Oracle Banking Digital Experience

Corporate Trade Finance User Manual
Release 17.2.0.0.0

Part No. E88573-01

July 2017

ORACLE®

Corporate Trade Finance User Manual

July 2017

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

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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.

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

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 17.2.0.0.0, refer to the following documents:

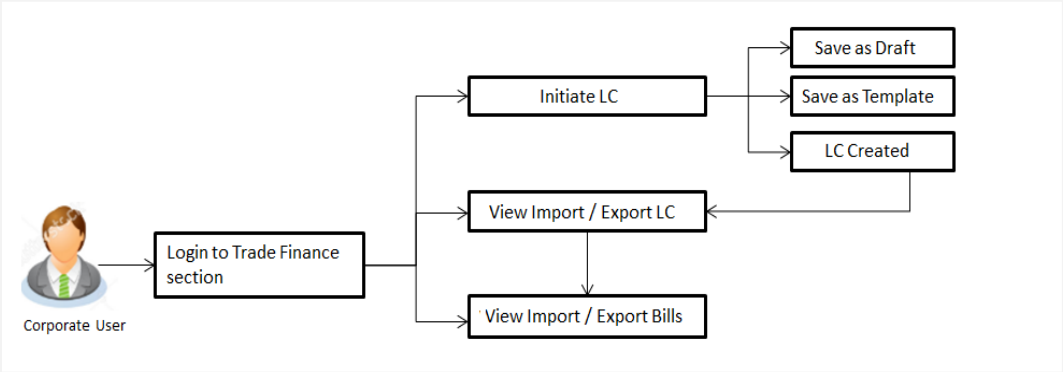
- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Trade Finance

Trade finance is process of financing commerce, i.e. both domestic and international trade based transactions. It comprises a seller, a buyer along with other service providing institutions to facilitate transactions such as banks, insurers, credit rating agencies etc. This may be considered as a tool to safeguard against the distinct risks present in doing international trade viz. fluctuations in currency conversions, political conditions, creditworthiness of the buyer etc. Some of the majorly used tools are Letter of Credits, Import and Export Bills, Outward Guarantees.

In the Trade Finance module, you can initiate, amend and view Letter of Credits (LC). You can also view details of import and export bills, and export bills under LC. You can attach documents required for the Trade Finance transactions. You can also create and maintain various details that form part of the trade finance transactions.

Workflow



Letter of Credit

Letter of credit is a financial tool which acts as an obligation of the issuing bank to pay the agreed amount to the seller on behalf of the buyer, if buyer provides compliant documents about those goods as specifically mentioned in the sales contract or purchase agreement to the advising bank. They are governed by rules set by International Chamber of Commerce known as Uniform Customs and Practice for Documentary Credits (UCP 600).

It is of different types; most commonly used ones are irrevocable LC, transferrable LC, back to back LC and standby LC. Mostly they are used in situations where both parties i.e. seller and buyer are new to each other and are operating in different countries and seller thinks to safeguard against multiple risks involved in the trade.

Import and Export Bills

Import bill collection is a method of doing an international trade transaction given that the seller forwards the required commercial documents to the importer, against which the payment is done. Banks facilitates documents movement and payments to suppliers.

An export bill for collection is a way of trade finance whereby an exporter approaches bank to control document movement and release them. Exporters generally instruct their Bank (called the "Remitting Bank") to send commercial documents (e.g. invoices, bill of lading or shipping bills) or financial documents (e.g. bills of exchange, advices etc) on a collection basis to the "Presenting Bank", located in the buyer's' country. On receiving the needed documents, presenting Bank acknowledges the receipt and then release documents as per the guidelines received from the remitting bank.

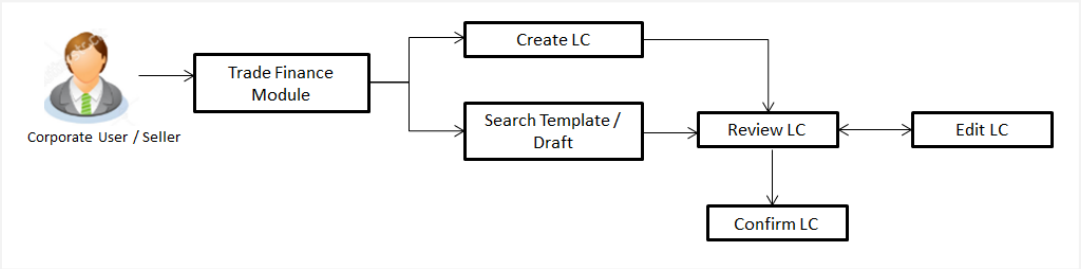
1. Initiate a Letter of Credit

Using this option, you can initiate an Import Letter of Credit (LC) in the application. A letter of credit is a bank document that guarantees that the seller receives payment in full provided the delivery conditions have been satisfied. In the event that the buyer is unable to make payment on the purchase, the bank covers the outstanding amount.

Pre-requisite

User must be having a valid corporate login credentials to get into the system. This will be under a maker – approver system, or as per user's access. User must be having a sanctioned limit/credit available for his perusal.

Workflow



How to reach here:

Trade Finance > Letter of Credit > Initiate LC

User has three options to initiate LC:

a. Using existing Templates

b. Using existing Drafts

c. Initiating LC (New Application)

These are explained in detail underneath.

2.2 Search LC template

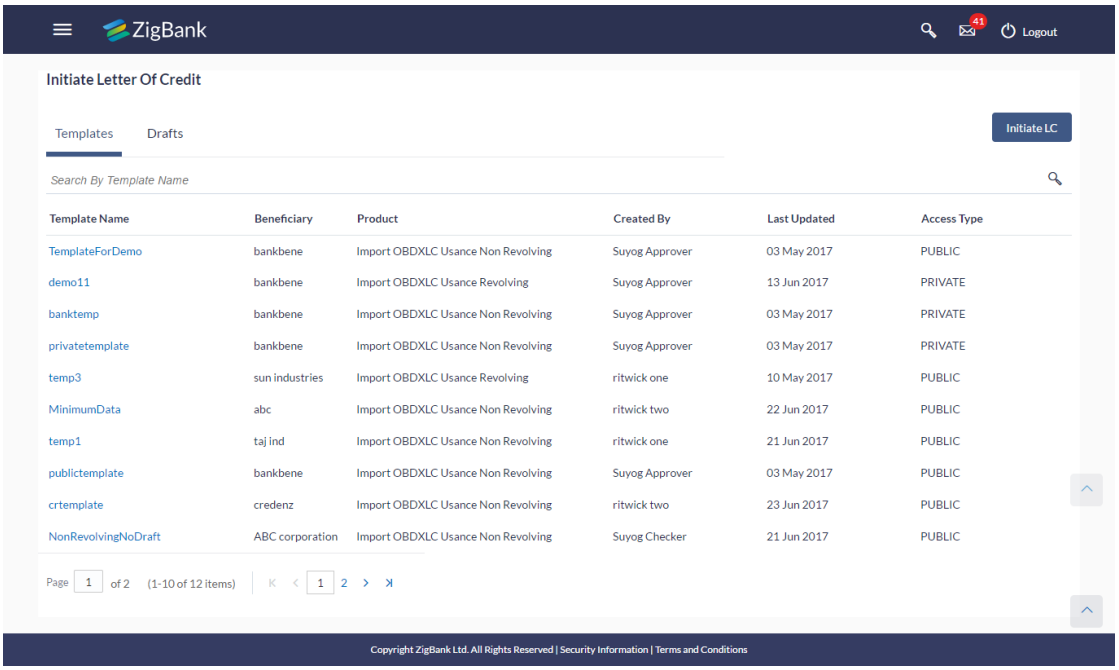
User can save LC application as a Template so that same can be used for creation of similar kind of LCs, if required in future. User can search the saved LC template using Template Name.

Note: LC Application saved as **Template** can be re used any number of times for LC Initiation.

To search the LC template:

1. In the **Search** field, enter the template name.
2. Click . The saved LC templates appear based on search criteria.

LC Template - Search Result



Field Description

Field Name	Description
Search Result	
Template Name	The name using which template is stored and can be used to initiate a LC application.
Beneficiary	The beneficiary name against whom LC is to be created.
Product	The corresponding LC product type and as supported by Host.
Created by	The name of the maker who created the template.
Last Updated	The latest updated date of the template.
Access Type	The type of access granted to template whether it is public or private.

2.3 Search LC Drafts

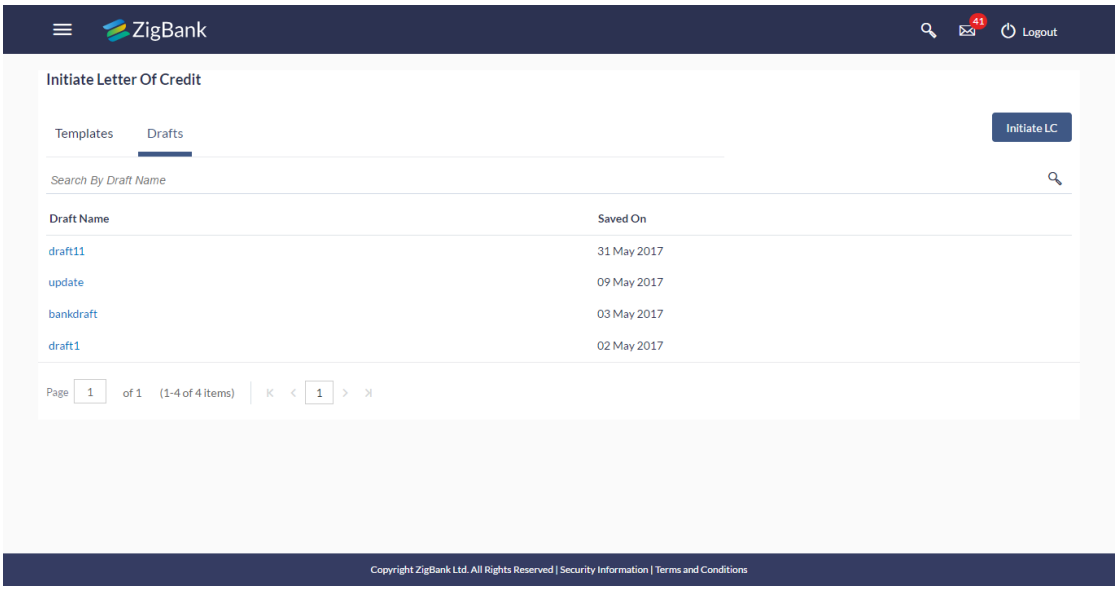
User can save LC application as a Draft so that it can be used if required in future. User can search the saved LC draft using Draft name.

Note: LC Application saved as Draft can be used only one time for LC Application initiation.

To search the LC draft:

1. In the **Search** field, enter the draft name.
2. Click . The saved LC draft appears based on search criteria.

LC Draft - Search Result



Field Description

Field Name	Description
Search Result	
Draft Name	The name of the LC application saved as draft.
Saved On	The date on which the draft is saved.

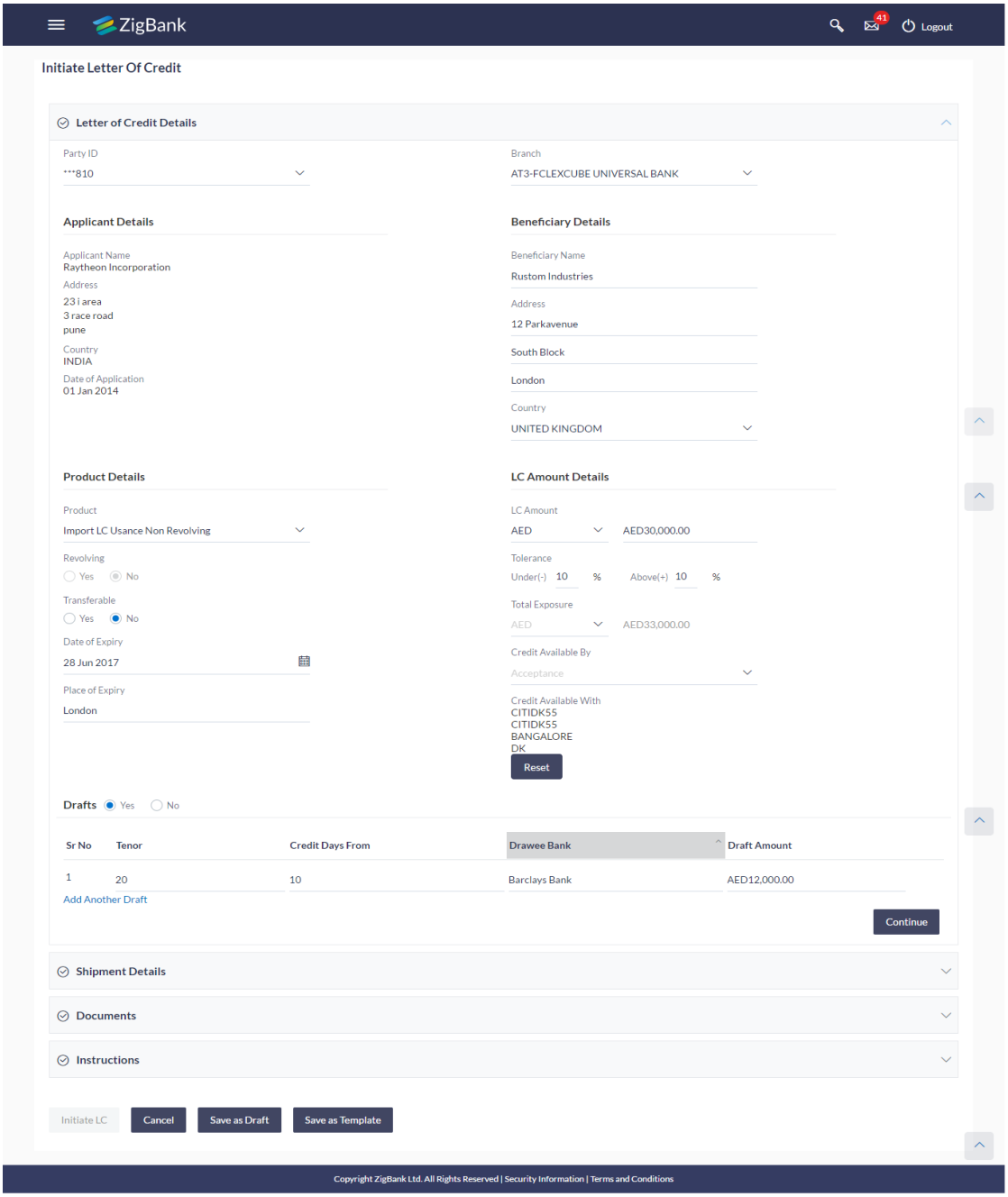
2.4 Initiate a Letter of Credit

Using this option, you can initiate an Import Letter of Credit (LC) in the application. To initiate an LC in the application, you must enter details such as your Customer ID, Product, shipment period, and applicable charges etc. You can also give specific instructions to bank.

To initiate the LC:

1. Click **Initiate LC** on Letter of Credit Initiation screen.

Letter of Credit Initiation – Initiate LC



Field Description

Field Name	Description
Party Id	The both primary and secondary party IDs in the application.
Branch	The bank branch where you want to create the LC contract.
Applicant Details	
Applicant Name	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Date of Application	The current date as the date of LC application.
Beneficiary Details	
Beneficiary Name	The name of the LC beneficiary.
Address	The address of the LC beneficiary.
Country	The country of the LC beneficiary.
Product Details	
Product	The Import LC product under which you want to create the Import Letter of Credit.
Revolving	Indicates whether the LC is revolving or not. The options are: • Yes • No
Revolving Type	The options are: • Value: LC revolves in value • Time: LC revolves in time.
Repeat Frequency	The Time duration of revolving frequency The options are: • Days • Month

Field Name	Description
	This field is enabled if the **Time** option is selected in **Revolving Type** list.
Cumulative	Displays whether the frequency is cumulative for the LC. If it is cumulative then unused amount of previous LC would be added and available for the new LCs. The options are: • Yes • No
Auto Reinstatement	This states that reinstatement will happen automatically, if not chosen it has to be done manually if required. The options are: • Yes • No
Transferable	Indicates whether the LC is transferable or not. The options are: • Yes • No
Date of Expiry	The expiry date of the LC. The expiry date must be later than the application date.
Place of Expiry	The place where LC would expire.
LC Amount Details	
LC Amount	The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.
Tolerance	The level of tolerance on the LC amount to created and would be honored in case of any minor fluctuations in amount.
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Date of Expiry	The expiry date of the LC. The expiry date must be later than the application date.
Place of Expiry	The place where LC would expire.

Field Name	Description
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • Acceptance • Def Payment • Mixed Payment • Negotiation • Payment
Credit Available With	Indicates the details of Bank where credit would become available. It is captured by Bank's Swift code.
Drafts	The drafts are associated with the LC application. Displays the draft amount for the LC.

Drafts section

This section appears if you click Add to add drafts to the LC application.

Note:. Click to remove any draft added earlier to the LC application. Click **Add Another Draft** to add new draft.

Tenor (In Days)	The tenor of drafts to be drawn under the documentary credit.
Credit Days From	The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted. User needs to input the details here.
Draft Amount	The various drafts amount for the LC application.
Drawee Bank	The drawee bank of the LC.
Template Access Type	Indicates the type of access for the template. The options are: • Public • Private Applicable only in case of "**Save as Template**".

2. From the **Party Id** list, select the appropriate option. The applicant's details appear.
3. Enter the beneficiary details.

4. In the **Name** field in the Beneficiary section, enter the name of the LC beneficiary.
5. In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
6. From the **Country** list in the Beneficiary section, select the appropriate option.
7. From the **Branch** list, select the appropriate option.
8. From the **Product** list, select the appropriate option.
9. From the **LC Amount** list, select the appropriate option and in the LC Amount field, enter the amount for which the LC is needed.
10. In the **Date of Expiry** field, select the expiry date of the LC.
11. In the **Place of Expiry** field, enter the place of LC expiry.
12. From the **Tolerance** enter the "under" and "above" values in percentage by which the amount of LC can vary,
13. In the **Total Exposure** field, the LC amount along with tolerance would be displayed automatically.
14. Select the appropriate option from **Transferable** field.
15. From the **Credit Available By** list, select the appropriate option.
16. From **Credit Available with**, use the lookup and select the right swift code. Select the appropriate option from **Revolving** field.
    a. If you select Yes, it will be creating a revolving LC;
        i. If you select Time in the Revolving Type field,
        ii. From the **Repeat Frequency** list, select the appropriate option and enter the value.
        iii. From the **Cumulative** list, select the appropriate option.
        OR
    b. Select **Value** in the **Revolving Type** field.
17. Select the appropriate option from **Drafts** field.
    a. If you select **Yes**;
        i. In the **Tenure** field, enter the appropriate value.
        ii. From the **Credit Days From** list, select the appropriate option.
        iii. In the **Draft Amount** field, enter the appropriate value.
        iv. In the **Drawee Bank** field, enter the bank name.
        v. Click **+ Add Another Draft** to enable adding another draft details if required, and enter the draft details.
        OR
        Click to remove already added draft.
        OR
        Click **Continue** to save the details entered and proceed to next level of details.
18. Click **Continue** or click the **Shipment** tab.
    The **Shipment** tab appears in the **Letter of Credit Initiation** screen.
    OR
    Click **Initiate**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.
    OR

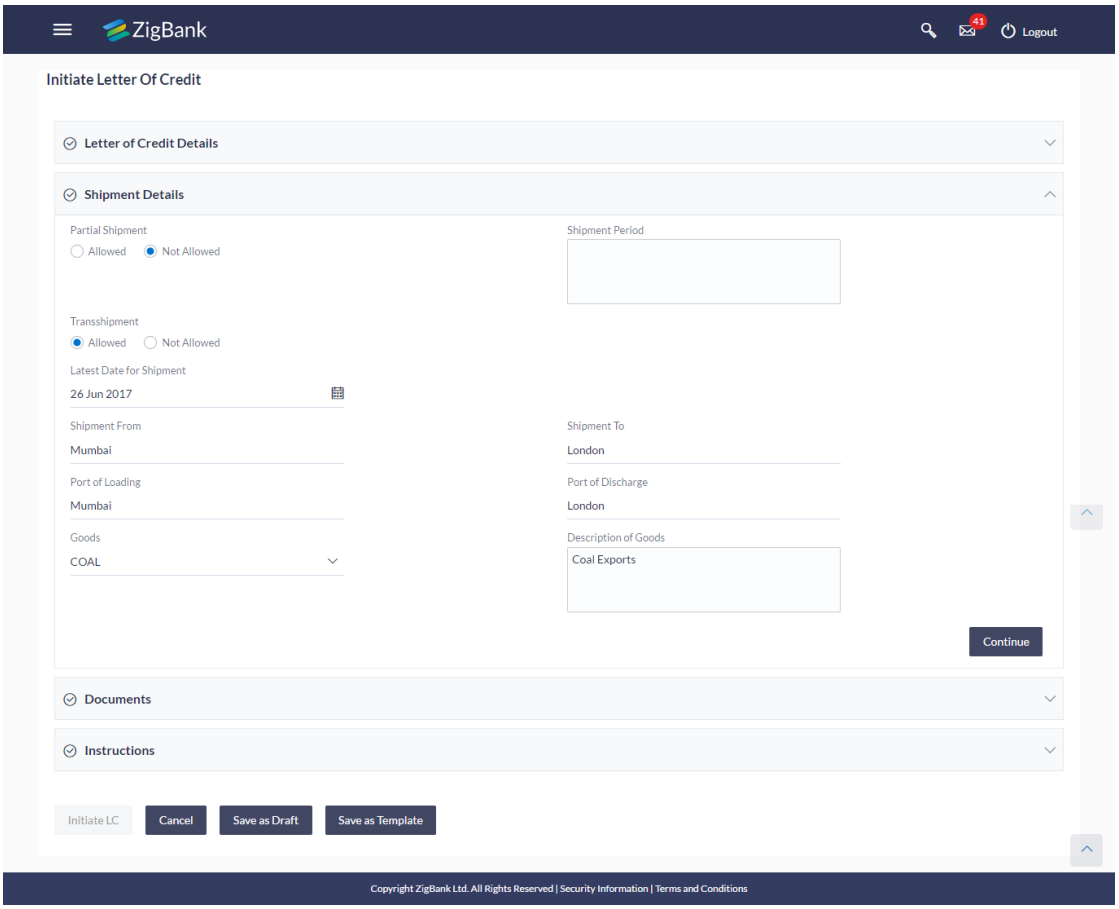
Click **Save as Template**. The transaction details are saved as a template. (Refer **Save as Template** section)
OR
Click **Save as Draft**. The transaction details are saved as a draft. (Refer **Save as Draft** section)

19. Click **Letter of Credit Initiation - Shipment** tab.

Letter of Credit Initiation - Shipment tab

This tab captures the Shipment details of the LC application process.

Letter of Credit Initiation - Shipment tab



Field Description

Field Name	Description
Partial Shipment	Indicates whether partial shipments are allowed under the LC. The options are: • Allowed • Not Allowed

Field Name	Description
Shipment Period	The period of shipment during which the goods are to be loaded on board/dispatched/taken in charge.
Transshipment	Indicates whether transshipments are allowed under the LC. The options are: • Allowed • Not Allowed
Latest Date for Shipment	The latest date for shipment loading goods on board/dispatch/taking in charge. The Latest Date for Shipment should not be later than the LC Expiry Date. It is mandatory to enter either in the **Latest Shipment Date** or **Shipment Period** field.
Shipment From	The place of receipt from where shipment will be done.
Shipment To	The place of delivery of goods.
Port of Loading	The place of dispatch or taking in charge of the goods or loading on board.
Port of Discharge	The port of discharge of goods
Goods	The type of good being shipped has to be chosen.
Description of Goods	The description of goods.

20. From the **Partial Shipment** list, select the appropriate option.
    a. If you select the **Allowed** option;
        i. In the **Shipment Period** field, enter the details of all shipments.

Note: Shipment period field is not dependent on partial shipment allowed flag , user need to enter either latest shipment date or shipment period but not both.

21. From the **Transshipment** list, select the appropriate option.
22. In the **Latest Date for Shipment** field, enter the latest shipment date for loading goods on board/dispatch/taking in charge.
23. In the **Shipment From** field, enter the name of the place where the goods are to be received.
24. In the **Shipment To** field, enter the name of the place for delivery of goods.
25. In the **Port of Loading** field, enter the port of dispatch or taking in charge of the goods or loading on board.
26. In the **Port of Discharge** field, enter the port of discharge of the goods.
27. In the **Goods** field, choose the desire good being shipped.

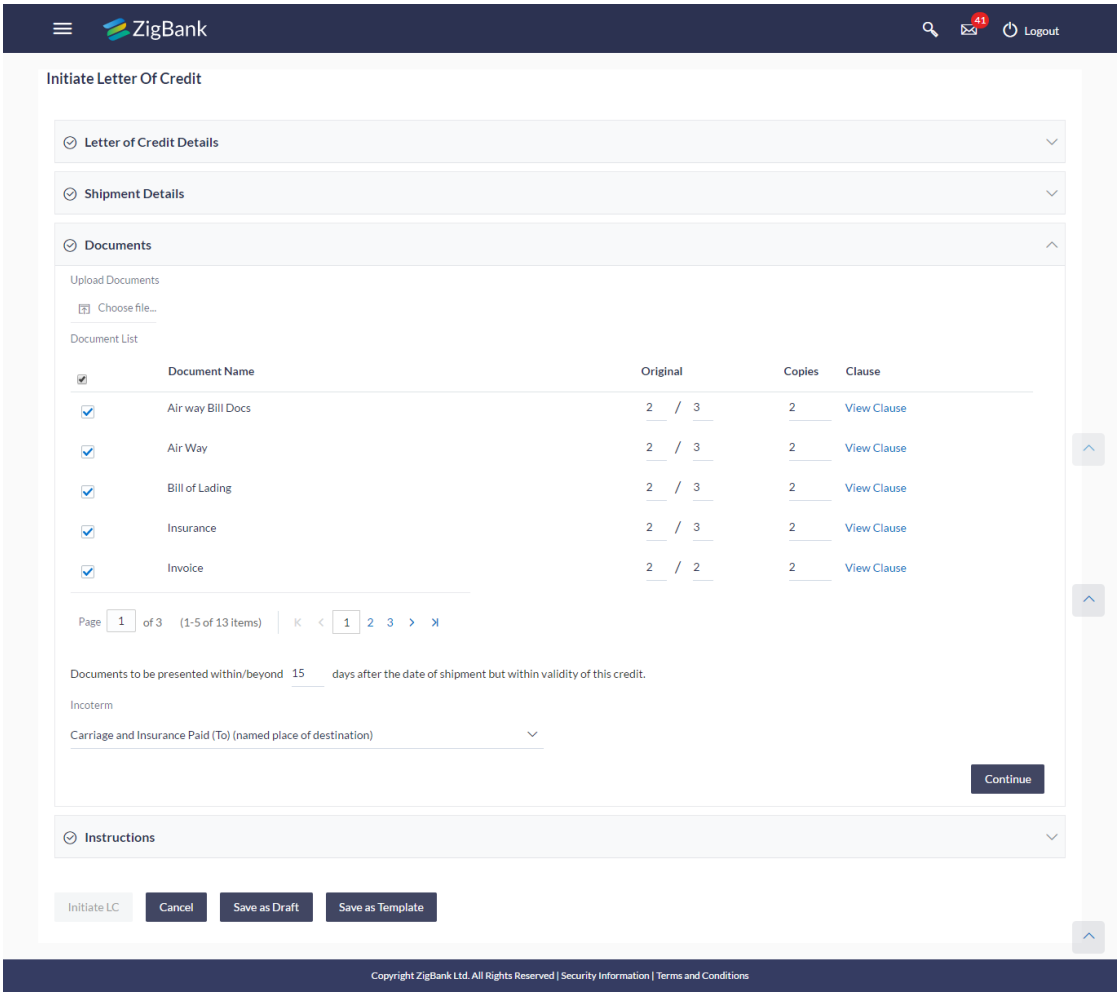
28. In the **Description of Goods** field, enter the description of the goods traded under the LC.
29. Click **Continue** or click the **Documents** tab.
    The **Documents** tab appears in the **Letter of Credit Initiation** screen.

    OR
    Click **Initiate**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.
    OR
    Click **Save as Template**. The transaction details are saved as a template. (Refer **Save as Template** section)
    OR
    Click **Save as Draft**. The transaction details are saved as a draft. (Refer **Save as Draft** section).
30. Click **Letter of Credit Initiation - Documents** tab.

Letter of Credit Initiation - Document tab

This tab includes the Inco terms (International Commercial Terms) and required document details along with the clauses list related to the documents. The lists on this tab are populated when you select the appropriate product from the Product list on the **Initiate LC** tab.

Letter of Credit Initiation - Document tab



Field Description

Field Name	Description
Upload Documents	Upload Documents functionality will be available in next release.
Uploaded Documents	Uploaded Documents functionality will be available in next release.

Documents List

Documents list have the list of documents with checkboxes to choose along with the number of original or copies submitted and clauses they cater too.

Field Name	Description
Selected	Displays the documents that you have selected from the list. The selected documents are to be a part of the initiated LC. .
Document Name	Name of the document to be uploaded for the LC.
Original	The required number of original documents required for the selected document. It is provided as m/n, where “m” out of available “n” documents would be submitted to bank.
Copies	The required number of copies required for the selected document.
Incoterm	Indicates the INCO terms for the LC application.
Clause	
View Clause	The clauses maintained in the bank application for each of the document. A document can have multiple clauses.
Selected	The clauses that you have selected from the **Clause List**. The selected clauses related documents are to be attached to the selected document. You must select at least one clause.
Clause	The name of the clause.
Clause Description	The description and number of the selected clause.
Documents to be presented within/beyond _____ days after the date of shipment but within validity of this credit	The number of days after the date of shipment when the documents will be presented to bank. **Note:** On adding these days to the date of application, it should be within validity period.

Note: Upload Documents functionality will be available in next release.

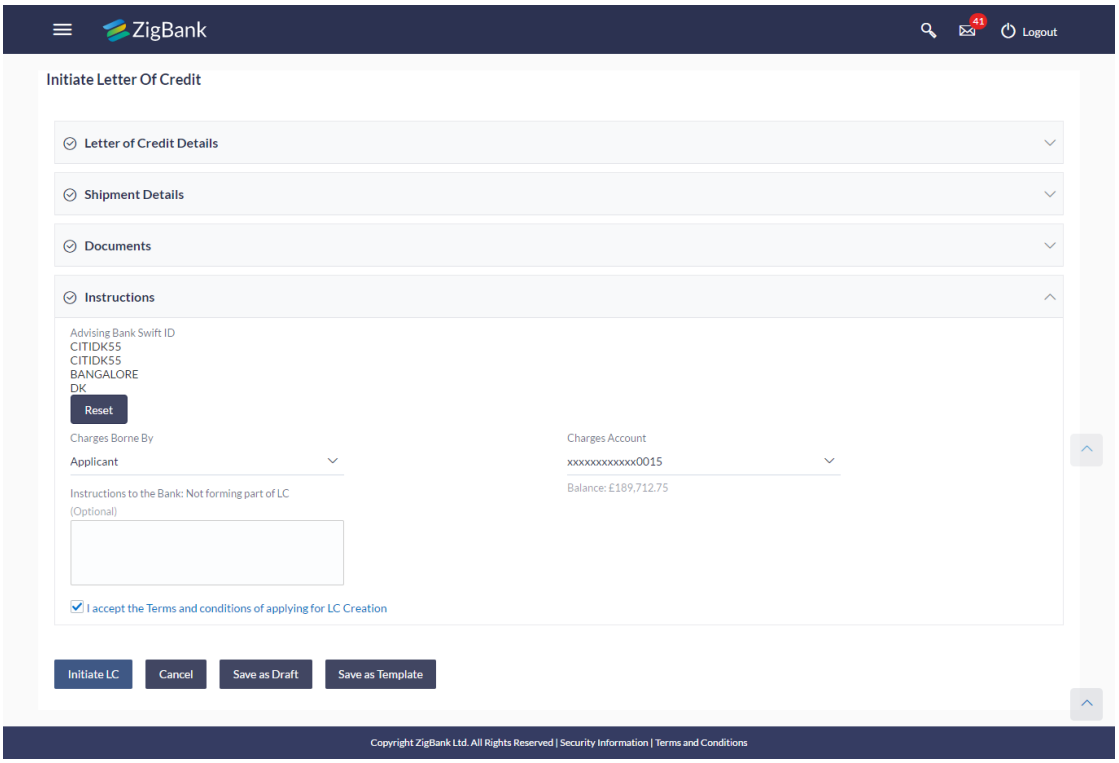
31. Select the **Document List** checkbox to choose the number of original or copies submitted and clauses.
    In the **Document List** section, select the required document to be a part of the Initiated LC.
32. In the **Original** field, enter the number of originals required for the selected document format.

33. In the **Copies** field, enter the number of copies required for the selected document.
34. In the **Clauses** section, list of clauses for each document will be listed and a checkbox is available against various clauses, user can choose amongst various clauses. Select the required clauses for each selected document.
    a. In the **Clause List** field, click the required clauses and then click to move the selected clauses to the **Selected** field.
    b. In the **Selected** field, click the required documents and then click to move back the selected clauses to the **Complete List**.
35. In the **Clause Description** field, modify the description of the clause, if required.
    a. Click **Save as Draft.** The transaction details are saved as a draft to save the changes.
    OR
    Click **Cancel** to discard the changes.
36. In the **Documents to be presented within/beyond _____ days after the date of shipment but within validity of this credit** field, enter the number of days.
37. From the **Incoterm** list, select the appropriate option.
38. Click **Continue** or click the **Instructions** tab.
    The **Instructions** tab appears in the **Letter of Credit Initiation** screen.
    OR
    Click **Previous**. The **Documents** tab appears in the **Letter of Credit Initiation** screen.
    OR
    Click **Initiate**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.
    OR
    Click **Save as Template**. The transaction details are saved as a template. (Refer **Save as Template** section)
    OR
    Click **Save as Draft**. The transaction details are saved as a draft. (Refer **Save as Draft** section)
39. Click **Letter of Credit Initiation - Instructions** tab.

Letter of Credit Initiation - Instructions tab

This tab includes the miscellaneous information such as Advising Bank Swift ID, Charges Borne By, and Remarks.

Letter of Credit Initiation - Instructions tab



Field Description

Field Name	Description
Advising Bank Swift ID	The SWIFT ID of the Advising Bank. Click if required, to search and select the bank details, available in the application.
Charges Borne By	Allow user to choose who is to bear the charges of Remittances and other charges applicable. The options are: • Beneficiary • Applicant
Charges Borne By Beneficiary	User can input details about account etc, and is applicable only if charges borne by is Beneficiary

Field Name	Description
Charges Account	The user account from which charges are to be deducted. This would be active only if charges borne by selected are **Applicant**.
Instructions to the Bank (not forming part of LC)	Any additional instructions that you want to give to the bank
Terms and conditions	This displays the terms and conditions applicable by Bank along with details of charges applicable.

40. In the **Advising Bank Swift ID** field, click to search and select the bank details, available in the application.
41. From the **Charges Borne By** list, select the appropriate option.
    b. If you select Applicant in **Charges Borne By** list;
        i. From the **Charges Account** list, select the appropriate account from which charges are to be deducted.
42. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
43. Click **Save as Draft.** The transaction details are saved as a draft to save the changes. (Refer **Save as Draft** section)
    OR
    Click **Cancel** to discard the changes.
    OR
    Click **Initiate**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.
    OR
    Click **Save as Template**. The transaction details are saved as a template. (Refer **Save as Template** section)
44. The review screen appears. It displays all the 4 sections with their respective fields namely **Letter of Credit details, Shipment Details, Documents & Instructions** with an option to edit them individually.
    Verify the details, and click **Confirm**.
    OR
    Click **Edit All** to modify all the fields for creation of LC.
    OR
    Click **Cancel** to discard the changes.
45. The success message initiation of LC creation appears along with the reference number. Click **OK** to complete the transaction.

2.5 Save as Template

User can save LC application as a Template so that same can be used for creation of similar LCs, if required in future. The application allows the template access as public or private if saved as template.

- **Public**: A template marked as 'Public are visible to all the users mapped to the Party ID of the user who created the template. All users mapped to the party will only be able to view

and use whereas they will not be able to edit or delete template. Only the creator of the template is allowed to edit or delete the template.

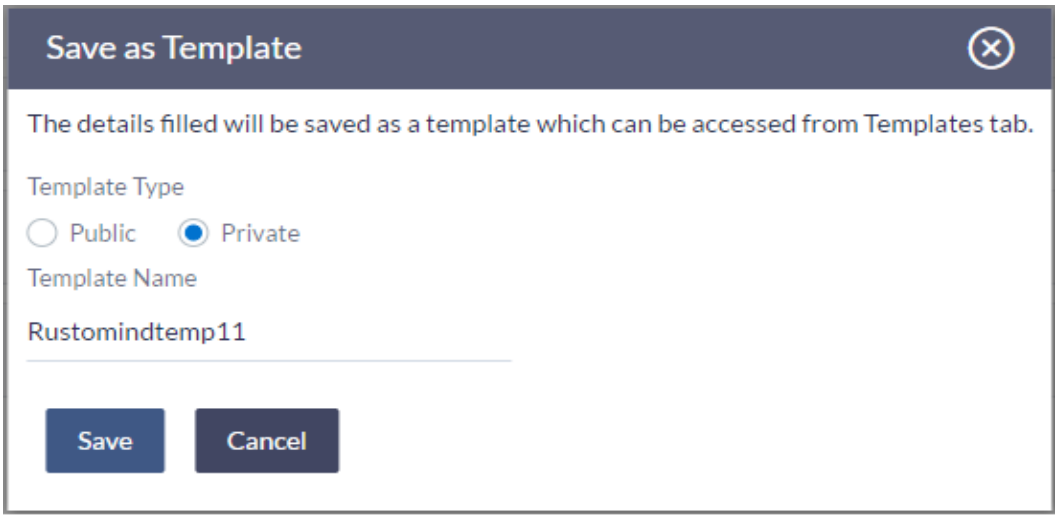
- **Private**: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use the template while initiating LC and modify or delete such templates.

User can search the saved LC template by template name in search tab. The LC applications earlier saved as template can also be saved as draft while initiating a LC.

To save LC application as template:

1. Enter the required details in LC application.
2. Click **Save as Template**.

Save as Template



Field Description

Field Name	Description
Template Type	Indicates the type of access for the template. The options are: • **Public**: A template marked as 'Public' are visible to all the users mapped to the Party ID of the user who created a template. All such users will only be able to view and use whereas they will not be able to edit and delete template. Only the creator of the template is allowed to edit or delete the template. • **Private**: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating LC and modify or delete such template.

Template Name	Name of the template.

3. From the **Template Type** list, select the appropriate option.
4. In the **Template Name** field, enter the desired name for the template.
5. Click **Save** to save the template.
   The transaction details are saved as a template which can be access from the **Template** tab.
   OR
   Click **Cancel** to cancel the transaction.

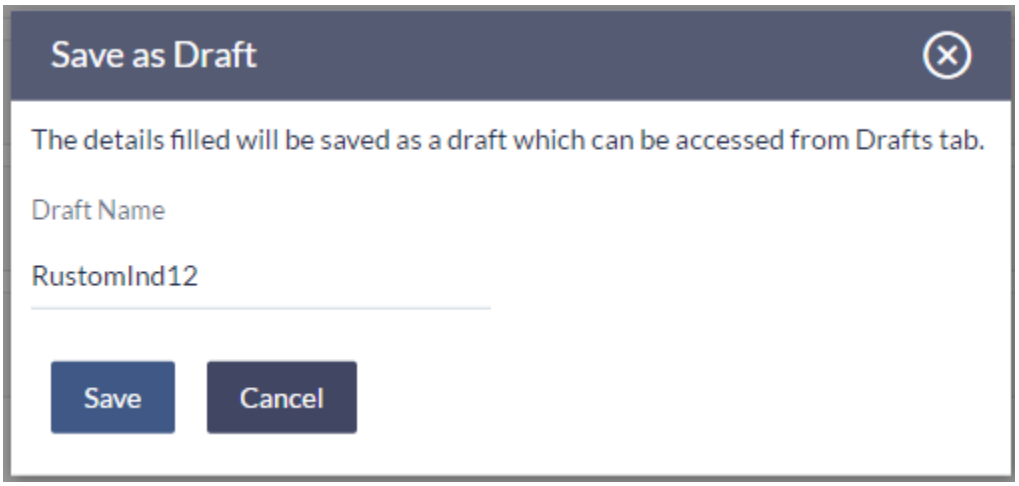
2.6 Save as Draft

User can save LC application as a Draft so that it can be used if required in future. It can be re used only one time for LC Application initiation. User can search the saved LC draft using the draft name in search box. The saved drafts can be accessed from the **Draft** tab. The LC applications, which were saved as draft can also be saved as template after adding all other necessary fields.

To save LC application as draft:

1. Enter the required details in LC application.
2. Click **Save as Draft**.

Save as Draft



Field Description

Field Name	Description
Draft Name	Name of the draft.

3. In the **Draft Name** field, enter the desired name for the draft.
4. Click **Save** to save the draft.
   The transaction details are saved as a draft which can be access from the **Draft** tab.

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

FAQs

1. **Can I create a Letter of Credit without providing Advising Bank Details?**

   Yes, you can, but you will need to give the same later.

2. **Can I create Revocable LCs?**

   No, under this module only irrevocable LC creation is possible.

3. **What if I do not want to have any tolerance?**

   Please put 0 in the fields ‘under %’ and ‘above %’. By default application will take 10% tolerance, if no value has been provided which is in accordance to Swift guidelines.

4. **When should I create a draft and when should I create a Template?**

   When you want to use the LC created again and again, save it as template. While if you are leaving your create LC application to be filled at a later stage or usage on a later date, you can save it as draft.

2. View Import LC

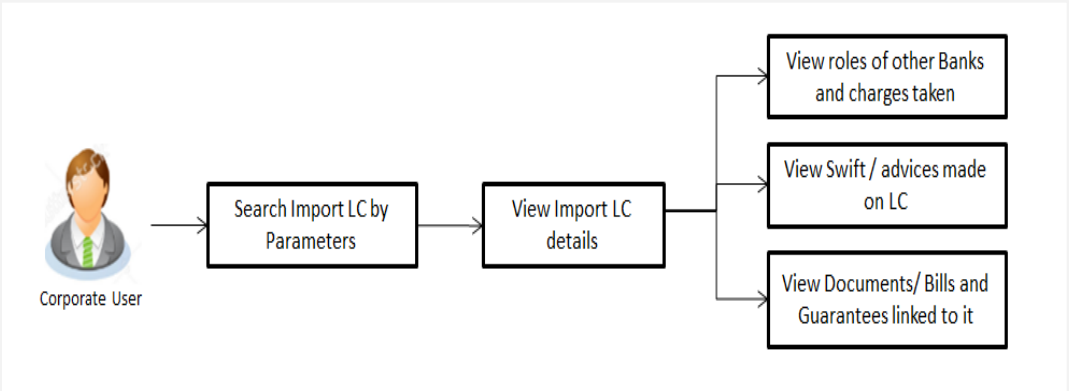
Using this option, you can view the details of existing import Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in different file formats.

The LC details include LC amount, outstanding, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Bills presented under the LC and Guarantees issued against LC.

Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single import LC should exist for the party ID and party must having view rights for it

Workflow



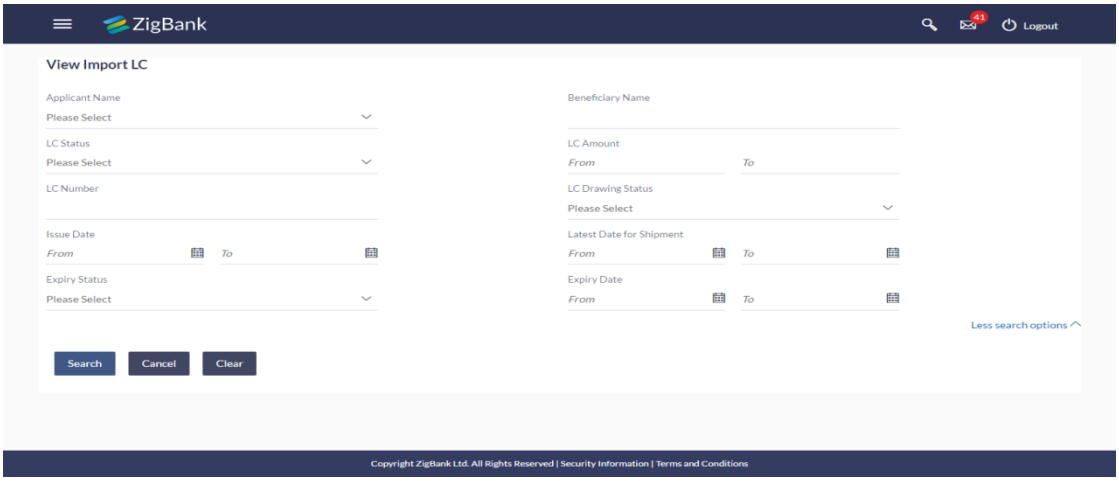
How to reach here:

Trade Finance > Letter of Credit > View Import LC

To view import LC:

1. The **View Import LC** screen appears.

Search Import LC



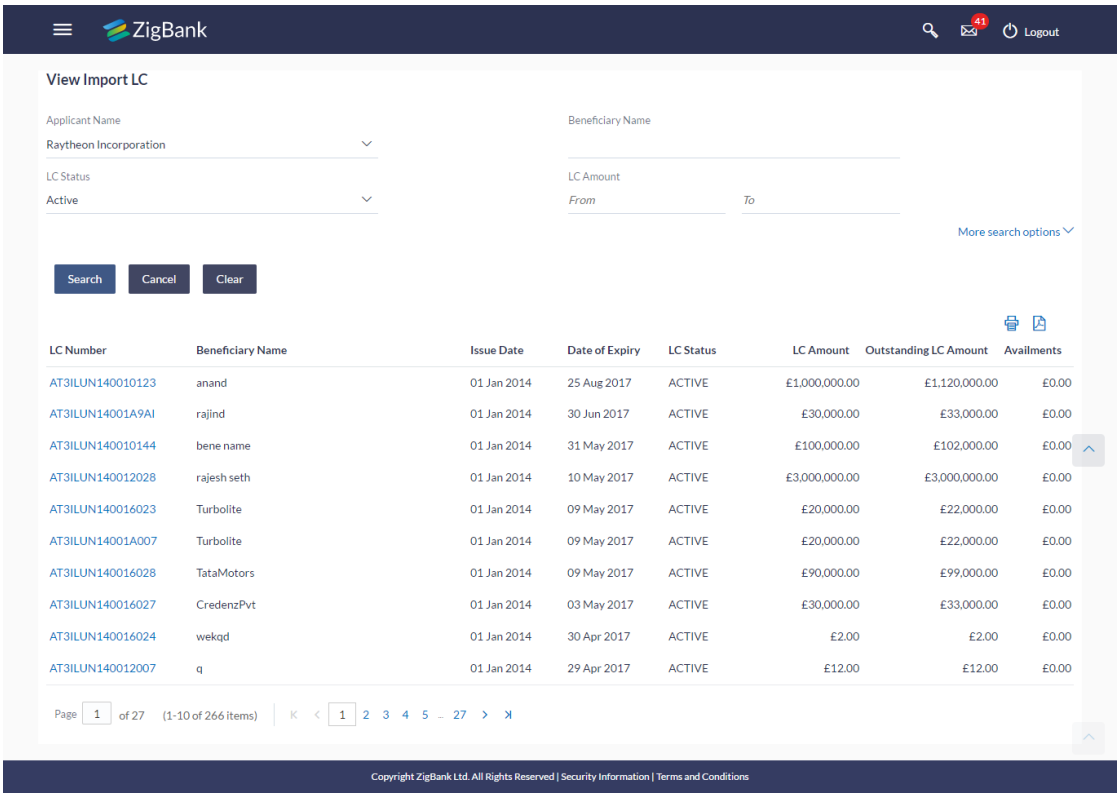
Field Description

Field Name	Description
Applicant Name	The name of applying party.
Beneficiary Name	The name of beneficiary party.
LC Status	The status of LC currently. The options are: • Hold • Active • Cancelled • Closed • Reserved
LC Amount From	The start value of the amount range used for searching the LC.
LC Amount To	The end value of the amount range used for searching the LC.
LC Number	The LC reference number generated while creating LC.
LC Status	The LC status. The options are: • Active • Cancelled • Closed • Reversed

Field Name	Description
LC Drawing Status	The LC amount drawing status. The options are: • All • Partially Drawn • Fully Drawn • Undrawn
Issue Date From	The start date of the issue date range used for searching the LC.
Issue Date To	The end date of the issue date range used for searching the LC.
Latest Shipment Date From	The start date of the latest shipment date range used for searching the LC.
Latest Shipment Date To	The end date of the latest shipment date range used for searching the LC.
Expiry Status	To select whether LC being searched is expired or not. The options are: • Expired • Non Expired
Expiry Date From	The start date of the expiry date range used for searching the LC.
Expiry Date To	The end date of the expiry date range used for searching the LC.

2. From the **Applicant Name** list, select the appropriate option.
3. Enter the required search parameters and then Click **Search**.
   The searched results are shown based on the parameters provided.
   OR
   Click **Clear** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
4. Click to download all or selected columns in the Import LC details list. You can download the list in PDF formats.

View Import LC – Search Result



Field Description

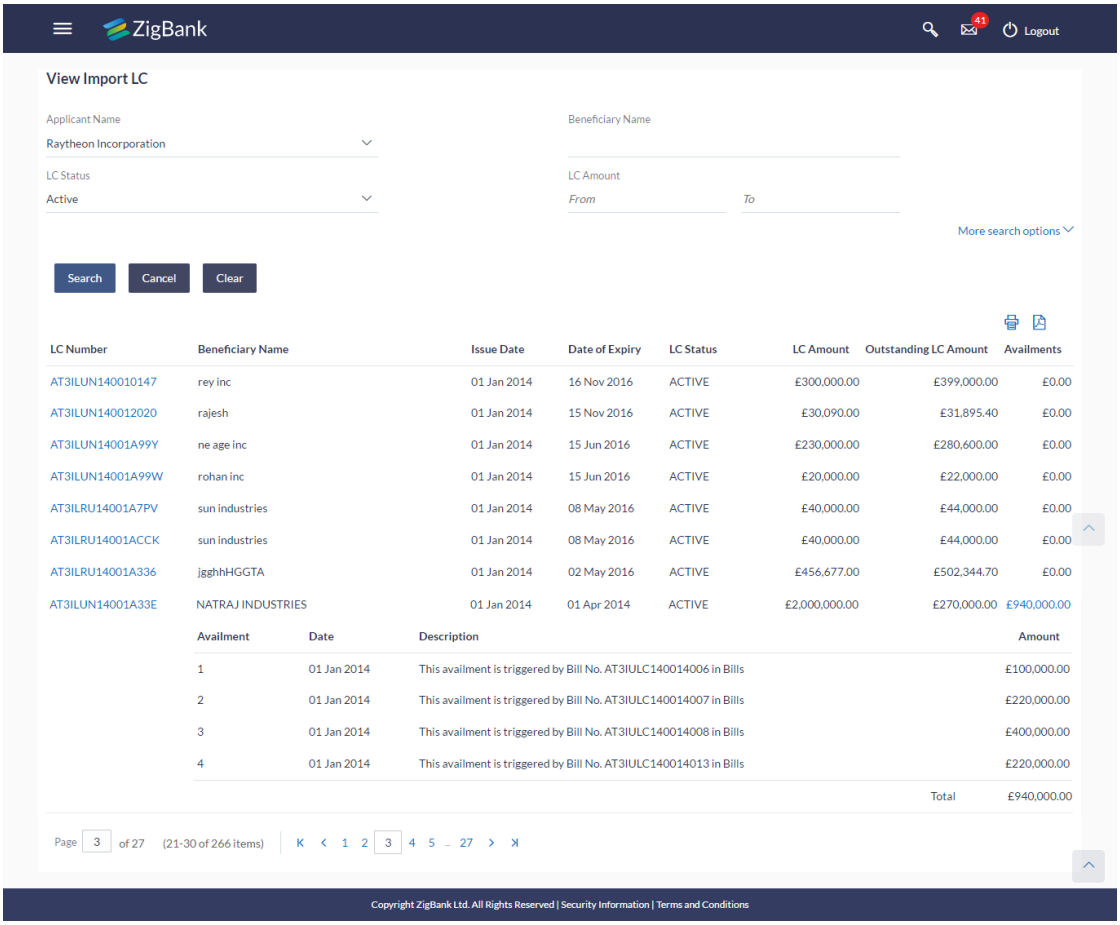
Field Name	Description
Beneficiary Name	The name of the LC beneficiary.
Issue Date	The issue date of the import LC.
Date of Expiry	The date when the LC expires and holds no more valid.
LC Amount	The amount for which LC is created.
Outstanding LC Amount	The remaining amount to be given to the beneficiary.
LC Number	The LC number. Displays the link to details of the import LC.
LC Status	The import LC status i.e. whether is active/closed etc.

Field Name	Description
Availments	These shows the sum total of amount availed against LC by the beneficiary. Click on the link to open the list of availments done. Displays the Availment No/Date/ Description /Amount details.

5. Click on the availment link of the Availments column to view the records of availments under a selected LC.

Availments

View Import LC – Availments



Field Description

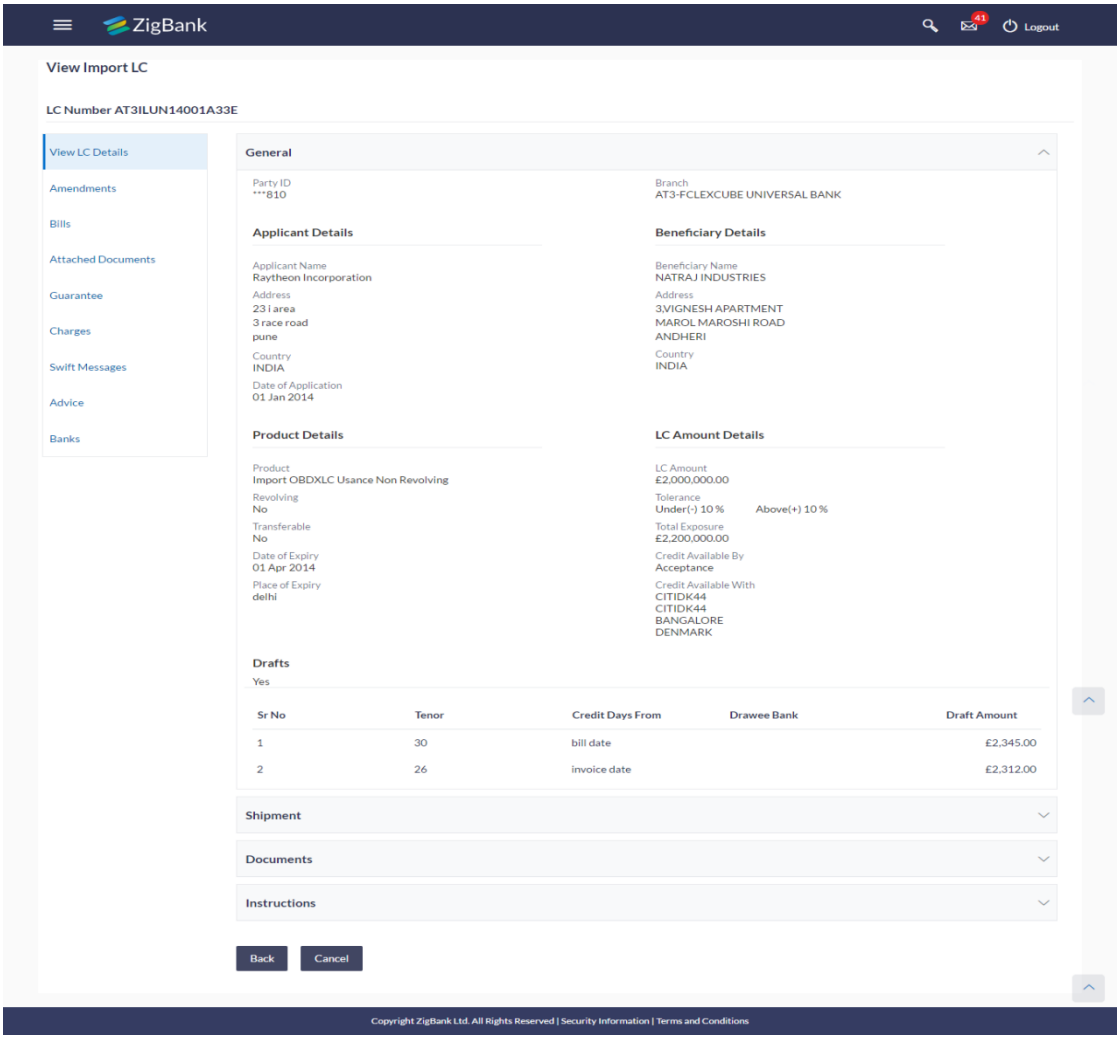
Field Name	Description
Availment	The availment record serial number.

Field Name	Description
Date	The date of availment.
Description	The description of availment under an LC.
Amount	The amount availed against the LC.

6. Click the required link in the **LC Number** column.
   The **View Import LC** screen appears with the details of the selected import LC. By default, the **General** tab appears.
7. Click **General** tab.
   OR
   Click **Back**.
   The **View Import LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

2.1 General

View Import LC – General tab



Field Description

Field Name	Description
Party ID	The ID of LC applying party.
Branch	The bank branch where you created the LC contract.
Applicant Details	
Applicant Name	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Date of Application	The LC issue date.

Field Name	Description
Beneficiary Details	
Beneficiary Name	The name of the LC beneficiary.
Address	The address of the LC beneficiary.
Country	The country of the LC beneficiary.
Product Details	
Product	The Import LC product name under which the LC is created.
Revolving Details This section appears only for the revolving LC.	
Revolving	Indicates whether the LC is revolving not. The options are: • Yes • No
Revolves in Time	Indicates that the LC revolves in time.
Revolves in Value	Indicates that the LC revolves in value.
Repeat Frequency	This is the revolving frequency duration of LC The options are : • Days • Month
Auto Reinstatement	Under a revolving LC, the amount is reinstated or renewed without any specific amendments to the LC. The credit becomes available for use again automatically.
Cumulative	Displays whether the frequency is cumulative for the LC. The options are: • Yes • No
Transferable	Displays the form of the LC, either transferable/ non-transferable.
Date of Expiry	Displays the expiry date of the LC.

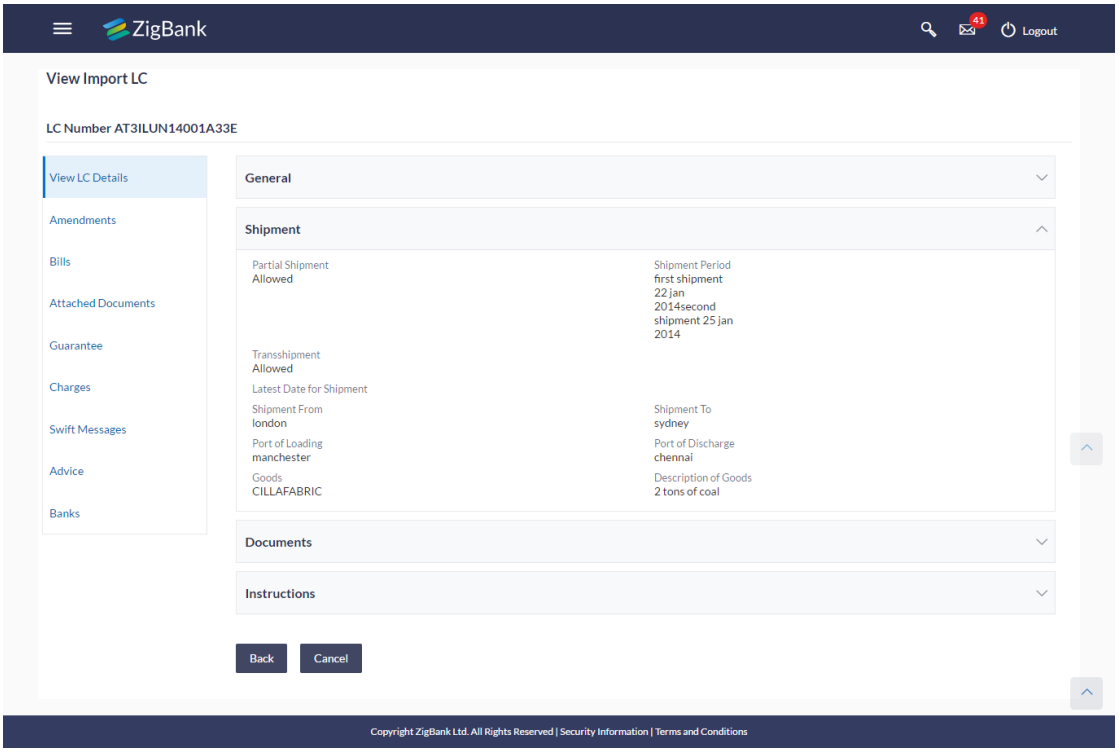
Field Name	Description
Place of Expiry	Displays the place of LC expiry.
LC Amount Details	
LC Amount	Displays the amount and currency of the LC.
Tolerance	
Under	Displays the lower limit of the tolerance.
Above	Displays the upper limit of the tolerance.
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • Acceptance • Def Payment • Mixed Payment • Negotiation • Payment
Credit Available With	Indicates the bank where credit is currently available with.
Branch	The bank branch where you created the LC contract.
Branch Address	The bank branch address where you created the LC contract.
Country	The bank branch country of the LC beneficiary.
Drafts section	
The number of drafts available.	
Tenor (In Days)	The number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Draft Amount	The amount which is seeked by beneficiary on representation of draft.
Drawee Bank	The name of drawee bank, which would represent draft for claiming money against LC.

8. Click **Shipment** tab.
   The **Shipment** tab appears in the **View Import LC** screen.
   OR
   Click **Back**.
   The **View Import LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

Note: Repeat frequency and cumulative will come only in case of revolving LC.

2.2 Shipment

View Import LC – Shipment tab



Field Description

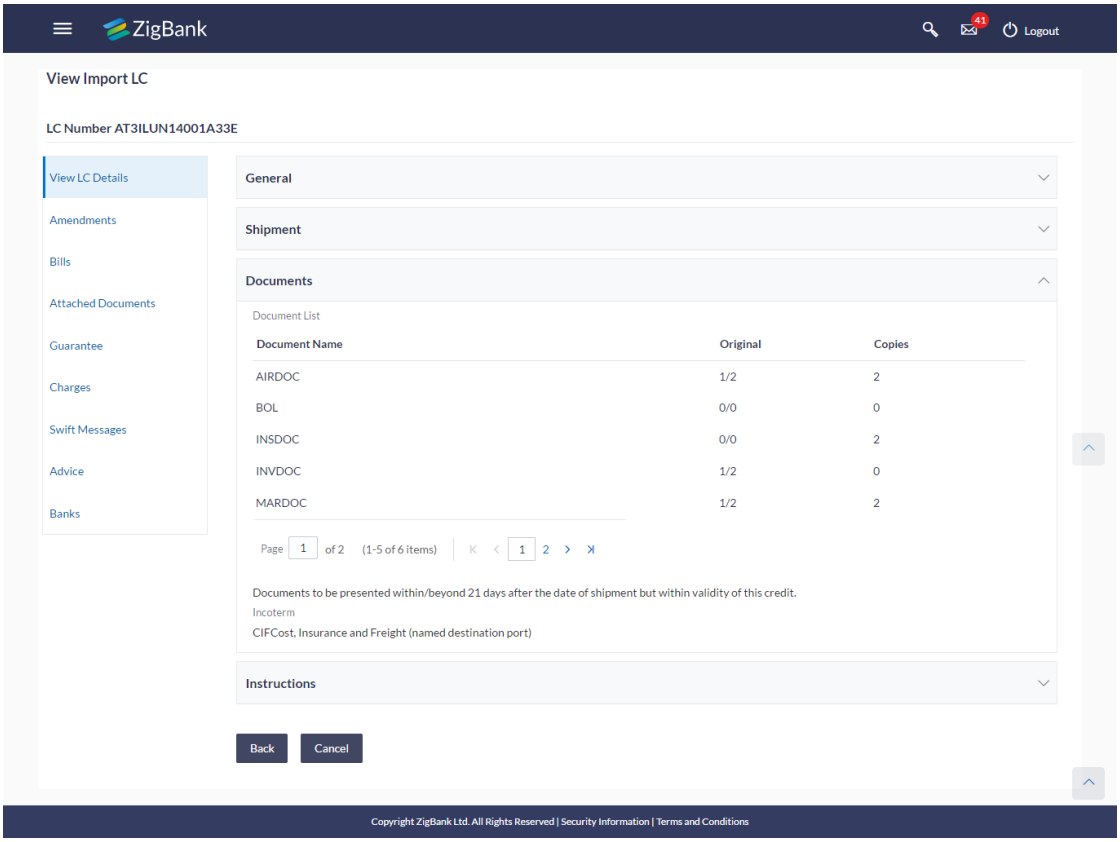
Field Name	Description
Partial Shipment	Displays whether partial shipments is allowed or not.
Transshipment	Displays whether transshipment is allowed or not.
Latest Shipment Date	Displays the latest date for loading on board/ dispatch/ taking in charge.
Shipment From	Displays the place of receipt from where shipment will be done.
Shipment To	Displays the place of delivery of shipment.
Port of Loading	Displays the place of dispatch or taking in charge of the goods or loading on board.
Port of Discharge	Displays the port of unloading of goods.

Field Name	Description
Shipment Period	Displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge.
Goods	Displays the list of Goods possible for shipment.
Description of Goods	Displays the description of goods.

9. Click **Documents** tab.
   The **Documents** tab appears in the **View Import LC** screen.
   OR
   Click **Back**.
   The **View Import LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

2.3 Documents

View Import LC – Documents tab



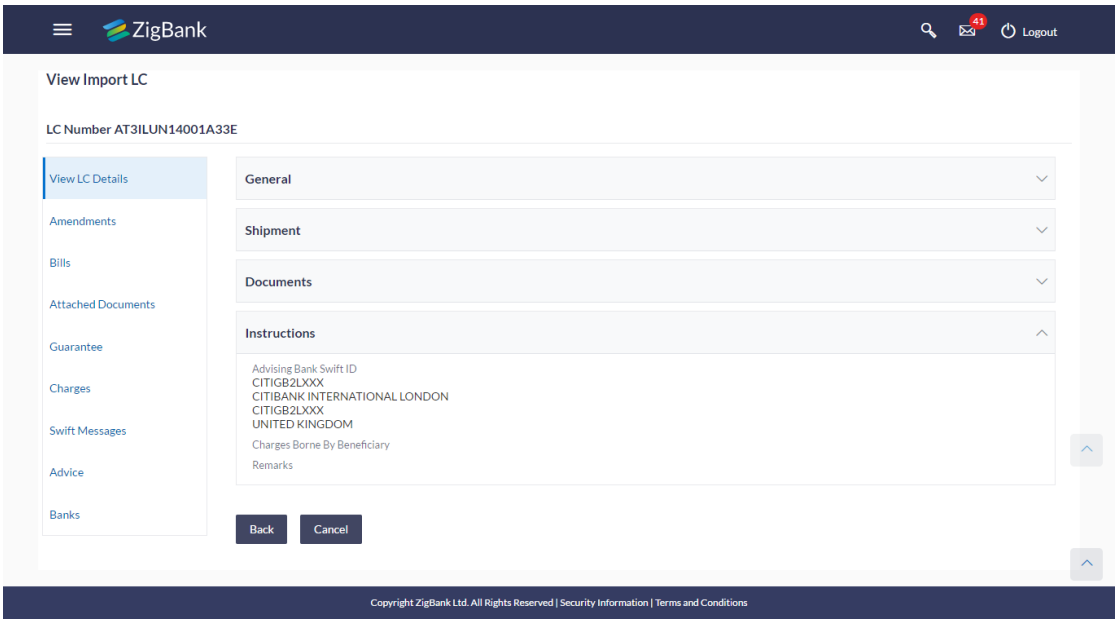
Field Description

Field Name	Description
Documents	
Document Required	Displays the lists all the documents required to be represented and the document type mentioning the number of copies uploaded for the LC.
Clause Description	Displays the default description of clauses, however user can modify the same.
Original	Displays the number “n” out of “m” original documents will be provided to bank.
Copies	Displays the number of copies that will be submitted as a set of documents for LC.
Presentation Period	It is number of days during which docs need to be presented after shipment
Incoterm	Displays the list of all incoterms selected while creating LC.

10. Click **Instructions** tab.
    The **Instructions** tab appears in the **View Import LC** screen.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.4 Instructions

View Import LC – Instructions tab



Field Description

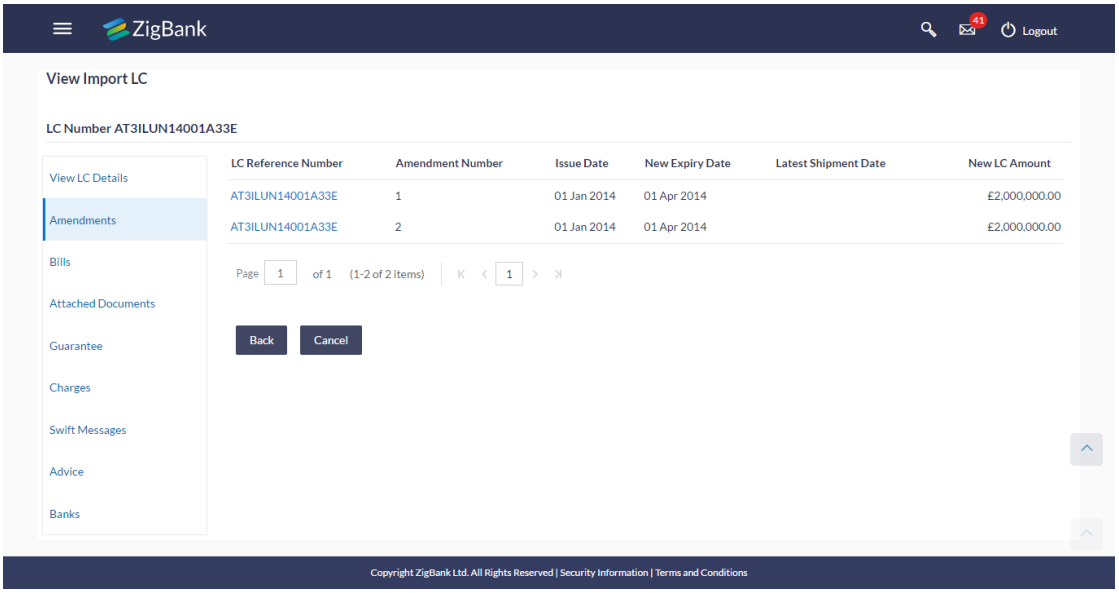
Field Name	Description
Advising Bank Swift ID	Displays the SWIFT ID and address of the Advising Bank.
Charges Borne By	Displays who is bearing charges for LC, related changes and swifts.
Remarks	Displays any detail given by user while creating LC like account number to be charged from etc.

11. Click **Amendments** tab. The amendments detail appears.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.5 Amendments

This tab displays the amendments done to the LC such as shipment Date, LC value etc.

View Import LC – Amendments



Field Description

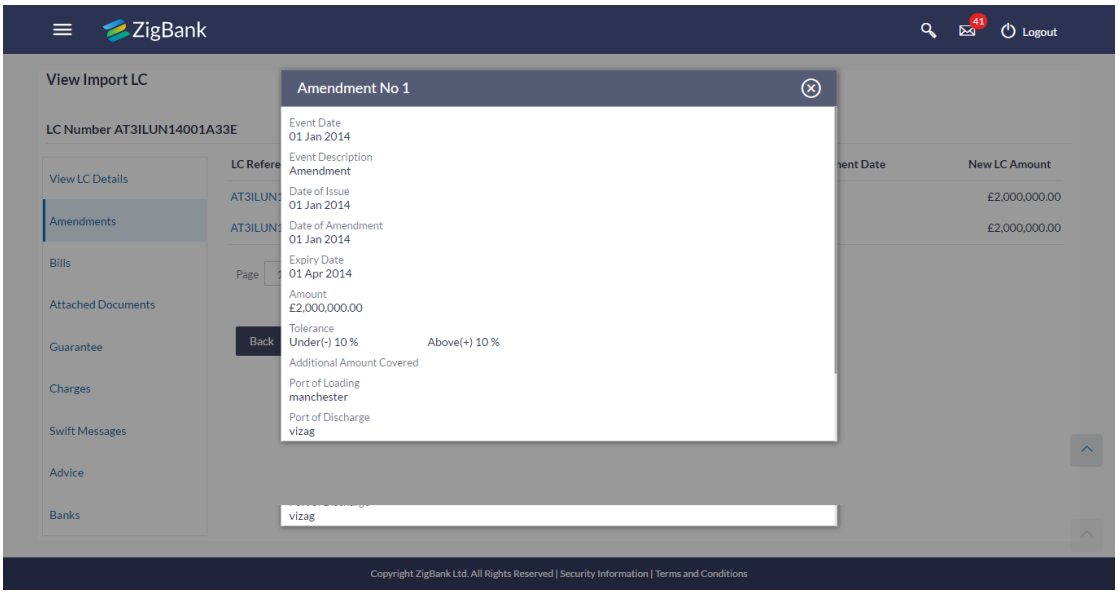
Field Name	Description
LC Reference Number	Displays the reference number of the LC. Displays the link to view the details of the LC amendment.
Amendment Number	Displays the amendment number of the LC.
Issue Date	Displays the issue date of the LC.
New Expiry Date	Displays the new expiry date of the LC.
New LC Amount	Displays the new LC amount.
Latest Shipment Date	Displays the latest shipment date for the LC.

12. Click the required link in the **LC Reference Number** column. The detailed Issued Amendments screen appears.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

View Amendment Details

This screen allows the user to view the details of the amendment done under selected amendment number.

Issued Amendment – Detailed



Field Description

Field Name	Description
Amendment No.	Displays the amendment number of the LC.
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Date of Issue	Displays the issue date of the LC.
Date of Amendment	Displays the date on which the LC amendment was issued.
Expiry Date	Displays the modified expiry date of the LC.
Amount	Displays the modified LC amount, with currency.
Tolerance	Displays the lower and upper limits of tolerance.
Additional Amount Covered	Displays the additional amount covered under LC.
Port of Loading	Displays the port of loading of goods.
Port of Discharge	Displays the port of discharge of goods.

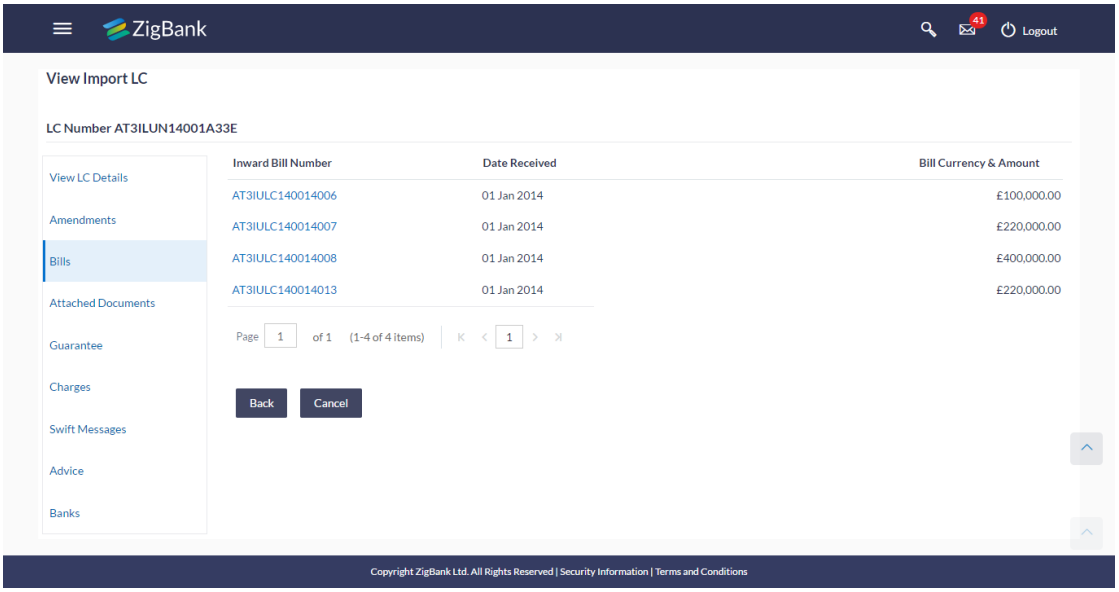
Field Name	Description
Shipment Period	Displays the shipment period of goods.
Narrative	Displays the narrative if any, for the LC.

13. Click to close the window.
14. Click **Bill** tab. The summary of all the Inward Bills appears.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.6 Bills

This tab displays the list of bills raised by the beneficiary.

View Import LC - Bills



Field Description

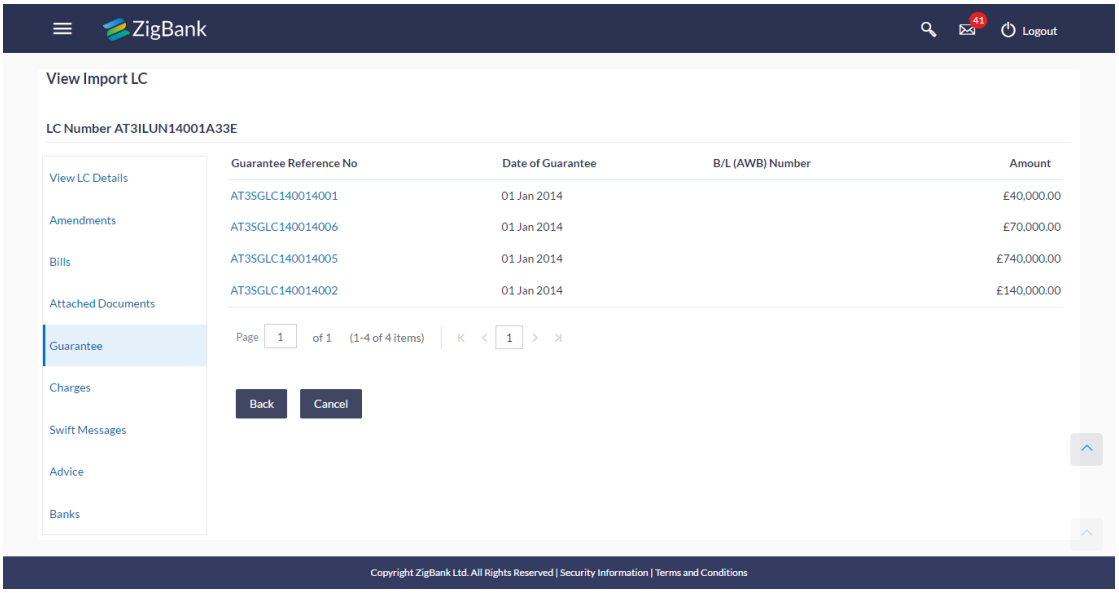
Field Name	Description
Inward Bill Number	Displays the inward bill number. Displays the link to view the bill details.
Date Received	Displays the date on which the bill is received.
Bill Currency and Amount	Displays the bill amount with currency for the LC.

15. Click on **Inward Bill Number** to view the bill details. The **View Import Bill- General Bill** details linked to the LC number screen appears. **Refer** View Import Bill.
    OR
    Click **Cancel** to cancel the transaction.

2.7 Guarantee

This tab displays the details of shipping guarantees attached to LC.

View Import LC - Guarantee



Field Description

Field Name	Description
Guarantee Reference Number	Displays the reference number shipping guarantees linked to LC.
Date of Guarantee	Displays the date when guarantee was created.
Amount	Displays the amount and currency of the guarantee.
B/L (AWB) Number	Displays the Bill of Lading / Air Way Bill Reference number.

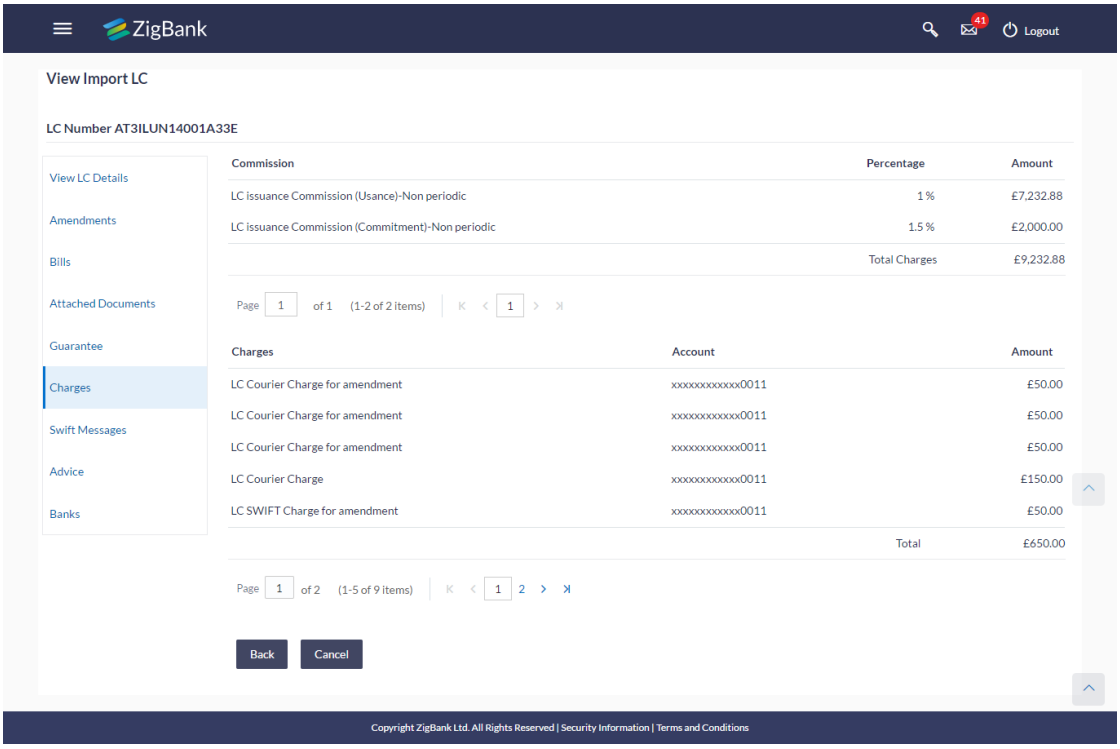
16. Click the required link in the **Guarantee Reference Number** column. The summary list of guarantees appears.
    OR
    Click **Cancel** to cancel the transaction.

17. Click to download the details.
    OR
    Click to close the window.
18. Click **Charges** tab to view the charges against LC.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.8 Charges

This tab lists charges against LC such as LC making, Swift or amendment charges.

View Import LC - Charges



Field Description

Field Name	Description
Commission	Displays the all commissions charged by bank.
Percentage	Displays the percentage of LC charged as commission
Amount	Displays the amount of commission
Charges	Displays the LC charges for amendment.

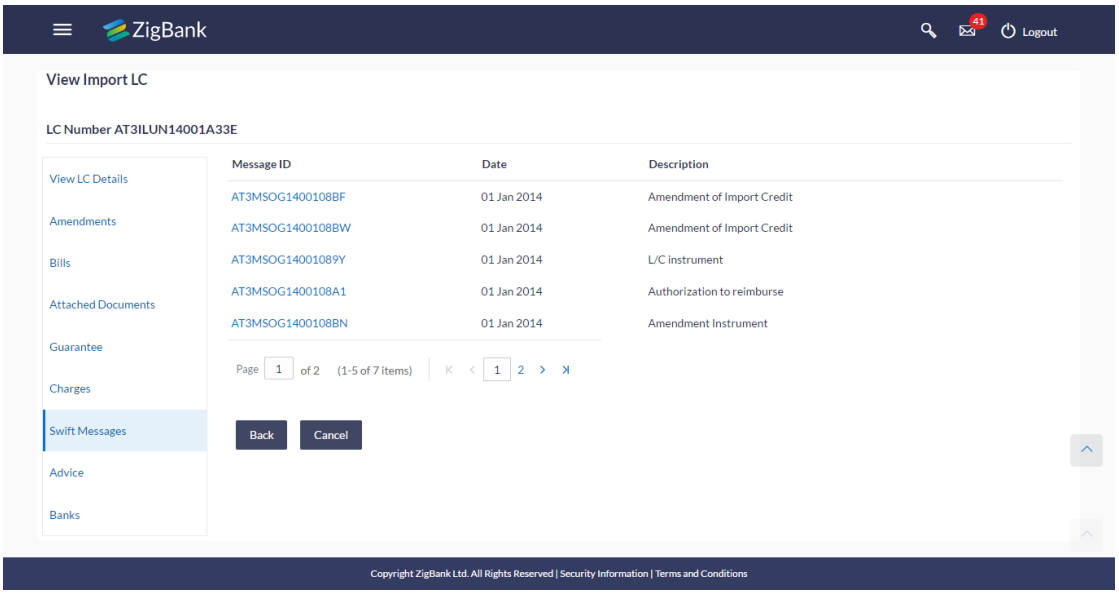
Field Name	Description
Account	Displays the account number for LC Swift charges/ LC courier charges/other bank charges.
Amount	Displays the total charges applicable.
Other Bank Charges	Displays the other bank charges.
Account	Displays the account number for other bank charges.
Total(without VAT)	Displays the total charges overall applicable (sum of LC courier, LC swift and other bank charges).

19. Click **Swift Messages** tab. The summary of all the all swift messages between both the parties appears.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.9 Swift Messages

This tab lists and displays list of all swift messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Import LC.

View Import LC - Swift Messages

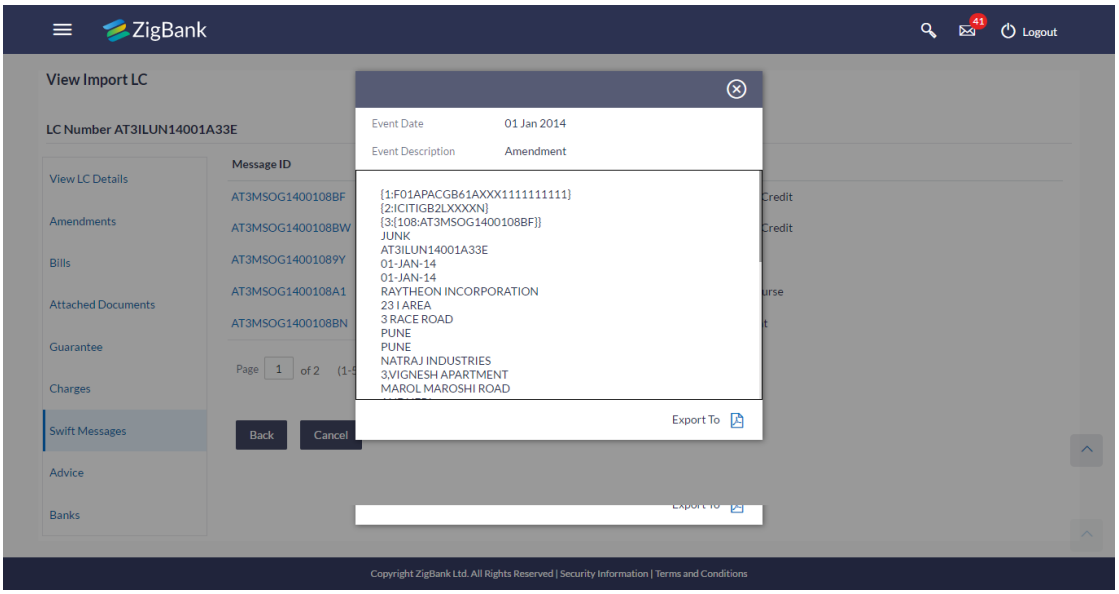


Field Description

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The swift message detailed description.

20. Click on the desired Message ID to view the respective Swift details.
    The Swift detail appears in popup window along with the event date and description.

Swift Messages Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the swift message.

a. From the **Export To** list, select the appropriate option and save the SWIFT messages in selected format like PDF format, if required.

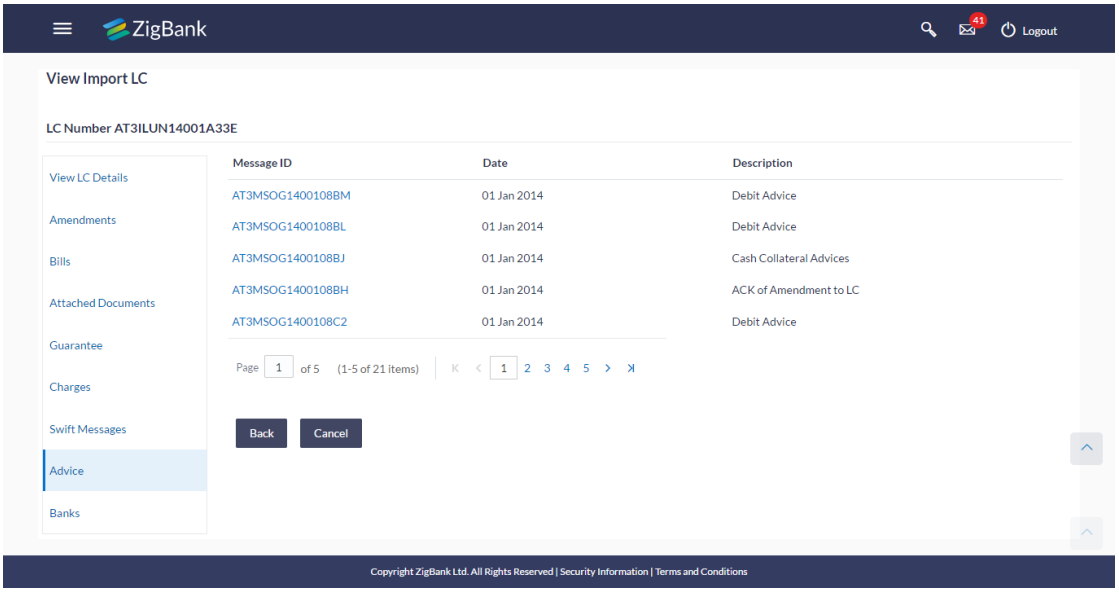
b. Click ✖ to close the window.

21. Click **Advices** tab. The summary of all the Advices being exchanged.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.10 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected Import LC.

View Import LC - Advices



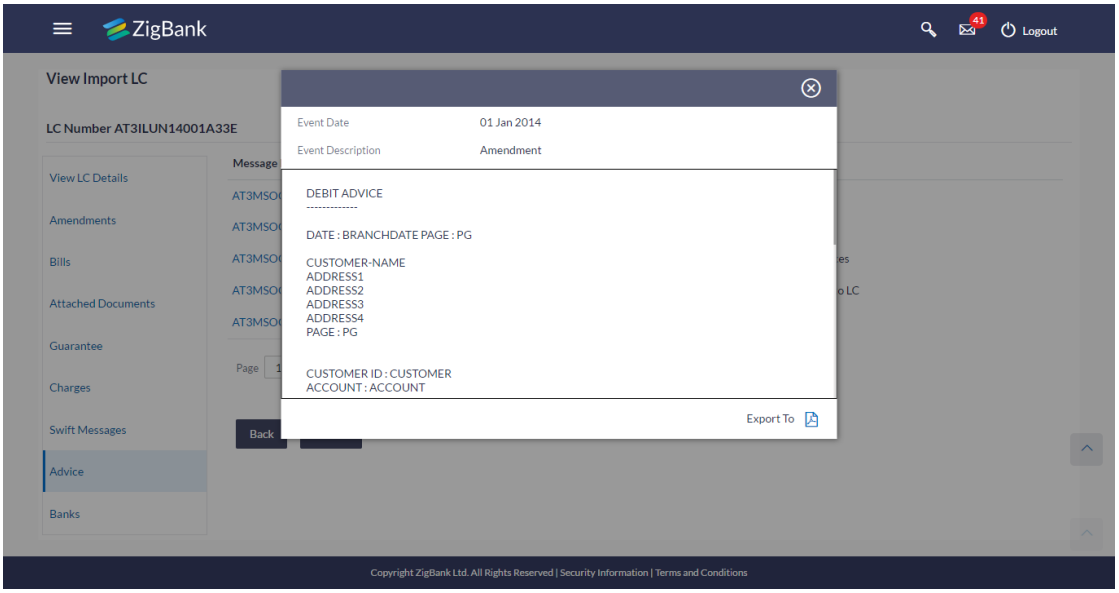
Field Description

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.

22. Click on the desired Message ID to view the respective advice details.
    The advice detail appears in popup window along with the event date and description.
23. From the **Advice** list, select the appropriate option.
24. Click **OK**. The advice detail appears in popup window along with the event date and description.
    a. From the **Export To** list, select the appropriate option and save the advice in selected format, if required.

25. Click **Bank** tab. The summary of all the banks which are involved transactions other than issuing purpose.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

Advices Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. From the **Export To** list, select the appropriate option and save the advices in selected format like PDF, XLS, and RTF formats, if required.

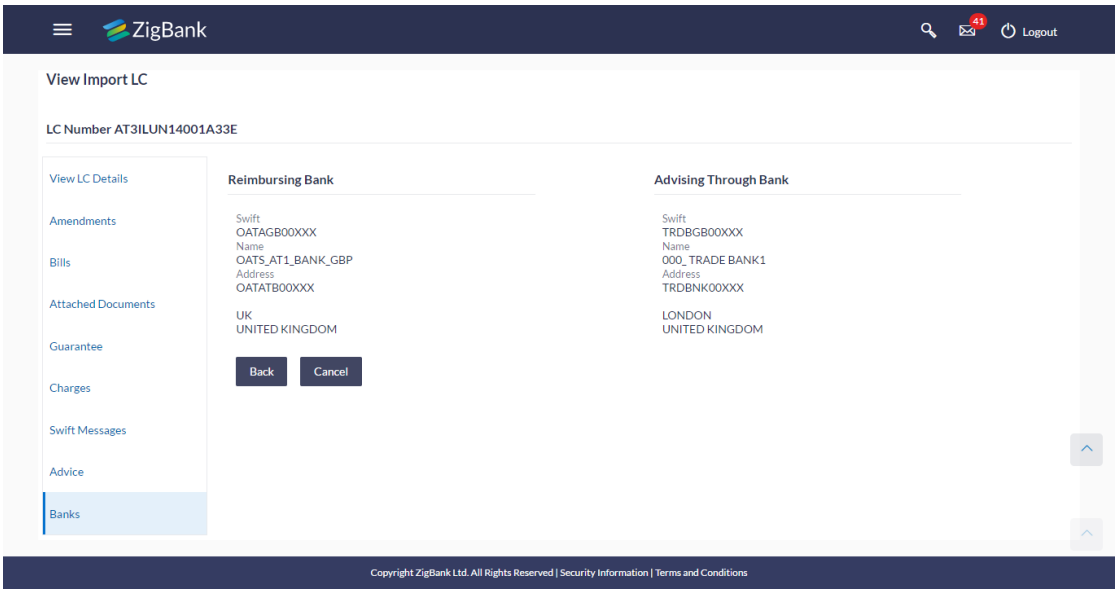
b. Click ✖ to close the window.

26. Click **Bank** tab. The summary of all the banks which are involved transactions other than issuing purpose.
    OR
    Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

2.11 Banks

This tab denotes the banks which are involved for other than issuing purpose like negotiation, confirmation, advising etc.

View Import LC – Banks tab



Field Description

Field Name	Description
Reimbursing Bank	
SWIFT	Displays the SWIFT Id of the Reimbursing Bank.
Name	Displays the name of the Reimbursing Bank.
Address	Displays the address of the Reimbursing Bank.
Country	Displays the country of the Reimbursing Bank.
Confirming Bank	
SWIFT	Displays the SWIFT Id of the Confirming Bank.
Name	Displays the name of the Confirming Bank.
Address	Displays the address of the Confirming Bank.
Country	Displays the country of the Confirming Bank.

27. Click **Cancel** to cancel the transaction. Click **Back**.
    The **View Import LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

Note: Attached Documents section will be a part of next release.

FAQs

1. **Why are bills showing attached to the LC?**

   These are those bills which are linked to your Import LC and here you have the facility to view all such bills. These may be due to partial shipment condition etc.

2. **Where can I see details of Bills and Guarantees linked to my LC?**

   You can click on the reference number of Bills or Guarantees and get the detailed view.

3. View Export LC

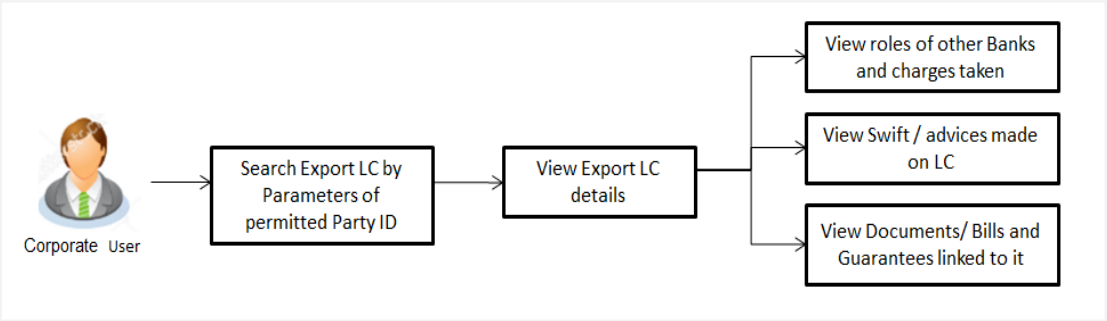
Using this option, you can view the details of existing export Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in different file formats.

The LC details include LC amount, outstanding amount, date of issue, date of expiry, parties to the LC, bank details, payment terms, and shipment/goods/documents details. You can also view the Amendment details and the Bills presented under the LC. You can also download the export LC list in pdf formats.

Pre-Requisites

- User must have a valid login credentials
- User must have certain export LCs received by his bank under his party ID

Workflow



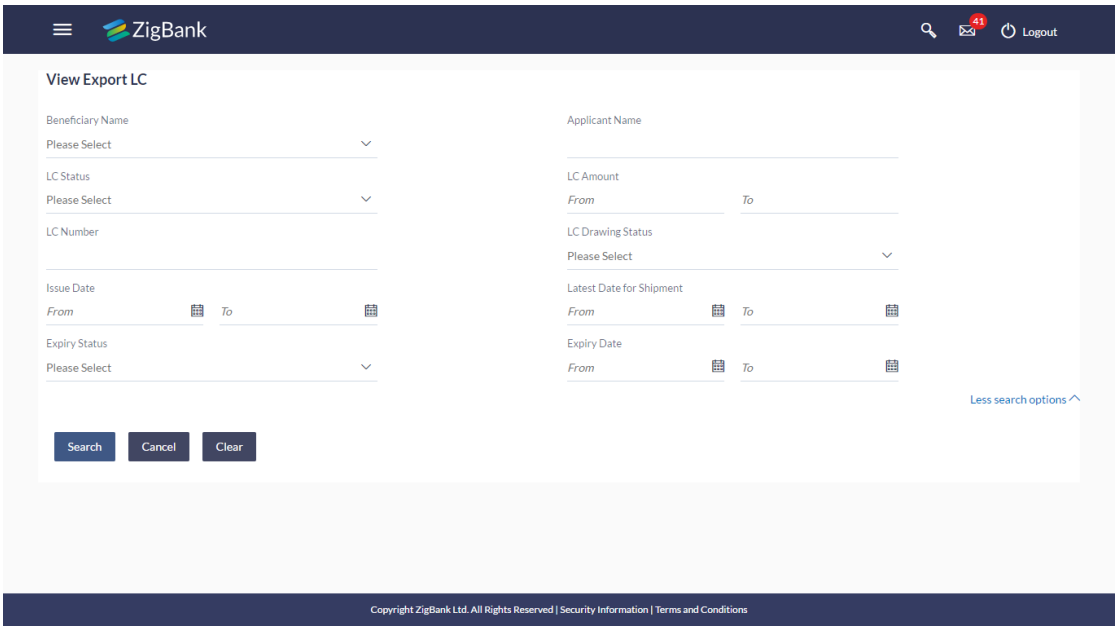
How to reach here:

Trade Finance > Letter of Credit > View Export LC

To view Export LC:

1. The **View Export LC** screen appears.

View Export LC



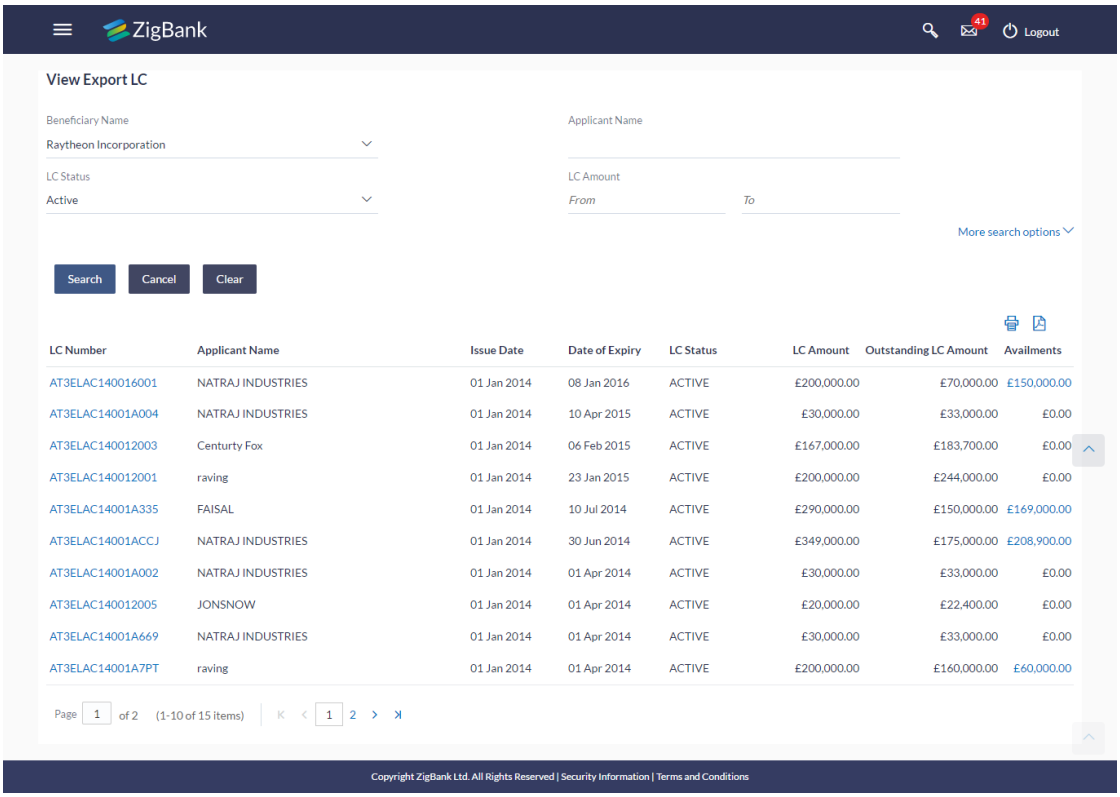
Field Description

Field Name	Description
Beneficiary Name	The name of beneficiary party.
Applicant Name	The name of applying party.
LC Status	The status of LC currently. The options are: • Hold • Active • Cancelled • Closed • Reserved
LC Amount From	The start of the amount range used for searching the LC.
LC Amount To	The end of the amount range used for searching the LC.
LC Number	The LC number.

Field Name	Description
LC Drawing Status	The LC drawing status. The options are: • Partial • Full • Undrawn • Expired
Issue Date From	The start date of the issue date range used for searching the LC.
Issue Date To	The end date of the issue date range used for searching the LC.
Latest Shipment Date From	The start date of the latest shipment date range used for searching the LC.
Latest Shipment Date To	The end date of the latest shipment date range used for searching the LC.
Expiry Status	Select whether LC being searched is expired or not. The options are: • Expired • Non Expired
Expiry Date From	The start date of the expiry date range used for searching the LC.
Expiry Date To	The end date of the expiry date range used for searching the LC.

2. From the **Beneficiary Name** list, select the appropriate option.
3. Click **Search**.
   The **View Export LC screen** appears with the search results.
   OR
   Click **Clear** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
4. Click to download all or selected columns in the export LC details list. You can download the list in PDF formats.

View Export LC – Search Result



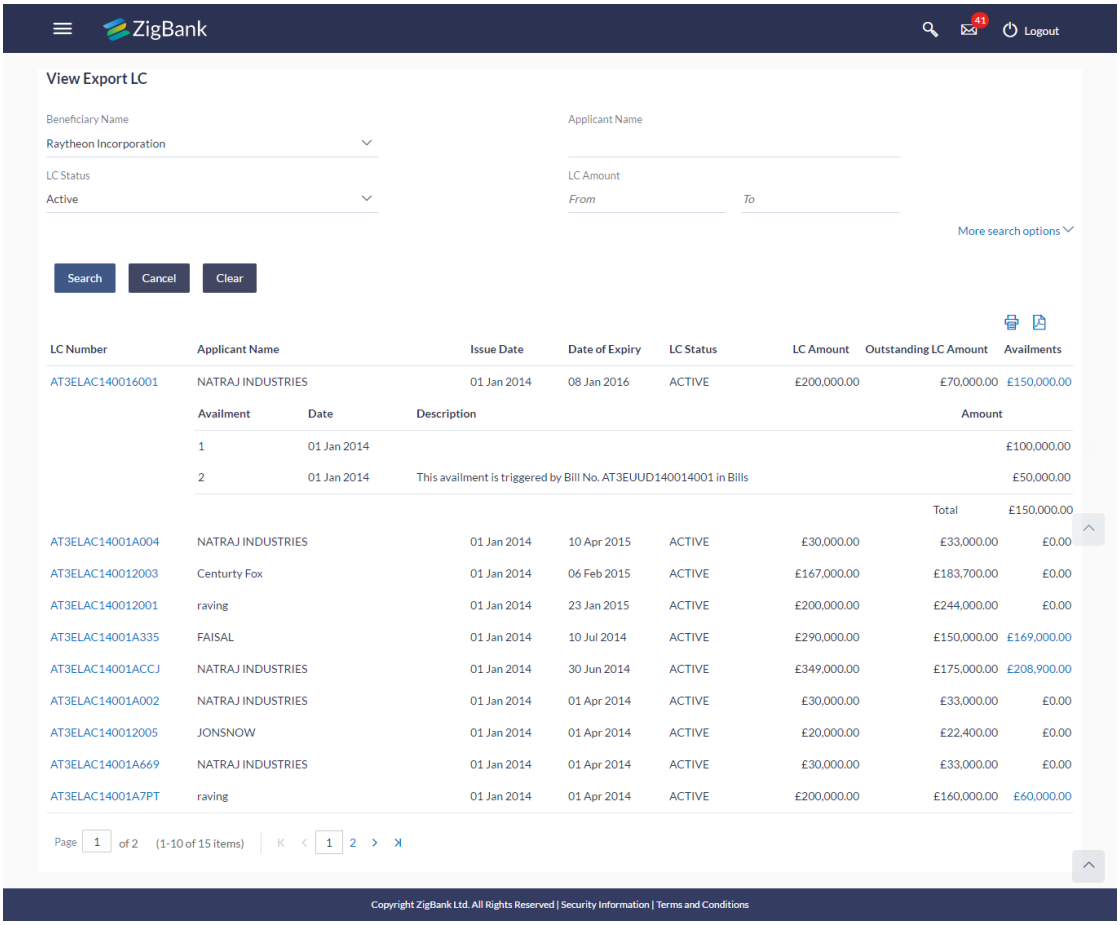
Field Description

Field Name	Description
LC Number	The LC number. Displays the link to details of the export LC.
Applicant Name	The name of the LC beneficiary.
Issue Date	The issue date of the export LC.
Date of Expiry	The export LC expiry date.
LC Status	The export LC status.
LC Amount	The export LC amount.
Outstanding LC Amount	The export LC outstanding amount.
Availments	The availments under a selected LC.

5. Click on the desired availment of the **Availments** column to view the records of availments under a selected LC.

Availments

View Export LC – Availments



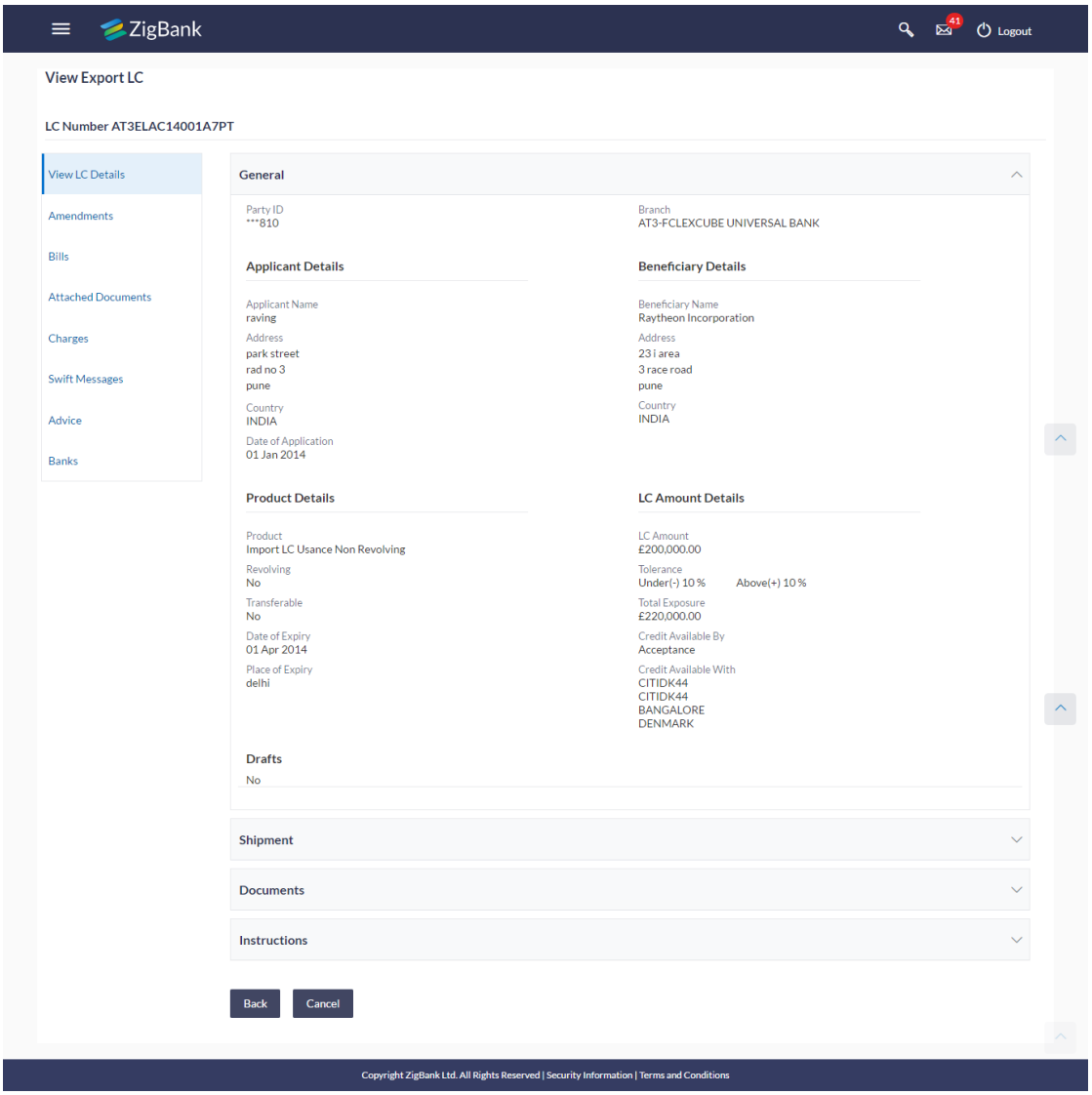
Field Description

Field Name	Description
Availment	The availment record serial number.
Date	The date of availment.
Description	The description of availment under an LC.
Amount	The amount availed against the LC.

6. Click the required link in the **LC Number** column.
   The **View Export LC** screen appears with the details of the selected LC.
   By default, the **General** tab appears.
7. Click **General** tab.

3.1 General

View Export LC – General tab



Field Description

Field Name	Description
Party ID	The ID of LC receiving party or beneficiary.
Branch	The bank branch where you created the LC contract.
Applicant Details	
Applicant Name	The name of LC applicant.

Field Name	Description
Name	Displays the LC applicant name based on the selected party ID.
Address	Displays the LC applicant address.
Country	Displays the country of the LC applicant.
Date of Application	The date of LC application.
Beneficiary Details	
Beneficiary Name	The name of the LC beneficiary.
Address	The address of the LC beneficiary.
Country	The country of the LC beneficiary.
Branch	The bank branch where you created the LC contract.
Product Details	
Product	The export LC product under which the LC is created.
Revolving Details This section appears only for the revolving LC.	
Revolving	Indicates whether the LC is revolving not. The options are: • Yes • No
Revolves in Time	Indicates that the LC revolves in time.
Revolves in Value	Indicates that the LC revolves in value.
Repeat Frequency	The number of times after the days/months the LC would repeat. It is time revolving frequency. The options are to be provided in terms of : • Days • Month

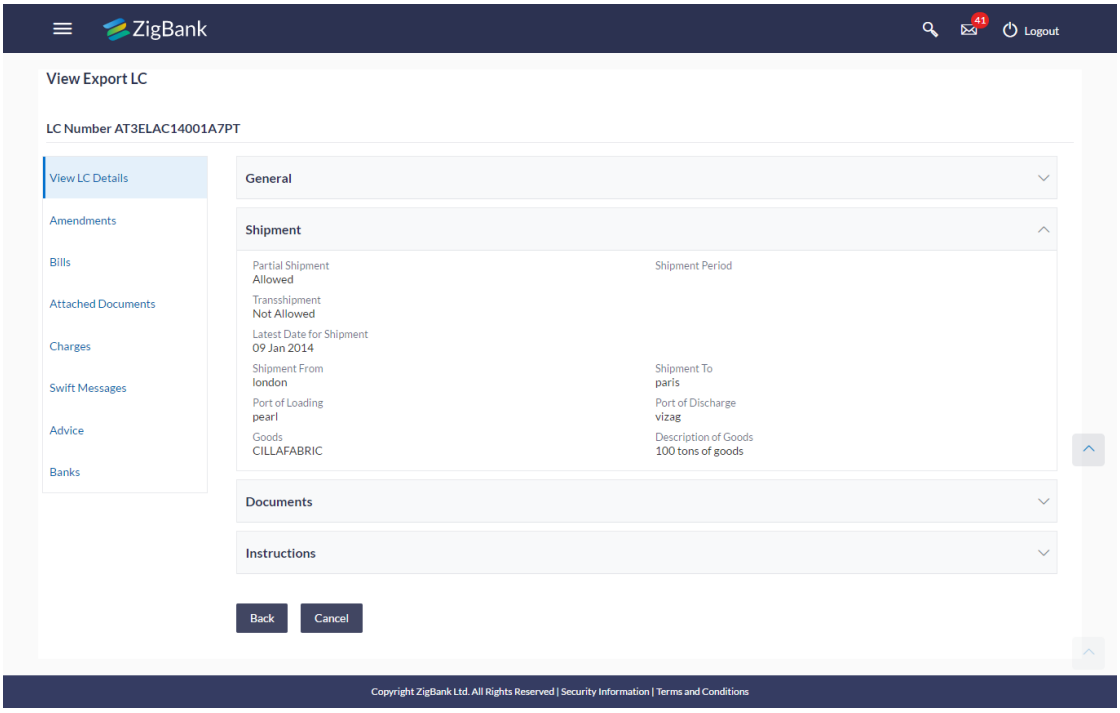
Field Name	Description
Cumulative	Displays whether the frequency is cumulative for the LC. The unused amount would be used in the new LC in case of cumulative LC. The options are: • Yes • No
Auto-reinstatement	Displays the whether LC will get auto reinstated or it has to be done manually.
Transferable	Displays the form of the LC, either transferable/ non-transferable.
Date of Expiry	Displays the expiry date of the LC.
Place of Expiry	Displays the place of LC expiry.
LC Amount Details	
LC Amount	Displays the amount and currency of the LC.
Tolerance	Displays the tolerance of the LC, if tolerance is allowed.
Under	Displays the lower limit of the tolerance.
Above	Displays the upper limit of the tolerance.
Total Exposure	Displays the total LC amount including the positive tolerance, with the currency.
Credit Available By	Indicates the manner in which credit is available when the bank is authorized to pay, accept, negotiate or incur a deferred payment undertaking for the credit. The options are: • Acceptance • Def Payment • Mixed Payment • Negotiation • Payment
Credit Available With	Indicates the bank where credit is currently available with.
Branch	The bank branch where you created the LC contract.
Branch Address	The bank branch address where you created the LC contract.

Field Name	Description
Country	The bank branch country of the LC beneficiary.
Drafts section	
The number of drafts available.	
Tenor (In Days)	The number of days of its validity.
Credit Days From	Displays the date from which the Draft tenure shall be counted.
Draft Amount	The amount which is seeked by beneficiary on representation of draft.
Drawee Bank	The name of drawee bank, which would represent draft for claiming money against LC.

8. Click **Shipment** tab.
   The **Shipment** tab appears in the **View Export LC** screen.
   OR
   Click **Back**.
   The **View Export LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

3.2 Shipment

View Export LC – Shipment tab


ZigBank
41
Logout
View Export LC
LC Number AT3ELAC14001A7PT
View LC Details
Amendments
Bills
Attached Documents
Charges
Swift Messages
Advice
Banks
General
Shipment
Partial Shipment
Allowed
Shipment Period
Transshipment
Not Allowed
Latest Date for Shipment
09 Jan 2014
Shipment From
london
Shipment To
paris
Port of Loading
pearl
Port of Discharge
vizag
Goods
CILLAFABRIC
Description of Goods
100 tons of goods
Documents
Instructions
Back
Cancel
Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions

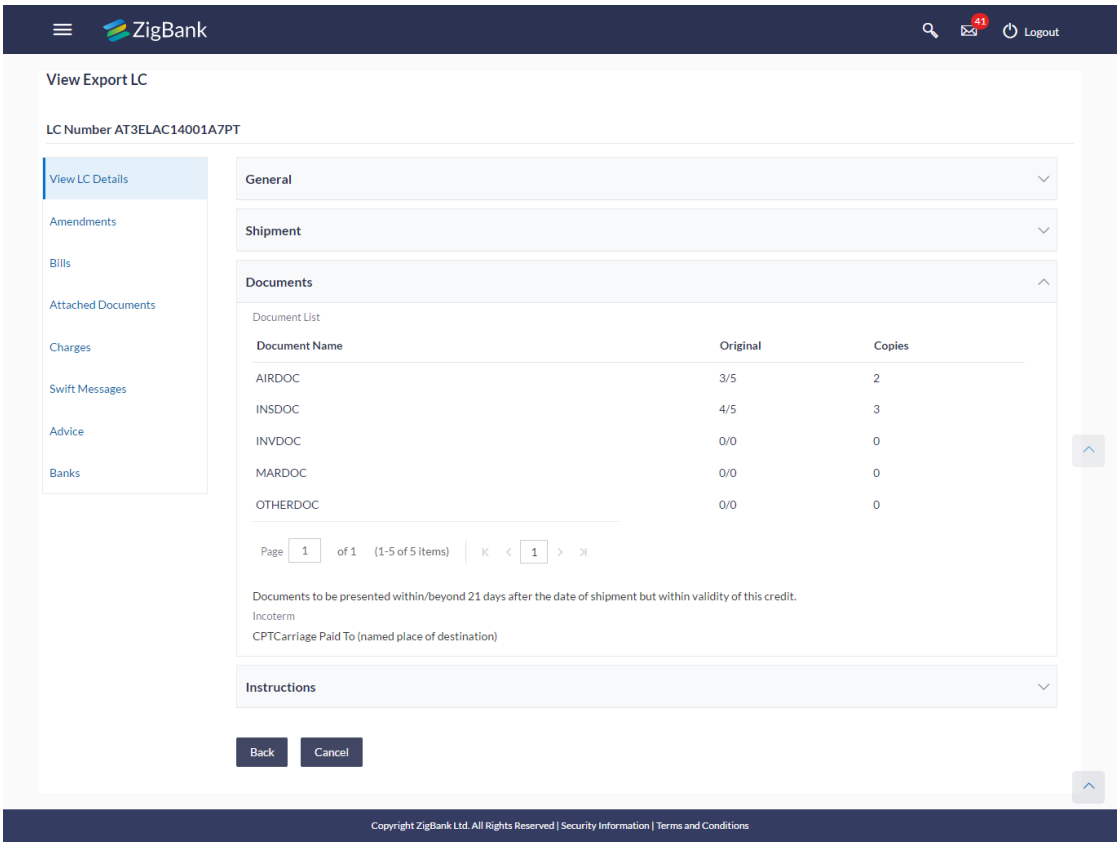
Field Description

Field Name	Description
Partial Shipment	Displays whether or not partial shipments are allowed under the documentary credit.
Transshipment	Displays whether or not transshipment is allowed under the documentary credit.
Latest Date for Shipment	Displays the latest date for loading on board/ dispatch/ taken in charge.
Shipment From	Displays the location from which the shipment is shipped.
Shipment To	Displays the location to which the shipment is to be shipped.
Port of Loading	Displays the port of loading of goods.
Port of Discharge	Displays the port of unloading of goods.
Shipment Period	Displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge.
Goods	Displays the type of Good being shipped.
Description of Goods	Displays further description and other remarks related to Goods.

9. Click **Documents** tab.
   The **Documents** tab appears in the **View Export LC** screen.
   OR
   Click **Back**.
   The **View Export LC** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

3.3 Documents

View Export LC – Documents tab



Field Description

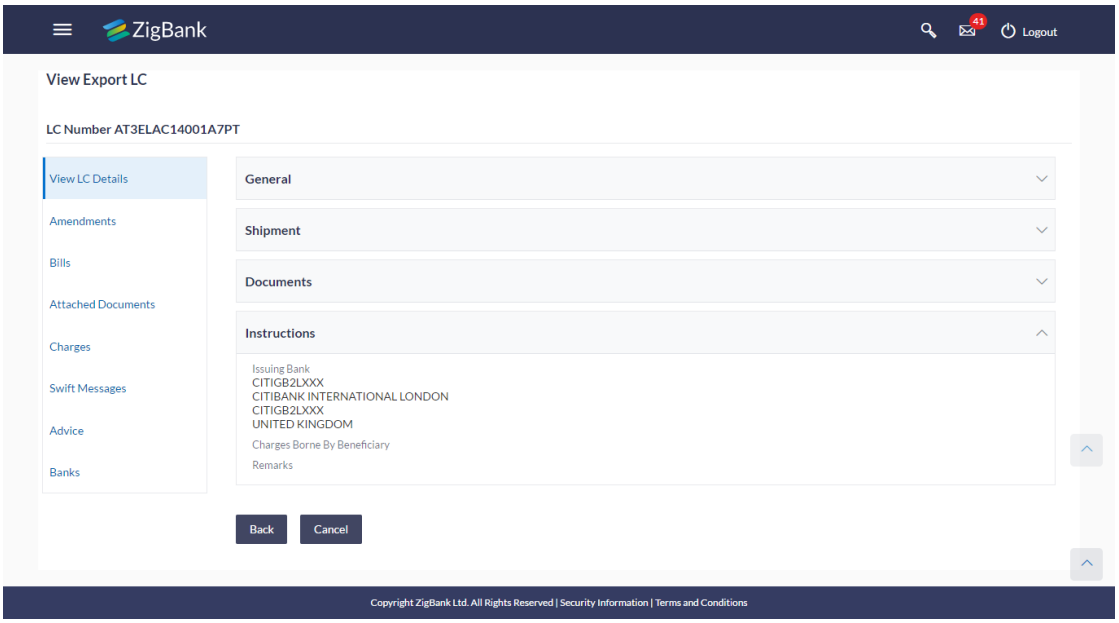
Field Name	Description
Documents List	
	Documents list have the list of documents along with the number of original or copies submitted and clauses they cater too.
Document Name	Name of the document uploaded for the LC.
Original	The number of original documents uploaded for the selected document.
Copies	The number of copies uploaded for the selected document.
Clause	Displays the document clause mentioning the number of copies and other conditions.
Presentation Period	Displays the period of time after the date of shipment within which the documents must be presented for payment -acceptance or negotiation.

Field Name	Description
Incoterm	Indicates the INCO terms for the LC application.

10. Click **Instructions** tab.
    The **Instructions** tab appears in the **View Export LC** screen.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

3.4 Instructions

View Export LC – Instructions tab



Field Description

Field Name	Description
Issuing Bank	Displays the SWIFT ID and address of the Issuing Bank.
Charges Borne By	Displays who is bearing charges for LC and related changes or swifts.
Remarks	Displays any remarks given by user.

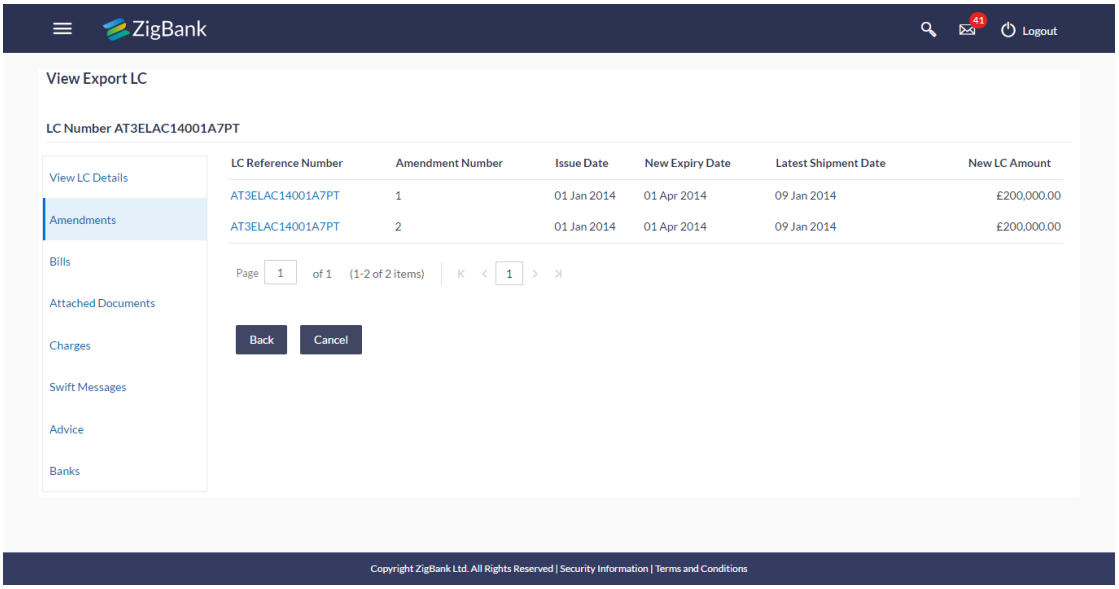
11. Click **Amendments** tab. The amendments detail appears.
    OR
    Click **Back**.
    The **View Export LC** screen appears.

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

3.5 Amendments

This tab displays the amendments done to the LC such as shipment Date, LC value etc.

View Export LC – Amendments



Field Description

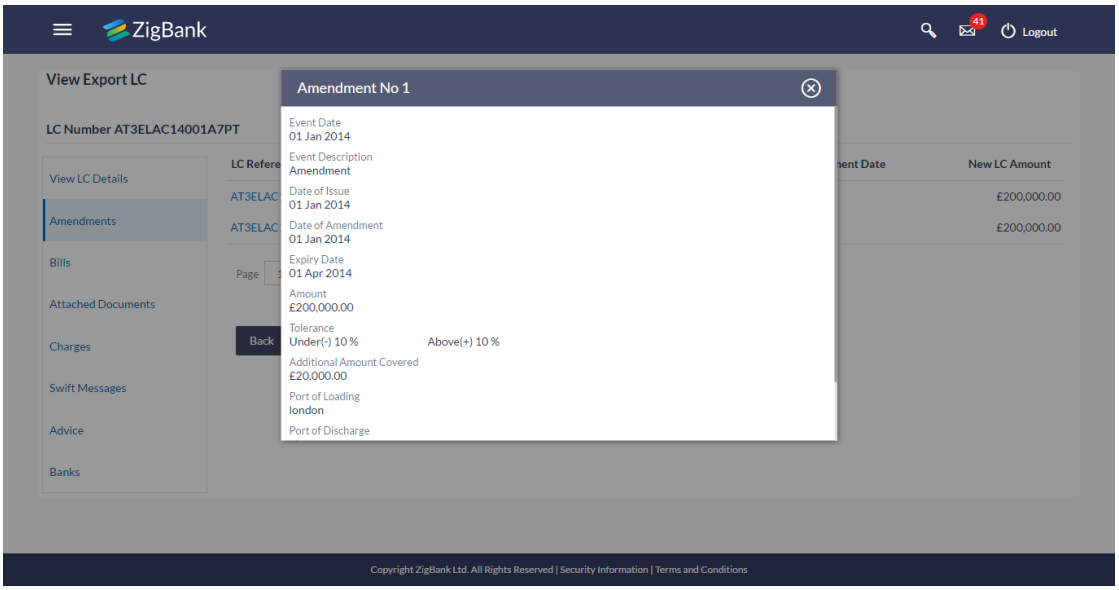
Field Name	Description
LC Reference Number	Displays the reference number of the LC. Displays the link to view the details of the LC amendment.
Amendment Number	Displays the amendment number of the LC.
Issue Date	Displays the issue date of the LC.
New Expiry Date	Displays the new expiry date of the LC.
Latest Shipment Date	Displays the latest shipment date for the LC.
New LC Amount	Displays the new LC amount.

12. Click the required link in the **LC Reference Number** column. The detailed issued amendments screen appears.
    OR
    Click **Cancel** to cancel the transaction.

View Amendment Details

This screen allows the user to view the details of the amendment done under selected amendment number.

Issued Amendment – Detailed



Field Description

Field Name	Description
Amendment No.	Displays the amendment number of the LC.
Event Date	Displays the event date.
Event Description	Displays the description of the event.
Date of Issue	Displays the issue date of the LC.
Date of Amendment	Displays the date on which the LC amendment was issued.
Expiry Date	Displays the modified expiry date of the LC.
Amount	Displays the modified LC amount, with currency.
Tolerance	Displays the lower and upper limits of tolerance.
Additional Amount Covered	Displays the additional amount covered under LC.
Port of Loading	Displays the port of loading of goods.
Port of Discharge	Displays the port of discharge of goods.

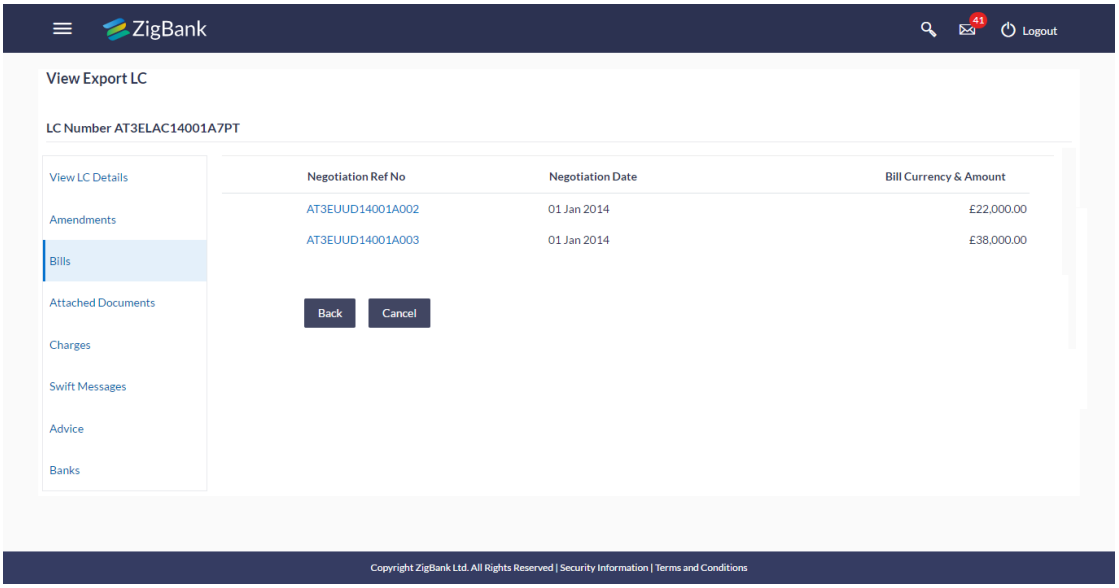
Field Name	Description
Shipment Period	Displays the shipment period of goods.
Narrative	Displays the narrative if any, for the LC.

13. Click to close the window.
14. Click **Bill** tab. The summary of all the inward Bills appears.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

3.6 Bills

This tab displays the list of bills raised by the beneficiary.

View Export LC - Bills



Field Description

Field Name	Description
Negotiation Reference No.	Displays the negotiation reference number of the inward bill. Displays the link to view the export bill details. Refer **View Export Bill**.
Negotiation Date	Displays the date on which the bill is negotiated.

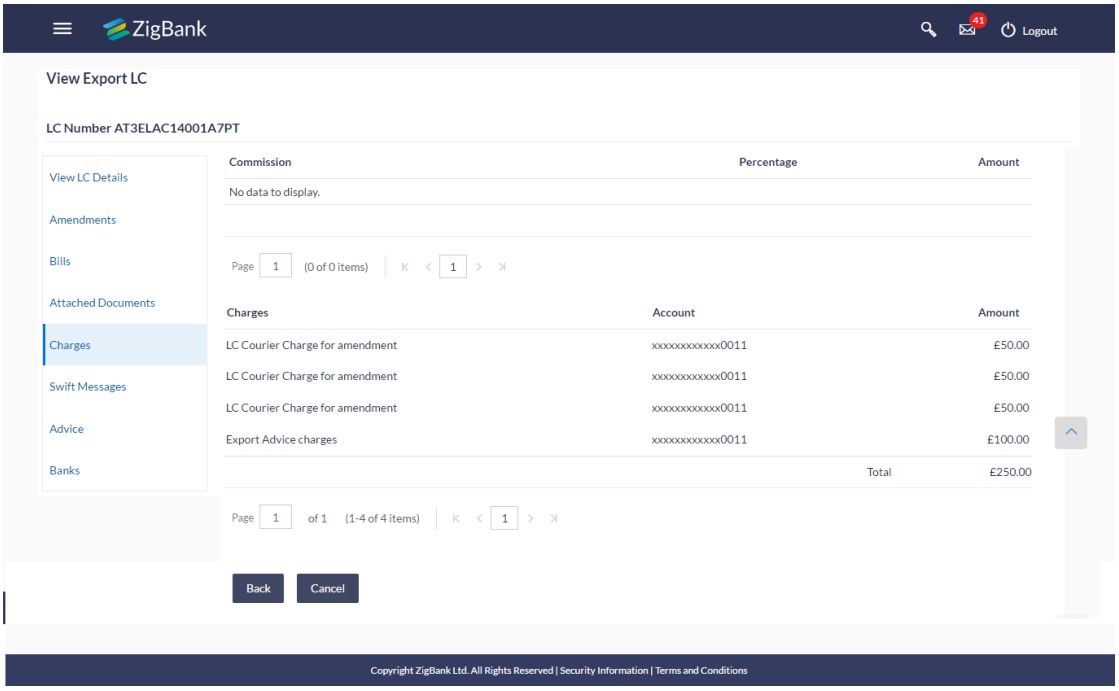
Field Name	Description
Bill Currency and Amount	Displays the bill amount with currency for the LC.

15. Click on **Negotiation Reference No.** to view the inward bill details The **View Export Bill-General Bill** details linked to the LC number screen appears. **Refer** View Export Bill.
    OR
    Click **Cancel** to cancel the transaction.

3.7 Charges

This tab lists charges against LC such as LC making, Swift or amendment charges.

View Export LC - Charges



Field Description

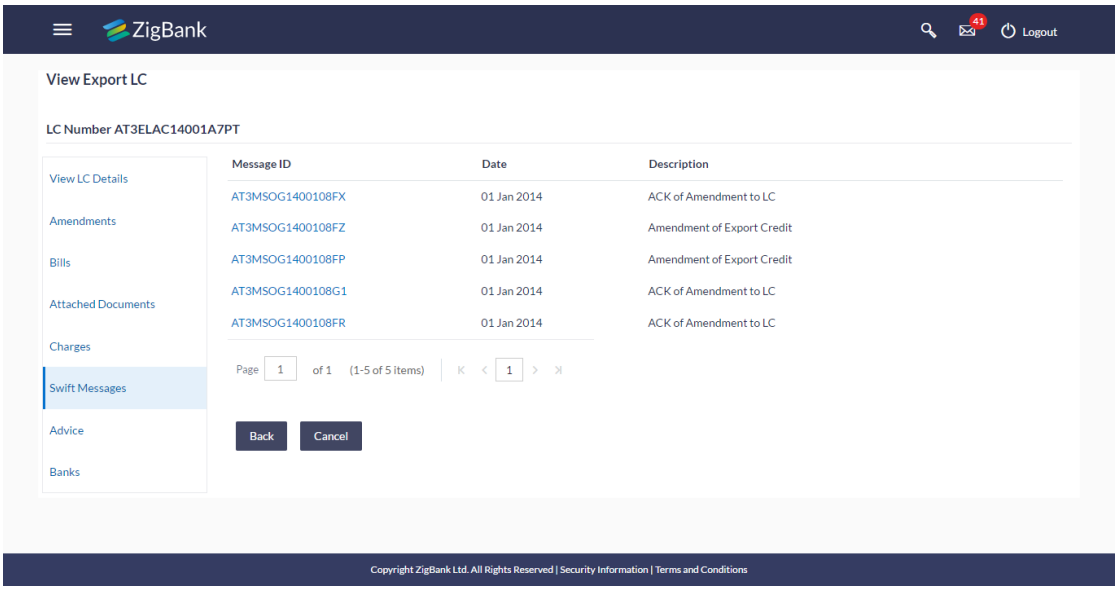
Field Name	Description
Commission	Displays the LC issuance commission charges in terms of percentage.
Percentage	Displays the percentage of LC changed as commission.
Amount	Displays the amount charged as commission.
Total Charges	Displays the total LC charges for amendment.
Charges	Displays the LC charges for amendment.
Account	Displays the account number for Cancellation Charges / Export Advice Charges.
Amount	Displays the total charges applicable.
Total(without VAT)	Displays the total charges overall applicable (sum of LC cancellation charges and export advice charges.).

20. Click **Swift Messages** tab. The summary of all the all swift messages between both the parties appears.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

3.8 Swift Messages

This tab lists and displays list of all swift messages between both the parties. It allows the user to download the SWIFT messages generated for the selected Import LC.

View Export LC - Swift Messages

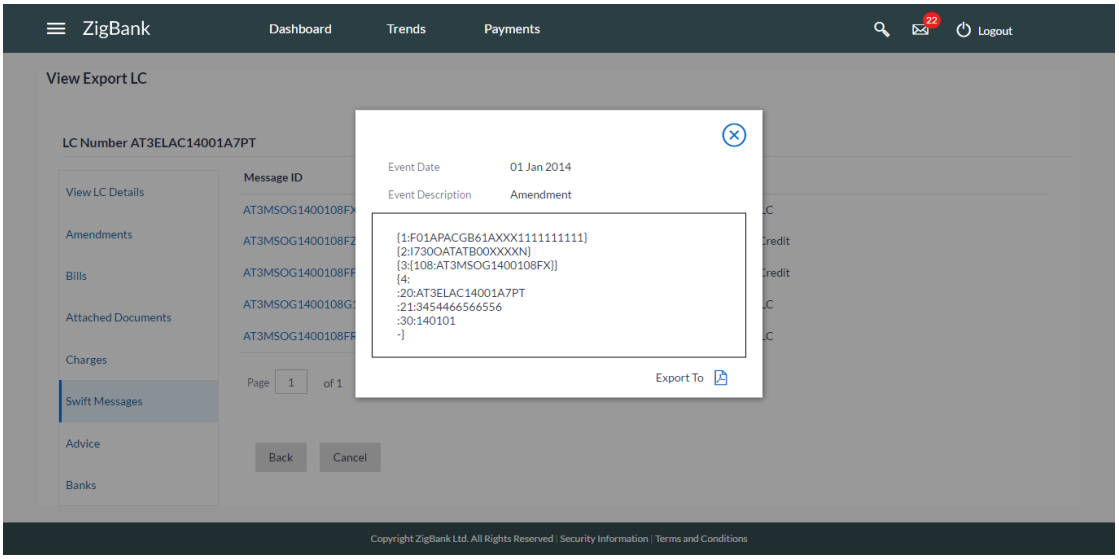


Field Description

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The swift message detailed description.

21. Click on the desired Message ID to view the respective Swift details.
    The Swift detail appears in popup window along with the event date and description.

Swift Messages Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the swift message.

a. From the **Export To** list, select the appropriate option and save the SWIFT messages in selected format like PDF, XLS, and RTF formats, if required.

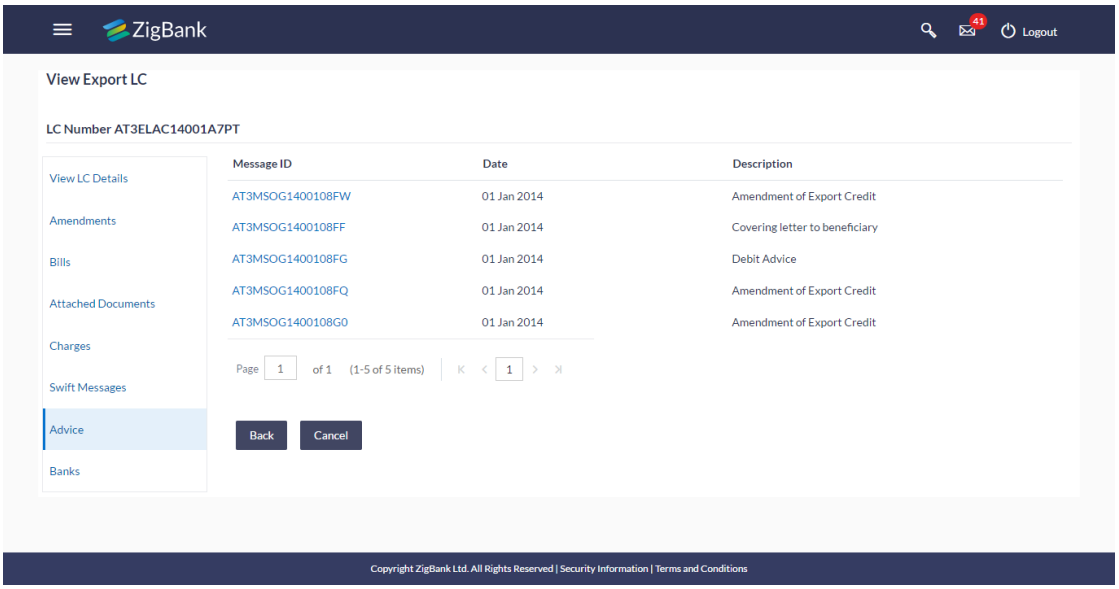
b. Click to close the window.

21. Click **Advices** tab. The summary of all the Advices being exchanged.
    OR
    Click **Back**.
    The **View Export LC** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

3.9 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected export LC.

View Export LC - Advices

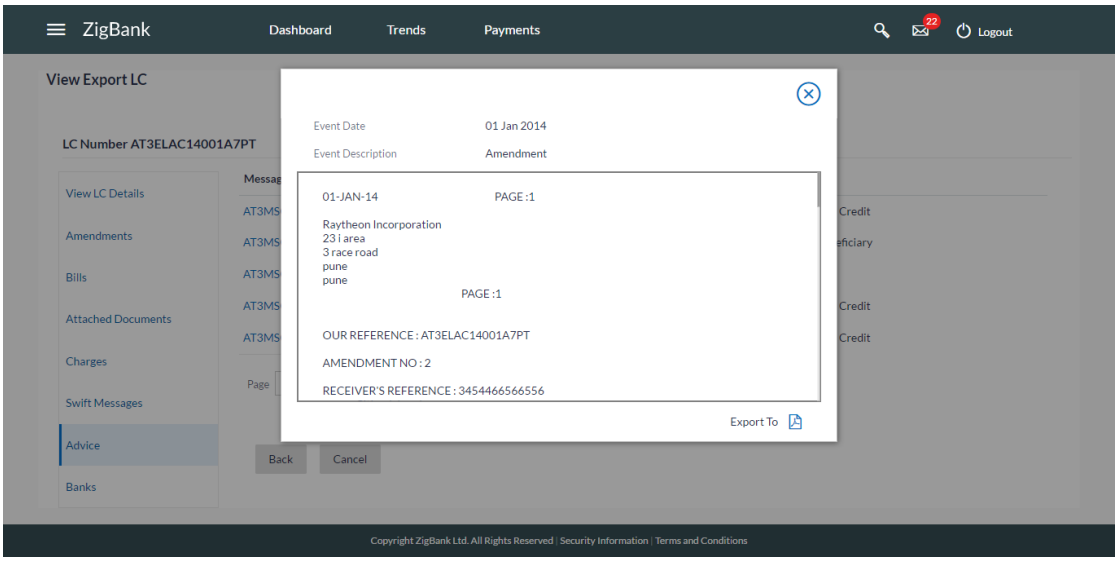


Field Description

Field Name	Description
Date	Date of sending advice.
Message ID	Unique identification number for the message.
Description	The detail description of advice.

22. Click on the desired Message ID to view the respective advice details.
    The advice detail appears in popup window along with the event date and description.

Advices Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. From the Export To list, select the appropriate option and save the SWIFT messages in selected format like PDF, XLS, and RTF formats, if required.

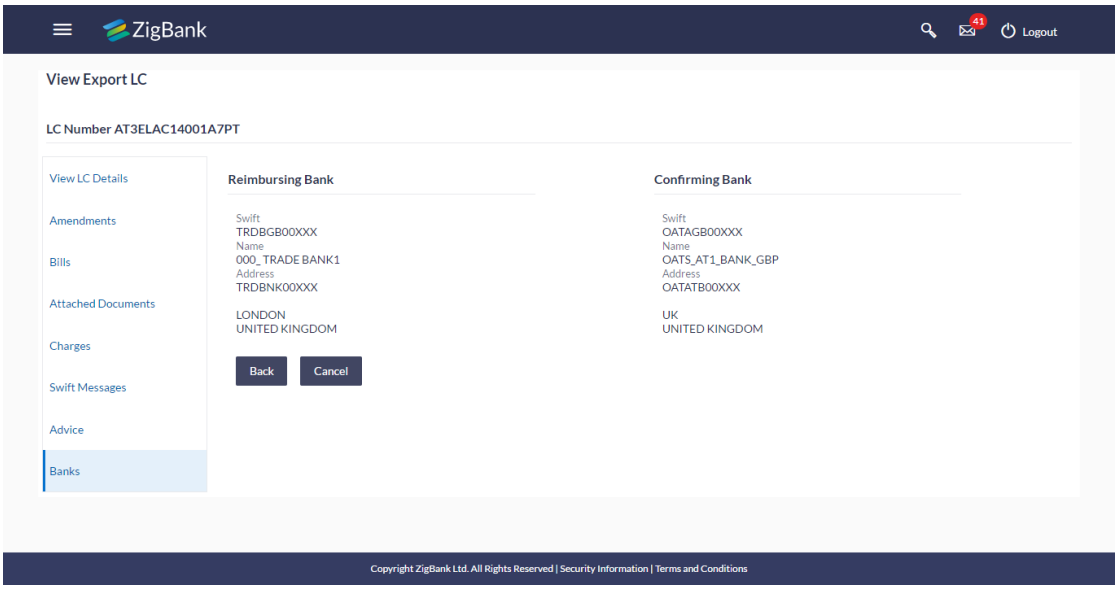
b. Click ✖ to close the window.

23. Click **Bank** tab. The summary of all the banks which are involved transactions other than issuing purpose.
OR
Click **Back**.
The **View Export LC** screen appears.
OR
Click **Cancel** to cancel the transaction.

3.10 Banks

This tab denotes the banks which are involved for other than issuing purpose like Negotiating Bank, Confirming Bank, Advising through Bank etc.

View Export LC – Banks tab



Field Description

Field Name	Description
Reimbursing Bank	
SWIFT	Displays the SWIFT Id of the Reimbursing Bank.
Name	Displays the name of the Reimbursing Bank.
Address	Displays the address of the Reimbursing Bank.
Country	Displays the country of the Reimbursing Bank.
Confirming Bank	
SWIFT	Displays the SWIFT Id of the Confirming Bank.
Name	Displays the name of the Confirming Bank.
Address	Displays the address of the Confirming Bank.
Country	Displays the country of the Confirming Bank.

24. Click **Back**.
    The **View Export LC** screen appears.

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

Note: Attached Documents will be a part of next release.

FAQs

1. **Can I see LCs which is expired?**

   Yes, you can look details of LCs which are expired, active, closed on hold etc.

2. **Can I see Bills linked to my LC?**

   Yes, on clicking Bills section, you will have a summary and link to attach bills under the LC.

3. **Why only certain Incoterms, documents or clauses coming, not the others?**

   It depends on the LC product chosen while creating; all these are dependent on the LC product.

4. **How many amendments are possible and how to keep track?**

   Application will show you all its fields' values with the amendments done to it. The details of amendments are displayed in the amendment section.

Home

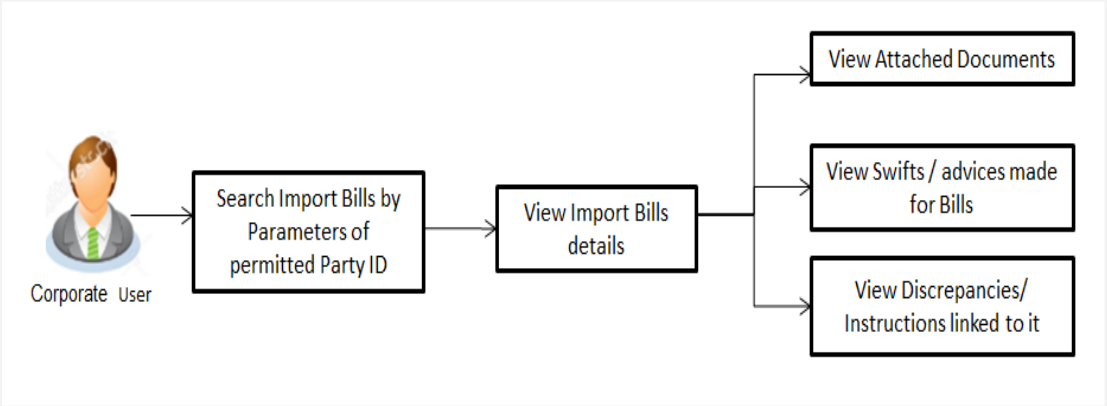
4. View Import Bill

Using this option, you can view the details of existing import bills in the application. You can search the required import bills using different search criteria and download the import bill list in different file formats.

Pre-Requisites

- User must have a valid corporate party Id and login credentials in place
- At least a single import Bill should exist for the party ID and party must having view rights for it

Workflow



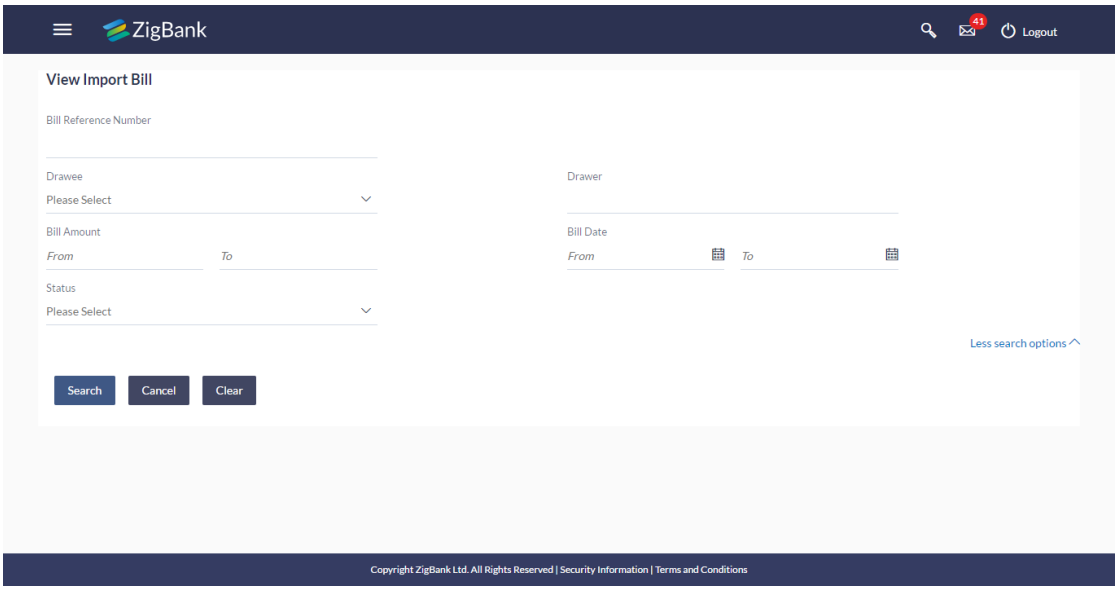
How to reach here:

Trade Finance > Letter of Credit > View Import Bill

To view Import Bill:

1. The **View Import Bill** screen appears.

View Import Bill

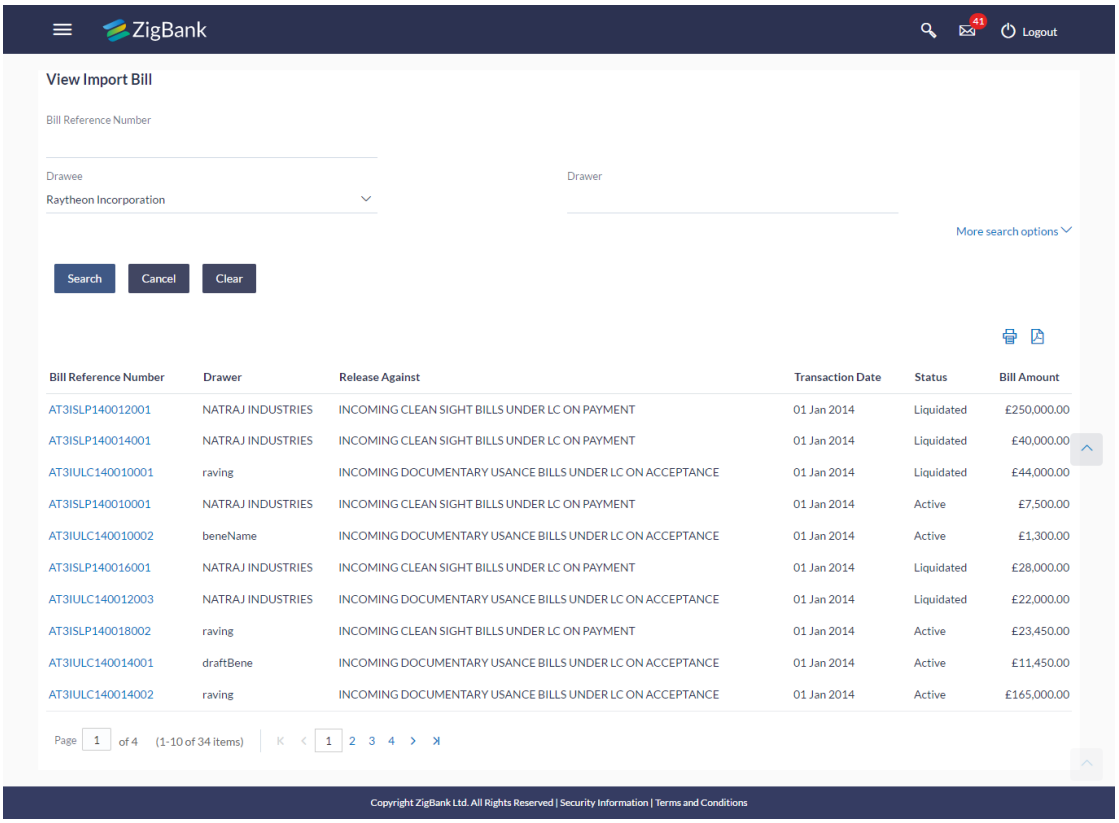


Field Description

Field Name	Description
Bill Reference Number	The name of beneficiary party.
Drawee	The name of person who is uploading bills to be settled. He is the receiver of bill.
Drawer	The name of the drawer under the bill. He is the creator of Bill
Bill Amount From	The start of the bill amount range used for searching the bill.
Bill Amount To	The end of the bill amount range used for searching the bill.
Bill Date From	The start date of the bill date range used for searching the bill.
Bill Date To	The end date of the bill date range used for searching the bill.

Field Name	Description
Status	The current status of the bill. The options are: • Active • Hold • Cancelled • Liquidated • Closed • Reversed

2. From the **Drawee** list, select the appropriate option. It shows all party name mapped to user.
3. Click **Search**.
   The **View Import Bills** screen appears with the search results.
   OR
   Click **Clear** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
4. Click to download all or selected columns in the import bill details list. You can download the list in PDF formats.
   OR
   View Import Bill – Search Result



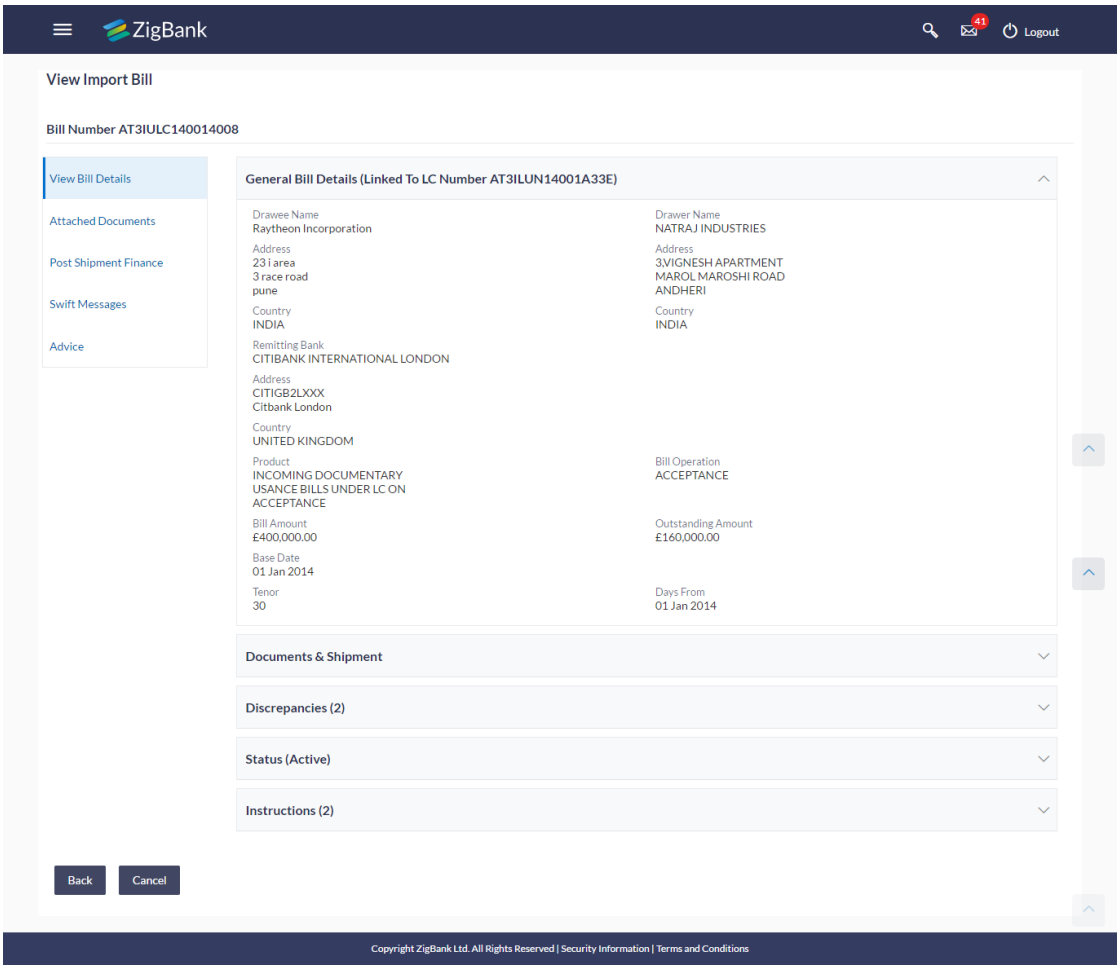
Field Description

Field Name	Description
Bill Reference Number	The bill reference number. Displays the link to view the import bill details.
Drawer	The name of the drawer of the import bill.
Release Against	The product name of the import bill.
Transaction Date	The transaction date of the import bill.
Status	The status of the import bill.
Bill Amount	The import bill amount.

5. Click the required link in the **Bill Reference Number** column. The **View Import Bills** screen appears with the details of the selected import bill. By default, the **View Bill Details– General Bill Details** tab appears.

4.1 General Bill Details

View Import Bill – General Bill Details


ZigBank
41
Logout
View Import Bill
Bill Number AT3IULC140014008
View Bill Details
Attached Documents
Post Shipment Finance
Swift Messages
Advice
General Bill Details (Linked To LC Number AT3ILUN14001A33E)
Drawee Name
Raytheon Incorporation
Address
23 I area
3 race road
pune
Country
INDIA
Remitting Bank
CITIBANK INTERNATIONAL LONDON
Address
CITIGB2LXXX
Citbank London
Country
UNITED KINGDOM
Drawer Name
NATRAJ INDUSTRIES
Address
3,VIGNESH APARTMENT
MAROL MAROSHI ROAD
ANDHERI
Country
INDIA
Product
INCOMING DOCUMENTARY
USANCE BILLS UNDER LC ON
ACCEPTANCE
Bill Operation
ACCEPTANCE
Bill Amount
£400,000.00
Outstanding Amount
£160,000.00
Base Date
01 Jan 2014
Tenor
30
Days From
01 Jan 2014
Documents & Shipment
Discrepancies (2)
Status (Active)
Instructions (2)
Back
Cancel
Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions

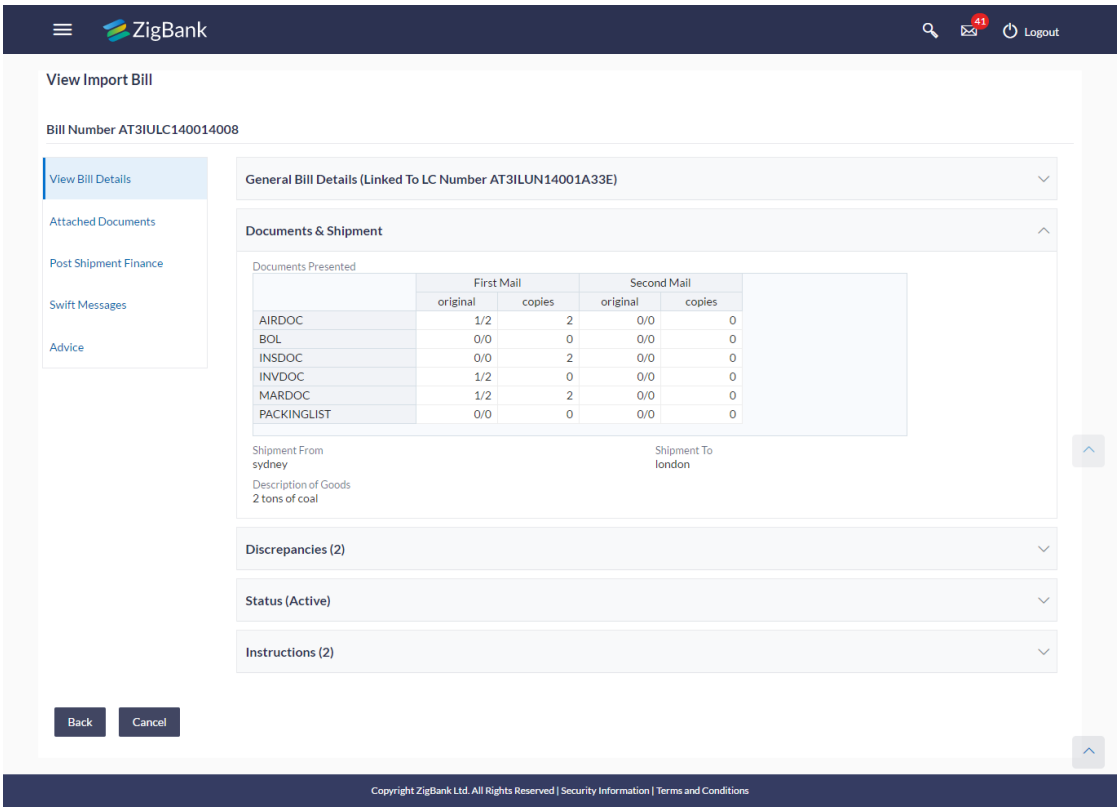
Field Description

Field Name	Description
Drawee Name	The name of person who is receiving bills to be settled.
Address	The address of the drawee of the import bill.
Country	The country of the drawee of the import bill.
Drawer Name	The name of the drawer of the import bill. He is the one who uploads bills.
Address	The address of the drawer of the import bill.
Country	The country of the drawer of the import bill.
RemittingBank	The name of the remitting bank of the import bill.
Address	The address of the remitting bank of the import bill.
Country	The country of the remitting bank of the import bill.
Product	The product of the import bill.
Bill Operation	The operation of the import bill.
Date Received	The date on which the import bill is received.
Contract Status	The status of the import bill contract.
Bill Amount	Displays the amount of the import bill.
Outstanding Amount	The outstanding amount of the import bill.
Base Date	The base date of the import bill.
Tenor	The tenor of the import bill.
Days From	The start event for the count of tenor such as the Bill of Lading Date.

6. Click **Document & Shipment** tab.
   The **Document & Shipment** details appears in the **View Import Bill** screen.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

4.2 Document & Shipment

View Import Bill – Document & Shipment tab



Field Description

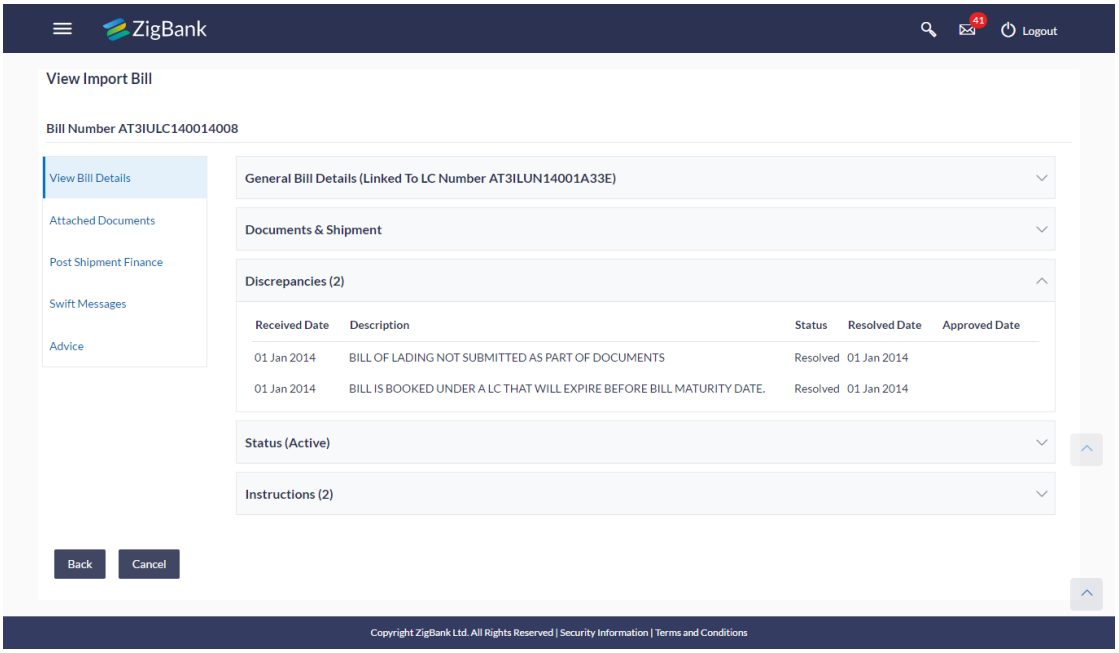
Field Name	Description
Documents Presented	Displays the list of documents presented under the import bill including number of original and copies of the documents presented.
Shipment From	Displays the location from which the shipment is shipped.
Shipment To	Displays the location to which the shipment is shipped.
Description of Goods	Displays the description of goods.

7. Click **Discrepancies** tab
   The **Discrepancies** detail appears in the **View Import Bill** screen.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

4.3 Discrepancies

Displays the list of discrepancies identified by the bank in the bill. It is available only for bills under LC.

View Import Bill – Discrepancies tab



Field Description

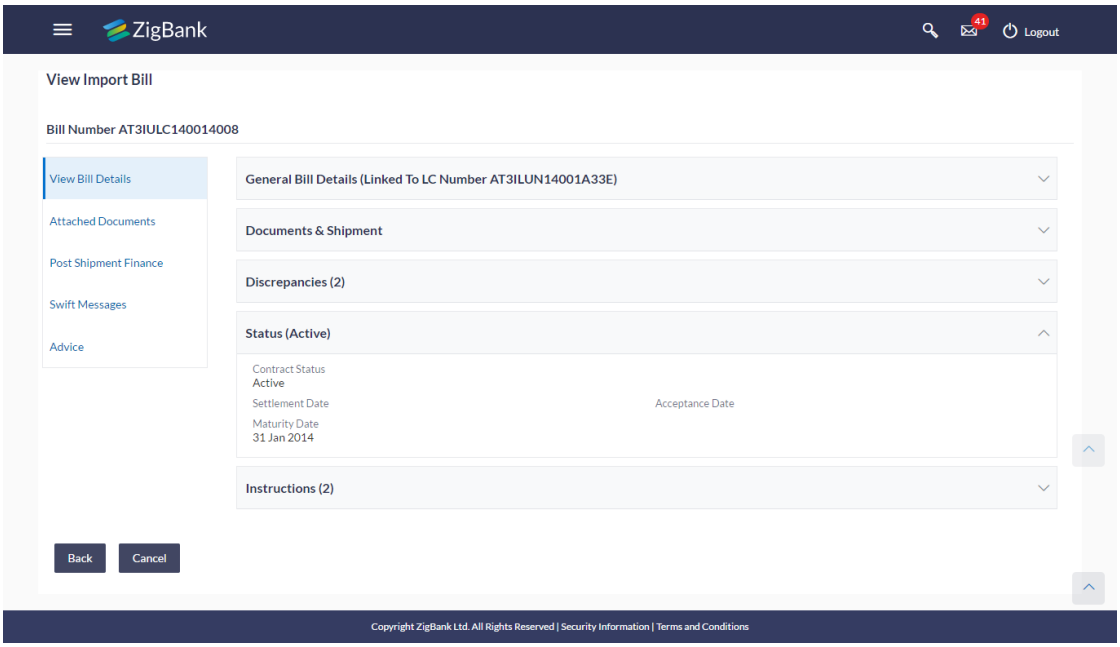
Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy.
Status	Displays whether the discrepancy is resolved or not as on current date.
Resolved Date	Displays the resolved date if the discrepancy is resolved.
Approved Date	Displays the approved date of the discrepancy.

8. Click **Status Date** tab.
   The **Status Date** details appears in the **View Import Bill** screen.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.

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

4.4 Status

View Import Bill – Status tab



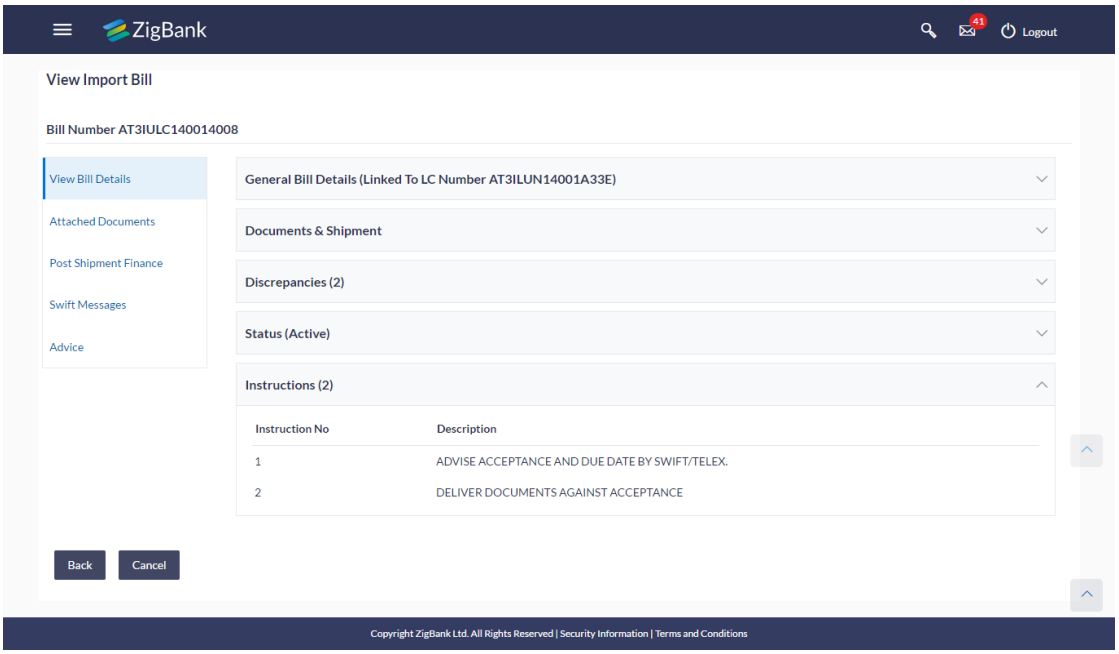
Field Description

Field Name	Description
Contract Status	Displays the status of contract.
Settlement Date	Displays the settlement date of the import bill.
Acceptance Date	Displays the acceptance date of the import bill.
Maturity Date	Displays the maturity date of the import bill.

9. Click **Instructions** tab.
   The **Instructions** details appears in the **View Import Bill** screen.
   OR
   Click **Back**.
   The **View Import Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

4.5 Instructions

View Import Bill – Instructions tab



Field Description

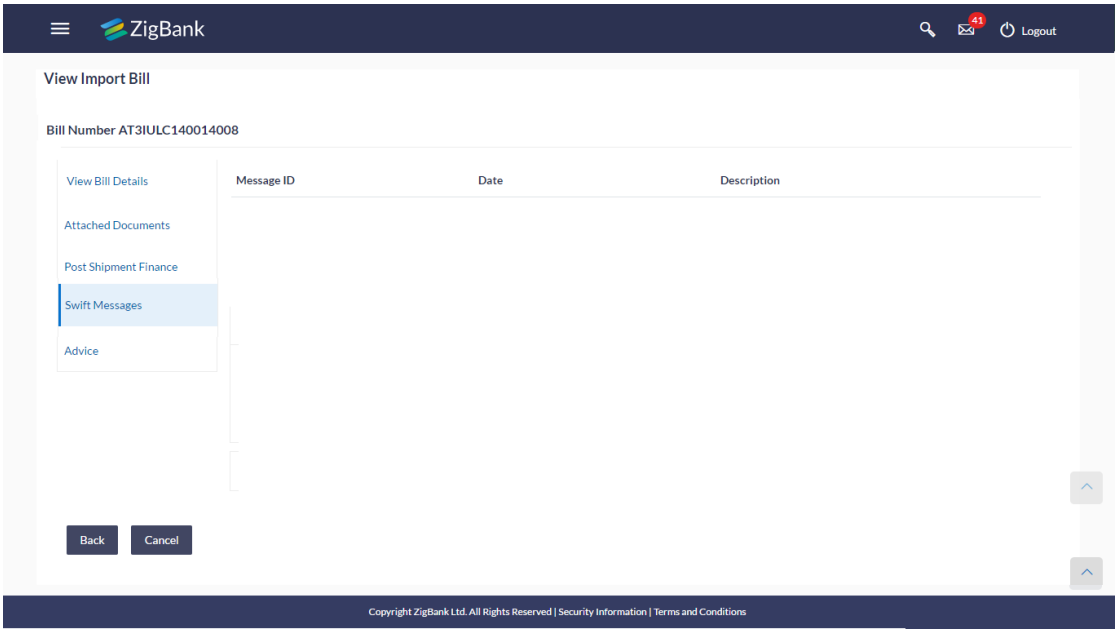
Field Name	Description
Instruction No.	The serial number of the instruction.
Description	The instructions set to the bank.

10. .

4.6 Swift Messages

These lists and displays list of all swift messages between both the parties.

View Import LC – Swift Messages tab

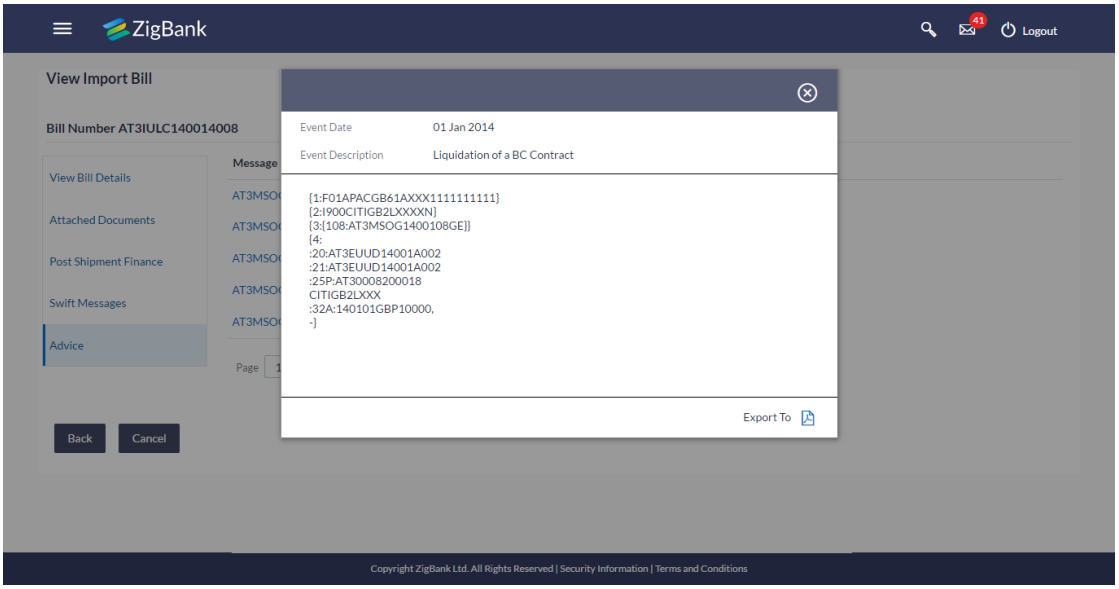


Field Description

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The swift message detailed description.

11. Click on the desired Message ID to view the respective Swift details.
    The Swift detail appears in popup window along with the event date and description.

Swift Messages Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the swift message.

a. From the **Export To** list, select the appropriate option and save the SWIFT messages in selected format like PDF,formats, if required.

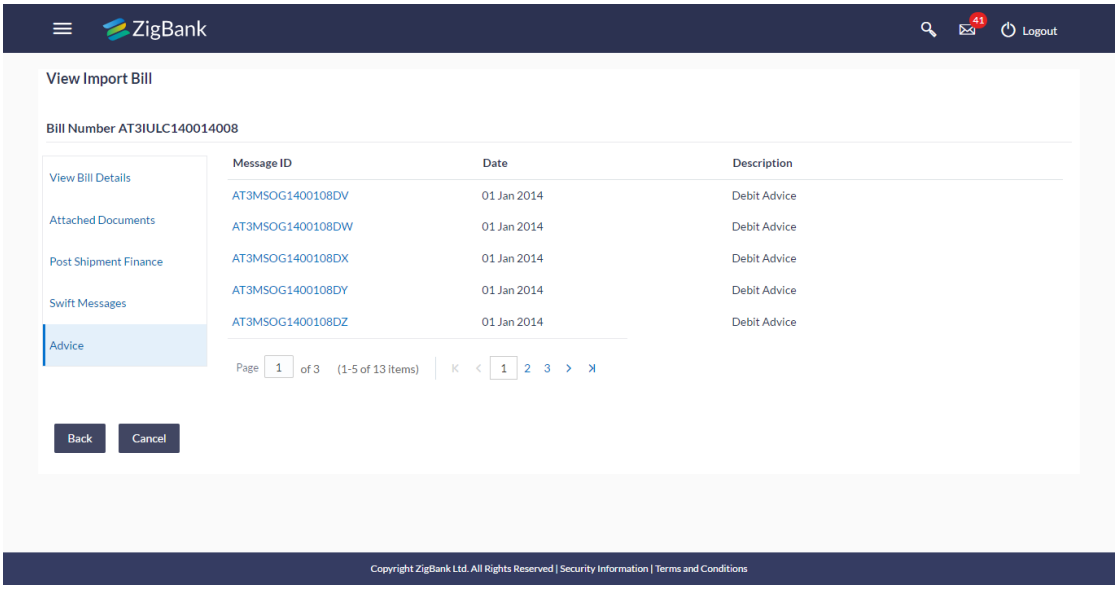
b. Click ✖ to close the window.

12. Click **Advices** tab. The summary of all the Advices being exchanged.
    OR
    Click **Back**.
    The **View Import Bill** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

4.7 Advices

This denotes all the Advices being exchanged.

View Import Bill - Advices

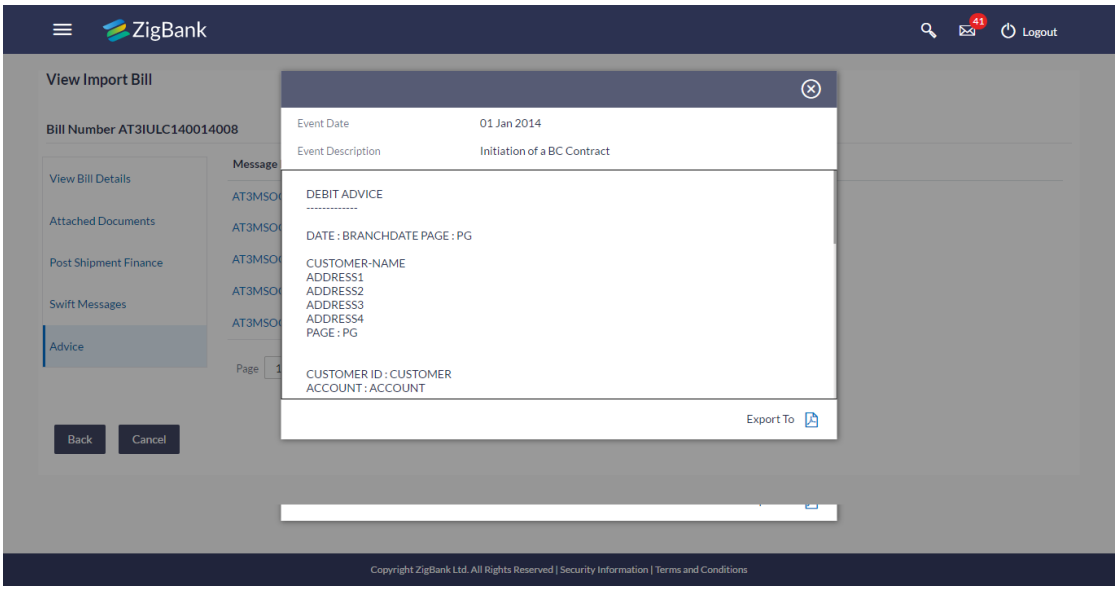


Field Description

Field Name	Description
Message ID	Unique identification number for the message.
Date	Date of sending advice.
Description	The detail description of advice.

13. Click on the desired Message ID to view the respective advice details.
    The advice detail appears in popup window along with the event date and description.

Advices Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. From the **Export To** list, select the appropriate option and save the advices in selected format like PDF formats, if required.

b. Click ✖ to close the window.

14. Click **Back**.
The **View Import Bill** screen appears.
OR
Click **Cancel** to cancel the transaction.

Note: Attached Documents and Post Shipment Finance will be a part of next release.

FAQs

1. Do you need a credit facility to use this product?

No you do not need a credit facility for use of this feature.

2. Does this module cater to both DA and DP?

Yes, you can view your bills in either of the cases, and when the condition is fulfilled, the changes are updated.

5. View Export Bill

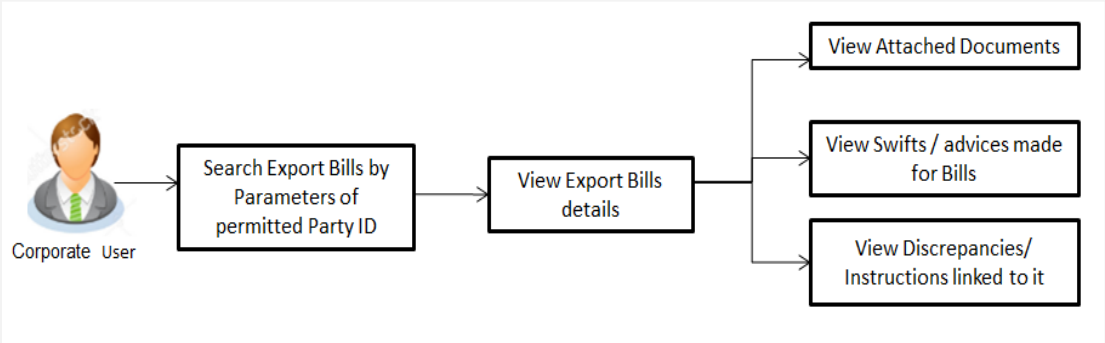
Using this option, you can search, view and download the details of the export bills presented under Collection and LC (Advised / Non - Advised by Bank).

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 pdf format.

Pre-Requisites

- User must have a valid login credentials
- User must have certain export bills presented under Collection and LC

Workflow



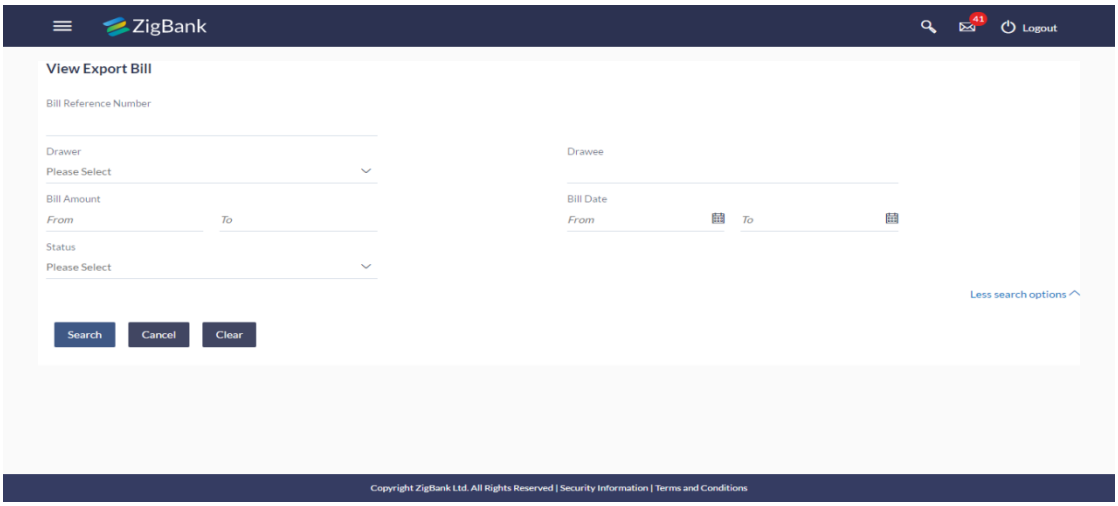
How to reach here:

Trade Finance > Letter of Credit > View Export Bill

To view Export Bill:

1. The **View Export Bill** screen appears.

View Export Bill

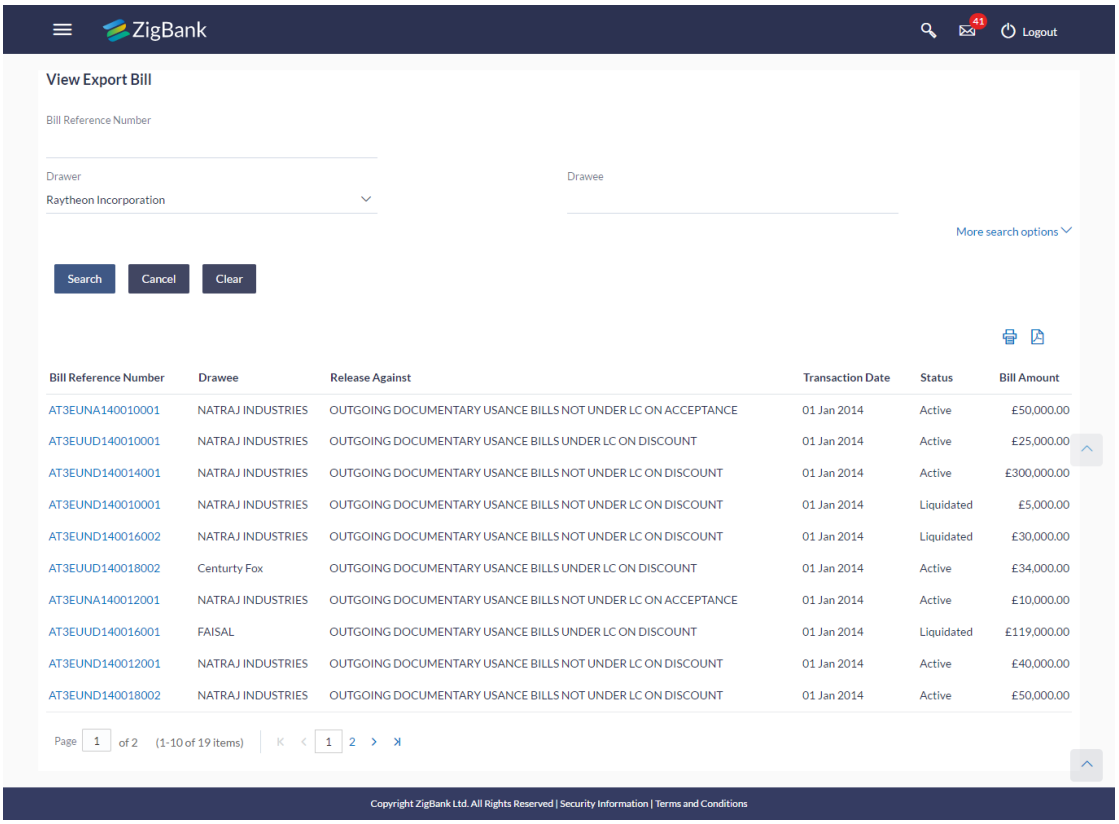


Field Description

Field Name	Description
Bill Reference Number	The name of beneficiary party.
Drawer	The name of the drawer under the bill.
Drawee	The name of party who is drwaee of the bill.
Bill Amount From	The start of the bill amount range used for searching the bill.
Bill Amount To	The end of the bill amount range used for searching the bill.
Bill Date From	The start date of the bill date range used for searching the bill.
Bill Date To	The end date of the bill date range used for searching the bill.
Status	The current status of the bill. The options are: • Active • Hold • Cancelled • Liquidated • Closed • Reversed

2. From the **Drawee** list, select the appropriate option.
3. Click **Search**.
   The **View Export Bills** screen appears with the search results.
   OR
   Click **Clear** to reset the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
4. Click to download all or selected columns in the export bill details list. You can download the list in PDFformats.

View Export Bill – Search Result



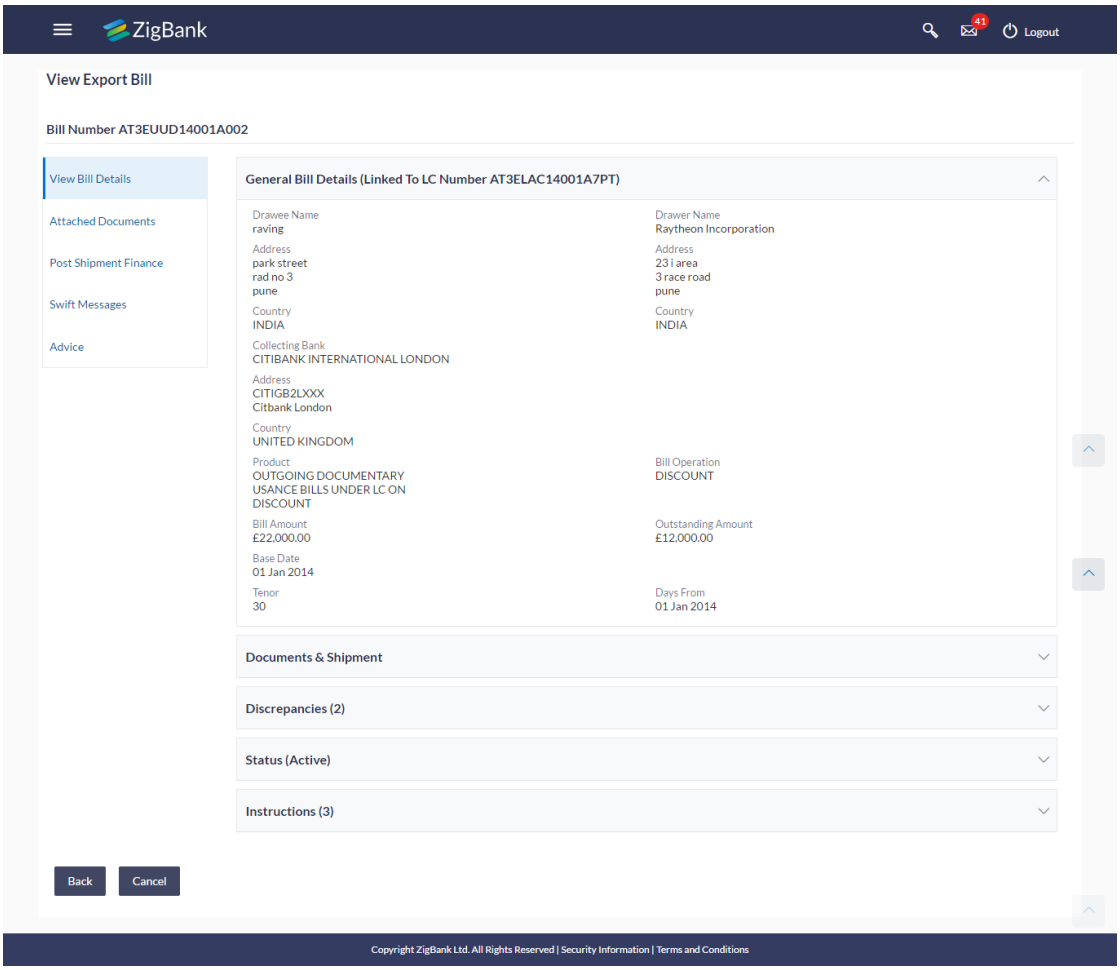
Field Description

Field Name	Description
Bill Reference Number	The bill reference number. Displays the link to view the export bill details.
Release Against	The product name of the export bill.
Transaction Date	The transaction date of the export bill.
Bill Amount	The export bill amount.
Status	The status of the export bill.
Drawee	The name of the drawee of the export bill.
Drawer	The name of the drawer of the export bill.

5. Click the required link in the **Bill Reference Number** column. The **View Export Bills** screen appears with the details of the selected export bill. By default, the **View Bill Details– General Bill Details** tab appears.

5.1 General Bill Details

View Export Bill – General Bill Details



Field Description

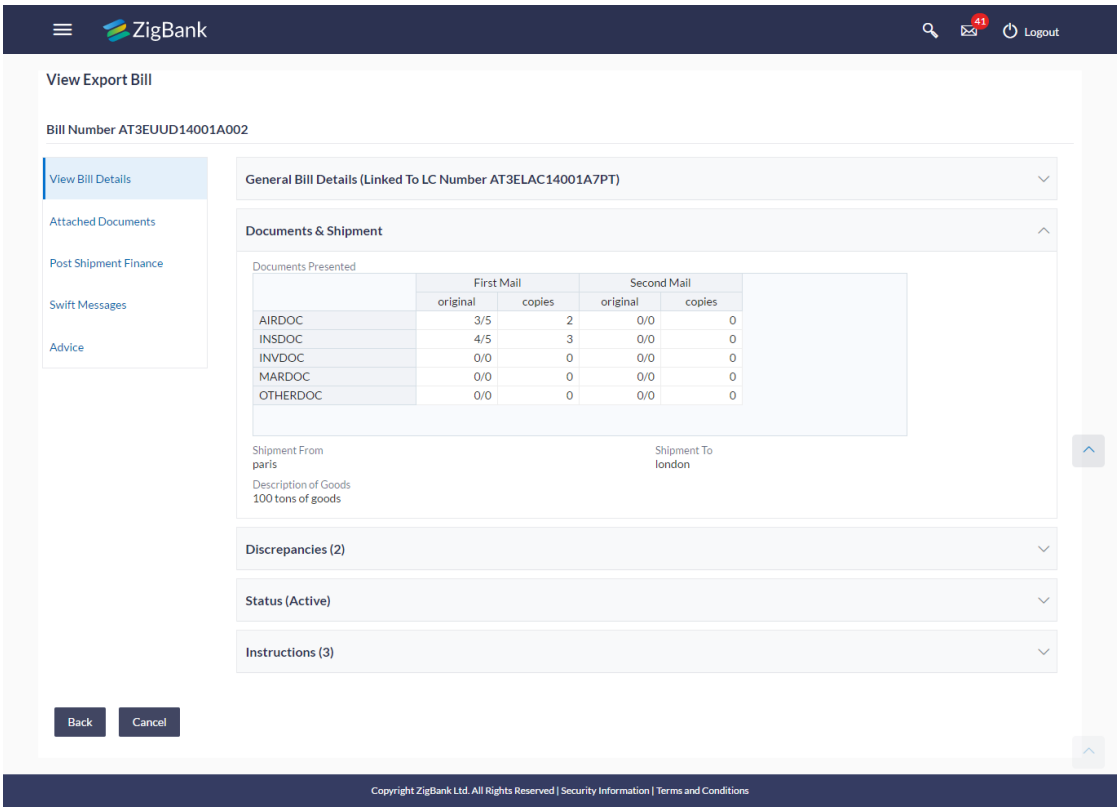
Field Name	Description
Drawee Name	The name of the drawee of bill.
Address	The address of the drawee of the export bill.
Country	The country of the drawee of the export bill.
Drawer Name	The name of the drawer of the export bill, he is the creator of bill.
Address	The address of the drawer of the export bill.
Country	The country of the drawer of the export bill.

Field Name	Description
Collecting Bank	The name of the remitting bank of the export bill.
Address	The address of the remitting bank of the export bill.
Country	The country of the remitting bank of the export bill.
Product	The product of the export bill.
Bill Operation	The operation of the export bill.
Date Received	The date on which the export bill is received.
Contract Status	The status of the export bill contract.
Bill Amount	Displays the amount of the export bill.
Outstanding Amount	The outstanding amount of the export bill.
Lodgment Date	The lodgment date of the export bill.
Maturity Date	The maturity date of the export bill.
Tenor	The tenor of the export bill.
Days From	The start event for the count of tenor such as the Bill of Lading Date.

6. Click **Document & Shipment** tab.
   The **Document & Shipment** tab appears in the **View Export Bill** screen.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

5.2 Document & Shipment

View Export Bill – Document & Shipment tab



Field Description

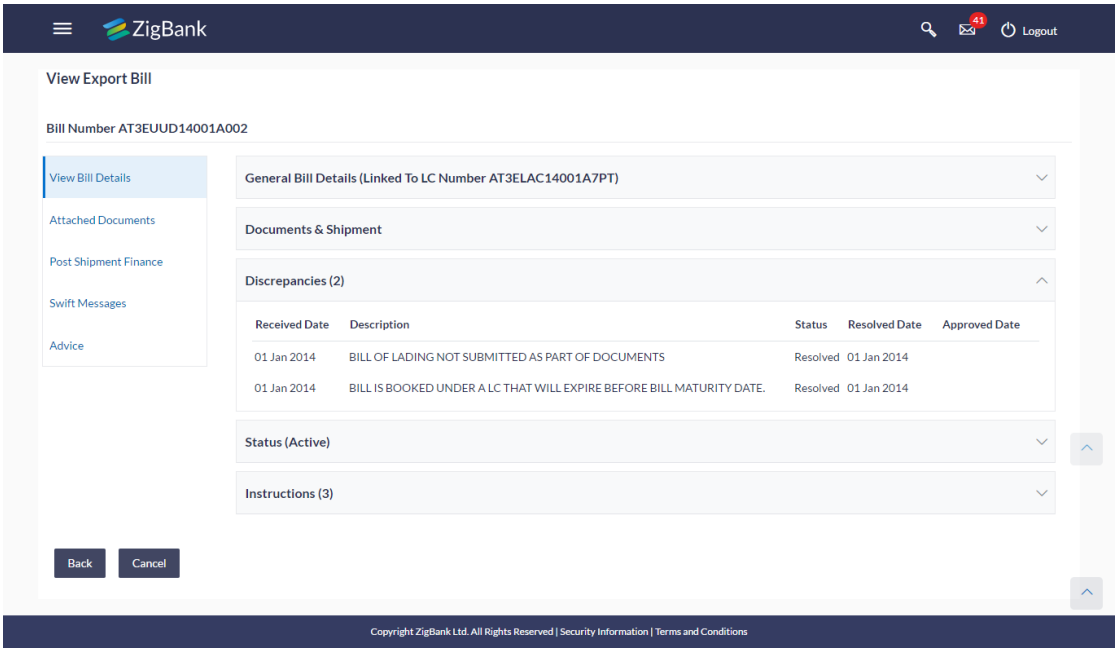
Field Name	Description
Documents Presented	Displays the list of documents presented under the export bill including number of original and copies of the documents presented.
Shipment From	Displays the location from which the shipment is shipped.
Shipment To	Displays the location to which the shipment is to be shipped.
Description of Goods	Displays the description of goods.

7. Click **Discrepancies** tab.
   The **Discrepancies** tab appears in the **View Export Bill** screen.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

5.3 Discrepancies

Displays the list of the list of identified discrepancies. It is applicable only if it is linked to a LC.

View Export Bill – Discrepancies tab



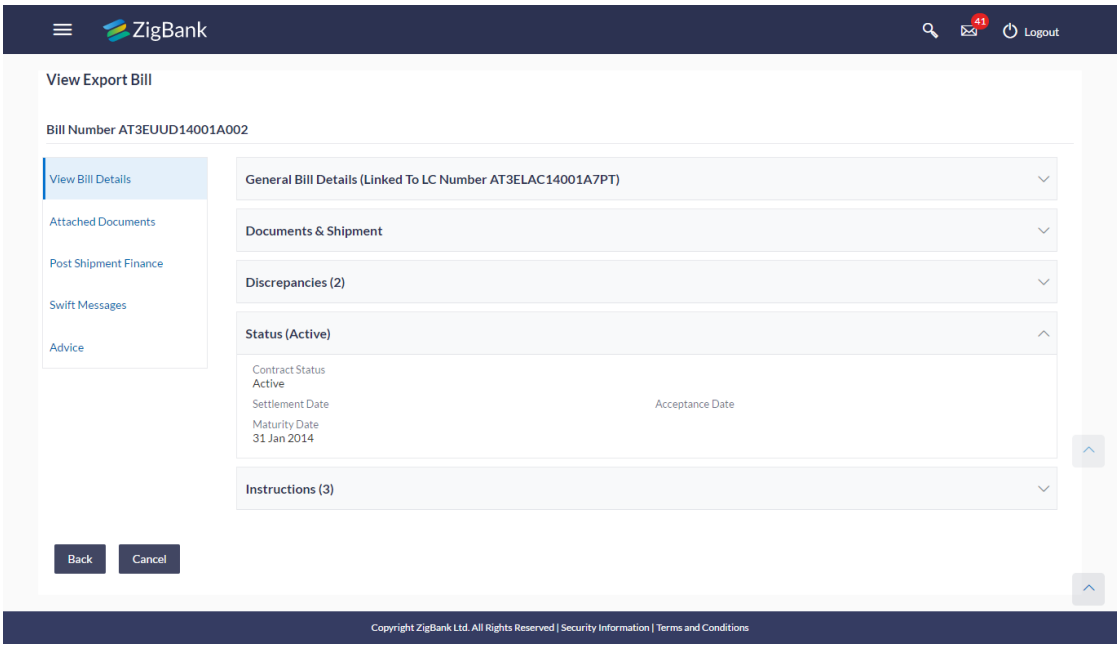
Field Description

Field Name	Description
Received Date	Displays the date on which the discrepancy has been identified and received by the host.
Description	Displays the description of discrepancy like name.
Status	Displays the whether the discrepancy is resolved or not as on date.
Resolved Date	Displays the resolved date if the discrepancy is resolved.
Approved Date	Displays the approved date of the discrepancy.

8. Click **Status** tab.
   The **Status** tab appears in the **View Export Bill** screen.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

5.4 Status

View Export Bill – Status tab



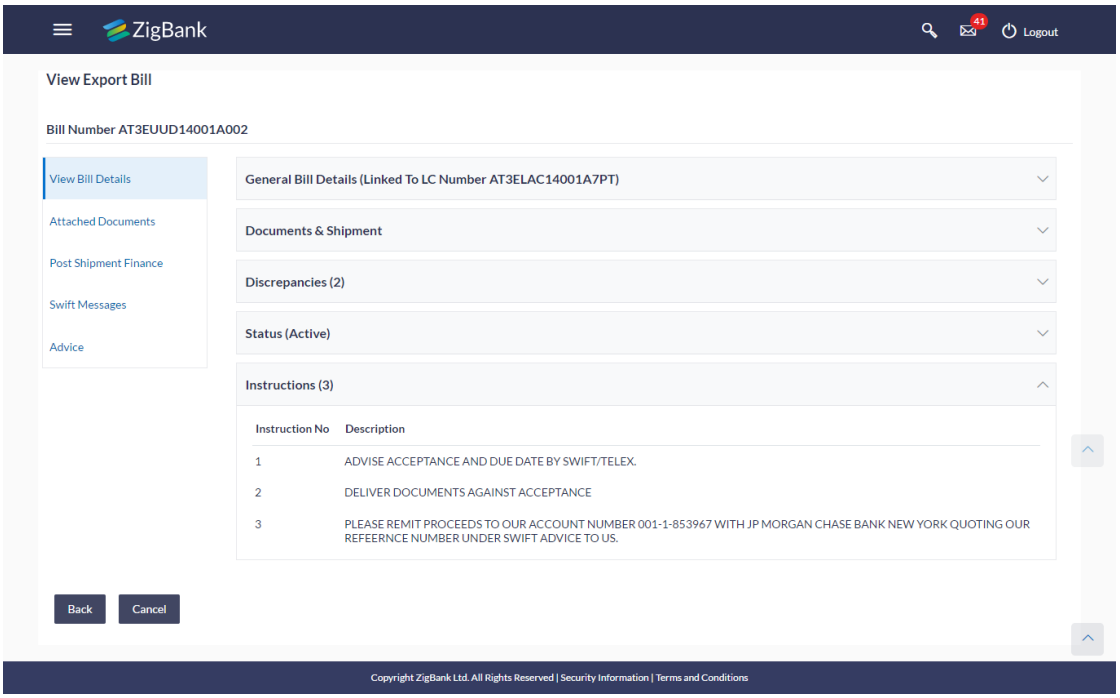
Field Description

Field Name	Description
Contract Status	The status of the import bill contract.
Settlement Date	Displays the settlement date of the export bill.
Acceptance Date	Displays the acceptance date of the export bill.
Maturity Date	Displays the maturity date of the export bill.

9. Click **Instructions** tab.
   The **Instructions** tab appears in the **View Export Bill** screen.
   OR
   Click **Back**.
   The **View Export Bill** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

5.5 Instructions

View Export Bill – Instructions tab



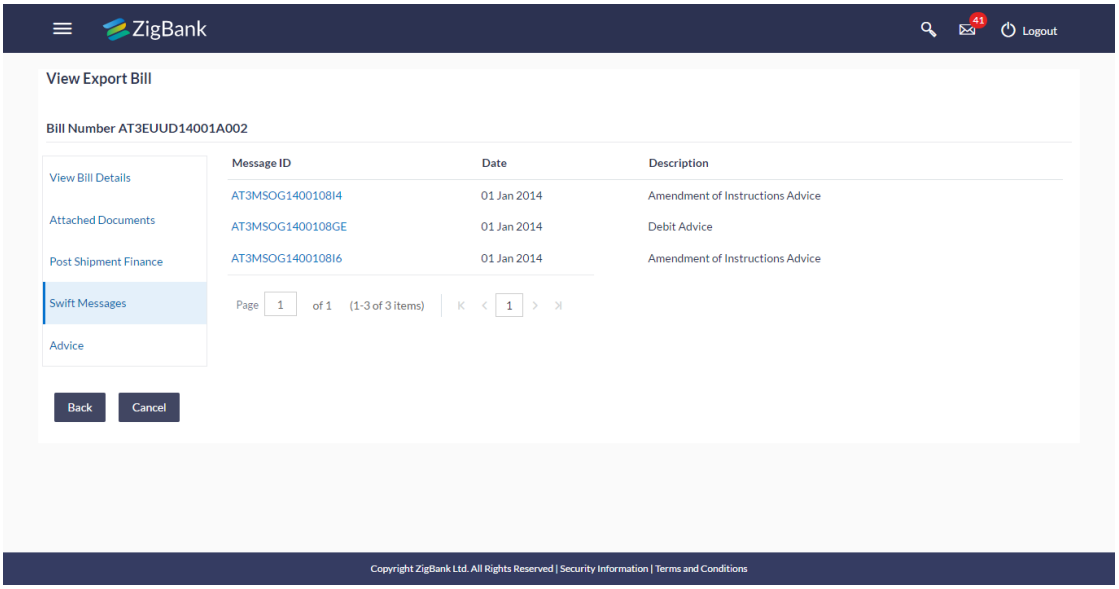
Field Description

Field Name	Description
Instruction No.	The serial number of the instruction.
Description	The instructions set to the bank.

5.6 Swift Messages

These lists and displays list of all swift messages between both the parties.

View Export Bill – Swift Messages tab

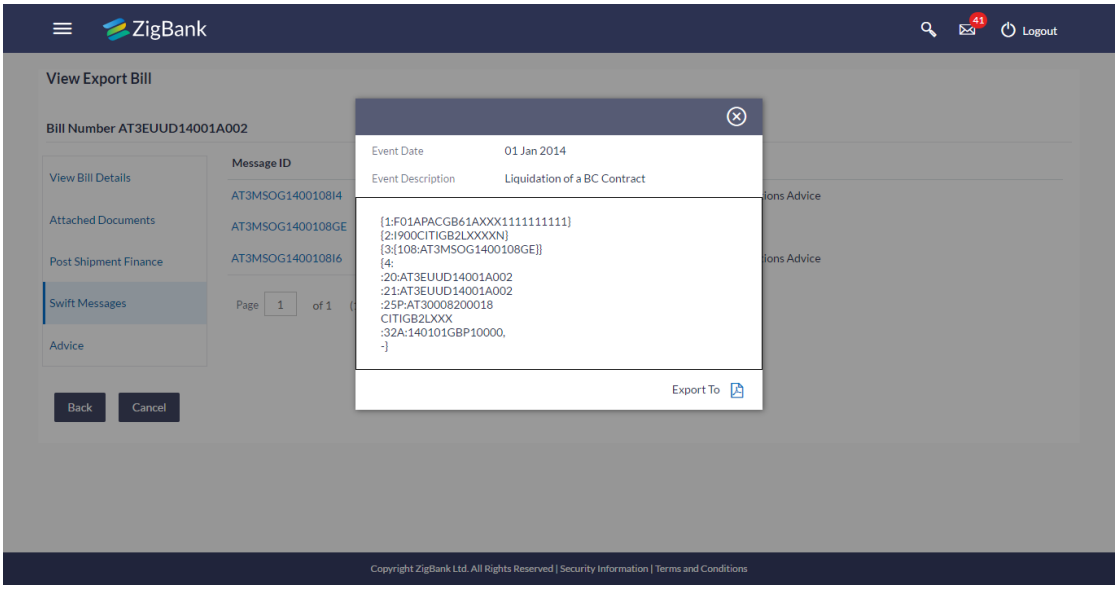


Field Description

Field Name	Description
Date	Date of sending advice.
Message ID	Unique identification number for the message.
Description	The swift message detailed description.

10. Click on the desired Message ID to view the respective Swift details.
    The Swift detail appears in popup window along with the event date and description.

Swift Messages Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the swift message.

a. From the **Export To** list, select the appropriate option and save the SWIFT messages in selected format like PDF formats, if required.

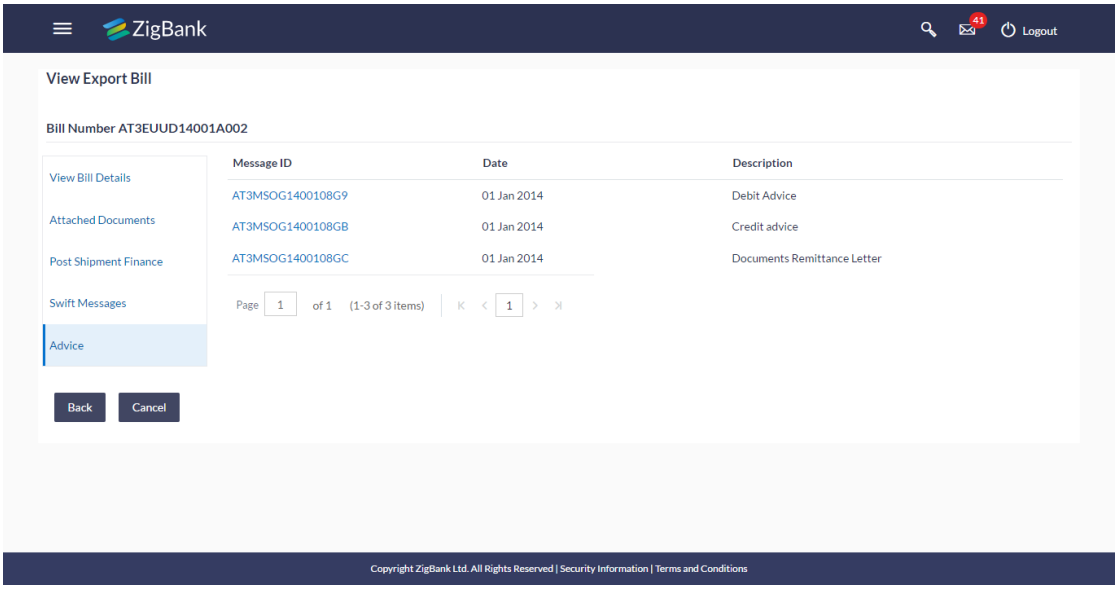
b. Click to close the window.

11. Click **Advices** tab. The summary of all the Advices being exchanged.
    OR
    Click **Back**.
    The **View Export Bill** screen appears.
    OR
    Click **Cancel** to cancel the transaction.

5.7 Advices

This tab denotes all the Advices being exchanged. It allows the user to view and download the advices generated for the selected export bill.

View Export Bill - Advices

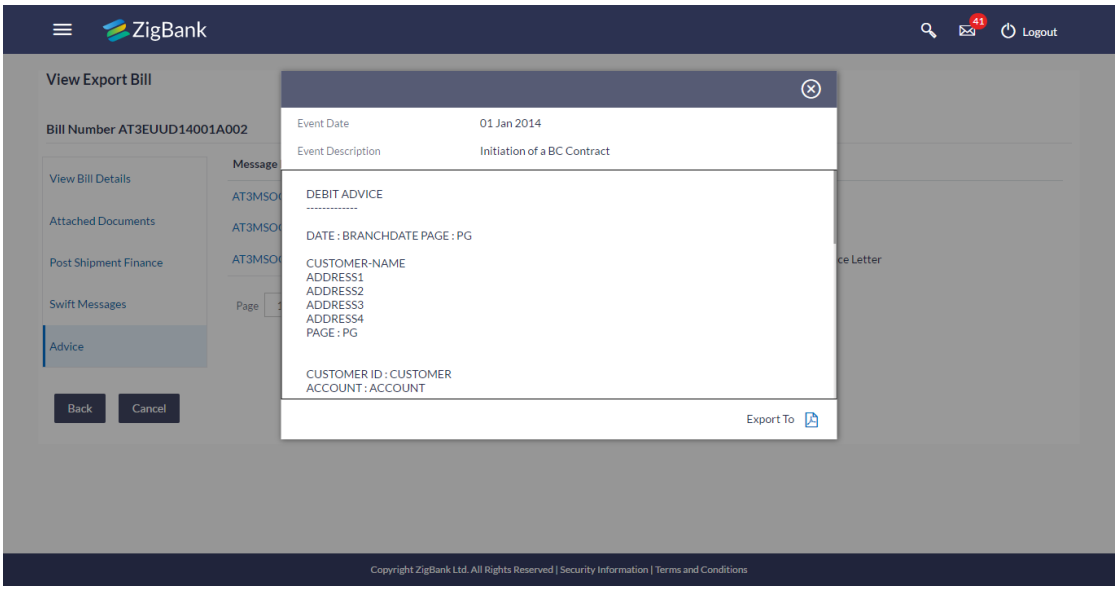


Field Description

Field Name	Description
Date	Date of sending advice.
Message ID	Unique identification number for the message.
Description	The detail description of advice.

12. Click on the desired Message ID to view the respective advice details.
    The advice detail appears in popup window along with the event date and description.

Advices Details



Field Description

Field Name	Description
Event	Displays the event date.
Event Description	Displays the description of the event.
Description	The details of the advice.

a. From the **Export To** list, select the appropriate option and save the SWIFT messages in selected format like PDF formats, if required.

b. Click to close the window.

13. Click **Back**.
The **View Export Bill** screen appears.
OR
Click **Cancel** to cancel the transaction.

Note: Attached Documents and Post Shipment Finance will be a part of next release.

FAQs

1. Where can I see if my bill is linked to any LC?

On the top of the view screen, the linked LC number is provided. In case user wants to view more about LC, view LC module can be used.

2. Why is approved date blank in discrepancies?

In cases where approvals for discrepancies are yet to be received, they remain blank.