	Port of Discharge:
Latest Shipment Date:	Shipment Period: <input type="text"/>

**Resolution**

Resolved: <input type="button" value="Accept"/>	Resolution Date: 31-03-2011
Notes: <input type="text"/>	

16. Click the **OK** button. The system displays the **Customer Acceptance** screen

## 18. Attach Documents

Trade Finance transactions requires lot of document movement between various parties including bank. Under a typical trade cycle, Importer and Exporter agree on the various terms and conditions and accordingly initiate a contract. A trade application is routed through the Issuing Bank and Advising Bank. The application supports attaching of necessary documents to the underlying trade contract.

Using Attach documents transaction you can attach scanned copies of Instructions to the bank. It allows you to attach more than one document. The File Types Allowed are Doc, xls, CSV, PDF, txt, zip, tif, and jpg.

### To attach documents:

1. Navigate through **Trade Finance > Attach Documents**. The system displays the **Attach Documents** screen.

### Attach Documents

Attach Documents		31-03-2011 13:00:00 GMT +0530
Customer Id*: <input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>	Transaction Type*: <input type="text" value="Letter Of Credit"/>	
Reference No: <input type="text"/>	FCDB Reference No: <input type="text"/>	
Applicant Name: <input type="text"/>	Beneficiary Name: <input type="text"/>	
<input type="button" value="Search"/>		

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>Customer Id</b>	[Mandatory, Drop-Down] Select the appropriate customer ID from the drop-down list.
<b>Type</b>	[Mandatory, Drop-Down] Select the appropriate type from the drop-down list.
<b>Reference. No.</b>	[Optional, Alphanumeric, 20] Type the customer reference number.
<b>FCDB Reference. No.</b>	[Optional, Alphanumeric, 20] Type the FCDB reference number.
<b>Applicant Name</b>	[Optional, Alphanumeric, 20] Type the name of the applicant.
<b>Beneficiary Name</b>	[Optional, Alphanumeric, 20] Type the name of the beneficiary.

2. Enter the relevant details.
3. Click the **Search** button, the system displays the **View Attached Documents** screen.

### View Attached Documents

31-03-2011 13:00:00 GMT +0530

Customer Id*:	<input type="text" value="QT2001776 (Eric Derzie and Assoc)"/>	Type*:	<input type="text" value="Letter Of Credit"/>
Reference No:	<input type="text"/>	FCDB Reference No:	<input type="text"/>
Applicant Name:	<input type="text"/>	Beneficiary Name:	<input type="text"/>
<input type="button" value="Search"/>			
<span style="font-size: small;">Records 1 to 10 of 73</span> <span style="margin: 0 5px;"><input type="button" value=" &lt;&lt;"/></span> <span style="margin: 0 5px;"><input type="button" value="&lt;&lt;"/></span> <span style="margin: 0 5px;"><input type="button" value="&gt;&gt;"/></span> <span style="margin: 0 5px;"><input type="button" value=" &gt;&gt; "/></span> <span style="margin-left: 10px;">Page 1 of 8</span>			

Reference No	Transaction Type	Product	Beneficiary	Applicant	Currency	Amount	FCDB Reference No
QT1ILUN103040001	Letter Of Credit	Import LC (U) Non revolving-Non Periodic Advance-LCY-QTR2	Oxy Trading Inc	Eric Derzie & Assoc	GBP	GBP 200.00	114278542099024
QT1ILUR103650003	Letter Of Credit	Import LC Usance Revolving-Advance periodic-LCY - QTR2	Oxy Trading Inc	Eric Derzie & Assoc	GBP	GBP 4,567.00	QT1ILUR103650003
QT2ELCR102830001	Letter Of Credit	Export LC Revolving -LCY	Eric Derzie and Assoc	Oxy Trading Inc	USD	USD 280,000.00	QT2ELCR102830001
QT2ELCR102830002	Letter Of Credit	Export LC Revolving -LCY	Eric Derzie & Assoc	Oxy Trading Inc	USD	USD 234,567.00	QT2ELCR102830002
QT2ELCR102830003	Letter Of Credit	Export LC Revolving -LCY	Eric Derzie and Assoc	Oxy Trading Inc	USD	USD 234,567.00	QT2ELCR102830003
QT2ELCR110010001	Letter Of Credit	Export LC Revolving -LCY	Eric Derzie and Assoc	Oxy Trading Inc	USD	USD 310,000.00	QT2ELCR110010001
QT2ELNR102830002	Letter Of Credit	Export LC with Adding Confirmation	Eric Derzie & Assoc	Oxy Trading Inc	USD	USD 234,567.00	QT2ELNR102830002
QT2ELNR102830003	Letter Of Credit	Export LC with Adding Confirmation	Eric Derzie & Assoc	Oxy Trading Inc	USD	USD 234,567.00	QT2ELNR102830003
QT2ELNR102830004	Letter Of Credit	Export LC with Adding Confirmation	Eric Derzie & Assoc	Oxy Trading Inc	USD	USD 234,567.00	QT2ELNR102830004

## Field Description

Field Name	Description
<b>Reference. No.</b>	[Display] This field displays the reference number of the transaction
<b>Transaction Type</b>	[Display] This field displays the type of the product.
<b>Product</b>	[Display] This field displays the detailed name of the product.
<b>Beneficiary</b>	[Display] This field displays the name of the beneficiary.
<b>Applicant</b>	[Display] This field displays the name of the applicant.
<b>Currency</b>	[Display] This field displays the currency of the transaction.
<b>Amount</b>	[Display] This field displays the amount used in the transaction.
<b>FCDB reference number</b>	[Display] This field displays the FCDB reference number of the transaction.

4. Click the **Reference No** hyperlink. The system displays **Attach Documents - Initiate** screen

## Attach Documents - Initiate

Attach Documents - Initiate		31-03-2011 13:00:00 GMT +0530												
<b>Contract Details</b> <table border="1"> <tr> <td>Customer Id: QT2001776</td> <td>Transaction Type: Letter Of Credit</td> </tr> <tr> <td>Product: Import LC Usance Revolving-Advance periodic-LCY - QTR2</td> <td>Beneficiary Name: Oxy Trading Inc</td> </tr> <tr> <td>Applicant: Eric Derzie &amp; Assoc</td> <td>FCDB Reference No: QT1ILUR103650003</td> </tr> <tr> <td>Reference No: QT1ILUR103650003</td> <td></td> </tr> </table>			Customer Id: QT2001776	Transaction Type: Letter Of Credit	Product: Import LC Usance Revolving-Advance periodic-LCY - QTR2	Beneficiary Name: Oxy Trading Inc	Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003	Reference No: QT1ILUR103650003					
Customer Id: QT2001776	Transaction Type: Letter Of Credit													
Product: Import LC Usance Revolving-Advance periodic-LCY - QTR2	Beneficiary Name: Oxy Trading Inc													
Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003													
Reference No: QT1ILUR103650003														
<b>Attachment Details</b> <table border="1"> <tr> <td>Notes:</td> <td><input type="text"/></td> <td><b>Attach Documents</b></td> </tr> </table>			Notes:	<input type="text"/>	<b>Attach Documents</b>									
Notes:	<input type="text"/>	<b>Attach Documents</b>												
<b>Existing Files Attached: 3</b> <table border="1"> <thead> <tr> <th>File Name</th> <th>Uploaded By</th> <th>Uploaded Date</th> </tr> </thead> <tbody> <tr> <td>271.xml</td> <td>RBCORP</td> <td>01-03-2011 13:00:00 GMT +0530</td> </tr> <tr> <td>FS template.doc</td> <td>corpsmitainit</td> <td>31-01-2011 13:00:00 GMT +0530</td> </tr> <tr> <td>ROHIT.txt</td> <td>SBCORP</td> <td>15-02-2011 13:00:00 GMT +0530</td> </tr> </tbody> </table>			File Name	Uploaded By	Uploaded Date	271.xml	RBCORP	01-03-2011 13:00:00 GMT +0530	FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530	ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530
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FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530												
ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530												
<input type="button" value="Initiate"/> <input type="button" value="Back"/>														

**Field Description**

Field Name	Description
<b>Contract details</b>	
<b>Customer Id</b>	[Display] This field displays the customer id.
<b>Type</b>	[Display] This field displays the type of the product
<b>Product</b>	[Display] This field displays the product.
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary.
<b>Applicant</b>	[Display] This field displays the name of the applicant.
<b>FCDB Reference. No.</b>	[Display] This field displays the FCDB reference number for the transaction.
<b>Reference. No.</b>	[Display] This field displays the reference number for the transaction.
<b>Attachment Details</b>	
<b>Notes</b>	[Display] This field displays details of the files attached.
<b>Existing files attached</b>	
<b>File Name</b>	[Display] This field displays the name of the file uploaded.
<b>Uploaded by</b>	[Display] This field displays the name of the user through which the file is uploaded..
<b>Uploaded date</b>	[Display] This field displays the date of upload of file.

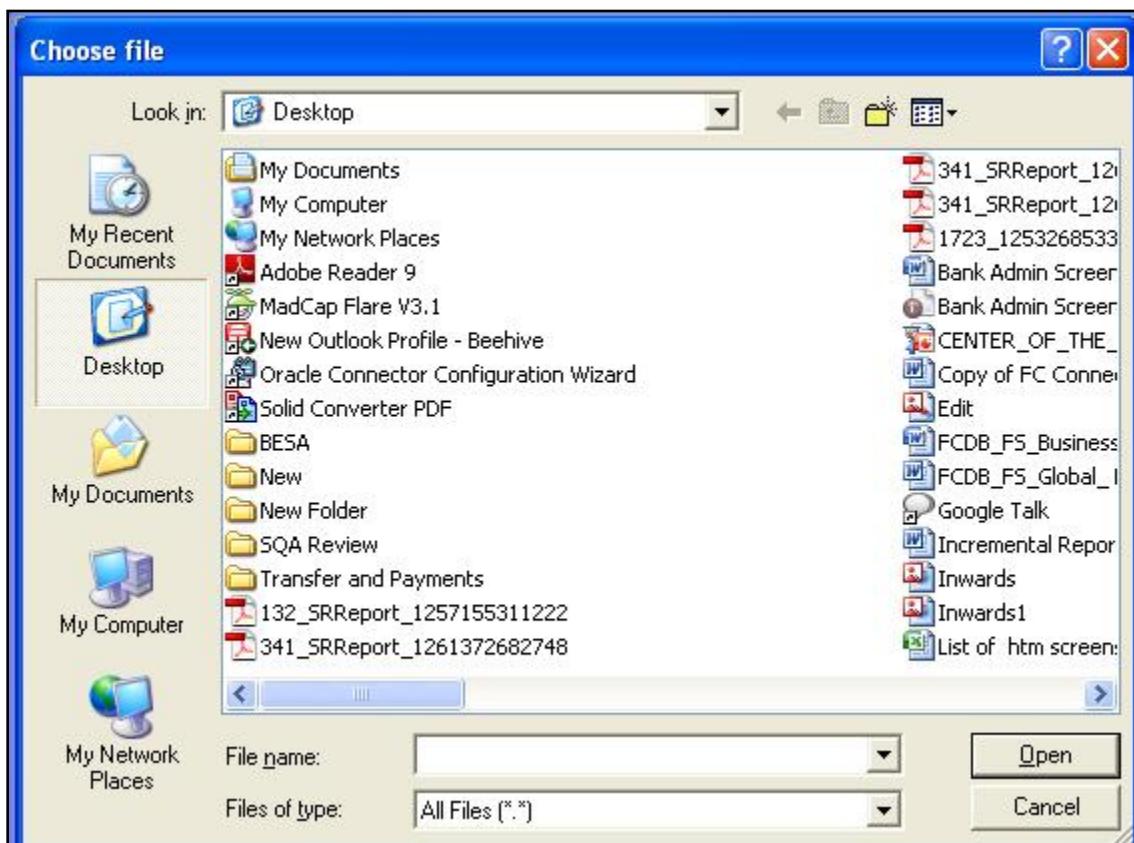
5. Click the **Attach Documents** button, the system displays the **Attachments** screen

## Attachments



6. Click the **Browse** button. The system displays **Choose File** dialogue box.

## Choose File



7. Navigate the file and click the **Open** button to attach the selected file. The system displays Attachments screen

## Attachments

**Attachments** 31-03-2011 13:00:00 GMT +0530

---

**Select Document to Attach**

[Browse...](#) [Add Another](#)

Allowed File Types:  
xls,doc, pdf, csv, txt, zip, tif, jpg

[Attach](#) [Done](#)

---

**File Name**

1273\_1292056391997.CSV

8. Click the **Attach** button, the file gets attached and then click the **Done** button the system displays **Attached Document Initiate** screen
9. Click **Add Another** button to add another document.

## Attached Document Initiate

**Attach Documents - Initiate** 31-03-2011 13:00:00 GMT +0530

---

**Contract Details**

Customer Id: QT2001776	Transaction Type: Letter Of Credit
Product: Import LC Usance Revolving-Advance periodic- LCY - QTR2	Beneficiary Name: Oxy Trading Inc
Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003
Reference No: QT1ILUR103650003	

---

**Attachment Details**

Notes:

[Attach Documents](#)

---

**Existing Files Attached: 3**

File Name	Uploaded By	Uploaded Date
271.xml	RBCORP	01-03-2011 13:00:00 GMT +0530
FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530
ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530

---

**Current Files Attached**

1273\_1292056391997.CSV

[Remove](#)

---

[Initiate](#) [Back](#)

10. Click the **Initiate** button, The system displays **Attach Documents Verify** screen  
 OR  
 Click on **Back** to go back to the previous screen  
 OR  
 Click the current files attached checkbox and click the **Remove** button to remove the current attached file.

### Attach Documents Verify

Attach Documents - Verify		31-03-2011 13:00:00 GMT +0530												
<b>Contract Details</b> <table> <tr> <td>Customer Id: QT2001776</td> <td>Transaction Type: Letter Of Credit</td> </tr> <tr> <td>Product: Import LC Usance Revolving-Advance periodic- LCY - QTR2</td> <td>Beneficiary Name: Oxy Trading Inc</td> </tr> <tr> <td>Applicant: Eric Derzie &amp; Assoc</td> <td>FCDB Reference No: QT1ILUR103650003</td> </tr> <tr> <td>Reference No: QT1ILUR103650003</td> <td></td> </tr> </table>			Customer Id: QT2001776	Transaction Type: Letter Of Credit	Product: Import LC Usance Revolving-Advance periodic- LCY - QTR2	Beneficiary Name: Oxy Trading Inc	Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003	Reference No: QT1ILUR103650003					
Customer Id: QT2001776	Transaction Type: Letter Of Credit													
Product: Import LC Usance Revolving-Advance periodic- LCY - QTR2	Beneficiary Name: Oxy Trading Inc													
Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003													
Reference No: QT1ILUR103650003														
<b>Attachment Details</b> <table> <tr> <td>Notes:</td> <td colspan="2"> <input type="text"/> </td> </tr> </table>			Notes:	<input type="text"/>										
Notes:	<input type="text"/>													
<b>Existing Files Attached</b> <table border="1"> <thead> <tr> <th>File Name</th> <th>Uploaded By</th> <th>Uploaded Date</th> </tr> </thead> <tbody> <tr> <td>271.xml</td> <td>RBCORP</td> <td>01-03-2011 13:00:00 GMT +0530</td> </tr> <tr> <td>FS template.doc</td> <td>corpsmitainit</td> <td>31-01-2011 13:00:00 GMT +0530</td> </tr> <tr> <td>ROHIT.txt</td> <td>SBCORP</td> <td>15-02-2011 13:00:00 GMT +0530</td> </tr> </tbody> </table>			File Name	Uploaded By	Uploaded Date	271.xml	RBCORP	01-03-2011 13:00:00 GMT +0530	FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530	ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530
File Name	Uploaded By	Uploaded Date												
271.xml	RBCORP	01-03-2011 13:00:00 GMT +0530												
FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530												
ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530												
<b>Current Files Attached</b> <table> <tr> <td><input type="checkbox"/> 1273_1292056391997.CSV</td> </tr> <tr> <td><input type="checkbox"/> 1273_1292056391997.CSV</td> </tr> </table>			<input type="checkbox"/> 1273_1292056391997.CSV	<input type="checkbox"/> 1273_1292056391997.CSV										
<input type="checkbox"/> 1273_1292056391997.CSV														
<input type="checkbox"/> 1273_1292056391997.CSV														
<input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>														

11. Click the **Confirm** button to confirm the attach document initiate  
 OR  
 Click the **Change** button to edit the details of the attach document transaction  
 OR  
 Click the **Cancel** button to cancel the attach document transaction.

## Attach Documents – Confirm

Transaction submitted for Attach Documents having reference 693564501370721 has been Initiated

**Attach Documents - Confirm** 31-03-2011 13:00:00 GMT +0530

<b>Contract Details</b>		
Customer Id: QT2001776	Transaction Type: Letter Of Credit	
Product: Import LC Usance Revolving-Advance periodic- LCY - QTR2	Beneficiary Name: Oxy Trading Inc	
Applicant: Eric Derzie & Assoc	FCDB Reference No: QT1ILUR103650003	
Reference No: QT1ILUR103650003		
<b>Attachment Details</b>		
Notes:		
<b>Existing Files Attached</b>		
File Name	Uploaded By	Uploaded Date
271.xml	RBCORP	01-03-2011 13:00:00 GMT +0530
FS template.doc	corpsmitainit	31-01-2011 13:00:00 GMT +0530
ROHIT.txt	SBCORP	15-02-2011 13:00:00 GMT +0530
<b>Current Files Attached</b>		OK
<input type="checkbox"/> 1273_1292056391997.CSV <input type="checkbox"/> 1273_1292056391997.CSV		OK

12. Click the **OK** button, the system displays **Attach Documents** screen.

## 19. Lookup Maintenance

Look up maintenance is a function that will allow you to create and maintain various details that form part of the trade finance transactions. Details like shipment period, description of goods, beneficiary details, drawee details and various clauses which are standard and applicable for each transaction can be maintained here. These details upon selection will be automatically populated on the transaction initiation screen.

### To add Applicant/Drawee

1. Navigate through **Trade Finance >Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.

### Lookup Maintenance

Lookup Maintenance		31-03-2011 13:00:00 GMT +0530	
Maintenance Type*:	Applicant / Drawee	Transaction Type*:	Direct Collection Initiation
Maintenance Id:	<input type="text"/>	Visibility:	All
<input type="button" value="Search"/> <input type="button" value="Add"/>			

### Field Description

Field Name	Description
<b>Maintenance Type</b>	[Mandatory, Drop-Down] Select the appropriate maintenance type from the drop-down list.
<b>Transaction Type</b>	[Mandatory, Drop-Down] Select the appropriate transaction type from the drop-down list.

Field Name	Description
<b>Maintenance Id</b>	[Optional, Alphanumeric,10] Type the appropriate maintenance id as an input criteria
<b>Visibility</b>	[Optional, Drop-Down] Select the appropriate visibility option from the drop-down list.

2. Click the **Add** button, the system displays **Lookup Maintenance** screen  
 OR  
 Enter the relevant details for the search criteria and Click the **Search** button to View/modify and delete the record.

### Lookup Maintenance- Add Drawee/Applicant

**Lookup Maintenance** 31-03-2011 13:00:00 GMT +0530

**Maintenance Details**

Maintenance Type\*: Applicant / Drawee  
 Maintenance Id\*:   
 Visibility\*:

**Applicability**

Direct Collection Initiation   
 Export Collection Initiation   
 Export Bill under LC

**Drawee Details**

Name\*:   
 Address\*:   
  
  
 Country:    
 Email:

**Bank Details**

SWIFT Code:    
 Bank Name:   
 Bank Address:   
  
 Country:

## Lookup Maintenance- Goods Description

31-03-2011 13:00:00 GMT +0530

<b>Maintenance Details</b>	
Maintenance Type*: Goods Description	
Maintenance Id*:	<input type="text"/>
Visibility*:	Select <input type="button" value="▼"/>
Details *:	<input type="text"/>
<b>Applicability</b>	
Direct Collection Initiation	<input type="checkbox"/>
Export Collection Initiation	<input type="checkbox"/>
Export Bill under LC	<input checked="" type="checkbox"/>

### Field Description

Field Name	Description
<b>Maintenance Details</b>	
<b>Maintenance Type</b>	[Display] This field displays the type of maintenance.
<b>Maintenance Id</b>	[Mandatory, Alphanumeric,10] Type the maintenance id.
<b>Visibility</b>	[Mandatory, Drop-Down] Select the appropriate option from the drop-down list. The options are All Public Private
<b>Applicability</b>	
<b>Direct Collection Initiation</b>	[Optional, Check Box] Select the direct collection initiation checkbox to enable direct collection initiation.
<b>Export collection initiation</b>	[Optional, Check Box] Select the Export collection initiation checkbox to enable Export collection initiation.
<b>Export bill under LC</b>	[Optional, Check Box] Select the Export bill under LC checkbox to enable Export bill under LC.
<b>Drawee Details</b>	
<b>The following field will be displayed, when you select the Applicant/Drawee option from the Maintenance Type drop-down list</b>	

Field Name	Description
<b>Name</b>	[Mandatory, Alphanumeric,40] Type the drawee's name.
<b>Address</b>	[Mandatory, Alphanumeric,35*3] Type the drawee's address.
<b>Country</b>	[Optional, Drop-Down] Select the appropriate country from the drop-down list.
<b>Email</b>	[Optional, Alphanumeric,10] Type the email address.
<b>Bank Details</b>	
<b>SWIFT Code</b>	[Optional, Alphanumeric,11] Type or use Lookup to search the SWIFT code.
<b>Bank Name</b>	[Optional, Alphanumeric,11] Type or use Lookup to search the name of the bank.
<b>Bank Address</b>	[Display] This field displays the bank address.
<b>Country</b>	[Display] This field displays the country.

#### Maintenance Details

The following fields will be displayed, when you select the **Good Description** option from the **Maintenance Type** drop-down list.

<b>Details</b>	[Mandatory, Alphanumeric,6500] Type the details of the goods description.
----------------	--

3. Click the **Add** button. The system displays **Lookup Maintenance Verify** screen.

OR

Click the **Back** button to go to the previous screen.

## Lookup Maintenance Verify

<b>Lookup Maintenance-Verify</b>	31-03-2011 13:00:00 GMT +0530
<b>Maintenance Details</b>	
Maintenance Type: Applicant / Drawee	
Maintenance Id*: ABC Inc	
Visibility: Public	
<b>Applicability</b>	
Direct Collection Initiation <input checked="" type="checkbox"/>	
<b>Drawee Details</b>	
Name*: ABC Inc	
Address: Wall Street	
New York	
Country: UNITED STATES	
Email:	
<b>Bank Details</b>	
SWIFT Code*: AMERUS39	
Bank Name*: BANK OF AMERICA	
Bank Address: US	
Country:	
<b>Cancel</b> <b>Change</b> <b>Confirm</b>	

## Lookup Maintenance Verify

<b>Lookup Maintenance-Verify</b>	31-03-2011 13:00:00 GMT +0530
<b>Maintenance Details</b>	
Maintenance Type: Goods Description	
Maintenance Id*: ABC Inc	
Visibility: Public	
Details *: Spare Parts	
<b>Applicability</b>	
Direct Collection Initiation <input checked="" type="checkbox"/>	
<b>Cancel</b> <b>Change</b> <b>Confirm</b>	

4. Click the **Confirm** button. The system displays **Lookup Maintenance Confirm** screen.

OR

Click the **Change** button to change the details entered in the previous screen

OR

Click the **Cancel** button to cancel the transaction

## Lookup Maintenance-Confirm

Transaction submitted for Lookup Maintenance having reference 146301532370804 has been Initiated

31-03-2011 13:00:00 GMT +0530

<b>Maintenance Details</b> Maintenance Type: Applicant / Drawee Maintenance Id*: ABC Inc Visibility: Public	<b>Applicability</b> Direct Collection Initiation <input checked="" type="checkbox"/>
<b>Drawee Details</b> Name*: ABC Inc Address: Wall Street New York  Country: UNITED STATES	
<b>Bank Details</b> SWIFT Code*: AMERUS39 Bank Name*: BANK OF AMERICA Bank Address: US  Country:	<input type="button" value="OK"/>

## Lookup Maintenance – Confirm

Transaction submitted for Lookup Maintenance having reference 413346479370828 has been Initiated

31-03-2011 13:00:00 GMT +0530

<b>Maintenance Details</b> Maintenance Type: Goods Description Maintenance Id*: ABC Inc Visibility: Public Details *: Spare Parts	<b>Applicability</b> Direct Collection Initiation <input checked="" type="checkbox"/>
	<input type="button" value="OK"/>

5. Click the **OK** button. The system displays **Lookup Maintenance** screen. After clicking the search button on the Look maintenance screen, you can view /modify and delete the details.

### To View/Modify details

6. Navigate through the menus to **Lookup Maintenance**. The system displays the **Lookup Maintenance** screen. Enter the appropriate information in the relevant fields.
7. Click the **Search** button. The system displays **Lookup Maintenance** screen.

## Lookup Maintenance

Lookup Maintenance 31-03-2011 13:00:00 GMT +0530

Maintenance Type*: <input style="width: 100%;" type="text" value="Goods Description"/> Maintenance Id: <input style="width: 100%;" type="text"/>	Transaction Type*: <input style="width: 100%;" type="text" value="Export Bill under LC"/> Visibility: <input style="width: 100%;" type="text" value="All"/>
<input type="button" value="Search"/> <input type="button" value="Add"/>	
<span style="margin-left: 10px;">Records 1 to 1 of 1 <span style="border: 1px solid red; padding: 2px;"> &lt;&lt; &lt;&lt; &gt;&gt; &gt;&gt; </span> Page 1 of 1</span>	
<input type="button" value="Delete"/>	

Maintenance Id	Transaction Type	Maintenance Type	Details	Visibility
ABC INC	Export Bill under LC	Goods Description	Spare Parts	Public

### Field Description

Field Name	Description
<b>Maintenance Type</b>	[Display] This field displays the maintenance type.
<b>Transaction Type</b>	[Display] This field displays the transaction type.
<b>Maintenance Id</b>	[Display] This field displays the maintenance id.
<b>Details</b>	[Display] This field displays the details of the lookup maintenance.
<b>Visibility</b>	[Display] This field displays the visibility option.

8. Click the **Maintenance Id** hyperlink. The system displays **Modify Maintenance** screen

## Maintenance-Applicant/Drawee

**Modify Maintenance** 31-03-2011 13:00:00 GMT +0530

**Maintenance Details**

Maintenance Type*:	Applicant / Drawee
Maintenance Id*:	ABC INC
Visibility*:	Public

**Applicability**

Direct Collection Initiation	<input checked="" type="checkbox"/>
Export Collection Initiation	<input type="checkbox"/>
Export Bill under LC	<input type="checkbox"/>

**Drawee Details**

Name*:	ABC Inc
Address*:	Wall Street
	New York
Country:	UNITED STATES
Email:	

**Bank Details**

SWIFT Code:	AMERUS39	
Bank Name:	BANK OF AMERICA	
Bank Address:	US	
Country:		

**Back** **Modify**

## Modify Maintenance-Goods Description

**Modify Maintenance** 31-03-2011 13:00:00 GMT +0530

**Maintenance Details**

Maintenance Type*:	Goods Description
Maintenance Id*:	ABC INC
Visibility*:	Public
Details *:	Spare Parts

**Applicability**

Direct Collection Initiation	<input type="checkbox"/>
Export Collection Initiation	<input type="checkbox"/>
Export Bill under LC	<input checked="" type="checkbox"/>

**Back** **Modify**

9. Enter the required changes.
10. Click the **Modify** button the system displays **Modify Maintenance Verify** screen  
OR  
Click the **Back** button to go to previous screen.

## Modify Maintenance-Applicant/Drawee- Verify

**Modify Maintenance-Verify** 31-03-2011 13:00:00 GMT +0530

<b>Maintenance Details</b> <p>Maintenance Type: Applicant / Drawee          Maintenance Id*: ABC INC          Visibility: Public</p>	
<b>Applicability</b> <p><input type="checkbox"/>          Direct Collection Initiation <input checked="" type="checkbox"/></p>	
<b>Drawee Details</b> <p>Name*: ABC Inc          Address*: Wall Street          New York          Country: UNITED STATES          Email:</p>	
<b>Bank Details</b> <p>SWIFT Code: AMERUS39          Bank Name: BANK OF AMERICA          Bank Address: US          Country:</p>	
<input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>	

## Modify Maintenance-Applicant/Drawee- Verify

**Modify Maintenance-Verify** 31-03-2011 13:00:00 GMT +0530

<b>Maintenance Details</b> <p>Maintenance Type: Goods Description          Maintenance Id*: ABC INC          Visibility: Public          Details *: Spare Parts</p>	
<b>Applicability</b> <p><input type="checkbox"/>          Export Bill under LC <input checked="" type="checkbox"/></p>	
<input type="button" value="Cancel"/> <input type="button" value="Change"/> <input type="button" value="Confirm"/>	

11. Click the **Confirm** button to confirm the details the system displays Modify Maintenance Confirm screen.  
 OR  
 Click the **Change** button to change the details entered in the previous screen  
 OR  
 Click the **Cancel** button to cancel the transaction

## Modify Maintenance Applicant/Drawee-Confirm

Transaction submitted for Lookup Maintenance having reference 337677697370929 has been Auto Authorized .

**Modify Maintenance-Confirm** 31-03-2011 13:00:00 GMT +0530

**Maintenance Details**

Maintenance Type:	Applicant / Drawee
Maintenance Id*:	ABC INC
Visibility:	Public

**Applicability**

Direct Collection Initiation	<input checked="" type="checkbox"/>
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**Drawee Details**

Name*:	ABC Inc
Address*:	Wall Street New York
Country:	UNITED STATES
Email:	

**Bank Details**

SWIFT Code:	AMERUS39
Bank Name:	BANK OF AMERICA
Bank Address:	US

Country:

**OK**

## Modify Maintenance Goods Description-Confirm

Transaction submitted for Lookup Maintenance having reference 404494496371042 has been Auto Authorized .

**Modify Maintenance-Confirm** 31-03-2011 13:00:00 GMT +0530

**Maintenance Details**

Maintenance Type:	Goods Description
Maintenance Id*:	ABC INC
Visibility:	Public
Details *:	Spare Parts

**Applicability**

Export Bill under LC	<input checked="" type="checkbox"/>
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**OK**

12. Click the **Ok** button. The system displays **Lookup Maintenance** screen.

### To Delete details

13. Navigate through the menus to **Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.
14. Enter the appropriate information in the relevant fields.
15. Click the **Search** button. The system displays **Lookup Maintenance** screen.

## Lookup Maintenance

**Lookup Maintenance** 31-03-2011 13:00:00 GMT +0530

Maintenance Type*: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Goods Description"/>	Transaction Type*: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="Export Bill under LC"/>	Visibility: <input style="border: 1px solid #ccc; padding: 2px 10px; width: 100%;" type="button" value="All"/>												
Maintenance Id: <input style="width: 100%;" type="text"/>	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Search"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Add"/>													
<span style="margin-left: 20px;">Records 1 to 1 of 1 <span style="border: 1px solid red; padding: 2px 5px;"> &lt;&lt;</span> <span style="border: 1px solid red; padding: 2px 5px;">&lt;&lt;</span> <span style="border: 1px solid red; padding: 2px 5px;">Page 1 of 1</span> <span style="border: 1px solid red; padding: 2px 5px;">&gt;&gt;</span> <span style="border: 1px solid red; padding: 2px 5px;"> &gt;&gt;</span></span>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"><input type="checkbox"/></th> <th style="width: 20%;">Maintenance Id</th> <th style="width: 20%;">Transaction Type</th> <th style="width: 20%;">Maintenance Type</th> <th style="width: 15%;">Details</th> <th style="width: 15%;">Visibility</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ABC INC</td> <td>Export Bill under LC</td> <td>Goods Description</td> <td>Spare Parts</td> <td>Public</td> </tr> </tbody> </table>			<input type="checkbox"/>	Maintenance Id	Transaction Type	Maintenance Type	Details	Visibility	<input checked="" type="checkbox"/>	ABC INC	Export Bill under LC	Goods Description	Spare Parts	Public
<input type="checkbox"/>	Maintenance Id	Transaction Type	Maintenance Type	Details	Visibility									
<input checked="" type="checkbox"/>	ABC INC	Export Bill under LC	Goods Description	Spare Parts	Public									
<input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Delete"/>														

### Field Description

Field Name	Description
<b>Maintenance Type</b>	[Display] This field displays the maintenance type.
<b>Transaction Type</b>	[Display] This field displays the transaction type.
<b>Maintenance Id</b>	[Display] This field displays the maintenance id.
<b>Details</b>	[Display] This field displays the details of the lookup maintenance.
<b>Visibility</b>	[Display] This field displays the visibility option.

16. Select the **Maintenance Id** checkbox for deleting the record.
17. Click the **Delete** button. The system displays **Delete Maintenance Verify** screen.

## Delete Maintenance Verify

Delete Maintenance-Verify					31-03-2011 13:00:00 GMT +0530
Maintenance Id	Transaction Type	Maintenance Type	Details	Visibility	
Export Bill under LC	Goods Description	Spare Parts	Public	34	

**Back** **Confirm**

18. Click **Confirm** button, the system displays **Delete Maintenance Confirm** screen  
OR  
Click the **Back** button to go to the previous screen

## Delete Maintenance Confirm

	Transaction submitted for Trade Lookup Delete having reference 186784930371063 has been Auto Authorized .				
Delete Maintenance-Confirm		31-03-2011 13:00:00 GMT +0530			
Maintenance Id	Transaction Type	Maintenance Type	Details	Visibility	
Export Bill under LC	Goods Description	Spare Parts	Public	34	

**OK**

19. Click **Ok** button. The system displays **Lookup Maintenance** screen.