# Oracle FLEXCUBE Direct Banking

**Corporate Trade Finance User Manual**
**Release 12.0.3.0.0**

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**ORACLE**®

Corporate Trade Finance User Manual

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# Table of Contents

# 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://support.us.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 12.0.3.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

| NH | 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 |
|---|---|---|
| Initiate LC | ✔ | ★ |
| LC Amendment Initiate | ✔ | ★ |
| View Import LC | ✔ | ★ |
| View Export LC | ✔ | ★ |
| View Import Bills | ✔ | ★ |
| View Export Bills | ✔ | ★ |
| Direct Collections | ✔ | ★ |
| Export Collections | ✔ | ★ |
| Export Bills Under LC | ✔ | ★ |
| Line Limit Details | ✔ | ★ |
| Initiate Outward Guarantee | ✔ | ★ |
| Outward Guarantee Amendment | ✔ | ★ |
| View Outward Guarantee | ✔ | ★ |
| Customer Acceptance | ✔ | ★ |
| Attach document | **NH** | **NH** |
| Lookup maintenance | **NH** | **NH** |

# 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. Click **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**

**Field Description**

| Field Name | Description |
| --- | --- |
| **Main** | |
| **Customer Id** | [Mandatory, Drop-Down]<br><br>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. |
| **Branch** | [Mandatory, Drop-Down]<br><br>Select the branch where the LC contract is to be created. |
| **Date of Application** | [Display]<br><br>This field displays the current date as the date of LC application. |
| **LC Amount** | [Mandatory, Drop-Down, Numeric, 15]<br><br>Select the currency under which the LC can be issued from the dropdown list and type the LC amount.<br><br>The decimal position depends on the selected LC currency. |
| **Product** | [Mandatory, Drop-Down]<br><br>Select the import LC product under which the LC application is created from the drop-down list. |
| **Customer Ref. No.** | [Optional, Alphanumeric, 13]<br><br>Type the customer reference number. |
| **Date of Expiry** | [Mandatory, Date Picker]<br><br>Select the expiry date of the LC from the date picker.<br><br>The Expiry Date should be later than the Issue Date. |
| **Place of Expiry** | [Mandatory, Alphanumeric, 30]<br><br>Type the place of LC expiry. |
| **Tolerance** | [Mandatory, Drop-Down]<br><br>Select one of the following options from the drop-down list:<br><br>• About<br>• Approximately<br>• Circa<br>• None |
| **Tolerance Under (-) and Above (+)** | [Optional, Numeric, Seven]<br><br>Type the tolerance amount as a percentage plus and/or minus relative to the LC amount. |

| Field Name | Description |
|---|---|
| **Total Exposure** | [Display] |
| | This field displays the total LC amount including the positive tolerance. |
| **Applicant** | |
| **Name** | [Display] |
| | This field displays the primary/secondary applicant name depending on the customer ID selected. |
| **Address** | [Display] |
| | This field displays the applicant address. |
| **Country** | [Display] |
| | This field displays the country of the applicant. |
| **Beneficiary** | |
| **Name** | [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. |
| | **Note:** Whether the user can input or only select the beneficiary details from the Beneficiary Maintenance, depends on the Flag in the Customer Profile. |
| **Address** | [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. |
| **Country** | [Mandatory, Drop-Down] |
| | Select the country of the beneficiary from the drop-down list. |
| **Transferable** | [Mandatory, Radio Button] |
| | Select **Yes** or **No** to specify whether the LC is transferable or not. |

| Field Name | Description |
|---|---|
| **By** | [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: |
| | • Negotiation<br>• Def Payment<br>• Mixed Payment<br>• Payment<br>• Acceptance |
| **Template access type** | [Optional, Drop-Down] |
| | Select the type of access for the template from the dropdown. |
| | The options are |
| | Public |
| | Private |
| **Drafts** | [Optional, Drop-Down] |
| | Select **Not Required** from the drop-down list if you do not want to associate any drafts to the LC application |

2. Click the **Add** button to add drafts to the LC application
   OR
   Click the **Remove** button to remove any previously added draft.

The draft section appears if **Add** is selected on drafts. Once the draft entry is complete, click the **Accept** button.

**Field Description**

| Field Name | Description |
|---|---|
| **Tenor (In Days)** | [Mandatory, Numeric, Four] |
| | Type the number of days to specify the tenor of the drafts to be drawn under the documentary credit. |
| **Credit Days From** | [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: |
| | • Invoice Date<br>• B/L Date<br>• Others |

| Field Name | Description |
|---|---|
| **Credit Days From** | [Mandatory, Date Picker] |
| | Select the date from the date picker, from when the draft tenor will be counted. This field is adjacent to the **Credit Days From** drop-down list. |
| **Draft Amount** | [Mandatory, Numeric, 15] |
| | Type the draft amount. |
| **Specify Others** | [Conditional, Alphanumeric, 50] |
| | Type a value. |
| | This field is enabled only if **Others** are selected from the **Credit Days From** drop-down list. |
| **Drawee Bank** | [Mandatory, Alphanumeric, 50] |
| | Type the drawee bank of the LC. The system defaults to SWIFT ID of the bank, depending on the country selected. |
| **Template Access Type** | [Optional, Drop-Down] |
| | Select the type of access for the template from the dropdown. |
| | The options are |
| | • Public |
| | • Private |

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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Shipment** | |
| **Partial Shipment** | [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: |
| | • Allowed |
| | • Not allowed |

| Field Name | Description |
|---|---|
| **Shipment Period** | [Conditional, Alphanumeric,390]<br><br>Type the period of shipment during which the goods are to be loaded on board/dispatched/taken in charge.<br><br>This field is enabled if **Allowed** is selected from the **Partial Shipment** drop-down list. |
| **Transshipment** | [Mandatory, Drop-Down]<br><br>Select the option from the drop-down list to specify whether or not the transshipments are allowed under the LC.<br><br>The options are:<br><br>• Allowed<br>• Not allowed |
| **Latest Shipment Date** | [Mandatory, Date Picker]<br><br>Select the latest shipment date from the Date Picker. This is the date for loading goods on board/dispatch/taking in charge.<br><br>The Latest Shipment Date should not be later than the LC Expiry Date. |
| **Shipment From** | [Mandatory, Alphanumeric, 25]<br><br>Type the place where the goods will be received. |
| **Shipment To** | [Mandatory, Alphanumeric, 25]<br><br>Type the place of delivery of goods. |
| **Port of Loading** | [Mandatory, Alphanumeric, 25]<br><br>Type the port of dispatch or taking in charge of the goods or loading on board. |
| **Port of Discharge** | [Mandatory, Alphanumeric, 25]<br><br>Type the port of discharge of the goods. |
| **Description of Goods** | [Mandatory, Alphanumeric, 100]<br><br>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**

**Field Description**

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

**Documents**

This tab captures the Inco terms (International Commercial Terms) and required document details. The lists on this tab are populated on the selection of a product from the **Product** drop-down list on the **Main** tab.

**Inco term**  [Mandatory, Drop-Down]

Select the Inco term from the drop-down list.

**Documents Required**

**Documents**

**Complete List**  [Selection Box]

This list displays the documents maintained in the FLEXCUBE DIRECT BANKING for the selected product.

Select the documents from the list and click [ >> ] to move the selected documents to the **Selected** list.

**Selected**  [Mandatory, Selection Box]

This list displays the documents selected by the user from the **Complete List**. The selected documents will be part of the initiated LC.

Select the documents from the list and click [ << ] to move back the selected documents to the **Complete List**.
At least one document must be selected.

**Original**  [Mandatory, Numeric, 2]

Type the desired number of originals required for the selected document.

**Copies**  [Mandatory, Numeric, 2]

Type the desired number of copies required for the selected document.

**Clause**

**Clause List**  [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.

Select the clauses from the list and click [ >> ] to move the selected clauses to the **Selected** list.

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

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

**Letter of Credit Initiation- Instructions tab**

**Field Description**

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

**Instructions**

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.

**Advising Bank**

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.

| Field Name | Description |
|---|---|
| **SWIFT** | [Optional, Alphanumeric, 11]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, you can also type the advising bank SWIFT ID. |
| **Name** | [Optional, Alphanumeric, 35]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can also put the advising bank name. |
| **Address** | [Optional, Alphanumeric, 35]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can also type the advising bank address. |
| **Country** | [Optional, Dropdown]<br><br>Select the advising bank details using the Advising Bank Look Up icon.<br><br>Alternatively, the user can select the advising bank country name from the dropdown. |
| **Confirmation Instruction** | [Optional, Radio Button]<br><br>Select the confirmation instructions for the receiver.<br><br>The options are:<br><br>• None<br>• Confirm - Charge by Applicant<br>• Confirm - Charge by Beneficiary |

| Field Name | Description |
|---|---|
| **Period of Presentation** | [Optional, Numeric, 3] |
| | 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. |
| | The default statement displayed is **Documents to be presented "Within/Beyond" ___Days after the date of shipment**. |
| **Charges Account** | [Optional, Drop-Down] |
| | Select the account form which charges will be deducted from the dropdown. |
| **Instructions to the Bank (not forming part of LC)** | [Optional, Alphanumeric] |
| | 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**

Select Document to Attach

Browse_ | No file selected.
Allowed File Types: xls,doc,pdf,csv,txt,zip,tif,jpg,rar

Attach | Add Another | Done

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

**Choose File**
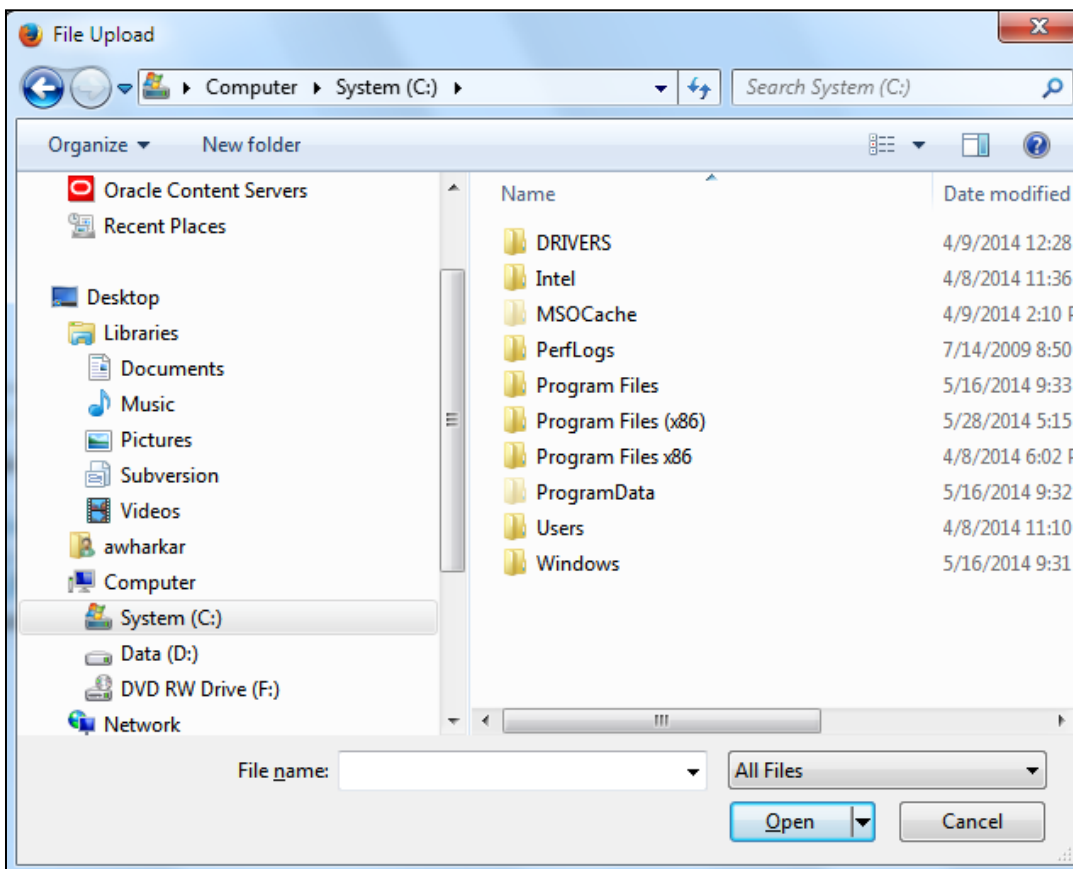


8.    Navigate to the desired location to select the document, and click the **Open** button.

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**



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**



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. Click **Trade Finance > Letter of Credit > LC Amendment Initiate**. The system displays the **LC Amendment Initiation** screen.

**LC Amendment Initiation**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Optional, Numeric, 20]<br><br>Type the LC number to be used as a parameter in the search criteria. |
| **Customer Ref. No.** | [Optional, Numeric, 20]<br><br>Type the customer reference number to be used as a parameter in the search criteria. |

| Field Name | Description |
| --- | --- |
| **Applicant Name** | [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 Customer ID and the applicant name. |
| **Beneficiary Name** | [Optional, Alphanumeric, 20] |
| | Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed. |
| **LC Drawings Status** | [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: |
| | • All |
| | • Partially Drawn |
| | • Fully Drawn |
| | • Undrawn |
| **LC Currency** | [Optional, Drop-Down] |
| | Select the LC currency from the drop-down list, to be used as a parameter in the search criteria. |
| **LC Amount From** | [Optional, Numeric, 10] |
| | Type the LC start amount in the amount range to be used as a parameter in the search criteria. |
| **LC Amount To** | [Optional, Numeric, 10] |
| | Type the LC end amount in the amount range to be used as a parameter in the search criteria. |
| **Issue Date From** | [Optional, Date Picker] |
| | Select the issue start date from the date picker, to be used as a parameter in the search criteria. |
| **Issue Date To** | [Optional, Date Picker] |
| | Select the issue end date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date From** | [Optional, Date Picker] |
| | Select the expiry start date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date To** | [Optional, Date Picker] |
| | Select the expiry end date from the date picker, to be used as a parameter in the search criteria. |

| Field Name | Description |
|---|---|
| **Latest Shipment Date From** | [Optional, Date Picker] |
| | Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| **Latest Shipment Date To** | [Optional, Date Picker] |
| | Select the latest shipment end date from the date picker, 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**

**Field Description**

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

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 **Customize Columns** link to reorder the columns or select the columns that appear in the list.

6. Click **Print** link to print the data.

7. Click **Download** link to download Import LC.
The system downloads the records displayed in the search results in the selected format.

**LC Amendment Initiate Download**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list.<br><br>The options are:<br><br>• Pre-defined<br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if **Page Layout option is selected** from the **Download Type** drop-down list. |
| **Included** | [Display]<br><br>This box lists all the fields that will be included in the report. Select the fields 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. |
| **Excluded** | [Display]<br><br>This box lists all the fields to be excluded from the report. 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. |

**Click the** Download **button.**
**The system downloads the records displayed in the search results in the selected format. OR**
**Click the** Cancel **button to cancel the download and close the pop-up dialog screen.**

8.    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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **FCDB Reference Number** | [Display]<br>This field displays the FCDB reference number for the LCs initiated from the Internet. |
| **Beneficiary** | [Display]<br>This field displays the name of the beneficiary under the LC. |
| **Applicant** | [Display]<br>This field displays the name of the LC applicant. |
| **Customer Ref. No.** | [Display]<br>This field displays the customer reference number. |

| Field Name | Description |
|---|---|
| **LC Number** | [Display]<br>This field displays the LC number. |
| **Issue Date** | [Display]<br>This field displays the LC issue date. |
| **New Expiry Date** | [Optional, Date Picker]<br>Select the new expiry date of LC from the date picker. |
| **Old Expiry Date** | [Display]<br>This field displays the old expiry date, as per the LC or last amendment. |
| **LC Amount** | |
| **Increase/Decrease** | [Optional, Drop-Down]<br>Select **Increase** or **Decrease** from the drop-down list, to increase or decrease the LC amount. |
| **Increase/Decrease Amount** | [Optional, Numeric, 20]<br>Type the amount by which the old LC amount is to be increased or decreased. |
| **New LC Amount** | [Display]<br>This field displays the new amended LC amount after increasing/decreasing the amount (as specified in the **Increase/Decrease Amount** field) from the old LC amount. |
| **Old LC Amount** | [Display]<br>This field displays the old LC amount, as per the LC or last amendment. |
| **Tolerance Under (-) and Above (+)** | [Optional, Numeric, Three]<br>Type the new lower and upper limits of the tolerance. |
| **Tolerance Under (-) and Above (+)** | [Display]<br>This field displays the old lower and upper limits of the tolerance. |
| **New Shipment Date** | [Optional, Date Picker]<br>Select the date to specify the new LC shipment date from the date picker. |
| **Old Shipment Date** | [Display]<br>This field displays the old shipment date, as per the LC or last amendment. |

| Field Name | Description |
| --- | --- |
| **Is Beneficiary confirmation required** | [Optional, Checkbox]<br>Select the checkbox to undo the beneficiary check required. |
| **Narrative** | [Optional, Alphanumeric, 35]<br>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. |
| **Uploaded attachments** | [Display]<br>This field displays the uploaded attachments to the LC. |

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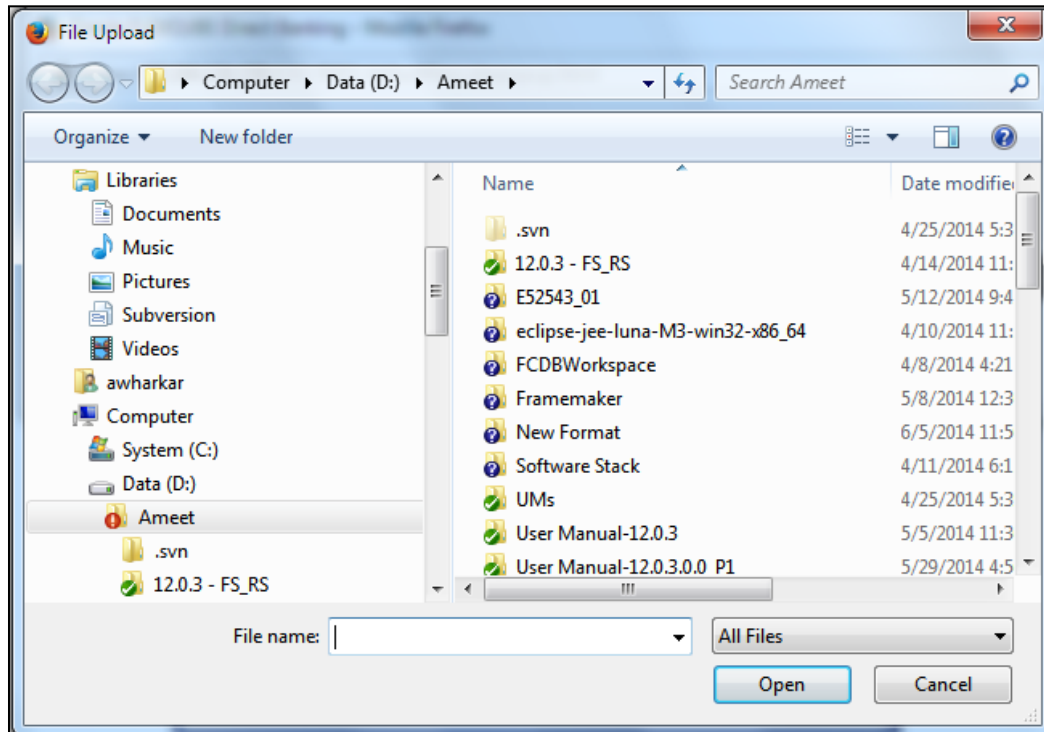
**Attachments**



10.    Click the **Browse** button. The system displays the **File Upload** pop-up dialog screen.

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

**File Upload**



12.    Navigate to the desired location to select the document, and click the **Open** button.

13.    Click the **Done** button. The system closes the pop-up screen and returns to the **LC Amendment Initiation** screen.

14.    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**



15. 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**



16. 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.   Click **Trade Finance > Letter of Credit > View Import LC**. The system displays the **View Import LC** screen.

**View Import LC**



**Field Description**

| Field Name | Description |
| --- | --- |
| LC Number | [Optional, Numeric, 20]<br><br>Type the LC number to be used as a parameter in the search criteria. |
| Customer Ref. No. | [Optional, Numeric, 20]<br><br>Type the customer reference number, to be used as a parameter in the search criteria. |

| Field Name | Description |
|---|---|
| **Applicant Name** | [Mandatory, Drop-Down]<br><br>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. |
| **Beneficiary Name** | [Optional, Alphanumeric, 20]<br><br>Type the name of the beneficiary, to be used as a parameter in the search criteria. Partial search is allowed. |
| **LC Status** | [Optional, Drop-Down]<br><br>Select the LC status from the drop-down list, to be used as a parameter in the search criteria.<br><br>The options are:<br><br>• Active<br>• Cancelled<br>• Closed<br>• Reversed |
| **LC Drawings Status** | [Optional, Drop-Down]<br><br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br><br>The options are:<br><br>• All<br>• Partially Drawn<br>• Fully Drawn<br>• Undrawn |
| **Expiry Status** | [Optional, Dropdown]<br><br>Select the Status of the Expiry of the LC from the dropdown list.<br><br>The options available are<br><br>• Expired<br>• Not Expired. |
| **LC Currency** | [Optional, Drop-Down]<br><br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria. |
| **LC Amount From** | [Optional, Numeric, 10]<br><br>Type the LC start amount in the amount range, to be used as a parameter in the search criteria. |
| **LC Amount To** | [Optional, Numeric, 10]<br><br>Type the LC end amount in the amount range, to be used as a parameter in the search criteria. |

| Field Name | Description |
|---|---|
| **Issue Date From** | [Optional, Date Picker] |
| | Select the issue start date from the date picker, to be used as a parameter in the search criteria. |
| **Issue Date To** | [Optional, Date Picker] |
| | Select the issue end date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date From** | [Optional, Date Picker] |
| | Select the expiry start date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date To** | [Optional, Date Picker] |
| | Select the expiry end date from the date picker, to be used as a parameter in the search criteria. |
| **Latest Shipment Date From** | [Optional, Date Picker] |
| | Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| **Latest Shipment Date To** | [Optional, Date Picker] |
| | Select the latest shipment end date from the date picker, 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 – Search Result**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Display]<br>This column displays the import LC number. |
| **Issue Date** | [Display]<br>This column displays the import LC issue date. |
| **Beneficiary Name** | [Display]<br>This column displays the name of the beneficiary. |
| **LC Currency** | [Display]<br>This column displays the import LC currency. |
| **LC Amount** | [Display]<br>This column displays the import LC amount. |

| Field Name | Description |
| --- | --- |
| **Outstanding LC Amount** | [Display]<br>This column displays the import LC outstanding amount. |
| **Date of Expiry** | [Display]<br>This column displays the import LC expiry date. |
| **LC Status** | [Display]<br>This column displays the import LC status. |
| **LC Drawings Status** | [Display]<br>This column displays the import LC drawings status. |
| **Expiry Status** | [Display]<br>This column displays the Expiry status of the LC. |
| **Latest Shipment Date** | [Display]<br>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 **Customize Columns** link to reorder the columns.

7. Click the **Print** link to print the data.

8. Click the **Download** link to download Import LC.

**Import LC Download**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list.<br><br>The options are:<br><br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. The options available are<br><br>• PDF<br>• XLS<br>• HTML<br>• RTF |
| **Included** | [Display]<br><br>This box lists all the fields that will be included in the report. 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. |

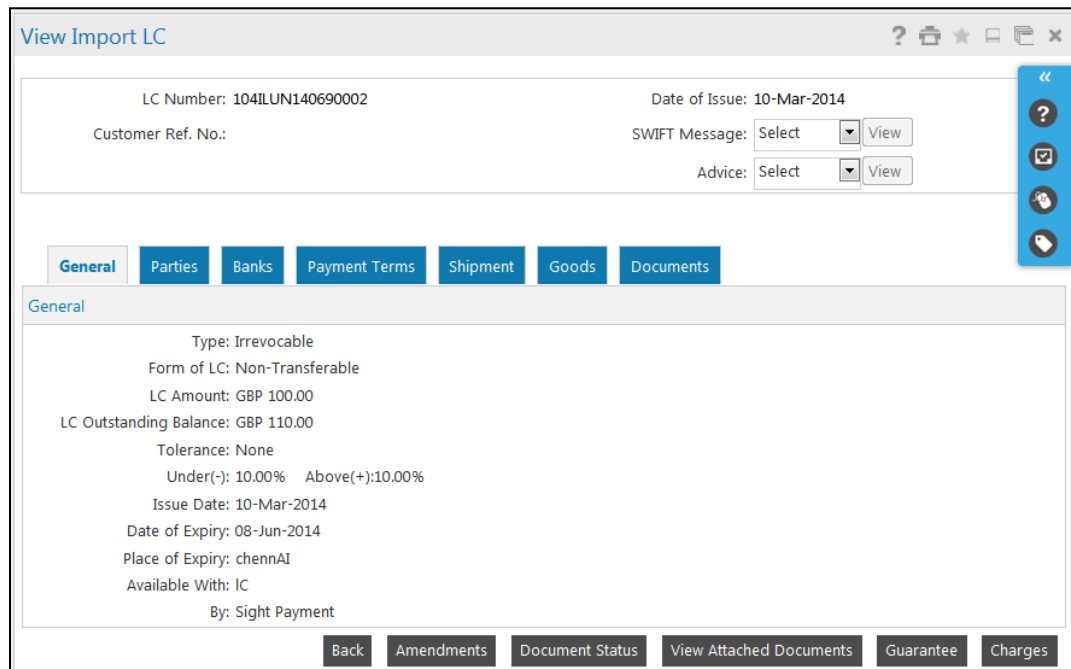| Field Name | Description |
|---|---|
| Excluded | [Display]<br><br>This box lists all the fields that are to be excluded from the report. Select the fields that you want to exclude from the **Included** box and click the [<<] button. The **Excluded** box appears on the left-side of the dialog box.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

**Click the** Download **button.**
**The system downloads the records displayed in the search results in the selected format.**
**OR**
**Click the** Close **button to cancel the download and close the pop-up dialog screen.**

9. 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**



**Field Description**

| Field Name | Description |
|---|---|
| LC Number | [Display]<br><br>This field displays the LC Contract Number |

| Field Name | Description |
|---|---|
| **Date of Issue** | [Display]<br>This field displays the Date of issue of the LC |
| **Customer Ref. No.** | [Display]<br>This field displays the Reference number for the Customer |
| **SWIFT Message** | [Optional, Dropdown]<br>Select the SWIFT message generated for view and then click the **View** button to view the selected SWIFT messages. The messages can be downloaded in various formats such as PDF and RTF. |
| **Advice** | [Optional, Dropdown]<br>Select the advice generated for view and then click the **View** button to view the selected advice. The messages can be downloaded in various formats such as PDF and RTF. |
| **General** | |
| **Type** | [Display]<br>This field displays whether the LC is Revocable/ Irrevocable |
| **Form of LC** | [Display]<br>This field displays whether the LC is Transferable/ Non-transferable |
| **LC Amount** | [Display]<br>This field displays the LC Currency and LC Amount |
| **LC Outstanding Balance** | [Display]<br>This field displays the Outstanding LC Currency and Balance |
| **Tolerance** | [Display]<br>This field displays Whether tolerance is allowed |
| **Under** | [Display]<br>This field displays the lower limit of the Tolerance |
| **Above** | [Display]<br>This field displays the upper limit of the Tolerance |
| **Issue Date** | [Display]<br>This field displays the Date of LC issue |
| **Date of Expiry** | [Display]<br>This field displays the Date of LC expiry |
| **Place of Expiry** | [Display]<br>This field displays the Place of LC expiry |

| Field Name | Description |
|---|---|
| **Available with** | [Display]<br><br>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. |
| **By** | [Display]<br><br>This field displays the Payment condition. |

**Revolving Details**

**This field displays the details of the revolving LC. These details will be displayed only if the LC is revolving type.**

| Field Name | Description |
|---|---|
| **Automatic Reinstatement** | [Display]<br><br>This field displays if the Contract reinstatement is automatic. |
| **Cumulative Frequency** | [Display]<br><br>This field displays if the frequency is cumulative. |
| **Frequency** | [Display]<br><br>This field displays the frequency of the contract. |
| **Next Reinstatement Date** | [Display]<br><br>This field displays the Next installment date of the contract. |
| **Revolves in Time** | [Display, Radio Button]<br><br>This field displays if the contract revolves in time. |
| **Revolves in Value** | [Display, Radio Button]<br><br>This field displays if the contract revolves in value. |

10. Click the **Parties** tab. The system displays the **View Import LC-parties** screen.

**View Import LC – Parties tab**

**Field Description**

| Field Name | Description |
|---|---|
| **Applicant** | |
| **Name** | [Display]<br>This field displays the name of the applicant |
| **Address** | [Display]<br>This field displays the Address of the Applicant |
| **Country** | [Display]<br>This field displays the Country of the Applicant |
| **Beneficiary** | |
| **Name** | [Display]<br>This field displays the Name of the beneficiary |
| **Address** | [Display]<br>This field displays the Displays the Address of the Beneficiary |
| **Country** | [Display]<br>This field displays the Displays the Country of the Beneficiary |

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

**View Import LC – Banks tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Advising Bank** | |
| **SWIFT** | [Display]<br>This field displays the SWIFT Id of the Advising Bank |
| **Name** | [Display]<br>This field displays the Name of the Advising Bank |
| **Address** | [Display]<br>This field displays the address of the Advising Bank |
| **Country** | [Display]<br>This field displays  the country of the Advising Bank |
| **Advice Through Bank** | |
| **SWIFT** | [Display]<br>This field displays the SWIFT Id of the Advice Through  Bank |
| **Name** | [Display]<br>This field displays the Name of the Advice Through Bank |

| Field Name | Description |
|---|---|
| **Address** | [Display] |
| | This field displays  the address of the Advice Through Bank |
| **Country** | [Display] |
| | This field displays  the country of the Advice Through Bank |

**Reimbursing Bank**

| | |
|---|---|
| **SWIFT** | [Display] |
| | This field displays the SWIFT Id of the Reimbursing Bank |
| **Name** | [Display] |
| | This field displays the Name of the Reimbursing Bank |
| **Address** | [Display] |
| | This field displays  the address of the Reimbursing Bank |
| **Country** | [Display] |
| | This field displays  the country of the Reimbursing Bank |

**Confirming Bank**

| | |
|---|---|
| **SWIFT** | [Display] |
| | This field displays the SWIFT Id of the Confirming Bank |
| **Name** | [Display] |
| | This field displays the Name of the Confirming Bank |
| **Address** | [Display] |
| | This field displays the address of the Confirming Bank |
| **Country** | [Display] |
| | This field displays  the country of the Confirming Bank |

12.    Click the **Payment Terms** tab. The system displays the **View import LC Payments Terms** screen

**View Import LC – Payment Terms tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Payment Terms** | |
| **Payment Details** | [Display]<br>This field displays the Details of payments. |
| **Draft Details** | [Display]<br>This field displays the Details of the Draft issued. |

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

**View Import LC – Shipment tab**



**Field Description**

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

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

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

**View Import LC – Goods tab**



**Field Description**

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

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

**View Import LC – Documents tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Documents** | |
| **Document Title** | [Display]<br><br>This column displays the Document title e.g. Airway Bill, Bill of Lading, Insurance, Packing List etc. |
| **Clause** | [Display]<br><br>This column displays the Document clause mentioning the number of copies and other conditions etc. |

16.    Click the **Back** button to Go back to the previous screen
OR
Click the **Amendments** button to view the amendments made to the LC
OR
Click the **Document Status** button to view the status of the document

OR

Click the **guarantee** button to view the shipping guarantee for the LC

OR

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

17.  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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Ref. No.** | [Display] <br> This field displays the LC Reference number |
| **Amendment No.** | [Display] <br> This field displays the amendment number of the LC |
| **Issue Date** | [Display] <br> This field displays the issue date of the LC. |
| **New Expiry Date** | [Display] <br> This field displays the new expiry date of the LC. |

| Field Name | Description |
| --- | --- |
| **New LC amount** | [Display]<br>This field displays the new LC amount. |
| **Latest Shipment Date** | [Display]<br>This field displays the latest shipment date. |

18. 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**

**Field Description**

| Field Name | Description |
| --- | --- |
| Sender's Reference | [Display] <br> This field displays the LC Reference number |
| Amendment No. | [Display] <br> This field displays the amendment number of the LC |
| Date Of Issue | [Display] <br> This field displays the issue date of the LC. |
| Date Of Amendment | [Display] <br> This field displays the new expiry date of the LC. |
| Expiry Date | [Display] <br> This field displays the new LC amount. |
| Amount | [Display] <br> This field displays the latest shipment date. |
| Percentage Credit Amount Tolerance | [Display] <br> This field displays the type of tolerance <br><br> And Under (-) and Above (+) in percentage |
| Additional Amount Covered | [Display] <br> This field displays the additional amount covered under LC |
| Port of Loading | [Display] <br> This field displays the port of loading of goods |
| Port of Discharge | [Display] <br> This field displays the port of discharge of goods |
| Shipment Period | [Display] <br> This field displays the shipment period of goods |
| Narrative | [Display] <br> This field displays the narrative if any |

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

**Document status**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Inward Bill Number** | [Display, Hyperlink]<br>This field displays the bill number attached, click the hyperlink to view the bill details. |
| **Date Received** | [Display]<br>This field displays the date of receipt of goods |
| **Bill Currency And Amount** | [Display]<br>This field displays the bill currency and amount for LC |

20.    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**



**Field Description**

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

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

22.    Click the **Print** button to print the attcahed document.
       OE
       Clickt the **Download** buttton to download the attached document.
       OR
       Click the **back** button to return to the previous screen.

**Guarantee**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Guarantee Reference Number** | [Display]<br>This field displays the reference number of the guarantee attached. |
| **Date of Guarantee** | [Display]<br>This field displays the date of guarantee. |
| **Amount** | [Display]<br>This field displays the amount and currency of the guarantee |

| Field Name | Description |
|---|---|
| B/L (AWB) Number | [Display]<br><br>This field displays the Bill of Lading / Air Way Bill Reference number |

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

**Charges**



**Field Description**

| Field Name | Description |
|---|---|
| LC issuance commission (Usance) –Non Periodic | [Display]<br><br>This field displays the Commission charges in terms of percentage |
| LC issuance commission (commitment) – Non Periodic | [Display]<br><br>This field displays the Commission charges in terms of percentage |
| Total charges | [Display]<br><br>This field displays the Total charges applicable |
| LC Swift charge | [Display]<br><br>This field displays the Swift charges for LC |
| Account | [Display]<br><br>This field displays the account number for LC Swift charges |
| LC Courier charge for amendment | [Display]<br><br>This field displays the LC courier charges for amendment |

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

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

**View Swift Messages**



**View Advices**

**Field Description**

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

25.    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.      Click **Trade Finance > Letter Of Credit >** View Export LC. The system displays the View Export LC screen.

**View Export LC**



**Field Description**

| Field Name | Description |
|---|---|
| **LC Number** | [Optional, Alphanumeric, 20]<br><br>Type the LC number to be used as a parameter in the search criteria. |
| **Customer Ref. No.** | [Optional, Alphanumeric, 20]<br><br>Type the bank advising reference number to be used as a parameter in the search criteria. |
| **Applicant Name** | [Mandatory, Drop-Down]<br><br>Select the name of the applicant, to be used as a parameter in the search criteria. Partial search is allowed. |

| Field Name | Description |
|---|---|
| **Beneficiary Name** | [Optional, Drop-Down]<br><br>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. |
| **LC Status** | [Optional, Drop-Down]<br><br>Select the LC status from the drop-down list, to be used as a parameter in the search criteria.<br><br>The available options are options are:<br><br>• Reversed<br>• Active<br>• Closed<br>• Cancelled |
| **LC Drawings Status** | [Optional, Drop-Down]<br><br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br><br>The available options are options are:<br><br>• All<br>• Partially Drawn<br>• Fully Drawn<br>• Undrawn |
| **LC Currency** | [Optional, Drop-Down]<br><br>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. |
| **LC Amount From** | [Optional, Numeric, 10]<br><br>Type the LC start amount in the amount range, to be used as a parameter in the search criteria. |
| **LC Amount To** | [Optional, Numeric, 10]<br><br>Type the LC end amount in the amount range to be used as a parameter in the search criteria. |
| **Issue Date From** | [Optional, Date Picker]<br><br>Select the issue start date from the date picker, to be used as a parameter in the search criteria. |
| **Issue Date To** | [Optional, Date Picker]<br><br>Select the issue end date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date From** | [Optional, Date Picker]<br><br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria. |

| Field Name | Description |
| --- | --- |
| Expiry Date To | [Optional, Date Picker]<br><br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria. |
| Latest Shipment Date From | [Optional, Date Picker]<br><br>Select the latest shipment start date from the date picker, to be used as a parameter in the search criteria. |
| Latest Shipment Date To | [Optional, Date Picker]<br><br>Select the latest shipment end date from the date picker, to be used as a parameter in the search criteria. |

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**



**Field Description**

| Field Name | Description |
| --- | --- |
| LC Number | [Display]<br><br>This column displays the export LC number.<br><br>Click the desired export LC number link to view the corresponding export LC details. |
| Issue Date | [Display]<br><br>This column displays the export LC issue date. |

| Field Name | Description |
| --- | --- |
| Applicant Name | [Display]<br>This column displays the name of the applicant. |
| LC Currency | [Display]<br>This column displays the export LC currency. |
| LC Amount | [Display]<br>This column displays the export LC amount. |
| Outstanding LC Amount | [Display]<br>This column displays the export LC outstanding amount. |
| Date of Expiry | [Display]<br>This column displays the export LC expiry date. |
| LC Status | [Display]<br>This column displays the export LC status. |
| LC Drawings Status | [Display]<br>This column displays the export LC drawings status. |
| Customer Ref No. | [Display]<br>This column displays the Contract reference number. |
| Latest Shipment Date | [Display]<br>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 **Customize Columns** link to reorder the columns or select the columns that appear in the list.

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

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

**View Export LC Download**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list.<br><br>The options are:<br><br>• Pre-defined<br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if **Page Layout** option is selected from the **Download Type** drop-down list. |
| **Included** | [Display]<br><br>This box lists all the fields that will be included in the report. |
| **Excluded** | [Display]<br><br>This box lists all the fields that will be excluded from the report. |

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.    Click the **Download** button. The system downloads the records displayed in the search results in the selected format.
OR
Click the **Cancel** button to cancel the download and close the pop-up dialog screen.

10.   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 viewed in the export LC details, refer to Initiate LC.

**View Export LC**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Display]<br>This field displays the LC Number |
| **Customer Ref No.** | [Display]<br>This field displays the Reference Number of the customer |
| **Date of Issue** | [Display]<br>This field displays the Issue Date |
| **SWIFT Message** | [Optional, Drop-Down]<br>Select the SWIFT message from the drop-down list and click the **View** button to view/download the SWIFT message. The messages can be downloaded in various formats such as PDF and RTF. |

| Field Name | Description |
| --- | --- |
| **Advice** | [Optional, Drop-Down]<br><br>Select the advice message from the drop-down list and click the **View** button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF. |
| **General** | |
| **Type** | [Display]<br><br>This field displays the type of LC Revocable/ Irrevocable |
| **Form of LC** | [Display]<br><br>This field displays the form of LC Transferable/ Non-transferable |
| **LC Amount** | [Display]<br><br>This field Specifies the LC Currency and LC Amount |
| **LC Outstanding Balance** | [Display]<br><br>This field Specifies the Outstanding LC Balance |
| **Tolerance Under** | [Display]<br><br>This field displays the lower limit of the Tolerance |
| **Tolerance Above** | [Display]<br><br>This field displays the upper limit of the Tolerance |
| **Issue Date** | [Display]<br><br>This field displays the Date of LC issue |
| **Date of Expiry** | [Display]<br><br>This field displays the Date of LC expiry |
| **Place of Expiry** | [Display]<br><br>This field displays the Place of LC expiry |
| **Available With** | [Display]<br><br>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. |
| **By** | [Display]<br><br>This field displays the clause by which  the LC will be accepted by |

11. Click the **Parties** tab the system displays the **view export LC - Parties** screen

**View Export LC –Parties tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Applicant** | |
| **Name** | [Display]<br>This field displays the Name of the applicant |
| **Address** | [Display]<br>This field displays the Address of the Applicant |
| **Country** | [Display]<br>This field displays the Country of the Applicant |
| **Beneficiary** | |
| **Name** | [Display]<br>This field displays the Name of the Beneficiary |
| **Address** | [Display]<br>This field displays the Address of the Beneficiary |
| **Country** | [Display]<br>This field displays the Country of the Beneficiary |

12.    Click the **Banks** tab the system displays the **View Export LC - Banks** screen.

**View Export LC – Banks tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Issuing Bank** | |
| **SWIFT** | [Display]<br>This field displays the SWIFT Id of the Issuing Bank |
| **Name** | [Display]<br>This field displays the Name of the Issuing Bank |
| **Address** | [Display]<br>This field displays the address of the Issuing Bank |
| **Country** | [Display]<br>This field displays the country of the Issuing Bank |
| **Reimbursing Bank** | |
| **SWIFT** | [Display]<br>This field displays the SWIFT Id of the Reimbursing Bank |
| **Name** | [Display]<br>This field displays the Name of the Reimbursing Bank |
| **Address** | [Display]<br>This field displays the address of the Reimbursing Bank |
| **Country** | [Display]<br>This field displays the country of the Reimbursing Bank |

| Field Name | Description |
|---|---|
| **Confirming Bank** | |
| **SWIFT** | [Display] |
| | This field displays the SWIFT Id of the Confirming Bank |
| **Name** | [Display] |
| | This field displays the Name of the Confirming Bank |
| **Address** | [Display] |
| | This field displays the address of the Confirming Bank |
| **Country** | [Display] |
| | This field displays the country of the Confirming Bank |

13. Click **Payment Terms** tab, the system displays the **View Export LC Payment Terms** screen.

**View Export LC – Payment Terms**



**Field Description**

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

14. Click the **Shipment** tab, the system displays the **View Export LC Shipment** screen.

## View Export LC - Shipment



### Field Description

| Field Name | Description |
| --- | --- |
| **Partial Shipment** | [Display] |
| | This field displays whether or not partial shipments are allowed under the documentary credit. |
| **Transshipment** | [Display] |
| | This field displays whether or not transshipment is allowed under the documentary credit. |
| **Latest Shipment Date** | [Display] |
| | This field displays the This field specifies the latest date for loading on board/ dispatch/ taking in charge. |
| **Shipment From** | [Display] |
| | This field displays the Place where the goods will be received |
| **Shipment To** | [Display] |
| | This field displays the Place where goods will be delivered |
| **Port of Loading** | [Display] |
| | This field displays the Port of loading of goods |
| **Port of Discharge** | [Display] |
| | This field displays the Port of unloading of goods |
| **Shipment Period** | [Display] |
| | This field displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge. |

| Field Name | Description |
|---|---|
| **Presentation Period** | [Display]<br>This field displays the period of time after the date of shipment within which the documents must be presented for payment,<br>Acceptance or negotiation. |

15.    Click the **Goods** tab, the system displays the **View Export LC Goods** screen.

**View Export LC –Goods tab**



**Field Description**

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

16.    Click the **Documents** tab, the system displays the **View Export LC Documents** screen.

**View Export LC – Documents tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Documents** | |
| **Incoterms** | [Display]<br>This field will display the Inco terms used in the contract |
| **Document Title** | [Display]<br>This field will display the Document title e.g. Certificate of Origin, Invoice, Packing List etc. |
| **Clause** | [Display]<br>This field will display the Document clause mentioning the number of copies and other conditions etc. |

17.      Click the **Back** button to go back to the previous screen.
OR
Click the **Amendments** button to view the amendments made to the LC.
OR
Click the **Document Status** button to view the status of the document.
OR
Click the **View Attached Documents** button to view the attached documents.
OR
Click the **Charges** 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 | |

Back

**Field Description**

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

18.      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 |
|---|---|

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 :

Back

**Field Description**

| Field Name | Description |
|---|---|
| Sender's Reference | [Display]<br>This field displays the senders Reference number |
| Amendment No | [Display]<br>This field displays the amendment number of the LC |
| Date of Issue | [Display]<br>This field displays the issue date of the LC. |
| Date of Amendment | [Display]<br>This field displays the date of amendment of the LC. |
| Expiry Date | [Display]<br>This field displays the expiry date. |
| Amount | [Display]<br>This field displays the amount... |
| Percentage Credit Amount Tolerance | [Display]<br>This field displays the percentage of credit amount. |
| Tolerance | [Display]<br>This field displays the type of tolerance<br><br>And Under (-) and Above (+) in percentage |

| Field Name | Description |
|---|---|
| Additional Amount Covered | [Display]<br>This field displays the additional amount covered under LC |
| Port of Loading | [Display]<br>This field displays the port of loading of goods |
| Port of Discharge | [Display]<br>This field displays the port of discharge of goods |
| Shipment Period | [Display]<br>This field displays the shipment period of goods |
| Narrative | [Display]<br>This field displays the narrative if any |

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

**Document Status**



**Field Description**

| Field Name | Description |
|---|---|
| Negotiation Ref. No. | [Display, Hyperlink]<br>This column displays the Negotiation document reference number attached, click the hyperlink to view the document bill details. |
| Negotiation Date | [Display]<br>This column displays the date of receipt of document |
| Bill Currency and Amount | [Display]<br>This column displays the bill currency and amount for LC |

20.    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



### Field Description

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

21.    Click the **View All** button to view all the attached documents together
       OR
       Click the **Back** buton 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


000000006247
```

Print  Download  Back

22.    Click the **Print** button to print the attcahed document
       OR
       Clickt the **Download** buttton 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 |
| --- | --- |
| Commission | [Display]<br>This field displays the Commission charges in terms of percentage |
| Total Charges | [Display]<br>This field displays the Total charges applicable |
| Cancellation Charges | [Display]<br>This field displays the cancellation charges for LC. |
| Account | [Display]<br>This field displays the account for LC cancellation charges. |
| Export Advice Charge | [Display]<br>This field displays the export advice charges. |
| Account | [Display]<br>This field displays the account for the export advice charges. |
| Total(Without VAT) | [Display]<br>This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges) |

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

**View Swift Messages**



**View Advices**

**Field Description**

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

24.    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. Click **Trade Finance > Bills > View Import Bills**. The system displays the **View Import Bills** screen.

**View Import Bills**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Bill Reference Number** | [Optional, Numeric, 20]<br>Type the bill reference number to be used as a parameter in the search criteria. |
| **Drawee** | [Mandatory, Drop-Down]<br>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. Partial search is allowed. |
| **Drawer** | [Optional, Alphanumeric, 20]<br>Type the name of the drawer to be used as a parameter in the search criteria. |
| **Bill Currency** | [Optional, Drop-Down]<br>Select the bill currency from the drop-down list, to be used as a parameter in the search criteria. |

| Field Name | Description |
| --- | --- |
| **Select Status** | [Optional, Drop-Down]<br>Select the status of Import bills. |
| **Bill Amount From** | [Optional, Numeric, 20]<br>Type the bill start amount in the amount range to be used as a parameter in the search criteria. |
| **Bill Amount To** | [Optional, Numeric, 20]<br>Type the bill end amount in the amount range to be used as a parameter in the search criteria. |
| **From Date** | [Optional, Date Picker]<br>Select the bill start date from the date picker, to be used as a parameter in the search criteria. |
| **To Date** | [Optional, Date Picker]<br>Select the bill end date from the date picker, 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**



**Field Description**

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

| Field Name | Description |
|---|---|
| **Drawee** | [Display] |
| | This column displays the Name of the Drawee. |
| **Drawer** | [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 **Customize Columns** link to reorder the columns or select the columns that appear in the list.

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

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

**View Import Bills Download**

**Field Description**

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

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 you want to exclude from the **Included** box and click the ⟨⟨ button. The **Excluded** box appears on the left-side of the dialog box.

   **Click the** Download **button. The system downloads the records displayed in the search results in the selected format.**
   **OR**
   **Click the** Cancel **button to cancel the download and close the pop-up dialog screen.**

9. 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**



**Field Description**

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

| Field Name | Description |
| --- | --- |
| **Address** | [Display] |
| | This field displays the address of the drawee of the import bill. |
| **Country** | [Display] |
| | This field displays the country of the drawee of the import bill. |
| **Drawer** | |
| **Name** | [Display] |
| | This field displays the name of the drawer of the import bill. |
| **Address** | [Display] |
| | This field displays the address of the drawer of the import bill. |
| **Country** | [Display] |
| | This field displays the country of the drawer of the import bill. |
| **Remitting Bank** | |
| **Name** | [Display] |
| | This field displays the name of the remitting bank of the import bill. |
| **Address** | [Display] |
| | This field displays the address of the remitting bank of the import bill. |
| **Country** | [Display] |
| | This field displays the country of the remitting bank of the import bill. |

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

**View Import Bills - Bill Details**



**Field Description**

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

| Field Name | Description |
|---|---|
| **Days From** | [Display] |
| | This field displays the start event for the count of tenor such as the Bill of Lading Date. |

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

**View Import Bills - Documents**



**Field Description**

| Field Name | Description |
|---|---|
| **Documents** | |
| **Documents Presented** | [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. |
| **Shipment From** | [Display] |
| | This field displays the place where the goods will be received. |
| **Port of Loading** | [Display] |
| | This field displays the port of loading of the goods. |
| **Port of Discharge** | [Display] |
| | This field displays the port of discharge of the goods. |

| Field Name | Description |
|---|---|
| **Shipment To** | [Display]<br>This field displays the place where the goods will be delivered. |
| **Invoice Number** | [Display]<br>This field displays the invoice number. |

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

**View Import Bills - Status Date**



**Field Description**

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

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

**View Import Bills-Discrepancies**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Discrepancies** | |
| **Discrepancies Noted** | [Display]<br>This field displays the discrepancies noted identified by the bank in the bill. |

14.     Click the **Bank Instructions** tab. The system displays the **Bank Instructions** screen.

**View Import Bills - Bank Instructions**

**Field Description**

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

15.  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**

**Field Description**

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

**Column Description**

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

16. 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.

17. 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.

18. Click the **Print** to print the data.

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

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

**View Attached Documents**



**Field Description**

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

21. 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.

22. 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.

**Click the** Download **button.**
 **The system downloads the records displayed in the search results in the selected format.**
**OR**
**Click the** Cancel **button to cancel the download and close the pop-up dialog screen.**

23.    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**



24.    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**

**Field Description**

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

25.      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.  Click **Trade Finance > Bills > View Export Bills**. The system displays the **View Export Bills** screen.

**View Export Bills**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Bill Reference Number** | [Optional, Numeric, 20]<br>Type the bill reference number to be used as a parameter in the search criteria. |
| **Drawee** | [Optional, Alphanumeric, 20]<br>Type the name of the drawee to be used as a parameter in the search criteria. |
| **Drawer** | [Mandatory, Drop-Down]<br>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. |

| Field Name | Description |
|---|---|
| **Bill Currency** | [Optional, Drop-Down] |
| | Select the bill currency from the drop-down list, to be used as a parameter in the search criteria. |
| **Select Status** | [Optional, Drop-Down] |
| | Select the status of export bills |
| **Bill Amount From** | [Optional, Numeric, 20] |
| | Type the bill start amount in the amount range to be used as a parameter in the search criteria. |
| **Bill Amount To** | [Optional, Numeric, 20] |
| | Type the bill end amount in the amount range to be used as a parameter in the search criteria. |
| **From Date** | [Optional, Date Picker] |
| | Select the bill start date from the date picker, to be used as a parameter in the search criteria. |
| **To Date** | [Optional, Date Picker] |
| | Select the bill end date from the date picker, 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 Search Result**

**Column Description**

| Column Name | Description |
| --- | --- |
| Bill Reference Number | [Display]<br>This column displays the bill number. |
| Release Against | [Display]<br>This column displays the name of the product. |
| Transaction Date | [Display]<br>This column displays the bill transaction date. |
| Bill Currency | [Display]<br>This column displays the bill currency. |
| Amount | [Display]<br>This column displays the bill amount. |
| Status | [Display]<br>This column displays the status of the bill. |
| Drawee | [Display]<br>This column displays the name of the drawee for the bill. |
| Drawer | [Display]<br>This column displays the name of the drawer of the bill. |

**Download View Export Bills**

**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list.<br><br>The options are:<br><br>• Pre-defined<br><br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if **Page Layout option is selected** from the **Download Type** drop-down list. |
| **Included** | [Display]<br><br>This box lists all the fields that will be included in the report. Select the fields to be included from the **Excluded** box and click the<br><br>>> button. The **Included** box appears on the right-side of the dialog box. All the fields are, by default, selected and included. |
| **Excluded** | [Display]<br><br>This box lists all the fields to be excluded from the report. Select the fields that you want to exclude from the **Included** box and click<br><br>the << button. The **Excluded** 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 **Customize Columns** link to reorder the columns or select the columns that appear in the list.

7. Click the **Download** link to download the export bills list. The system displays the **View Export Bills** pop-up dialog screen.

8. Click the **Print** link to print the data.

9. 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.

10. 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.

**Click the** Download **button. The system downloads the records displayed in the search results in the selected format.**
**OR**
**Click the** Cancel **button to cancel the download and close the pop-up dialog screen.**

11.　　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**



**Field Description**

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

| Field Name | Description |
| --- | --- |
| **Advice** | [Optional, Drop-Down] |
| | Select the advice message from the drop-down list and click the **View** button to view/download the advice message. The messages can be downloaded in various formats such as PDF and RTF. |
| **Contract Status** | [Display] |
| | This field displays the status of the contract. |
| **Drawee** | |
| **Name** | [Display] |
| | This field displays the name of the drawee of the export bill. |
| **Address** | [Display] |
| | This field displays the address of the drawee of the export bill. |
| **Country** | [Display] |
| | This field displays the country of the drawee of the export bill. |
| **Drawer** | |
| **Name** | [Display] |
| | This field displays the name of the drawer of the export bill. |
| **Address** | [Display] |
| | This field displays the address of the drawer of the export bill. |
| **Country** | [Display] |
| | This field displays the country of the drawer of the export bill. |
| **Collecting Bank / Issuing Bank** | |
| **Name** | [Display] |
| | This field displays the name of the collecting/issuing bank of the export bill. |
| **Address** | [Display] |
| | This field displays the address of the collecting/issuing bank of the export bill. |
| **Country** | [Display] |
| | This field displays the country of the collecting/issuing bank of the export bill. |

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

**View Export Bills - Bill Details tab**



**Field Description**

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

| Field Name | Description |
|---|---|
| **Tenor** | [Display]<br>This field displays the tenor of the export bill. |
| **Days From** | [Display]<br>This field displays the start event for the count of tenor such as the Bill of Lading Date. |

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

**View Export Bills - Documents tab**



**Field Description**

| Field Name | Description |
|---|---|
| **Documents** | |
| **Documents Presented** | [Display]<br>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. |
| **Shipment From** | [Display]<br>This field displays the place where the goods will be received. |
| **Port of Loading** | [Display]<br>This field displays the port of loading of the goods. |

| Field Name | Description |
|---|---|
| **Port of Discharge** | [Display]<br>This field displays the port of discharge of the goods. |
| **Shipment To** | [Display]<br>This field displays the place where the goods will be delivered. |
| **Invoice Number** | [Display]<br>This field displays the invoice number. |

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

**View Export Bills - Discrepancies tab**



**Field Description**

| Field Name | Description |
|---|---|
| **Discrepancies** | |
| **Discrepancies Noted** | [Display]<br>This field displays the list of discrepancies identified by the bank in the export bill. |

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

**View Export Bills - Status Date tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Status Date** | |
| **Settlement Date** | [Display]<br>This field displays the settlement date of the export bill. |
| **Acceptance Date** | [Display]<br>This field displays the acceptance date of the export bill. |
| **Confirm Maturity Date** | [Display]<br>This field displays the maturity date of the export bill. |

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

**View Export Bills - Bank Instructions tab**



**Field Description**

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

17.      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**
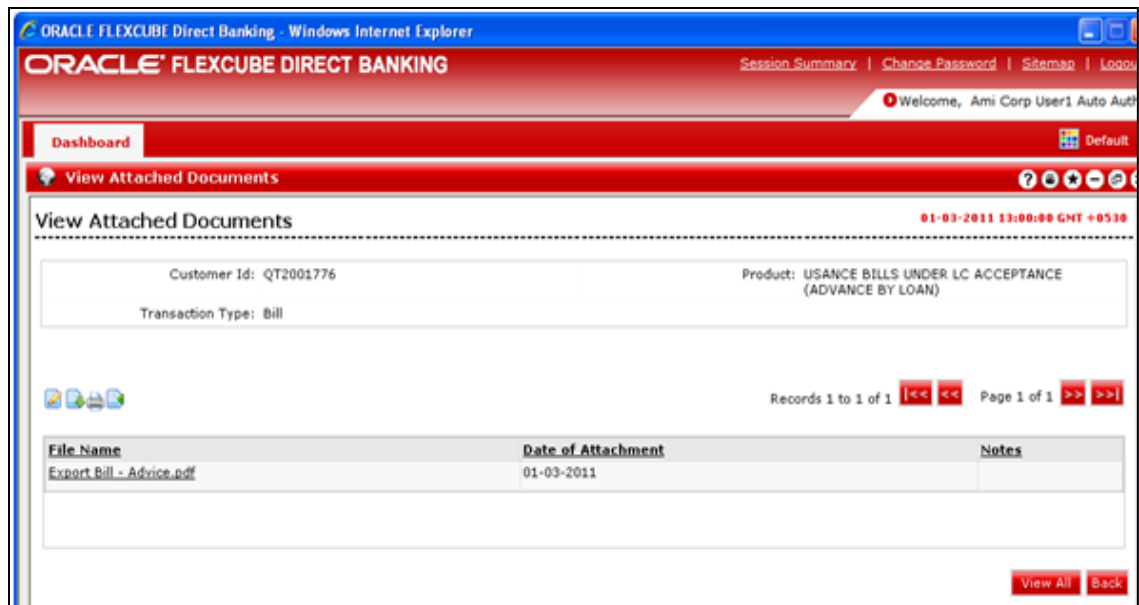


**Field Description**

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

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

**View Attached Document**



```
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 Internat Explorer >>Tools>>Internat 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 Internat Explorer >>Tools>>Internat Options>>Connections>>LAN Settings
    Address    127.0.0.1
    Port       8008
    Advanced>Exceptions     (Keep it blank)
```

Print   Download   Back

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

**Swift messages /advices**

**Field Description**

| Field Name | Description |
| --- | --- |
| **Export to** | [Optional, Dropdown] |
| | Select the format to export the document. |
| **Swift fields** | [Display] |
| | This field displays the Swift details |

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

**Direct Collection - Parties tab**

**Field Description**

| Field Name | Description |
|---|---|
| **Existing Template** | [Radio button, Lookup] |
| | Select the radio button to select the existing template. |
| **New Direct Collection** | [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. |
| **Parties** | |
| **Customer ID** | [Mandatory, Drop-Down] |
| | Select the appropriate customer id from the drop-down list. |
| **Branch** | [Mandatory, Drop-Down] |
| | Select the appropriate Branch from the drop-down list. |
| **Date of Application** | [Display] |
| | This field displays the current date as the date of Direct Collection application. |
| **Customer Reference Number** | [Optional, Alphanumeric,40] |
| | Type the customer reference number. |
| **Product** | [Mandatory, Drop-Down] |
| | Select the Direct Collection product from the drop-down list. |
| **Drawer** | |
| **Name** | [Display] |
| | This field displays the drawer Name. |
| **Address 1** | [Display] |
| | This field displays address of the drawer. |
| **Address 2** | [Display] |
| | This field displays the address of the drawer. |
| **Address 3** | [Display] |
| | This field displays the address of the drawer. |
| **Country** | [Mandatory, Drop-Down] |
| | Select the drawer's country from the drop-down list. |
| **Drawee** | |

| Field Name | Description |
| --- | --- |
| **Name** | [Mandatory, Alphanumeric,35]<br>Type the drawee name or use Look Up to displays the drawee details. |
| **Address 1** | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Address 2** | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Address 3** | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Country** | [Optional, Drop-Down]<br>Select the drawee's country from the drop-down list. |
| **Drawee Bank** | |
| **SWIFT** | [Optional, Alphanumeric, 11]<br>Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details. |
| **Name** | [Optional, Alphanumeric, 40]<br>Type the Drawee Bank Name. |
| **Address 1** | [Mandatory, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Address 2** | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Address 3** | [Optional, Alphanumeric,35]<br>Type the address of the selected drawee. |
| **Country** | [Optional, Drop-Down]<br>Select the drawee Bank's country from the drop-down list. |

**Drawee Look Up**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Drawee Id** | [Optional, Alphanumeric, 10] <br> Type the drawee Id. |
| **Drawee Name** | [Optional, Alphanumeric, 40] <br> Type the drawee Name. |
| **Drawee Country** | [Optional, Drop-Down] <br> Select the drawee's country from the drop-down list. |
| **Drawee Visibility** | [Optional, Drop-Down] <br> Select the drawee visibility from the drop-down list. |

2.  Click the **Use Drawee** button on the drawee lookup screen, the system displays the direct collection screen.

3.  Click the **Bill Details** tab. The system displays the Direct Collections **Bill Details** screen.

**Direct Collection - Bill Details**



**Field Description**

| Field Name | Description |
|---|---|
| **Bill Details** | |
| **Bill Amount** | [Mandatory, Numeric, 15]<br>Type the appropriate bill amount.<br>Select the appropriate currency from the drop-down list. |
| **Tenor** | [Mandatory, Numeric, 3]<br>Type the tenor days.<br>Select the appropriate base document from the drop-down list.<br>Select the base date from the date picker. |
| **Maturity Date** | [Mandatory, Date Picker]<br>Select the maturity date from the date picker.<br>This field is enabled only when the "Fixed Due Date" is selected under base document. |

| Field Name | Description |
|---|---|
| **Name of Vessel/ Air Freight Number** | [Optional, Alphanumeric, 35]<br><br>Types the name of the Vessel or Air Freight Number vide which the goods are being sent. |
| **Port of loading** | [Optional, Alphanumeric, 65]<br><br>Type the place of dispatch or taking in charge of the goods or loading on board. |
| **Port of Discharge** | [Optional, Alphanumeric, 65]<br><br>Type the port of discharge. |
| **Description of Goods** | [Mandatory, Dropdown, Alphanumeric, 6500]<br><br>Select the name of the goods and Type the description of goods. |

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

**Direct Collections-Documents tab**

**Field Description**

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

Note: System allows adding up to 10 new documents only.

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

**Direct Collections-Settlement Details**

**Field Description**

| Field Name | Description |
|---|---|
| **Settlement Details** | |
| **Credit proceeds to Our account with our bank** | [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. |
| **Deal Details** | |
| **Forward exchange contract No's** | [Optional, check box] |
| | Click to select this option. |
| **Deal Number** | [Optional, Alphanumeric,6] |
| | Type the deal number. |
| **Currency** | [Optional, Drop-Down] |
| | Select the appropriate currency from the drop-down list. |
| **Deal Amount** | [Optional, Alphanumeric,15] |
| | Type the deal amount. |

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

**Direct Collection - Instructions tab**



**Field Description**

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

| Field Name | Description |
|---|---|
| **Collect Interest at ….. rate from date of first presentation until date of acceptance and from due date until date of payment** | [Optional, Checkbox, Date Picker,5]<br><br>Select the collect interest rate check box and select the date of payment from the pick List. |
| **If documents are dishonored** | |
| **Protest for non payment** | [Optional, Checkbox]<br><br>Select the Protest for non payments checkbox to specify protest in case of non-payment.<br><br>Note: This is enabled only when the product selected is D/P. |
| **Protest for non acceptance** | [Optional, Checkbox]<br><br>Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance.<br><br>Note: This is enabled only when the product selected is D/P. |
| **Other instructions** | [Optional, Alphanumeric,255]<br><br>Type the instructions to the bank locally. |
| **Condition** | [Mandatory, Checkbox]<br><br>Select the checkbox to accept terms and conditions. |
| **Template access type** | [Conditional, Drop Down]<br><br>Select the type of access for the template. The options available are<br><br>Public<br><br>Private |

7. Click the **Conditions** button to view the conditions.

8. Click the **attach documents** button to attach the documents.

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

9. 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
   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**



10.      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**



11.  Click the **OK** button. The system displays the initial **Direct 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 |
|---|---|
| **Template Details** | [Mandatory, Radio Button] |
| | Select the **Template Details** radio button to save template details. |
| **Draft Details** | [Mandatory, Radio Button] |
| | Click **Draft Details** radio button to save draft details. |
| **New Template** | [Optional, Alphanumeric, 20] |
| | Type the new template details. |
| **Visibility** | [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.      Click **Trade Finance > Collections > Export Collection**. The system displays the **Export Collection** screen. By default, the **Parties** tab is displayed.

**Export Collection- Parties tab**

**Field Description**

| Field Name | Description |
| --- | --- |
| **Existing Template** | [Radio button, Lookup]<br><br>Select the radio button to select the existing template. |
| **New Export Collection** | [Radio button]<br><br>Select the New Export collection to initiate a new transaction.<br><br>Selection of one of the existing template or new export collection is mandatory. |
| **Parties** | |
| **Customer ID** | [Mandatory, Drop-Down]<br><br>Select the appropriate customer id from the drop-down list. |
| **Branch** | [Mandatory, Drop-Down]<br><br>Select the appropriate branch from the drop-down list. |
| **Date of Application** | [Display]<br><br>This field displays the current date as the date of Export collection application. |
| **Customer Reference Number** | [Optional, Alphanumeric,40]<br><br>Type the customer reference number. |
| **Product** | [Mandatory, Drop-Down]<br><br>Select the Export Collection product from the drop-down list. |
| **Drawer** | |
| **Name** | [Display]<br><br>This field displays the drawer Name. |
| **Address 1** | [Display]<br><br>This field displays address of the drawer. |
| **Address 2** | [Display]<br><br>This field displays the address of the drawer. |
| **Address 3** | [Display]<br><br>This field displays the address of the drawer. |
| **Country** | [Mandatory, Drop-Down]<br><br>Select the drawer's country from the drop-down list. |
| **Drawee** | |

| Field Name | Description |
|---|---|
| **Name** | [Mandatory, Alphanumeric,35] |
| | Type the drawee name or use Look Up to displays the drawee details. |
| **Address 1** | [Mandatory, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Address 2** | [Optional, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Address 3** | [Optional, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Country** | [Optional, Drop-Down] |
| | Select the drawee's country from the drop-down list. |
| **Drawee Bank** | |
| **SWIFT** | [Optional, Alphanumeric, 11] |
| | Type the drawee's bank SWIFT id or use Look Up to displays the drawee's bank SWIFT id details. |
| **Name** | [Optional, Alphanumeric, 35] |
| | Type the drawee Bank Name. |
| **Address 1** | [Mandatory, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Address 2** | [Optional, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Address 3** | [Optional, Alphanumeric,35] |
| | Type the address of the selected drawee. |
| **Country** | [Optional, Drop-Down] |
| | Select the drawee bank's country from the drop-down list. |

2. Click the **Bill Details** tab. The system displays the **Export Collection Bill Details** screen.

**Export Collection - Bill Details tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Bill Amount** | [Mandatory, Drop-Down, Numeric, 15]<br>Select the currency from the drop-down list.<br>Type the bill amount. |
| **Tenor** | [Mandatory, Numeric, Three, Drop-Down, Date Picker]<br>Type the tenor days.<br>Select the base document from the drop-down list.<br>Select the base date from the date picker. |
| **Maturity Date** | [Mandatory, Date Picker]<br>Select the maturity date from the date picker.<br>This field is enabled if the **Fixed Due Date** option is selected from the **Tenor** drop-down list |
| **Name of Vessel/ Air Freight Number** | [Optional, Alphanumeric, 35]<br>Type the name of the vessel or air freight number vides which the goods are being sent. |

| Field Name | Description |
| --- | --- |
| **Port of loading** | [Optional, Alphanumeric, 65]<br>Type the place of dispatch or taking in charge of the goods or loading on board. |
| **Port Of Discharge** | [Optional, Alphanumeric, 65]<br>Type the port of discharge. |
| **Description of Goods** | [Mandatory, Dropdown, Alphanumeric, 6500]<br>Select the goods type from the dropdown list and Type the description of goods. |
| **Template access type** | [Conditional, Dropdown]<br>Select the type of template access for the template created.<br>The options are:<br><br>• Public<br><br>• Private<br><br>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. The system displays the **Export Collection Documents** screen.

**Export Collection - Documents tab**



**Column Description**

| Column Name | Description |
| --- | --- |
| **Documents** | [Optional, Check Box]<br>Click the check box to select the required document. |
| **First Mail Original** | [Optional, Alphanumeric,2]<br>Type the number of copies. |
| **Copies** | [Optional, Alphanumeric,2]<br>Type the number of copies required. |
| **Second Mail Original** | [Optional, Alphanumeric,2]<br>Type the number of copies. |
| **Copies** | [Optional, Alphanumeric,2]<br>Type the number of copies required. |
| **Template Access type** | [Conditional, Drop-Down]<br>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. The system displays the **Export Collection Settlement Details** screen.

**Export Collection Settlement Details tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Credit proceeds to Our account with our bank** | [Optional, Drop-Down]<br>Select the CASA account number to which the export proceeds will be credited, from the drop-down list. |
| **Deal Details** | |
| **Forward exchange contract No's** | [Optional, Radio button]<br>Click the **Forward exchange contract No's** radio button to enter the details. |
| **Deal Number** | [Optional, Alphanumeric,6]<br>Type the deal number. |
| **Currency** | [Optional, Drop-Down]<br>Select the currency from the drop-down list. |
| **Deal amount** | [Optional, Alphanumeric,15]<br>Type the amount for the deal. |
| **Template Access type** | [Optional, Dropdown]<br>Select the type of template from the dropdown list.<br>The options are<br>• Private<br>• Public |

6.   Click the **Instructions** tab. The system displays the **Export Collection Instructions** screen.

**Export Collection - Instructions tab**



**Field Description**

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

| Field Name | Description |
|---|---|
| **Collect Interest at ….. rate from date of first presentation until date of acceptance and from due date until date of payment** | [Optional, Checkbox, Date Picker,5]<br><br>Select the collect interest rate check box and select the date of payment from the pick List. |
| **If documents are dishonored** | |
| **Protest for non payment** | [Optional, Checkbox]<br><br>Select the Protest for non payments checkbox to specify protest in case of non-payment.<br><br>Note: This is enabled only when the product selected is D/P. |
| **Protest for non acceptance** | [Optional, Checkbox]<br><br>Select the Protest for non acceptance checkbox to specify protest in case of non-acceptance.<br><br>Note: This is enabled only when the product selected is D/P. |
| **Other instructions** | [Optional, Alphanumeric,255]<br><br>Type the instructions to the bank locally. |
| **Condition** | [Mandatory, Checkbox]<br><br>Select the checkbox to accept terms and conditions. |
| **Template access type** | [Optional, Drop Down]<br><br>Select the type of access for the template.<br><br>The options are follows<br><br>• Public<br>• Private |

7.   Click the **Conditions** button to view the conditions.

8.   Click the **Attach Documents** button to attach the documents.

Note: Clean Bills (Bills without any attachments) are not supported.
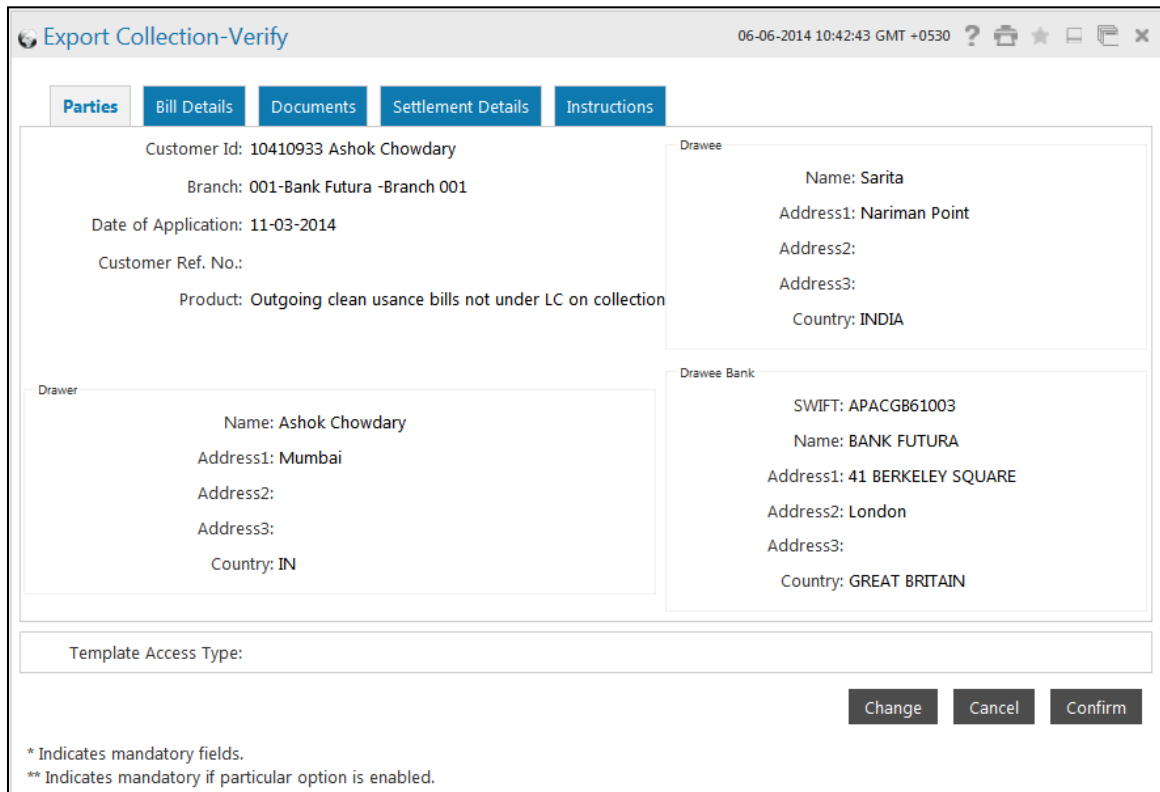
9.   Click the **View limits** button to view the limits for the transaction
OR
Click the **Save as Draft** button to save the transaction as a Draft
OR
Click the **Save as Template** to save the transaction as a template.
OR
Click the **save and Submit** button to initiate and save the transaction

OR
Click the **Initiate** button. The system displays the **Export Collection-Verify** screen.

**Export Collection Verify**



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**



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 |
| --- | --- |
| **Template Details** | [Mandatory, Radio Button]<br>Select the **Template Details** radio button to save template details. |
| **Draft Details** | [Mandatory, Radio Button]<br>Click the **Draft Details** radio button to save draft details. |
| **New Template** | [Optional, Alphanumeric, 20]<br>Type the new template details. |
| **Visibility** | [Mandatory, Drop-Down]<br>Select the visibility from the drop-down list circulated. |

# 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.  Click **Trade Finance > Collections > Export Bill under LC.**  The system displays the **Export Bill under LC** screen.

**Export Bill under LC**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Optional, Numeric, 20]<br><br>Type the LC number to be used as a parameter in the search criteria. |
| **Applicant Name** | [Mandatory, Alphanumeric,35]<br><br>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. |
| **Beneficiary Name** | [Mandatory, Dropdown]<br><br>Type the name of the beneficiary to be used as a parameter in the search criteria. Partial search is allowed. |

| Field Name | Description |
|---|---|
| **LC Drawings Status** | [Optional, Drop-Down]<br><br>Select the LC drawing status from the drop-down list, to be used as a parameter in the search criteria.<br><br>The options are:<br><br>• All<br>• Partially Drawn<br>• Fully Drawn<br>• Undrawn |
| **LC Currency** | [Optional, Drop-Down]<br><br>Select the LC currency from the drop-down list, to be used as a parameter in the search criteria. |
| **LC Amount From** | [Optional, Numeric, 10]<br><br>Type the LC start amount in the amount range to be used as a parameter in the search criteria. |
| **LC Amount To** | [Optional, Numeric, 10]<br><br>Type the LC end amount in the amount range to be used as a parameter in the search criteria. |
| **Issue Date From** | [Optional, Date Picker]<br><br>Select the issue start date from the date picker, to be used as a parameter in the search criteria. |
| **Issue Date To** | [Optional, Date Picker]<br><br>Select the issue end date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date From** | [Optional, Date Picker]<br><br>Select the expiry start date from the date picker, to be used as a parameter in the search criteria. |
| **Expiry Date To** | [Optional, Date Picker]<br><br>Select the expiry end date from the date picker, to be used as a parameter in the search criteria. |
| **Latest Shipment Date From** | [Optional, Date Picker]<br><br>Select the start shipment date from the date picker, to be used as a parameter in the search criteria. |
| **Latest Shipment Date To** | [Optional, Date Picker]<br><br>Select the end shipment date from the date picker, 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.

**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Display] <br> This column displays the LC Number for the LC. |
| **LC Advising Number** | [Display] <br> This column displays the LC Advising Number for the LC. |
| **Issue Date** | [Display] <br> This column displays the date on which the LC was issued. |
| **Expiry Date** | [Display] <br> This column displays the date on which the LC expires. |
| **Applicant Name** | [Display] <br> This column displays the Applicant Name for the LC. |
| **LC Amount** | [Display] <br> This column displays the LC amount of the LC. |
| **Outstanding LC Amount** | [Display] <br> This column displays the Total outstanding LC amount. |
| **Currency** | [Display] <br> This column displays the outstanding LC currency for the amount. |
| **Latest Shipment Date** | [Display] <br> 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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **LC Number** | [Display]<br>This field displays the type the LC number. |
| **Customer ID** | [Display]<br>This field displays the type of customer id. |
| **Branch** | [Mandatory, Drop-Down]<br>Select the branch from the drop-down list. |
| **Date of Application** | [Display]<br>This field displays the current date as date of Export Bill under LC application |
| **Customer Reference Number** | [Optional, Alphanumeric,40]<br>Type the customer reference number. |
| **Product** | [Mandatory, Drop-Down]<br>Select the Direct Collection product from the drop-down list. |
| **Beneficiary** | |
| **Name** | [Display]<br>This field displays the drawer name. |
| **Address 1** | [Mandatory , Display]<br>This field displays address of the drawer. |

| Field Name | Description |
| --- | --- |
| **Address 2** | [Display] <br> This field displays the address of the drawer. |
| **Address 3** | [Display] <br> This field displays the address of the drawer. |
| **Country** | [Mandatory, display] <br> This field displays the drawer's country. |
| **Applicant** | |
| **Name** | [Mandatory, Display] <br> This field displays the drawee name or use Look Up to displays the drawee details. |
| **Address 1** | [Display] <br> This field displays the address of the selected drawee. |
| **Address 2** | [Display] <br> This field displays the address of the selected drawee. |
| **Address 3** | [Display] <br> This field displays the address of the selected drawee. |
| **Country** | [Optional, Drop-Down] <br> Select the drawee's country from the dropdown list. |
| **Issuing Bank** | |
| **SWIFT** | [Mandatory, Display] <br> This field displays the drawee's bank SWIFT id. |
| **Name** | [Mandatory , Display] <br> This field displays the type the drawee bank name. |
| **Address 1** | [Mandatory , Display] <br> This field displays the address of the selected drawee. |
| **Address 2** | [Display] <br> This field displays the address of the selected drawee. |
| **Address 3** | [Display] <br> This field displays the address of the selected drawee. |
| **Country** | [Optional, Drop-Down] <br> Select the drawee Bank's country from the drop-down list. |

4.      Click the **Bill details** tab. The system displays the **Export Bill Under LC Bill Details** tab.

**Export Bills under LC - Bill Details tab**



**Field Description**

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

| Field Name | Description |
|---|---|
| Description of Goods | [Mandatory, dropdown]<br>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**



**Field Description**

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

6.  Click the **Settlement Details** tab, the system displays the Export Bills Under LC – Settlement Details screen.

**Export Bills under LC-Settlement Details**



**Field Description**

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

7.  Click the **Instructions** tab. The system displays the **Export Bills Under LC - Instructions** screen.

**Export Bills under LC Instructions tab**



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**



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**



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.  Click **Trade Finance > Line Limit Details**. The system displays the **Line Limit Details** screen.

**Line Limit Details**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Customer ID** | [Mandatory, Drop-Down] |
|  | Select the customer ID from the drop-down list. |

2.  Select the **Customer ID** from the drop-down list.
3.  Click the **View Details** button. The system displays the **Line Limit Details** screen.

## Line Limit Details

Line Limit Details

Customer Name : OATS_AUTO_KYC_R
Currency : GBP
Overall Limit : 9,999,999.00

| Main Line | Line Id | Currency | Starts with | Expiry Date | Limit Amount | Utilized Amount | Outstanding Amount | Revolving Values |
|---|---|---|---|---|---|---|---|---|
| | BLOACK | GBP | | 30-Jun-2014 | 50,000.00 | 0.00 | 48,000.00 | N |
| | UNDEFINED | USD | | | 0.00 | 998,516.55 | 0.00 | |
| | UNDEFINED | USD | | | 0.00 | 998,114.62 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 1,000.00 | 0.00 | |
| | UNDEFINED | USD | | | 0.00 | 120,955.93 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 50,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 50,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 50,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 100,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 10,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 100,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 100,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 900.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 1,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 900.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 1,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 100,000.00 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | 8,435.37 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -41,666.65 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -41,666.65 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -42,706.61 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -43,167.85 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -43,167.85 | 0.00 | |
| | UNDEFINED | GBP | | | 0.00 | -42,997.00 | 0.00 | |

**Field Description**

| Field Name | Description |
|---|---|
| **Customer Name** | [Display]<br>This field displays the customer name. |
| **Currency** | [Display]<br>This field displays the currency. |
| **Overall Limit** | [Display]<br>This field displays the overall limit. |

| Column Name | Description |
|---|---|
| **Main Line** | [Display]<br>This column displays the main credit line. |

| Field Name | Description |
|---|---|
| Line Id | [Display]<br>This column displays the line identifier. |
| Currency | [Display]<br>This column displays the currency in which the limit is defined. |
| Starts With | [Display]<br>This column displays the effective start date of the credit line. |
| Expiry Date | [Display]<br>This column displays the expiry date of the credit line. After this particular date the customer cannot avail the credit facility. |
| Limit Amount | [Display]<br>This column displays the limit amount available for a particular credit line. |
| Utilized Amount | [Display]<br>This column displays the utilized credit limit amount. |
| Outstanding Amount | [Display]<br>This column displays the outstanding credit limit amount. |
| Revolving Values | [Display]<br>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**

**Column Description**

| Column Name | Description |
| --- | --- |
| **Details for Liability** | [Display]<br>This field displays the details of the liability. |
| **Customer Name** | [Display]<br>This field displays the name of the customer |
| **Line Id** | [Display]<br>This field displays the line id for limits |
| **Line Ccy** | [Display]<br>This field displays the line currency for limits |
| **Reference** | [Display]<br>This column displays the reference under which the limit was sanctioned. |
| **Customer Id** | [Display]<br>This column displays the customer id. |
| **Code** | [Display]<br>This column displays the limit code. |
| **Maturity Date** | [Display]<br>This column displays the maturity date of the limit. |
| **Currency** | [Display]<br>This column displays the currency under which the limit is defined. |
| **Amount Utilized** | [Display]<br>This column displays the limit amount utilized. |
| **Amount Utilized in Line Ccy** | [Display]<br>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.   Click **Trade Finance > Bank Guarantee > Initiate BG**. The system displays the **Initiate Outward Guarantee** screen. By default, the **Parties** tab is displayed.

**Initiate Outward Guarantee - Parties tab**



**Field Description**

| Field Name | Description |
| --- | --- |
| **General** | |

This tab captures the BG application party details.

| Field Name | Description |
| --- | --- |
| **Date of Application** | [Display] |
| | This field displays the current date as the date of BG application. |
| **Branch** | [Display] |
| | This field displays the branch name. |

| Field Name | Description |
| --- | --- |
| **Product** | [Mandatory, Drop-Down]<br><br>Select the BG product under which the BG application is created from the drop-down list. |
| **Type of Guarantee** | [Mandatory, Drop-Down]<br><br>Select the type of bank guarantee from the drop-down list.<br><br>The options are:<br><br>• Financial<br><br>• Performance |
| **Beneficiary** | |
| **Name** | [Mandatory, Alphanumeric, 35]<br><br>Type the name of the beneficiary of the Bank Guarantee. |
| **Address** | [Mandatory, Alphanumeric, 35]<br><br>Type the address of the beneficiary. |
| **Country** | [Mandatory, Drop-Down]<br><br>Select the country of the beneficiary from the drop-down list. |
| **Applicant** | |
| **Name** | [Mandatory, Drop-Down]<br><br>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. |
| **Address** | [Display]<br><br>This field displays the address of the selected applicant. |
| **Country** | [Display]<br><br>This field displays the country of the applicant. |
| **Bankers** | |
| **Bank Name** | [Mandatory, Alphanumeric, 35]<br><br>Type the bankers of the selected beneficiary. |
| **Contact Details** | [Mandatory, Alphanumeric, 35]<br><br>Type the details of the contact person representing the beneficiary in the BG guarantee. |

| Field Name | Description |
|---|---|
| **Country** | [Mandatory, Drop-Down] <br> Select the country of the bankers from the drop-down list. |
| **Template Access Type** | [Conditional, Drop-Down] <br> Select the type of template access type from the dropdown <br> The options available are <br> • Private <br> • Public. |

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**



**Field Description**

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

**Commitment Details**

This tab captures the commitment details of the Outward Guarantee application.

| | |
|---|---|
| **Applicant Contract Ref Number** | [Mandatory, Alphanumeric, 20] <br> Type the applicant's reference number for the contract. |
| **Beneficiary Contract Ref Number** | [Mandatory, Alphanumeric, 20] <br> Type the beneficiary's reference number for the contract. |

| Field Name | Description |
|---|---|
| Guarantee Amount | [Mandatory, Drop-Down]<br>Select the currency for the guarantee from the drop-down list. |
| Guarantee Amount | [Mandatory, Numeric, 15]<br>Type the guarantee amount. This field is adjacent to the **Guarantee Amount** drop-down list. |
| Effective Date | [Mandatory, Date Picker]<br>Select the effective date of the guarantee from the date picker. |
| Closure Date | [Mandatory, Date Picker]<br>Select the date before which the beneficiary can claim the guarantee amount from the date picker. |
| Guarantee Expiry Date | [Mandatory, Date Picker]<br>Select the expiry date of the guarantee from the date picker. |
| Place of Expiry | [Mandatory, Alphanumeric, 50]<br>Type the place at which the bank guarantee expires. |

**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**



**Field Description**

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

**Bank Instructions**

This tab captures the bank instruction details of the Outward Guarantee application.

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

**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 |
|---|---|

**Guarantee**

This tab captures the additional guarantee details. The list on this tab is populated on the selection of a product from the **Product** drop-down list on the **Parties** tab.

| Field Name | Description |
|---|---|
| **Additional Conditions List** | [Display]<br><br>This list displays the additional conditions maintained in the FLEXCUBE DIRECT BANKING for guarantees.<br><br>Select the conditions from the list and click [ > > ] to move the selected conditions to the **Selected** list. |
| **Selected** | [Mandatory, List Box]<br><br>This list displays the conditions selected by the user from the **Additional Conditions List**. The selected conditions will be attached to the bank guarantee.<br><br>Select the conditions from the list and click [ < < ] to move back the selected conditions to the **Additional Conditions List**.<br><br>At least one condition must be selected. |
| **Description** | [Mandatory, Alphanumeric, 1000]<br><br>This field, by default, displays the description for the selected condition.<br><br>The user has the option to modify the text and save it as part of the Outward Guarantee application.<br><br>To modify the condition description, click the **Edit Description** button. To save or cancel the modification, click the **Done** or **Cancel** button. |

7. Click the **Edit Description** button to edit the description.
OR
Click the **Done** button after editing the description for submission
OR
Click the **Cancel** button to cancel the description editing.

8. Click the Initiate button to initiate the Outward guarantee application. The system displays the Initiate Outward Guarantee Verify screen.
OR
Click the Previous or Next button to navigate to the previous or next tab on the screen, respectively.

**Initiate Outward Guarantee Verify**



Initiate Outward Guarantee-Verify                    06-06-2014 12:31:47

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

General                                                Beneficiary
        Date of Application: 11-03-2014                         Name: Sarita
                    Branch: CORE_COMB_STMT                   Address: Nariman Point
                    Product: Export LC - advising ATB
        Type of Guarantee: Financial
                                                            Country: INDIA
Applicant                                              Bankers
                    Name: AFRA CORP NEW                      Bank Name: BOFA
                Address: LONDON                          Contact Details: NY

            Country: GB                                      Country: UNITED STATES

                                                            Back    Confirm

9.  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**



Initiate Outward Guarantee-Confirm                    06-06-2014 12:31:47

✔  Transaction submitted for Initiate BG having reference 173674551105293 has been set to status Auto Authorized.
    Transaction with reference number 173674551105293 is in Accepted state.

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

General                                                Beneficiary
        Date of Application: 11-03-2014                         Name: Sarita
                    Branch: CORE_COMB_STMT                   Address: Nariman Point
                    Product: Export LC - advising ATB
        Type of Guarantee: Financial
                                                            Country: INDIA
Applicant                                              Bankers
                    Name: AFRA CORP NEW                      Bank Name: BOFA
                Address: LONDON                          Contact Details: NY

            Country: GB                                      Country: UNITED STATES
        Host Reference Number: 104GUIR140700001

                                                            OK    E-Receipt

10. 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. Click **Trade Finance > Bank Guarantee > Outward Guarantee Amendment**. The system displays the Outward Guarantee Amendment Search screen.

**Outward Bank Guarantee Search**



**Field Description**

| Field Name | Description |
|---|---|
| **Customer ID** | [Mandatory, Drop-Down]<br><br>Select the appropriate customer id from the drop-down list. |
| **Outward Guarantee Number** | [Optional, Alphanumeric,16]<br><br>Type the Outward Guarantee Number to search. |
| **Customer Ref. No. Number** | [Optional, Alphanumeric,20]<br><br>Type the customer reference number to search. |
| **Applicant Name** | [Optional, Alphanumeric,40]<br><br>Type the Applicant Name to search |
| **Beneficiary Name** | [Optional, Alphanumeric,40]<br><br>Type the Beneficiary Name to search |
| **Outward Guarantee Currency** | [Optional, Drop-Down]<br><br>Select the Guarantee Currency from the drop-down list. |
| **Outward Guarantee Amount From** | [Optional, Numeric, 15]<br><br>Type the Guarantee Amount Range to Search. |

| Field Name | Description |
|---|---|
| **Outward Guarantee Amount To** | [Optional, Numeric, 15]<br>Type the Guarantee Amount Range to Search. |
| **Issue Date From** | [Optional, Date Picker]<br>Select the Guarantee Issue start date from the pick List to Search. |
| **Issue Date To** | [Optional, Date Picker]<br>Select the Guarantee Issue end Date from the pick List to Search... |
| **Expiry Date From** | [Optional, Date Picker]<br>Select the Guarantee Expiry from Date from the pick List to Search. |
| **Expiry Date To** | [Optional, Date Picker]<br>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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Outward Guarantee Number** | [Display]<br>This column displays the outward guarantee number. |
| **Issue Date** | [Display]<br>This column displays the issue date of the outward guarantee. |
| **Applicant Name** | [Display]<br>This column displays the name of the applicant. |
| **Outward Guarantee Currency** | [Display]<br>This column displays the currency of the outward guarantee. |

| Field Name | Description |
| --- | --- |
| Outward Guarantee Amount | [Display]<br>This column displays the amount of the outward guarantee. |
| Outstanding Guarantee Amount | [Display]<br>This column displays the outstanding guarantee amount. |
| Date of Expiry | [Display]<br>This column displays the date of expiry of the outward guarantee. |
| Outward Guarantee Expiry Status | [Display]<br>This column displays the expiry status of the outward guarantee. |

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

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

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

**Download Outward Guarantee Amendment**
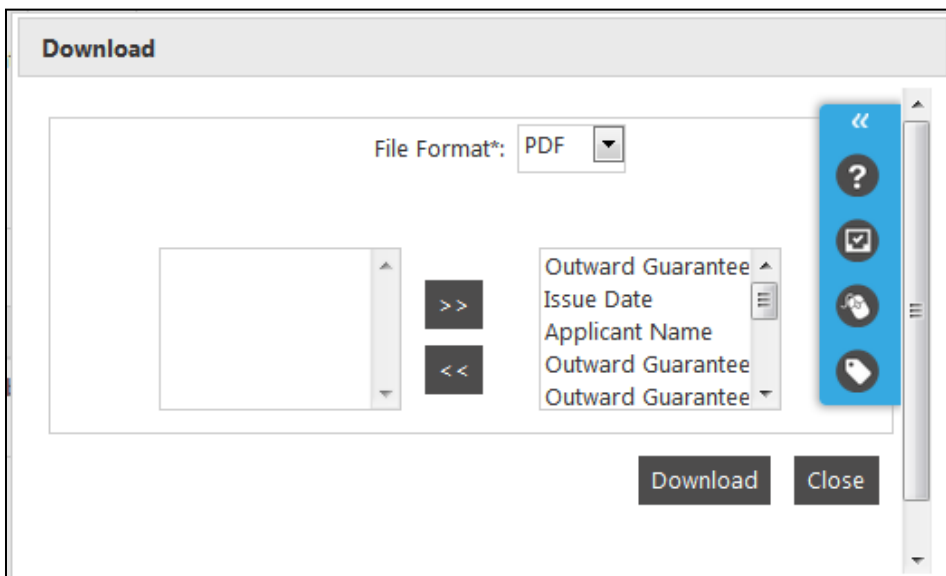
**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down] |
| | Select the appropriate report type from the drop-down list. The available choices are: |
| | • Page Layout |
| **File Format** | [Conditional, Drop-Down] |
| | Select the appropriate type of file format from the drop-down list. The options available are |
| | • PDF |
| | • XLS |
| | • HTML |
| | • RTF |

6.    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.

7.    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.

**8.**    Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button.
The system downloads the records displayed in the search results in the selected format.

9.    Click the **Outward Guarantee Number** Link on the Guarantee Amendment screen, the system displays the **Outward Guarantee** details.

**Outward Guarantee Amendment – Parties Tab**



**Field Description**

| Field Name | Description |
|---|---|
| **Outward Guarantee Number** | [Display]<br>This field displays the host reference number received from the host when the underlying Outward Guarantee was initiated. |
| **Customer Id** | [Display]<br>This field displays the Customer Id and Customer Name for the selected Outward Guarantee |
| **Date of Application** | [Display]<br>This field displays the Date of Outward Guarantee Amendment application |
| **User Reference** | [Display]<br>This field displays Reference number of the selected Outward Guarantee |
| **Branch** | [Display]<br>This field displays the branch where the customer Id is created. |

| Field Name | Description |
|---|---|
| **Product** | [Display] |
| | This field displays the types of Outward Guarantee Products available with the host with the Product of the selected Outward Guarantee Contract. |
| **Applicant** | |
| **Name** | [Display] |
| | This field displays the applicant  Name |
| **Address 1** | [Display] |
| | This field displays the applicant  Address details |
| **Address 2** | [Display] |
| | This field displays the applicant  Address details |
| **Address 3** | [Display] |
| | This field displays the applicant  Address details |
| **Country** | [Display] |
| | This field displays the applicant  country |
| **Beneficiary** | |
| **Name** | [Display] |
| | This field displays the existing Beneficiary Name. |
| **Address 1** | [Display] |
| | This field displays the existing beneficiary address details |
| **Address 2** | [Display] |
| | This field displays the existing beneficiary address details. |
| **Address 3** | [Display] |
| | This field displays the existing beneficiary address details. |
| **Country** | [Display] |
| | This field displays the existing beneficiary country details. |
| **Advice through Bank** | |
| **Name** | [Optional] |
| | This field displays selected bank name. |
| **Address 1** | [Display] |
| | This field displays selected bank address details. |
| **Address 2** | [Display] |
| | This field displays selected bank address details. |

| Field Name | Description |
|---|---|
| **Address 3** | [Display]<br>This field displays selected bank address details. |
| **City** | [Display]<br>This field displays selected bank's city. |

10.   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**



**Field Description**

| Field Name | Description |
|---|---|
| **Applicant Contract Ref Number** | [Optional, Alphanumeric, 20]<br>This field displays the Applicant Contract reference number of the selected Outward Guarantee. Type the new reference number if required. |
| **Beneficiary Contract Ref Number** | [Optional, Alphanumeric, 20]<br>This field displays the beneficiary's reference number of the selected contract. Type the new reference number if required. |
| **Guarantee Amount** | [Mandatory, Drop Down, Numeric, 13.2]<br>This fields displays contract currency and amount of the selected Outward Guarantee. Select the new Currency and type the new guarantee amount if required. |

| Field Name | Description |
|---|---|
| **Closure Date** | [Display, Date Picker]<br><br>This field displays the date before which the beneficiary can claim the amount for the selected Outward Guarantee. Select the new date if required. |
| **Guarantee Expiry Date** | [Mandatory, Date Picker]<br><br>This field displays the date of expiry of the selected Outward Guarantee. Select the new date of expiry, if required. |
| **Is Beneficiary confirmation required** | [Optional, Checkbox]<br><br>Select this checkbox to undo the beneficiary check required. |
| **Condition** | [Mandatory, Checkbox]<br><br>Select this checkbox to accept the conditions stated by the bank for guarantee amendment. |

**Outward Guarantee Amendment – Guarantee Tab**
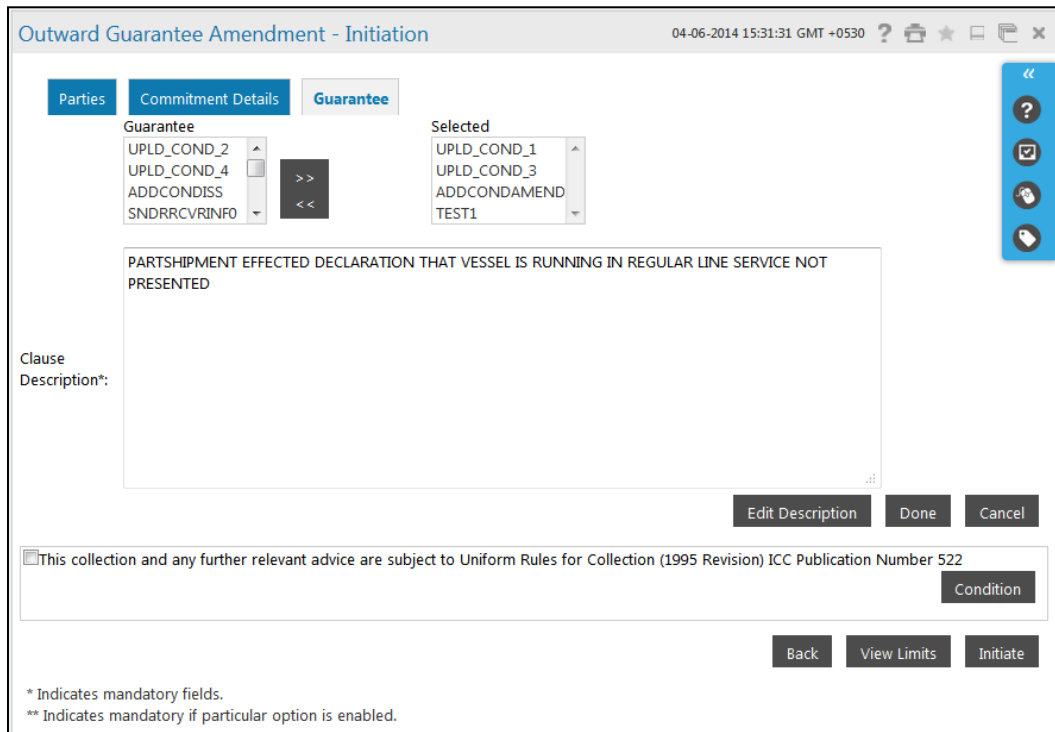


**Field Description**

| Field Name | Description |
|---|---|
| **Guarantee List** | [Display, Date Picker]<br><br>This field displays the list of all the existing clauses available with the host. |

| Field Name | Description |
|---|---|
| **Selected** | [Display,]<br><br>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. |
| **Clause Description** | [Optional, Alphanumeric, 3000]<br><br>This field displays the description of the selected clause |
| **Condition** | [Mandatory, Checkbox]<br><br>Select this checkbox to accept the conditions stated by the bank for guarantee amendment. |

11. Click on the >> to select a guarantee clause.
    OR
    Click on the << to deselect a selected clause.

12. Click the **Edit Description** button to edit the clause description
    OR
    Click the **Done** button to complete the addition of clause description
    OR
     Click the **Cancel** button to cancel the transaction.

13. Click the **Condition** button to view the terms and Conditions.

14. 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**



15.    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**



16.      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 you (debtor) to acquire goods, buy equipment, or draws 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. Click the **Trade Finance > Bank Guarantee > View Outward Guarantee**. The system displays the **View Outward Guarantee - Search screen**.

**View Outward Guarantee - Search**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Customer Id** | [Mandatory, Drop-Down] |
| | Select the appropriate customer ID from the drop-down list. |
| **Outward Guarantee Number** | [Optional, Alphanumeric, 20] |
| | Type the unique Bank Guarantee identification number. |

| Field Name | Description |
| --- | --- |
| **Applicant Contract Ref Number** | [Optional, Alphanumeric, 20]<br><br>Type the applicant contract ref number. |
| **Applicant Name** | [Optional, Alphanumeric, 20]<br><br>Type the name of the applicant. This is the name of the party or individual who has applied for the bank guarantee. |
| **Beneficiary Name** | [Optional, Alphanumeric, 20]<br><br>Type the name of the beneficiary. This is the name of the party or individual for whom the bank guarantee has been issued. |
| **Outward Guarantee Status** | [Optional, Drop-Down]<br><br>Select the appropriate Outward guarantee status from the drop-down list.<br><br>The options are:<br><br>• Reversed<br>• Active<br>• Closed<br>• Cancelled |
| **Expiry Status** | [Optional, Dropdown]<br><br>Select the expiry status form the Dropdown list.<br><br>The options available are<br><br>• Expired<br>• Not Expired |
| **Outward Guarantee Currency** | [Optional, Drop-Down]<br><br>Select the appropriate currency from the drop-down list. |
| **Outward Guarantee Amount From** | [Optional, Numeric, 10]<br><br>Type the start amount of the range. System will search all Outward guarantees whose amounts fall within this range. |
| **Outward Guarantee Amount To** | [Optional, Numeric, 10]<br><br>Type the end amount of the range. System will search all Outward guarantees whose amounts fall within this range. |
| **Issue Date From** | [Optional, Date Picker,]<br><br>Select the start date of the range. System will search all Outward guarantees whose issue date fall within this range. |
| **Issue Date To** | [Optional, Date Picker,]<br><br>Select the end date of the range. System will search all Outward guarantees whose issue date fall within this range. |

| Field Name | Description |
|---|---|
| **Expiry Date From** | [Optional, Date Picker,] |
| | Select the start date of the range. System will search all Outward guarantees whose expiry date fall within this range. |
| **Expiry Date To** | [Optional, Date Picker,] |
| | 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**

**Column Description**

| Column Name | Description |
|---|---|
| **Outward Guarantee Number** | [Display]<br>This column displays the unique Outward Guarantee identification number. |
| **Issue Date** | [Display]<br>This column displays the Outward guarantee issue date. |
| **Applicant Name** | [Display]<br>This column displays the name of the party/ individual who has applied for the bank guarantee. |
| **Outward Guarantee Currency** | [Display]<br>This column displays the currency in which the Outward Guarantee was created. |
| **Outward Guarantee Amount** | [Display]<br>This column displays the amount of the Outward Guarantee |
| **Outstanding Outward Guarantee Amount** | [Display]<br>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. |
| **Date of Expiry** | [Display]<br>This column displays the expiry date of the Outward Guarantee. |
| **Outward Guarantee Status** | [Display]<br>This column displays the status of the Outward Guarantee. |
| **Date of Expiry** | [Display]<br>This column displays the expiry date of the Outward Guarantee. |

3. Click on the column headings (link) to sort the respective columns in ascending or descending order.

4. Scroll to the next page or previous page using the **>>** or **<<** buttons respectively. Navigate to the first or last page using the **|<<** or **>>|** buttons respectively.

5. Click the **Customize Columns** link to reorder the columns or select the columns that appear in the list.

6. Click **Print** link to print the data.

7. To download the complete statement, click the **Download** link. The system displays the **Download Outward Guarantee** dialog screen.

**Download Outward Guarantee Download**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list. The available choices are:<br><br>• Pre-defined<br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if **Page Layout** option is selected from the **Download Type** drop-down list. |
| **Included** | This box lists all the fields that will be included in the report. |
| **Excluded** | 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.  Select the appropriate report type, format, and fields from the **Download Outward Guarantee** and click the **Download** button.

**11.**  Click the **Save** button to save the file on your file system.

12.   Click the **Open** button to open the file

13.   Click the **Cancel** button on the **Download Outward Guarantee** dialog box.

14.   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**



**Field Description**

| Field Name | Description |
| --- | --- |
| BG Number | [Display]<br>This field displays the Outward Guarantee number. |
| Date of Issue | [Display]<br>This field displays the date of issue of outward guarantee. |
| Swift message | [Optional, dropdown]<br>Select the swift message to view from the dropdown. |
| Advice | [Optional, dropdown]<br>Select the advice to view from the dropdown |
| General | |

| Field Name | Description |
| --- | --- |
| **Date of Application** | [Display]<br>This field displays the date of application. |
| **Branch** | [Display]<br>This field displays the Branch. |
| **Product** | [Display]<br>This field displays the name of the product. |
| **Type of Guarantee** | [Display]<br>This field displays the type of guarantee of the product. |
| **Beneficiary** | |
| **Name** | [Display]<br>This field displays the name of the Beneficiary. |
| **Address** | [Display]<br>This field displays the address of the Beneficiary. |
| **Country** | [Display]<br>This field displays the country of the Beneficiary. |
| **Applicant** | |
| **Name** | [Display]<br>This field displays the name of the applicant. |
| **Address** | [Display]<br>This field displays the address of the applicant. |
| **Country** | [Display]<br>This field displays the country of the applicant. |
| **Advice through Bank** | |
| **SWIFT** | [Display]<br>This field displays the Swift id of the Advice through Bank. |
| **Name** | [Display]<br>This field displays the name of the Advice through Bank. |
| **Address** | [Display]<br>This field displays the address of the Advice through Bank. |

| Field Name | Description |
| --- | --- |
| Country | [Display] |
| | This field displays the country of the Advice through Bank. |

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

**View Outward Guarantee - Commitment**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Applicant Contract Ref Number** | [Display] |
| | This field displays the applicant contract reference number |
| **Beneficiary Contract Ref Number** | [Display] |
| | This field displays the Beneficiary contract reference number |
| **Guarantee Amount** | [Display] |
| | This field displays the Guarantee amount |
| **Effective Date** | [Display] |
| | This field displays the effective date of the guarantee. |
| **Closure Date** | [Display] |
| | This column displays the closure date of the guarantee. |
| **Guarantee Expiry Date** | [Display] |
| | This column displays the guarantee expiry date. |

| Field Name | Description |
| --- | --- |
| **Place of Expiry** | [Display]<br>This column displays the place of expiry. |

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

**View Outward Guarantee – Bank Instructions**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Instructions to the Bank (Not forming part of Guarantee)** | [Display]<br>This field displays the instructions to the bank. |

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

**View Outward Guarantee- Guarantee tab**

| Field Name | Description |
|---|---|
| **Guarantee** | |
| **FFT** | [Display]<br>This field displays the guarantee |
| **FFT Description** | [Display]<br>This field displays the guarantee description |

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

**Amendments**



**Field Description**

| Field Name | Description |
|---|---|
| **Country** | [Display]<br>This field displays the Entity. |
| **Primary customer Id** | [Display]<br>This field displays the primary customer id |
| **Primary customer name** | [Display]<br>This field displays the name of the primary customer id. |
| **BG Ref No.** | [Display]<br>This field displays the BG Reference number |

| Field Name | Description |
| --- | --- |
| **Amendment No.** | [Display] |
| | This field displays the amendment number of the BG |
| **Issue Date** | [Display] |
| | This field displays the issue date of the BG. |
| **New Expiry Date** | [Display] |
| | This field displays the new expiry date of the BG. |
| **New Outward Guarantee amount** | [Display] |
| | This field displays the new BG amount. |

22.    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**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Sender's Reference** | [Display] |
| | This field displays the BG Reference number |
| **Amendment No.** | [Display] |
| | This field displays the amendment number of the BG |
| **Date of Issue** | [Display] |
| | This field displays the issue date of the BG. |
| **Date of Amendment** | [Display] |
| | This field displays the date of amendment of BG. |
| **Guarantee Expiry Date** | [Display] |
| | This field displays the expiry date of guarantee. |

| Field Name | Description |
|---|---|
| **Place of Expiry** | [Display]<br>This field displays the place of expiry of BG. |
| **Amount** | [Display]<br>This field displays the amount of BG. |

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

**Charges**



**Field Description**

| Field Name | Description |
|---|---|
| **Guarantee issuance Commission** | [Display]<br>This field displays the Commission charges in terms of percentage |
| **LC courier Charges** | [Display]<br>This field displays the courier charges. |
| **Account** | [Display]<br>This field displays the account for collection of courier charges |
| **LC swift charges for amendments** | [Display]<br>This field displays the LC swift charges for amendments |
| **Account** | [Display]<br>This field displays the account for collection of LC swift charges for amendments |
| **Other bank charges** | [Display]<br>This field displays the other bank charges applicable |
| **Account** | This field displays the account for other bank charges applicable. |

| Field Name | Description |
|---|---|
| **Total(without VAT)** | [Display]<br>This field displays the Total charges overall applicable(sum of LC courier, LC swift and other bank charges) |

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

**View Attached Documents**



**Field Description**

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

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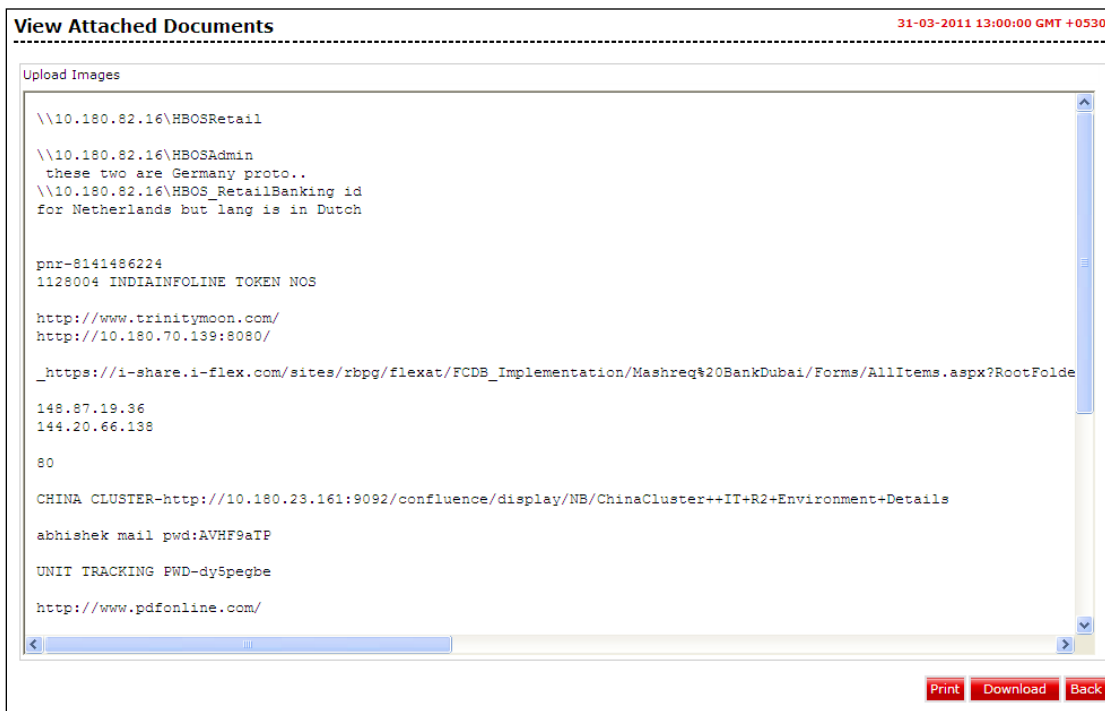


26.      Click the **Print** button to print the attached document
OR
Click the **Download** button to download the attached document
OR
Click the **Back** button to return to the previous screen.

**View Swift and advice messages**

**Field Description**

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

27.  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.   Click **Trade Finance > Customer Acceptance**. The system displays the **Customer Acceptance - Search** screen.

**Customer Acceptance**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Discrepancy** | [Optional, Radio button]<br><br>Select this radio button to display search criteria for searching Import Bill under LC. |
| **Export Amendment** | [Optional, Radio button]<br><br>Select this radio button to display search criteria for searching Export Amendments under LC. |
| **Customer** | [Optional, Drop-Down]<br><br>Select the appropriate customer from the drop-down list. |
| **LC Number** | [Optional, Input box, 16]<br><br>Type the Letter of Credit number. |
| **Advising Ref. No.** | [Optional, Input box,16]<br><br>Type the Advising Reference Number (also called Contract Reference Number – ref no for the exporter).<br><br>This field is displayed only when you select the Export Amendment radio button. |
| **Applicant** | [Optional, Input box, 35]<br><br>Type the applicant name.<br><br>This field is displayed only when you select the Export Amendment radio button. |

| Field Name | Description |
|---|---|
| **Bill Reference Number** | [Optional, Input box, 16]<br><br>Type the Import Bill reference number.<br><br>This field is displayed only when you select the Discrepancy radio button. |
| **Beneficiary** | [Optional, Input box, 35]<br><br>Type the name of the beneficiary.<br><br>This field is displayed only when you select the Discrepancy radio button. |

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

**Customer Acceptance**



**Column Description**

| Column Name | Description |
|---|---|
| **LC  Number** | [Display]<br><br>This column displays the LC number generated by the Host. |
| **Type** | [Display]<br><br>This column displays the acceptance bill type. |
| **Applicant** | [Display]<br><br>This column displays the name of the Applicant of the Export LC. |
| **Advising Ref No.** | [Display]<br><br>This column displays the Advising reference number.<br><br>This column is displayed only when you have selected the Export Amendment radio button in the search criteria. |

| Column Name | Description |
| --- | --- |
| **Amendment No.** | [Display]<br>This column displays the amendment number of the LC. |
| **LC Currency** | [Display]<br>This column displays the LC currency. |
| **LC Amount** | [Display]<br>This column displays the LC amount. |
| **Bill Reference Number** | [Display]<br>This column displays the Bill Reference Number generated by the host.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria. |
| **Beneficiary** | [Display]<br>This column displays the name of the Beneficiary of the Import Bill.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria. |
| **Bill Currency** | [Display]<br>This column displays the bill currency.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria. |
| **Bill Amount** | [Display]<br>This column displays the bill amount.<br>This column is displayed only when you have selected the Discrepancy radio button in the search criteria. |

3. Click on the column headings (link) to sort the respective columns in ascending or descending order.

4. Scroll to the next page or previous page using the **>>** or **<<** buttons respectively. Navigate to the first or last page using the **|<<** or **>>|** buttons respectively.

5. Reorder the columns or select the columns that appear by clicking the **Edit** button.

6. To download the complete statement, click the **Download** button. The system downloads the records displayed in the search results in the selected format.

7. Click the **print** button to print the document.

8. Click the **optimize data** button to align the columns within the available page screen.

**Download Customer Acceptance**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Download Type** | [Mandatory, Drop-Down]<br><br>Select the appropriate report type from the drop-down list. The available choices are:<br><br>• Page Layout |
| **File Format** | [Conditional, Drop-Down]<br><br>Select the appropriate type of file format from the drop-down list. This option is enabled if **Page Layout** option is selected from the **Download Type** drop-down list. |
| **Included** | This box lists all the fields that will be included in the report. 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. |
| **Excluded** | This box lists all the fields that will be excluded from the report. Select the fields that are to be exclude 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 **File Download** and click the **Download** button.
   The system downloads the records displayed in the search results in the selected format.

**To initiate customer acceptance for Export Amendment**

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

**Customer Acceptance - Export Amendment**



**Field Description**

| Field Name | Description |
| --- | --- |
| Advising Reference No | [Display]<br><br>This column displays the Advising Reference Number (Contract Reference Number). |
| Version Number | [Display]<br><br>This column displays the version number i.e. Amendment Number. |
| Amendment Status | [Display]<br><br>This column displays the Amendment Status. |
| Issue Date | [Display]<br><br>This column displays the Issue Date. |
| Expiry Date | [Display]<br><br>This column displays the Expiry Date. |
| Contract Amount | [Display]<br><br>This column displays the LC Amount. |

| Field Name | Description |
|---|---|
| **Currency** | [Display]<br>This column displays the currency of the LC. |
| **Increase/Decrease LC Amount** | [Display]<br>This column displays the increased or decreased amount. |
| **Applicant Name** | [Display]<br>This column displays the Applicant Name. |
| **Issuing Bank Name** | [Display]<br>This column displays the Issuing Bank Name. |
| **Positive %** | [Display]<br>This column displays the Positive Tolerance. |
| **Negative %** | [Display]<br>This column displays the Negative Tolerance. |
| **Additional Amounts Covered** | [Display]<br>This column displays if there is any additional amount covered under LC. |
| **Shipment Details** | |
| **Delivery Place** | [Display]<br>This column displays the Place of Delivery. |
| **Port of Loading** | [Display]<br>This column displays the Port of Loading. |
| **Place of Receipt** | [Display]<br>This column displays the Place of Receipt. |
| **Port of Discharge** | [Display]<br>This column displays the Port of Discharge. |
| **Latest Shipment Date** | [Display]<br>This column displays the latest shipment date. |
| **Shipment Period** | [Display]<br>This column displays the Shipment Period. |
| **Resolution** | |
| **Resolved** | [Mandatory, Drop-Down]<br>Select the appropriate option resolution from the drop-down list. |

| Field Name | Description |
|---|---|
| **Resolution Date** | [Display] |
| | This column displays the resolution date. |
| **Notes** | [Optional, Alphanumeric] |
| | Type the rejection reason in the text box. |

2.      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**



3.      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**



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

   **To initiate customer acceptance for Discrepancy Details**

1.    Click the appropriate link in the **Bill Reference Number** column. The system displays the **Customer Acceptance** screen with the details.

   **Customer Acceptance Discrepancy Details**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Discrepancy** | [Display] |
| | This column displays the list of identified discrepancies. |
| **Received Date** | [Display] |
| | This column displays the date on which the discrepancy has been identified and received by the host. |
| **Resolved** | [Mandatory, Drop-Down] |
| | Select the appropriate option resolution from the drop-down list. |

| Field Name | Description |
|---|---|
| **Resolution Date** | [Display]<br>This column displays the current date as the resolution date. |
| **Notes** | [Optional, Alphanumeric]<br>Type the rejection reason in the text box. |

2.    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**



3.    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**



4.    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.    Click **Trade Finance > Attach Documents**. The system displays the Attach Documents screen.

**Attach Documents**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Customer Id** | [Mandatory, Drop-Down]<br>Select the appropriate customer ID from the drop-down list. |
| **Transaction Type** | [Mandatory, Drop-Down]<br>Select the appropriate type from the drop-down list. |
| **Reference. No.** | [Optional, Alphanumeric, 16]<br>Type the customer reference number. |
| **FCDB Reference. No.** | [Optional, Alphanumeric, 16]<br>Type the FCDB reference number. |
| **Applicant Name** | [Optional, Alphanumeric, 40]<br>Type the name of the applicant. |
| **Beneficiary Name** | [Optional, Alphanumeric, 40]<br>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**



**Field Description**

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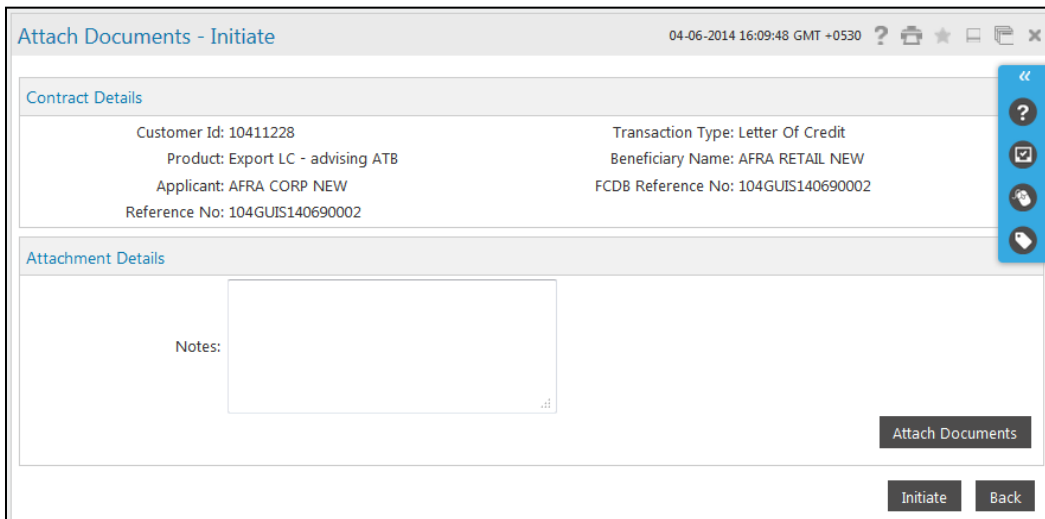


**Field Description**

| Field Name | Description |
| --- | --- |
| **Contract details** | |
| **Customer Id** | [Display]<br>This field displays the customer id. |
| **Transaction Type** | [Display]<br>This field displays the type of the product |
| **Product** | [Display]<br>This field displays the product. |
| **Beneficiary Name** | [Display]<br>This field displays the name of the beneficiary. |
| **Applicant** | [Display]<br>This field displays the name of the applicant. |
| **FCDB Reference No.** | [Display]<br>This field displays the FCDB reference number for the transaction. |
| **Reference. No.** | [Display]<br>This field displays the reference number for the transaction. |
| **Attachment Details** | |

| Field Name | Description |
|---|---|
| **Notes** | [Display]<br>This field displays details of the files attached. |
| **Existing Files Attached** | [Display]<br>This field displays the number of files attached. |
| **File Name** | [Display]<br>This field displays the name of the file uploaded. |
| **Uploaded By** | [Display]<br>This field displays the name of the user through which the file is uploaded. |
| **Uploaded Date** | [Display]<br>This field displays the date of upload of file. |

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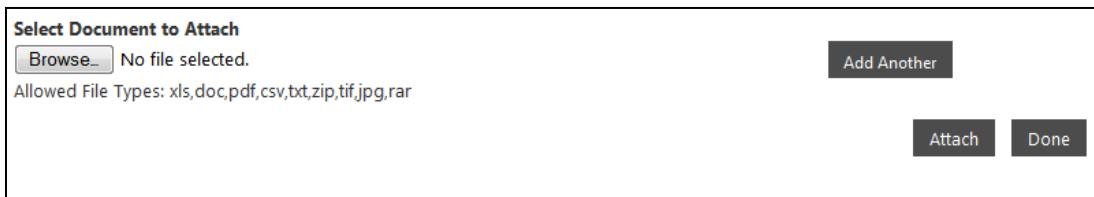
**Attachments**



6.  Click the **Browse** button. The system displays **File Upload** dialog box.

**File Upload**
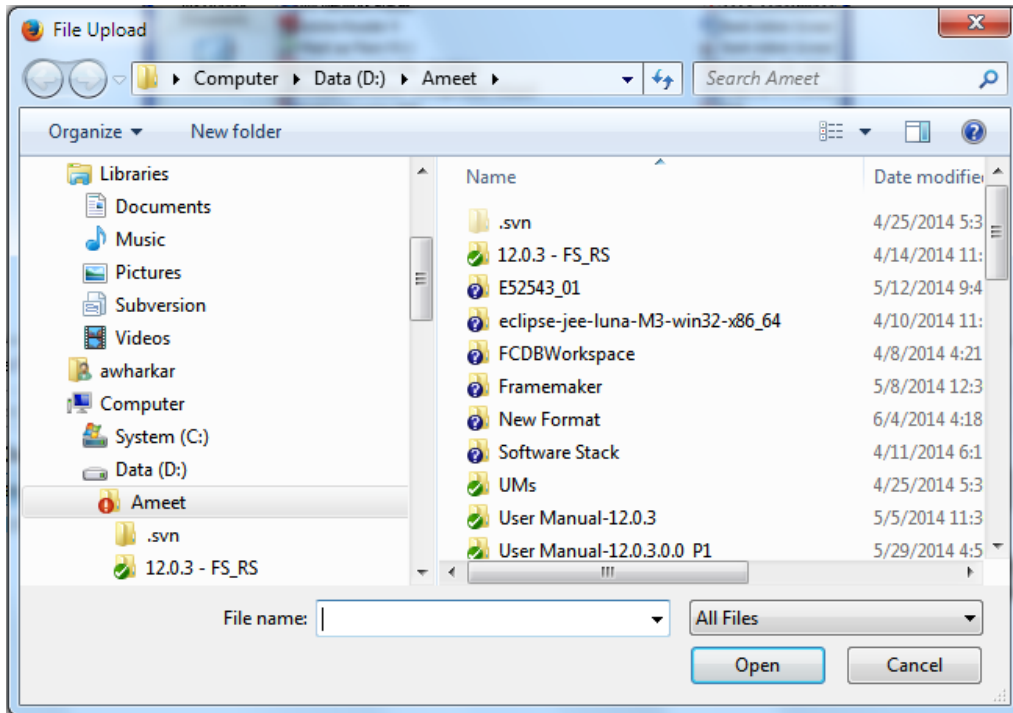


7.  Navigate the file and click the **Open** button to attach the selected file. The system displays Attachments screen

**Attachments**



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**



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**

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**



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.	Click **Trade Finance > Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.

**Lookup Maintenance**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Maintenance Type** | [Mandatory, Drop-Down]<br>Select the appropriate maintenance type from the drop-down list. |
| **Transaction Type** | [Mandatory, Drop-Down]<br>Select the appropriate transaction type from the drop-down list. |
| **Maintenance Id** | [Optional, Alphanumeric,10]<br>Type the appropriate maintenance id as an input criteria |
| **Visibility** | [Optional, Drop-Down]<br>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.

**Add Lookup Maintenance- Maintenance Type - Drawee/Applicant**



**Add Lookup Maintenance- Maintenance Type - Goods Description**

**Field Description**

| Field Name | Description |
|---|---|
| **Maintenance Details** | |
| **Maintenance Type** | [Display] |
| | This field displays the type of maintenance. |
| **Maintenance Id** | [Display] |
| | This field displays the maintenance ID. |
| **Visibility** | [Mandatory, Drop-Down] |
| | Select the appropriate option from the drop-down list. |
| | The options are: |
| | • All |
| | • Public |
| | • Private |
| **Applicability** | |
| **Direct Collection Initiation** | [Optional, Check Box] |
| | Select the direct collection initiation checkbox to enable direct collection initiation. |
| **Export collection initiation** | [Optional, Check Box] |
| | Select the Export collection initiation checkbox to enable Export collection initiation. |
| **Export bill under LC** | [Optional, Check Box] |
| | Select the Export bill under LC checkbox to enable Export bill under LC. |

**Drawee Details**

**The following field will be displayed, when you select the Applicant/Drawee option from the Maintenance Type drop-down list.**

| Field Name | Description |
|---|---|
| **Name** | [Mandatory, Alphanumeric,40] |
| | Type the drawee's name. |
| **Address** | [Mandatory, Alphanumeric,35*3] |
| | Type the drawee's address. |
| **Country** | [Optional, Drop-Down] |
| | Select the appropriate country from the drop-down list. |
| **Email** | [Optional, Alphanumeric,10] |
| | Type the email address. |

**Bank Details**

| Field Name | Description |
|---|---|
| **SWIFT Code** | [Optional, Alphanumeric,11]<br>Type or use Lookup to search the SWIFT code. |
| **Bank Name** | [Optional, Alphanumeric,11]<br>Type or use Lookup to search the name of the bank. |
| **Bank Address** | [Display]<br>This field displays the bank address. |
| **Country** | [Display]<br>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.

| | |
|---|---|
| **Details** | [Mandatory, Alphanumeric, 6500]<br>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 - Applicant Drawee - Verify**



**Lookup Maintenance – Maintenance Type – Goods Description Verify**



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 – Maintenance Type – Applicant Drawee - Confirm**



**Lookup Maintenance – Maintenance Type – Goods Description- Confirm**



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**

1.	Click the **Trade Finance.> Lookup Maintenance**. The system displays the **Lookup Maintenance** screen. Enter the appropriate information in the relevant fields.

2.	Click the **Search** button. The system displays **Lookup Maintenance** screen.

**Lookup Maintenance**



**Field Description**

| Field Name | Description |
| --- | --- |
| **Maintenance Type** | [Display]<br>This field displays the maintenance type. |
| **Transaction Type** | [Display]<br>This field displays the transaction type. |
| **Maintenance Id** | [Display]<br>This field displays the maintenance id. |
| **Details** | [Display]<br>This field displays the details of the lookup maintenance. |
| **Visibility** | [Display]<br>This field displays the visibility option. |

3.	Click the **Maintenance Id hyper**link. The system displays **Modify Maintenance** screen

**Maintenance-Applicant/Drawee**

**Modify Maintenance-Goods Description**



4.    Enter the required changes.

5.    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                    06-06-2014 15:14:46 GMT +0530

Maintenance Details

Maintenance Type: Applicant / Drawee
Maintenance Id*: 0021
Visibility: Public
**Applicability**

☐

Direct Collection Initiation ☑
Export Collection Initiation ☑
Export Bill under LC ☑

Drawee Details

Name*: John
Address*: Nariman Point

Country: INDIA
Email:

Bank Details

SWIFT Code: APACGB61003
Bank Name: BANK FUTURA
Bank Address: 41 BERKELEY SQUARE
London

Country: United Kingdom

Cancel    Change    Confirm

**Modify Maintenance-Goods Description- Verify**

Modify Maintenance-Verify                    06-06-2014 15:17:26 GMT +0530

Maintenance Details

Maintenance Type: Goods Description
Maintenance Id*: 0022
Visibility: Public
Details*: Computers
**Applicability**

☐

Direct Collection Initiation ☑
Export Collection Initiation ☑
Export Bill under LC ☑

Cancel    Change    Confirm

6. 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**

**Modify Maintenance Goods Description-Confirm**


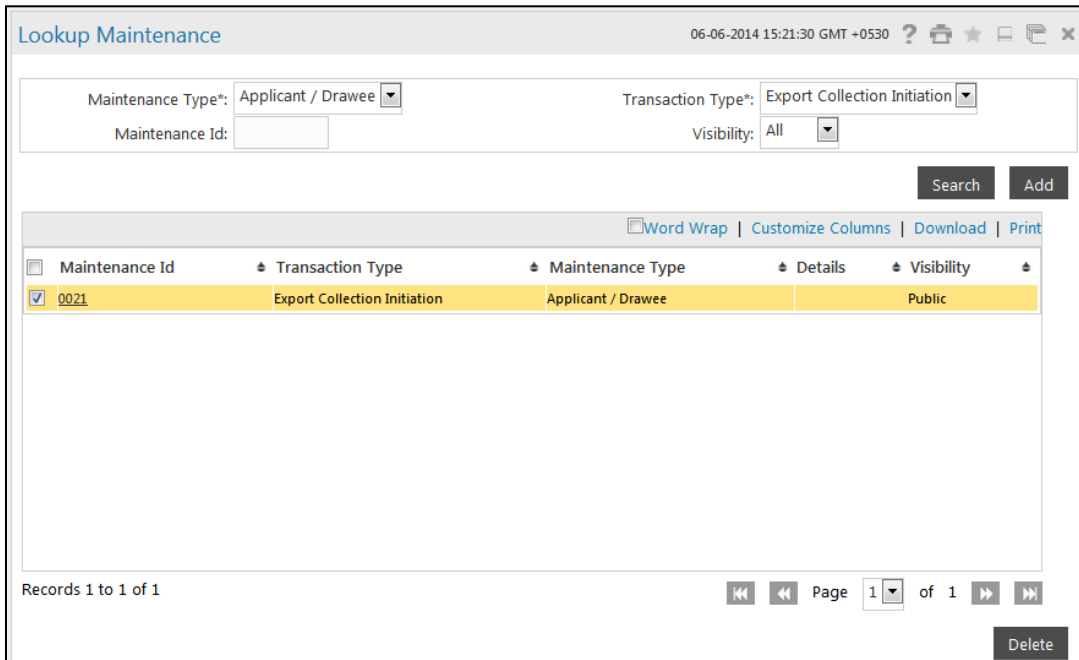
7.  Click the **OK** button. The system displays **Lookup Maintenance** screen.

    **To delete details**

1.  Click **Trade Finance > Lookup Maintenance**. The system displays the **Lookup Maintenance** screen.

2.  Enter the appropriate information in the relevant fields.

3.  Click the **Search** button. The system displays **Lookup Maintenance** screen.

    **Lookup Maintenance**

**Field Description**

| Field Name | Description |
| --- | --- |
| **Maintenance Type** | [Display]<br>This field displays the maintenance type. |
| **Transaction Type** | [Display]<br>This field displays the transaction type. |
| **Maintenance Id** | [Display]<br>This field displays the maintenance id. |
| **Details** | [Display]<br>This field displays the details of the lookup maintenance. |
| **Visibility** | [Display]<br>This field displays the visibility option. |

4. Select the **Maintenance Id** checkbox for deleting the record.

5. Click the **Delete** button. The system displays **Delete Maintenance Verify** screen.

**Delete Maintenance Verify**
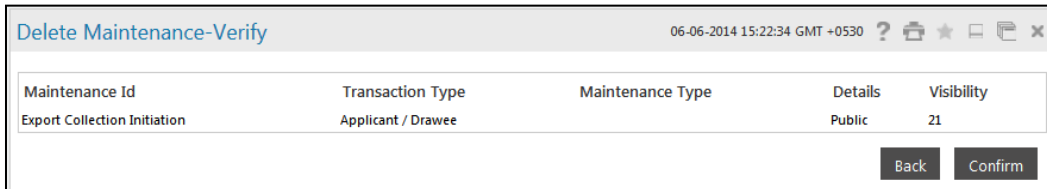


6. Click **Confirm** button, the system displays **Delete Maintenance Confirm** screen
OR
Click the **Back** button to go to the previous screen

**Delete Maintenance Confirm**
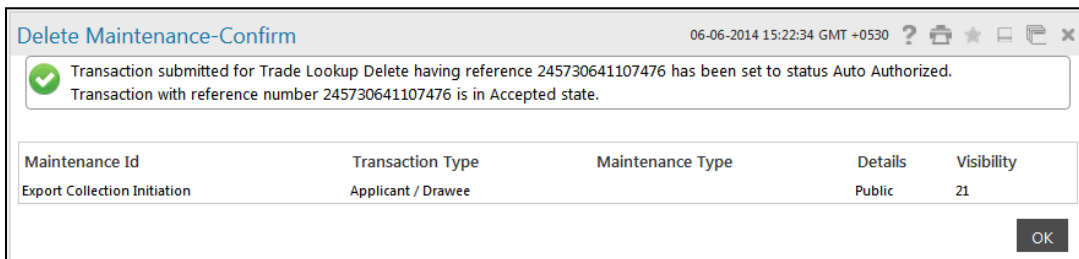


7. Click **OK** button. The system displays **Lookup Maintenance** screen.