

# Oracle Banking Digital Experience

Corporate Trade Finance User Manual  
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**ORACLE®**

Corporate Trade Finance User Manual  
January 2018

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 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 18.1.0.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

### Legends

|           |  |
|-----------|--|
| <b>NH</b> | No Host Interface Required.                  |
| ✓         | Pre integrated Host interface available.     |
| ✗         | Pre integrated Host interface not available. |

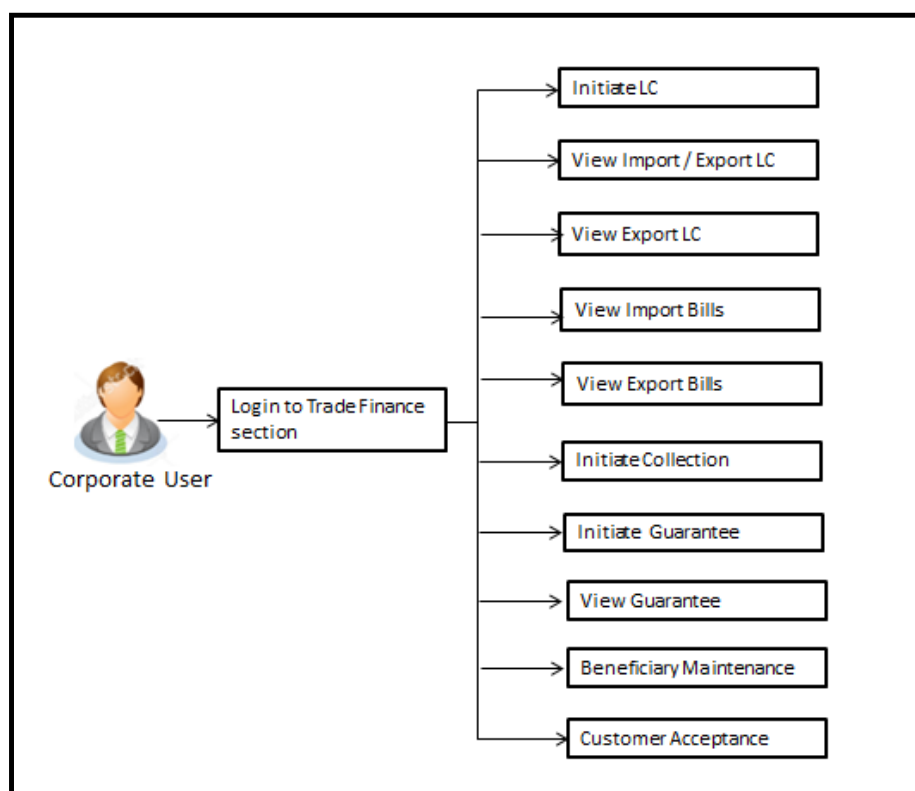
| Sr No | Transaction / Function Name | FCR 11.7.0.0.0 | UBS 12.4.0.0.0 | UBS 14.0.0.0.0 |
|-------|-----------------------------|----------------|----------------|----------------|
| 1     | Initiate LC                 | ✗              | ✓              | ✓              |
| 2     | View Import LC              | ✗              | ✓              | ✓              |
| 3     | View Export LC              | ✗              | ✓              | ✓              |
| 4     | Amend LC                    | ✗              | ✓              | ✓              |
| 5     | Initiate Collection         | ✗              | ✓              | ✓              |
| 6     | View Import Bill            | ✗              | ✓              | ✓              |
| 7     | View Export Bill            | ✗              | ✓              | ✓              |
| 8     | Initiate Outward Guarantee  | ✗              | ✓              | ✓              |
| 9     | View Outward Guarantee      | ✗              | ✓              | ✓              |
| 10    | Customer Acceptance - LC    | ✗              | ✓              | ✓              |
| 11    | Customer Acceptance - Bills | ✗              | ✓              | ✗              |
| 12    | Beneficiary Maintenance     | ✗              | ✓              | ✓              |

### 3. 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, and outward guarantees raised. User can initiate collection and outward Guarantees. For the ease of transaction facility to maintain beneficiary and facility to view lines have been added. You can attach documents required for the Trade Finance transactions.

#### Workflow



#### 3.1.1 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.

### **3.1.2 Import and Export Bills**

Bill collection is a trade transaction, in which the exporter forwards the required commercial documents to the importer's bank, against which the payment is to be done. Banks facilitates documents movement, makes the required checks and then process payments to the exporter against the bill.

Import bill collection offers a view about the collection from the point of view of an importer and export bill collection offers the same from the point of view of an exporter.

### **3.1.3 Guarantees**

It is a contract released by bank for its customer, who has signed an agreement to purchase goods from a supplier and agrees to fulfil any financial obligations to the supplier in case of default. In other words, if the debtor fails to settle a debt, the bank will cover it. Using this option, user can apply for an Outward Bank Guarantee. For the BG application, user must enter the details in the four tabs available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee.

### **3.1.4 Customer Acceptance**

There occurs some situations where the sales contract goes for some modification, and in order to replicate the same over bills and letter of credits, acceptance from other party is also required. Using this option, user can accept or reject, the discrepancies raised in import bills or amendments under export Letters of Credit. It is then forwarded for further approval from bank. A search facility is also provided to easily locate the discrepancy or amendment raised.

### **3.1.5 Beneficiary Maintenance**

To ease the user from filling up the details of beneficiary, a facility to maintain beneficiary is added. User can create add, edit or delete beneficiary details and also have different access type, if he wants to share the same beneficiary with other users. Also, it can be defined as in which functions will be able to use the beneficiaries viz. LC, BG or collection. This enables user to directly choose a beneficiary from the maintained list and save time of filling up the detail every time he is initiating a new transaction.

### **3.1.6 Line Limits Utilization**

Banks provide various limits to its customers, which they can use as a credit for different purposes. There can be main lines and sub lines with their limits assigned. There may be some trade finance instruments which are tagged to various lines. This feature will show all the existing lines a customer has and allows user to see the amount is used for which transaction.

There is a widget also provided on the corporate dashboard for a brief snapshot on the existing lines of customer. User can see the lines based on individual party or all the parties at a time.

[Home](#)

## 4. Initiate A Letter of Credit

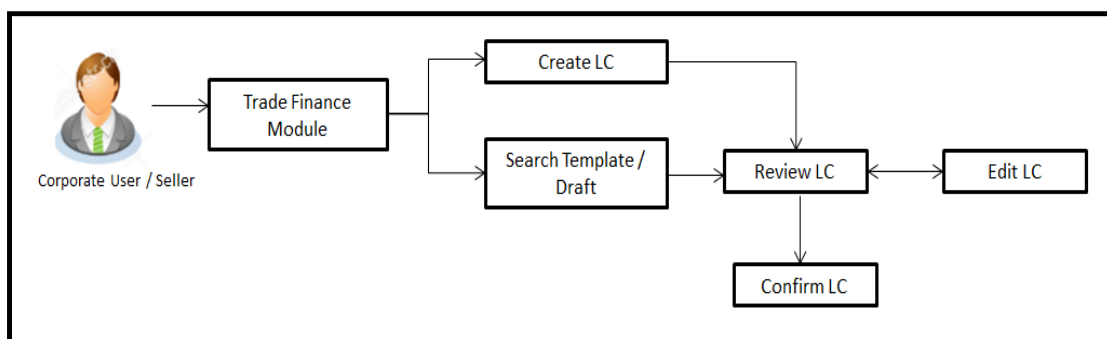
Using this option, you can initiate an Import Letter of Credit (LC) in the application. A letter of credit is a bank document which undertakes that the seller will receive payment against the stipulated documents and provided the terms and conditions have been satisfied.

An **import letter of credit** provides the credit worthiness of the importer, with the involvement of financial institutions such as banks.

### Pre-Requisites

- 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

- Using existing Templates
- Using existing Drafts
- Initiating LC ( New Application)

These are explained in detail underneath.

### 4.1 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 template appears based on search criteria.

## LC Template - Search Result

The screenshot shows the 'Initiate Letter Of Credit' interface. At the top, there are tabs for 'Templates' and 'Drafts', and an 'Initiate LC' button. Below the tabs is a search bar labeled 'Search By Template Name'. The main content is a table with the following data:

| Template Name       | Beneficiary     | Product                            | Created By     | Last Updated | Access Type |
|---------------------|-----------------|------------------------------------|----------------|--------------|-------------|
| TemplateForDemo     | bankbene        | Import OBDXLC Usance Non Revolving | Suyog Approver | 03 May 2017  | PUBLIC      |
| demo11              | bankbene        | Import OBDXLC Usance Revolving     | Suyog Approver | 13 Jun 2017  | PRIVATE     |
| banktemp            | bankbene        | Import OBDXLC Usance Non Revolving | Suyog Approver | 03 May 2017  | PRIVATE     |
| privatetemplate     | bankbene        | Import OBDXLC Usance Non Revolving | Suyog Approver | 03 May 2017  | PRIVATE     |
| temp3               | sun industries  | Import OBDXLC Usance Revolving     | ritwick one    | 10 May 2017  | PUBLIC      |
| MinimumData         | abc             | Import OBDXLC Usance Non Revolving | ritwick two    | 22 Jun 2017  | PUBLIC      |
| temp1               | taj ind         | Import OBDXLC Usance Non Revolving | ritwick one    | 21 Jun 2017  | PUBLIC      |
| publictemplate      | bankbene        | Import OBDXLC Usance Non Revolving | Suyog Approver | 03 May 2017  | PUBLIC      |
| crtemplate          | credenz         | Import OBDXLC Usance Non Revolving | ritwick two    | 23 Jun 2017  | PUBLIC      |
| NonRevolvingNoDraft | ABC corporation | Import OBDXLC Usance Non Revolving | Suyog Checker  | 21 Jun 2017  | PUBLIC      |

Below the table, there is a pagination control showing 'Page 1 of 2 (1-10 of 12 items)' and a 'Cancel' button.

### Field Description

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

#### Search Result

|                      |   |
|----------------------|---|
| <b>Template Name</b> | The name using which template is stored and can be used to initiate a LC application. |
| <b>Beneficiary</b>   | The beneficiary name against whom LC is to be created.                                |
| <b>Product</b>       | The corresponding LC product type and as supported by Host.                           |
| <b>Created by</b>    | The name of the maker who has created the template.                                   |
| <b>Last Updated</b>  | The latest updated date of the template.  |

| Field Name  | Description  |
|-------------|--|
| Access Type | The type of access granted to template, whether it is public or private. |


- Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 4.2 Search LC Drafts

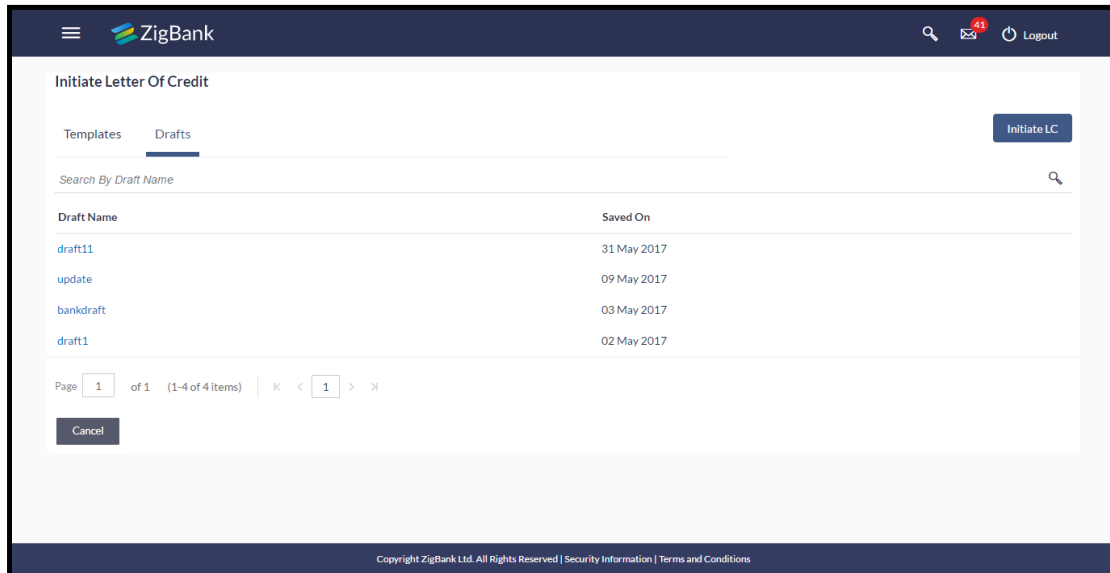
User can save LC application as a Draft so that it can be used if required in future. User can search the saved LC draft using Draft Name.

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

### To search the LC draft:

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

### LC Draft - Search Result



The screenshot shows the 'Initiate Letter Of Credit' page in the ZigBank system. The page has a dark blue header with the ZigBank logo and navigation icons. Below the header, there are tabs for 'Templates' and 'Drafts', with 'Drafts' being the active tab. A search bar is present with the placeholder text 'Search By Draft Name'. Below the search bar, a table displays the search results:

| Draft Name | Saved On    |
|------------|-------------|
| draft11    | 31 May 2017 |
| update     | 09 May 2017 |
| bankdraft  | 03 May 2017 |
| draft1     | 02 May 2017 |

Below the table, there is a pagination control showing 'Page 1 of 1 (1-4 of 4 Items)' and a 'Cancel' button. The footer of the page contains the text: 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

**Field Description**

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

**Search Result**

|                   |  |
|-------------------|--|
| <b>Draft Name</b> | The name of the LC application saved as draft. |
|-------------------|--|

|                 |                                       |
|-----------------|---------------------------------------|
| <b>Saved On</b> | The date on which the draft is saved. |
|-----------------|---------------------------------------|

3. Click **Cancel** to cancel the transaction, The **Dashboard** appears.

**4.3 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.

**4.3.1 Letter of Credit Details tab**

Letter of Credit Details tab this tab captures the general details of the LC application process.

**To initiate the LC:**

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



## Letter of Credit Initiation - Initiate LC

ZigBank
Logout

---

Letter of Credit Details

Party ID: \*\*\*\*56

**Applicant Details**

Applicant Name: Bank Corporation  
 Address: 1 Chapel Hill, Newbury Business Park, Westland Road, London, Great Britain  
 Date of Application: 26 Jun 2014

**Product Details**

Product: Import LC Usance Non Revolving  
 Revolving:  Yes  No  
 Transmittable:  Yes  No  
 Date of Entry: 26 Dec 2017  
 Place of Entry: Mumbai

Drafts:  Yes  No

Branch: CASS - 892CASS - 892CASS - 892CASS - ...

**Beneficiary Details**

Beneficiary Name: Interstar Inc  
 Address: 23 metro park, 8754 herts park, site no 3/6  
 Country: UNITED KINGDOM

**LC Amount Details**

LC Amount: AED AED55,000.00  
 Tolerance: Under: 10 % Above: 10 %  
 Total Exposure: AED AED55,000.00  
 Create Available By: Acceptance  
 Create Available With: CITIBANK INTERNATIONAL LONDON GB

| Sr No | Tenor | Credit Days From | Drawee Bank | Draft Amount |
|-------|-------|------------------|-------------|--------------|
| 1     | 30    | Bill of Lading   | ICICI Bank  | AED2,000.00  |

**Shipment Details**

Partial Shipment:  Allowed  Not Allowed  
 Letter Date for Shipment:  Shipment Period  
 Date of Entry: 06 Dec 2017  
 Shipment From: Mumbai  
 Port of Loading: Mumbai  
 Goods: COAL  
 Shipment To: New Jersey  
 Port of Discharge: New Jersey  
 Description of Goods: Coal Exports

**Documents**

| Document Name  | Original | Copies | Clause      |
|--|----------|--------|-------------|
| <input checked="" type="checkbox"/> Air way Bill Docs    | 0 / 0    | 0      | View Clause |
| <input checked="" type="checkbox"/> Air Way              | 0 / 0    | 0      | View Clause |
| <input type="checkbox"/> BANK GUARANTEE CLAIM            | 0 / 0    | 0      | View Clause |
| <input checked="" type="checkbox"/> BANK GUARANTEE CLAIM | 0 / 0    | 0      | View Clause |
| <input type="checkbox"/> BANK GUARANTEE CLAIM            | 0 / 0    | 0      | View Clause |

Page 1 of 4 (1-5 of 16 items)

**Air way Bill Docs Clauses**

| Clause Description   |
|--|
| <input checked="" type="checkbox"/> CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER  |
| <input checked="" type="checkbox"/> CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED 'F73 COLLECT / INDICATING THIS CREDIT NUMBER   |
| <input checked="" type="checkbox"/> CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER  |
| <input checked="" type="checkbox"/> AIRWAY BILL  |
| <input type="checkbox"/> SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER |

Page 1 of 5 (1-5 of 22 items)

Documents to be presented within/beyond 22 days after the date of shipment but within validity of this credit.

Incoterms:   
 Cost and Freight (named destination port)

**Instructions**

Adding Bank SWIFT ID: CITIBANK INTERNATIONAL LONDON GB  
 Charges Borne By: Applicant  
 Charges Account: XXXXXXXXXXXX017  
 Instructions to the Bank: Not forming part of LC

**Attachments**

| Sr No | Document Id   | Document Category | Document Type | Remarks       | Remove |
|-------|---------------|-------------------|---------------|---------------|--------|
| 1     | 3_IPFM_****52 | ADDRESSPROOF      | AADHAR        | Address proof |        |

Attached documents will not be saved with Draft / Template.  
 File size should not be more than 5 MB. Supported file types: .png, .jpg, .doc, .pdf, .rtf, .xls. Multiple files can be uploaded at a time.

I accept the Terms & Conditions


Initiate LC
Save As
Back
Cancel

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**Field Description**


| <b>Field Name</b>          | <b>Description</b>   |
|----------------------------|--|
| <b>Party Id</b>            | The party IDs of the applicant is selected.  |
| <b>Branch</b>              | The bank branch where you want to create the LC contract.  |
| <b>Applicant Details</b>   |  |
| <b>Applicant Name</b>      | Displays the LC applicant name based on the selected party ID.   |
| <b>Address</b>             | Displays the LC applicant address.   |
| <b>Country</b>             | Displays the country of the LC applicant.  |
| <b>Date of Application</b> | The current date as the date of LC application.  |
| <b>Beneficiary Details</b> |  |
| <b>Beneficiary Name</b>    | The name of the LC beneficiary.  |
| <b>Address</b>             | The address of the LC beneficiary.   |
| <b>Country</b>             | The country of the LC beneficiary.   |
| <b>Product Details</b>     |  |
| <b>Product</b>             | The Import LC product under which you want to create the Import Letter of Credit.  |
| <b>Revolving</b>           | Indicates whether the LC is revolving or not.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                  |
| <b>Revolving Type</b>      | The Indicates revolving type.<br>The options are: <ul style="list-style-type: none"> <li>• Value: LC revolves in value.</li> <li>• Time : LC revolves in time</li> </ul> |

| Field Name                | Description   |
|---------------------------|---|
| <b>Repeat Frequency</b>   | <p>The time duration of revolving frequency</p> <p>The values can be entered in terms of:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> </ul> <p>This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.</p> |
| <b>Cumulative</b>         | <p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>         |
| <b>Auto Reinstatement</b> | <p>This states that reinstatement will happen automatically, if not chosen it has to be done manually if required.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>  |
| <b>Transferable</b>       | <p>Indicates whether the LC is transferable or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>   |
| <b>Date of Expiry</b>     | <p>The expiry date of the LC.</p> <p>The expiry date must be later than the application date.</p>   |
| <b>Place of Expiry</b>    | <p>The place where LC would expire.</p>   |
| <b>LC Amount Details</b>  |   |
| <b>LC Amount</b>          | <p>The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.</p>  |
| <b>Tolerance</b>          | <p>The level of tolerance on the LC amount to created and would be honored in case of any minor fluctuations in amount.</p>   |

| Field Name  | Description  |
|---|--|
| <b>Total Exposure</b>   | Displays the total LC amount including the positive tolerance, with the currency.  |
| <b>Date of Expiry</b>   | The expiry date of the LC.<br>The expiry date must be later than the application date.   |
| <b>Place of Expiry</b>  | The place where LC would expire.   |
| <b>Credit Available By</b>  | 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.<br>The options are: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Payment</li> </ul> |
| <b>Credit Available With</b>  | Indicates the details of Bank where credit would become available. It is captured by Bank's Swift code.  |
| <b>Drafts</b>   | The drafts are associated with the LC application.<br>Displays the draft amount for the LC. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>   |
| <b>Drafts section</b>   | This section appears if you clicked Yes in the drafts field of the LC application.   |
| <hr/> <p><b>Note:</b> Click  to remove any draft added earlier to the LC application. Click <b>Add Another Draft</b> to add new draft.</p> <hr/> |  |
| <b>Tenor (In Days)</b>  | The tenor of drafts to be drawn under the documentary credit.  |

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Credit Days From</b>     | The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.<br>The options are: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul> |
| <b>Draft Amount</b>         | The various drafts amount for the LC application.   |
| <b>Drawee Bank</b>          | The drawee bank of the LC.  |
| <b>Template Access Type</b> | Indicates the type of access for the template.<br>The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul> Applicable only in case of “ <b>Save as Template</b> ”.  |

- From the **Party Id** list, select the appropriate option. The applicant’s details appear.
- Enter the beneficiary details.
- In the **Name** field in the Beneficiary section, enter the name of the LC beneficiary.
- In the **Address** field in the Beneficiary section, enter the address of the LC beneficiary.
- From the **Country** list in the Beneficiary section, select the appropriate option.
- From the **Branch** list, select the appropriate option.
- From the **Product** list, select the appropriate option.
- From the **LC Amount** list, select the appropriate option and in the LC Amount field, enter the amount for which the LC is needed.
- In the **Date of Expiry** field, select the expiry date of the LC.
- In the **Place of Expiry** field, enter the place of LC expiry.
- From the **Tolerance** list, enter the “**under**” and “**above**” values in percentage by which the amount of LC can vary.  
In the **Total Exposure** field the LC amount along with tolerance would be displayed automatically.
- Select the appropriate option from **Transferable** field.
- From the **Credit Available By** list, select the appropriate option.
- From **Credit Available With**, use the lookup and select the right swift code.

16. 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
    - ii. 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 add new draft details if required.  
OR  
Click  to remove already added draft.  
OR  
Click **Continue** to save the details entered and proceeds to next level of details.
18. Click **Continue** or click the **Shipment Details** tab.  
The **Shipment** tab appears in the **Letter of Credit Initiation** screen.  
OR  
Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.
19. Click **Letter of Credit Initiation – Shipment Details** tab.

### 4.3.2 Letter of Credit Initiation - Shipment Details tab

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

#### Letter of Credit Initiation - Shipment Details tab

The screenshot shows the 'Initiate Letter Of Credit' interface on the ZigBank platform. The 'Shipment Details' tab is active, displaying various input fields. Under 'Partial Shipment', 'Not Allowed' is selected. The 'Latest Date for Shipment' is set to 06 Dec 2017. The origin is Mumbai and the destination is New Jersey. The goods are identified as COAL, with a description of 'Coal Exports'. At the bottom, there are buttons for 'Initiate LC', 'Save As', 'Back', and 'Cancel', along with a checkbox for 'I accept the Terms & Conditions'.

#### Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>Partial Shipment</b> | Indicates whether partial shipments are allowed under the LC.<br>The options are: <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Not Allowed</li> </ul> |

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Shipment Period</b>          | The period of shipment during which the goods are to be loaded on board/dispatched/taken in charge.   |
| <b>Transshipment</b>            | Indicates whether transshipments are allowed under the LC.<br>The options are: <ul style="list-style-type: none"> <li>• Allowed</li> <li>• Not Allowed</li> </ul>   |
| <b>Latest Date for Shipment</b> | The latest date for shipment loading goods on board/dispatch/taking in charge.<br>The Latest Date for Shipment should not be later than the LC Expiry Date. It is mandatory to enter either in the <b>Latest Shipment Date</b> or <b>Shipment Period</b> field. |
| <b>Shipment From</b>            | The place of receipt from where shipment will be done.  |
| <b>Shipment To</b>              | The place of delivery of goods.   |
| <b>Port of Loading</b>          | The place of dispatch or taking in charge of the goods or loading on board.   |
| <b>Port of Discharge</b>        | The port of discharge.  |
| <b>Goods</b>                    | The type of good being shipped has to be chosen.  |
| <b>Description of Goods</b>     | 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 desired 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 LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft.  
(For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
30. Click **Letter of Credit Initiation - Documents** tab.

#### 4.3.3 Letter of Credit Initiation - Documents 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 - Documents tab

Logout

**Initiate Letter Of Credit**

- Letter of Credit Details
- Shipment Details
- Documents

|                                     | Document Name        | Original | Copies | Clause                      |
|-------------------------------------|----------------------|----------|--------|-----------------------------|
| <input checked="" type="checkbox"/> | Air way Bill Docs    | 0 / 0    | 0      | <a href="#">View Clause</a> |
| <input checked="" type="checkbox"/> | Air Way              | 0 / 0    | 0      | <a href="#">View Clause</a> |
| <input type="checkbox"/>            | BANK GUARANTEE CLAIM | 0 / 0    | 0      | <a href="#">View Clause</a> |
| <input checked="" type="checkbox"/> | BANK GUARANTEE CLAIM | 0 / 0    | 0      | <a href="#">View Clause</a> |
| <input type="checkbox"/>            | BANK GUARANTEE CLAIM | 0 / 0    | 0      | <a href="#">View Clause</a> |

Page 1 of 4 (1-5 of 18 items) < 1 2 3 4 >

**Air way Bill Docs Clauses**

|                                     | Clause Description   |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | +CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.  |
| <input checked="" type="checkbox"/> | CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED F73 COLLECT / INDICATING THIS CREDIT NUMBER.   |
| <input checked="" type="checkbox"/> | CLEAN AIR WAYBILLS CONSIGNED TO APPLICANT, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER.   |
| <input checked="" type="checkbox"/> | AIRWAY BILL  |
| <input type="checkbox"/>            | + SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO THE ORDER OF CHINATRUST COMMERCIAL BANK LTD / TO ORDER AND BLANK ENDORSED, NOTIFY APPLICANT, MARKED 'FREIGHT COLLECT / PREPAID' INDICATING THIS CREDIT NUMBER. |

Page 1 of 5 (1-5 of 22 items) < 1 2 3 4 5 >

Documents to be presented within/beyond 22 days after the date of shipment but within validity of this credit.

Incoterm: Cost and Freight (named destination port)

- Instructions
- Attachments

I accept the Terms & Conditions

Initiate LC
Save As
Back
Cancel

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## Field Description

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

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.
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 Description** field, modify the description of the clause, if required.
  - b. Click **Save as Draft**. The transaction details are saved as a draft to save the changes.  
OR  
Click **Cancel** to discard the changes.
35. 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.
36. From the **Incoterm** list, select the appropriate option.
37. Click the **Instructions** tab.  
The **Instructions** tab appears in the **Letter of Credit Initiation** screen.  
OR  
Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
38. Click **Letter of Credit Initiation - Instructions** tab.

#### 4.3.4 Letter of Credit Initiation - Instructions tab

This tab includes the miscellaneous information such as Advising Bank Swift ID, Charges Borne By, and Instructions to the bank (not forming part of LC).

## Letter of Credit Initiation - Instructions tab

The screenshot shows the 'Initiate Letter Of Credit' form in the ZigBank application. The form is divided into several sections: 'Letter of Credit Details', 'Shipment Details', 'Documents', and 'Instructions'. The 'Instructions' section is currently active and contains the following fields and controls:

- Advising Bank SWIFT ID:** A text field containing 'CITIGB2LXXX CITIBANK INTERNATIONAL LONDON CITIGB2LXXX GB'. A 'Reset' button is located below this field.
- Charges Borne By:** A dropdown menu with 'Applicant' selected.
- Charges Account:** A text field containing 'xxxxxxxxxxxx0017'.
- Instructions to the Bank:** A text area with the placeholder text 'Not forming part of LC' and the input 'ddd'.

At the bottom of the form, there is a checkbox for 'I accept the Terms & Conditions' and a row of buttons: 'Initiate LC', 'Save As', 'Back', and 'Cancel'.


### 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.

| Field Name   | Description  |
|--|--|
| <b>Charges Borne By</b>                                  | <p>Allow user to choose who is to bear the charges of Remittances and other charges applicable.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Beneficiary</li> <li>• Applicant</li> </ul> |
| <b>Charges Borne By Beneficiary</b>                      | <p>User can input details about account etc., and is applicable only if charges borne by is Beneficiary.</p> <p>This would be active only if <b>Charges borne by</b> selected are <b>Beneficiary</b>.</p>        |
| <b>Charges Account</b>                                   | <p>The user account from which charges are to be deducted.</p> <p>This would be active only if <b>Charges borne by</b> selected are <b>Applicant</b>.</p>  |
| <b>Instructions to the Bank (not forming part of LC)</b> | Any additional instructions that you want to give to the bank.   |
| <b>Terms and conditions</b>                              | This displays the terms and conditions applicable by Bank along with details of charges applicable.  |

39. In the **Advising Bank Swift ID** field, click  to search and select the bank details, available in the application.
40. From the **Charges Borne By** list, select the appropriate option.
  - a. 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.
41. Click the **Attachments** tab.  
The **Attachments** tab appears in the **Letter of Credit Initiation** screen.  
OR  
Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

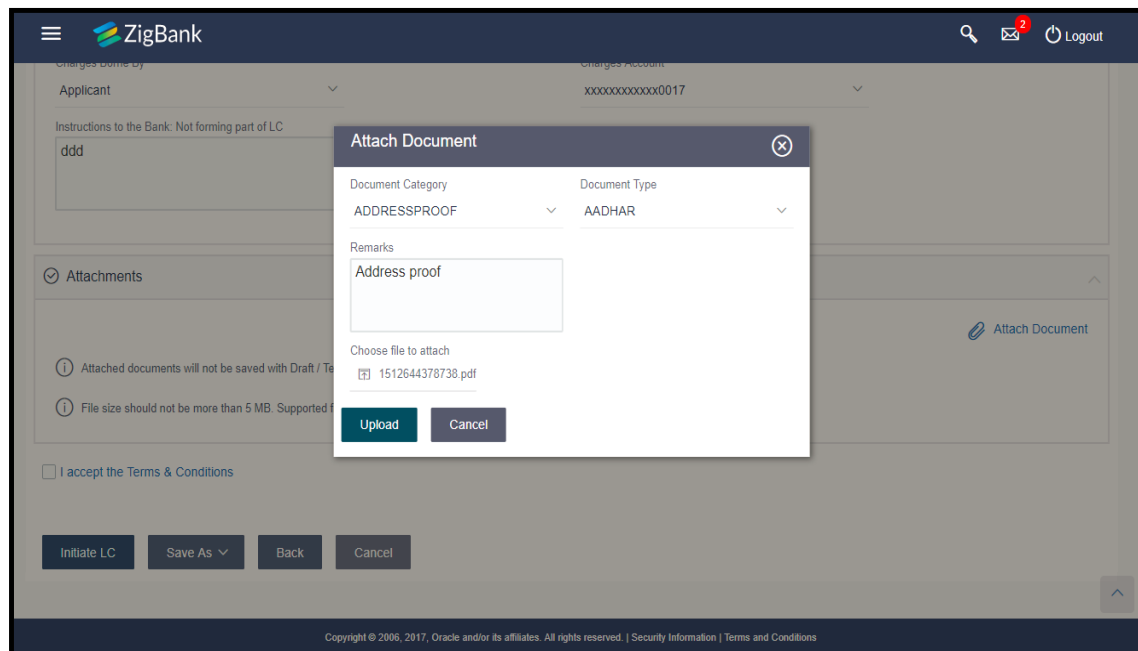
### 4.3.5 Initiate LC - Attachments tab

Displays the list of documents presented to initiate the LC. The lists on this tab are populated when you select the appropriate product from the Product list on the Initiate LC tab.

#### (i) To Attach Documents

42. Click **Attach Document** to upload the document.  
The **Attach Document** popup window appears.
  - a. From the **Document Category** select the appropriate option.
  - b. From the **Document Type** select the appropriate option.
  - c. In the **Remarks** field add notes for attaching documents.
  - d. Click **Choose File** to browse and select the required document present on your computer.
  - e. Click **Upload** to upload document. The **Attachments** tab appears along with list of attached documents.  
OR  
Click **Cancel** to cancel the transaction.

#### Attachments tab - Upload Document




**Field Description**

| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>Document Category</b>     | The category of the document to be uploaded.   |
| <b>Document Type</b>         | The type of the document to be uploaded.   |
| <b>Remarks</b>               | The notes added, if any for attaching the document.  |
| <b>Choose File to attach</b> | Browse the file to be attached.<br><br><b>Note:</b> File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time. |

**(ii) View Attached Documents**

43. Click the **Attachments** tab to view the attached documents.  
The **Attachments** tab appears along with list of attached documents.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

---

**Note:** Click  to remove to the attached document.

---



## Initiate LC – Attachments tab

**Initiate Letter Of Credit**

Letter of Credit Details

Shipment Details

Documents

Instructions

Attachments

| Sr No | Document Id  | Document Category | Document Type | Remarks       | Remove |
|-------|--------------|-------------------|---------------|---------------|--------|
| 1     | 3.IPM_****92 | ADDRESSPROOF      | AADHAR        | Address proof |        |

Attached documents will not be saved with Draft / Template

File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

I accept the Terms & Conditions

Initiate LC Save As Back Cancel

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### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Sr No</b>             | The serial number of the attached document records.  |
| <b>Document ID</b>       | Displays the unique identification number for the attached document.<br>Displays the link to download the attach document. |
| <b>Document Category</b> | Displays the category of the document uploaded.  |
| <b>Document Type</b>     | Displays the type of the document uploaded.  |
| <b>Remarks</b>           | Displays the notes added, if any, for attaching the document.  |

44. Click the required link in the **Document ID** column to download the attached document.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

45. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
46. Click **Initiate LC**. The transaction is saved and the **Letter of Credit Initiation – Review** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The Dashboard appears.
47. The review screen appears. It displays all the 4 sections with their respective fields namely **Letter of Credit details, Shipment Details, Documents, Instructions, and Attachments** 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.
48. The success message initiation of LC creation appears along with the reference number. Click **OK** to complete the transaction.

#### 4.4 Save As Template

User can save LC application as a Template so that it 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.

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.

---

**Note:** User cannot save application with attached document as Template.

---

##### To save LC application as template:

1. Enter the required details in LC application.
2. Click **Save As** and then select **Template** option.

**Save as Template**
**Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Template Type</b> | Indicates the type of access for the template.<br>The options are: <ul style="list-style-type: none"> <li>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 such users 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.</li> <li>Private: A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use it while initiating LC and modify or delete such template.</li> </ul> |
| <b>Template Name</b> | Name of the template.  |

- From the **Template Type** list, select the appropriate option.
- In the **Template Name** field, enter the desired name for the template.
- 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.

## 4.5 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.

---

**Note:** User cannot save application with attached document as Draft.

---

### To save LC application as draft:

1. Enter the required details in LC application.
2. Click **Save As** and then select **Draft** option.

**Save as Draft**

**Save As Draft** ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.

Draft Name

RustomInd12

**Save** **Cancel**

**Field Description**

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

|                   |                    |
|-------------------|--------------------|
| <b>Draft Name</b> | 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 accessed 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.

[Home](#)

## 5. View Import LC

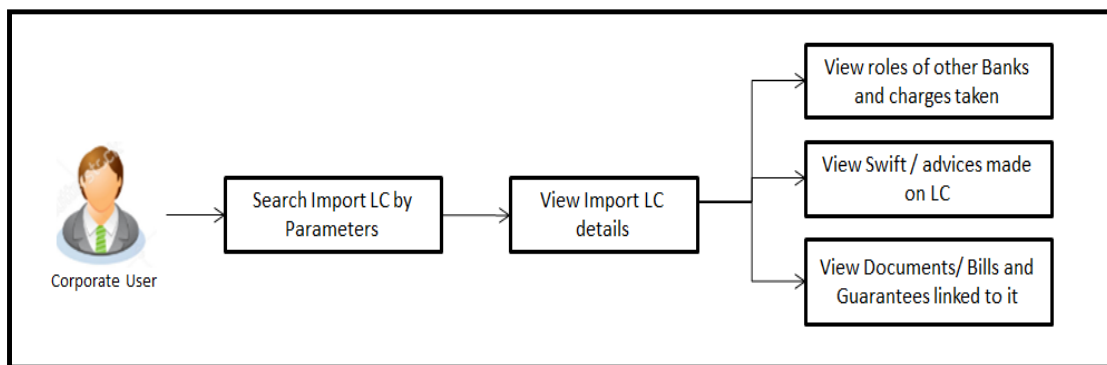
Using this option, you can view the details of existing import Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in different file formats.

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

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### Field Description


| Field Name              | Description   |
|-------------------------|---|
| <b>Applicant Name</b>   | The name of applying party.   |
| <b>Beneficiary Name</b> | The name of beneficiary party.  |
| <b>LC Status</b>        | The status of LC currently.<br>The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul> |
| <b>LC Amount From</b>   | The start value of the amount range used for searching the LC.  |
| <b>LC Amount To</b>     | The end value of the amount range used for searching the LC.  |



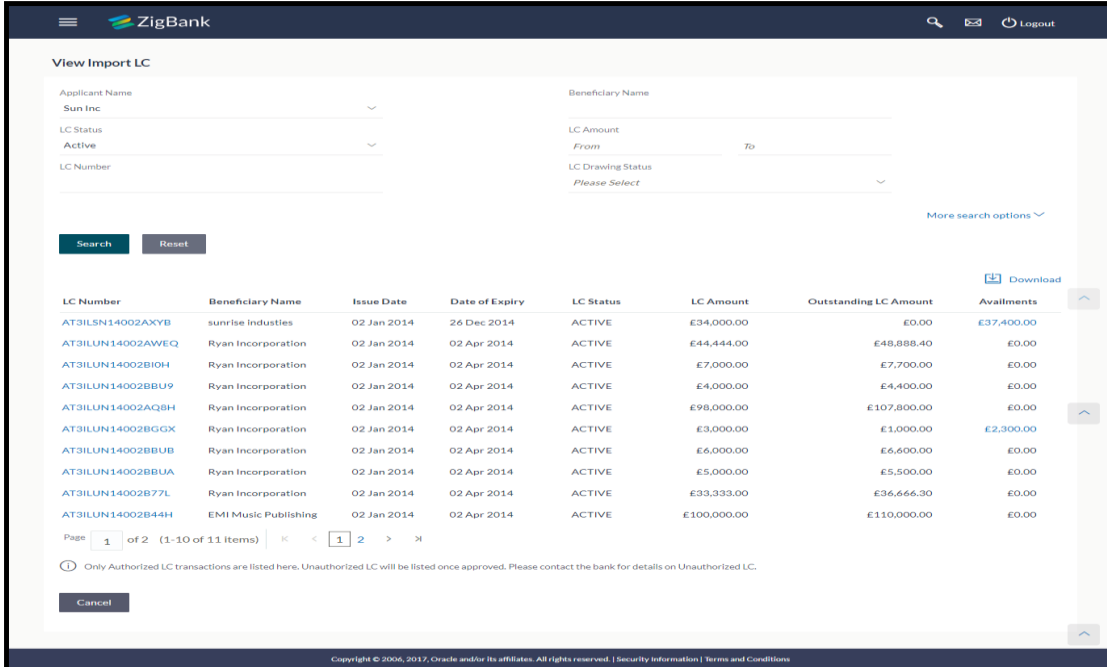
| Field Name                       | Description  |
|----------------------------------|--|
| <b>LC Number</b>                 | The LC reference number generated while creating LC.   |
| <b>LC Status</b>                 | The LC status.<br>The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul>                       |
| <b>LC Drawing Status</b>         | The LC amount drawing status.<br>The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Partially Drawn</li> <li>• Fully Drawn</li> <li>• Undrawn</li> </ul> |
| <b>Issue Date From</b>           | The start date of the issue date range used for searching the LC.  |
| <b>Issue Date To</b>             | The end date of the issue date range used for searching the LC.  |
| <b>Latest Shipment Date From</b> | The start date of the latest shipment date range used for searching the LC.  |
| <b>Latest Shipment Date To</b>   | The end date of the latest shipment date range used for searching the LC.  |
| <b>Expiry Status</b>             | To select whether LC being searched is expired or not.<br>The options are: <ul style="list-style-type: none"> <li>• Expired</li> <li>• Non Expired</li> </ul>                  |
| <b>Expiry Date From</b>          | The start date of the expiry date range used for searching the LC.   |
| <b>Expiry Date To</b>            | 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 **Reset** to reset the search criteria.  
OR  
Click Cancel to cancel the transaction, The Dashboard appears.

4. Click  **Download** 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



**View Import LC**

Applicant Name: Sun Inc  
 LC Status: Active  
 LC Number:   
 Beneficiary Name:   
 LC Amount: From To   
 LC Drawing Status: Please Select

Search Reset

| LC Number        | Beneficiary Name     | Issue Date  | Date of Expiry | LC Status | LC Amount   | Outstanding LC Amount | Availments |
|------------------|----------------------|-------------|----------------|-----------|-------------|-----------------------|------------|
| AT3ILSN14002AXYB | sunrise industries   | 02 Jan 2014 | 26 Dec 2014    | ACTIVE    | £34,000.00  | £0.00                 | £37,400.00 |
| AT3ILUN14002AWEQ | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £44,444.00  | £48,888.40            | £0.00      |
| AT3ILUN14002BIOH | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £7,000.00   | £7,700.00             | £0.00      |
| AT3ILUN14002BBU9 | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £4,000.00   | £4,400.00             | £0.00      |
| AT3ILUN14002AQ8H | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £98,000.00  | £107,800.00           | £0.00      |
| AT3ILUN14002BGGX | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £3,000.00   | £1,000.00             | £2,300.00  |
| AT3ILUN14002BBUB | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £6,000.00   | £6,600.00             | £0.00      |
| AT3ILUN14002BBUA | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £5,000.00   | £5,500.00             | £0.00      |
| AT3ILUN14002B77L | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £33,333.00  | £36,666.30            | £0.00      |
| AT3ILUN14002B44H | EMI Music Publishing | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £100,000.00 | £110,000.00           | £0.00      |

Page 1 of 2 (1-10 of 11 Items) | 1 2

Only Authorized LC transactions are listed here. Unauthorized LC will be listed once approved. Please contact the bank for details on Unauthorized LC.

Cancel

## Field Description

| Field Name              | Description   |
|-------------------------|---|
| <b>LC Number</b>        | This is the LC number of the LC application           |
| <b>Beneficiary Name</b> | The name of the LC beneficiary.                       |
| <b>Issue Date</b>       | The issue date of the import LC.                      |
| <b>Date of Expiry</b>   | The date when the LC expires and holds no more valid. |
| <b>LC Amount</b>        | The amount for which LC is created.                   |

| Field Name                   | Description  |
|------------------------------|--|
| <b>Outstanding LC Amount</b> | The remaining amount to be given to the beneficiary.   |
| <b>LC Number</b>             | The LC number.<br>Displays the link to details of the import LC.   |
| <b>LC Status</b>             | The import LC status i.e. whether is active/closed etc.  |
| <b>Availments</b>            | These shows the sum total of amount availed against LC by the beneficiary.<br>Click on the link to open the list of availments done.<br>Displays the Availment No/Date/ Description /Amount details. |

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

## 5.1 Availments

### View Import LC – Availments

The screenshot shows the 'View Import LC' page in the ZigBank system. It includes search filters for Applicant Name (Sun Inc), LC Status (Active), and LC Number. The main table lists LCs with columns for LC Number, Beneficiary Name, Issue Date, Date of Expiry, LC Status, LC Amount, Outstanding LC Amount, and Availments. A detailed view for LC AT3ILSN14002AXYB shows two availments with their respective dates and descriptions.

| LC Number        | Beneficiary Name     | Issue Date  | Date of Expiry  | LC Status | LC Amount   | Outstanding LC Amount | Availments        |
|------------------|----------------------|-------------|---|-----------|-------------|-----------------------|-------------------|
| AT3ILSN14002AXYB | sunrise industries   | 02 Jan 2014 | 26 Dec 2014   | ACTIVE    | £34,000.00  | £0.00                 | £37,400.00        |
|                  |                      |             |   |           |             |                       | <b>Amount</b>     |
| 1                |                      | 02 Jan 2014 | This availment is triggered by Bill No. AT3ISLP14002ADW1 in Bills |           |             |                       | £22,400.00        |
| 2                |                      | 02 Jan 2014 | This availment is triggered by Bill No. AT3ISLP14002ADW2 in Bills |           |             |                       | £15,000.00        |
| <b>Total</b>     |                      |             |   |           |             |                       | <b>£37,400.00</b> |
| AT3ILUN14002AWEQ | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £44,444.00  | £48,888.40            | £0.00             |
| AT3ILUN14002BIOH | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £7,000.00   | £7,700.00             | £0.00             |
| AT3ILUN14002BBU9 | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £4,000.00   | £4,400.00             | £0.00             |
| AT3ILUN14002AQ8H | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £98,000.00  | £107,800.00           | £0.00             |
| AT3ILUN14002BGGX | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £3,000.00   | £1,000.00             | £2,300.00         |
| AT3ILUN14002BBUB | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £6,000.00   | £6,600.00             | £0.00             |
| AT3ILUN14002BBUA | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £5,000.00   | £5,500.00             | £0.00             |
| AT3ILUN14002B77L | Ryan Incorporation   | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £33,333.00  | £36,666.30            | £0.00             |
| AT3ILUN14002B44H | EMI Music Publishing | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £100,000.00 | £110,000.00           | £0.00             |

Page 1 of 2 (1-10 of 11 Items) | < 1 2 > X

Only Authorized LC transactions are listed here. Unauthorized LC will be listed once approved. Please contact the bank for details on Unauthorized LC.

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**Field Description**

| <b>Field Name</b>       | <b>Description</b>                        |
|-------------------------|---|
| <b>Availment Number</b> | The availment record serial number.       |
| <b>Date</b>             | The date of availment.                    |
| <b>Description</b>      | The description of availment under an LC. |
| <b>Amount</b>           | The amount availed against the LC.        |

- 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.

**5.2 General**

- Click **General** tab.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## View Import LC – General tab

**View Import LC**

LC Number AT3ILUN14001A33E

**General**

Party ID: \*\*\*810  
Branch: AT3-FCLEXCUBE UNIVERSAL BANK

**Applicant Details**

Applicant Name: Raytheon Incorporation  
Address: 231 area, 3 race road, pune  
Country: INDIA  
Date of Application: 01 Jan 2014

**Beneficiary Details**

Beneficiary Name: NATRAJ INDUSTRIES  
Address: 3,VIGNESH APARTMENT, MAROL MAROSHI ROAD, ANDHERI  
Country: INDIA

**Product Details**

Product: Import OBDXLC Usance Non Revolving  
Revolving: No  
Transferable: No  
Date of Expiry: 01 Apr 2014  
Place of Expiry: delhi

**LC Amount Details**

LC Amount: £2,000,000.00  
Tolerance: Under(-) 10%    Above(+) 10%  
Total Exposure: £2,200,000.00  
Credit Available By: Acceptance  
Credit Available With: CITIDK44, BANGALORE, DENMARK

**Drafts**

Yes

| Sr No | Tenor | Credit Days From | Drawee Bank | Draft Amount |
|-------|-------|------------------|-------------|--------------|
| 1     | 30    | bill date        |             | £2,345.00    |
| 2     | 26    | invoice date     |             | £2,312.00    |

**Shipment**

**Documents**

**Instructions**

[Back](#) [Cancel](#)

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## 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

| <b>Field Name</b>                               | <b>Description</b>   |
|---|--|
| <b>Applicant Name</b>                           | Displays the LC applicant name based on the selected party ID.   |
| <b>Address</b>                                  | Displays the LC applicant address.   |
| <b>Country</b>                                  | Displays the country of the LC applicant.  |
| <b>Date of Application</b>                      | The LC issue date.   |
| <b>Beneficiary Details</b>                      |  |
| <b>Beneficiary Name</b>                         | The name of the LC beneficiary.  |
| <b>Address</b>                                  | The address of the LC beneficiary.   |
| <b>Country</b>                                  | The country of the LC beneficiary.   |
| <b>Product Details</b>                          |  |
| <b>Product</b>                                  | The Import LC product name under which the LC is created.  |
| <b>Revolving Details</b>                        |  |
| This section appears only for the revolving LC. |  |
| <b>Revolving</b>                                | Indicates whether the LC is revolving not.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                           |
| <b>Revolves in Time</b>                         | Indicates that the LC revolves in time.  |
| <b>Revolves in Value</b>                        | Indicates that the LC revolves in value.   |
| <b>Repeat Frequency</b>                         | This is the revolving frequency duration of LC.<br>The options are: <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> </ul>                  |
| <b>Auto Reinstatement</b>                       | 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. |

| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>Cumulative</b>            | Displays whether the frequency is cumulative for the LC.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>   |
| <b>Transferable</b>          | Displays the form of the LC, either transferable/ non-transferable.  |
| <b>Date of Expiry</b>        | Displays the expiry date of the LC.  |
| <b>Place of Expiry</b>       | Displays the place of LC expiry.   |
| <b>LC Amount Details</b>     |  |
| <b>LC Amount</b>             | Displays the amount and currency of the LC.  |
| <b>Tolerance</b>             |  |
| <b>Under</b>                 | Displays the lower limit of the tolerance.   |
| <b>Above</b>                 | Displays the upper limit of the tolerance.   |
| <b>Total Exposure</b>        | Displays the total LC amount including the positive tolerance, with the currency.  |
| <b>Credit Available By</b>   | 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.<br>The options are: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Payment</li> </ul> |
| <b>Credit Available With</b> | Indicates the bank where credit is currently available with.   |
| <b>Branch</b>                | The bank branch where you created the LC contract.   |
| <b>Branch Address</b>        | The bank branch address where you created the LC contract.   |

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

---

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

---

### 5.3 Shipment

1. 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 The **Dashboard** appears.



## View Import LC – Shipment tab

View Import LC

LC Number AT3ILUN14001A33E

**View LC Details**

- Amendments
- Bills
- Attached Documents
- Guarantee
- Charges
- Swift Messages
- Advice
- Banks

**General**

**Shipment**

|                               |  |
|-------------------------------|--|
| Partial Shipment Allowed      | Shipment Period<br>first shipment 22 jan 2014<br>second shipment 25 jan 2014 |
| Transshipment Allowed         |  |
| Latest Date for Shipment      |  |
| Shipment From<br>london       | Shipment To<br>sydney  |
| Port of Loading<br>manchester | Port of Discharge<br>chennai   |
| Goods<br>CILLAFABRIC          | Description of Goods<br>2 tons of coal                                       |

**Documents**

**Instructions**

Back Cancel

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## Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Partial Shipment</b>     | Displays whether partial shipments is allowed or not.                      |
| <b>Transshipment</b>        | Displays whether transshipment is allowed or not.                          |
| <b>Latest Shipment Date</b> | Displays the latest date for loading on board/ dispatch/ taking in charge. |
| <b>Shipment From</b>        | Displays the place of receipt from where shipment will be done.            |
| <b>Shipment To</b>          | Displays the place of delivery of shipment.                                |

| <b>Field Name</b>           | <b>Description</b>   |
|-----------------------------|--|
| <b>Port of Loading</b>      | Displays the place of dispatch or taking in charge of the goods or loading on board.                     |
| <b>Port of Discharge</b>    | Displays the port of unloading of goods.   |
| <b>Shipment Period</b>      | Displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge. |
| <b>Goods</b>                | Displays the list of Goods possible for shipment.  |
| <b>Description of Goods</b> | Displays the description of goods.   |

## 5.4 Documents

1. 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, The **Dashboard** appears.

## View Import LC – Documents tab

View Import LC

LC Number AT3ILUN14001A33E

View LC Details

Amendments

Bills

Attached Documents

Guarantee

Charges

Swift Messages

Advice

Banks

General

Shipment

Documents

Document List

| Document Name | Original | Copies |
|---------------|----------|--------|
| AIRDOC        | 1/2      | 2      |
| BOL           | 0/0      | 0      |
| INSDOC        | 0/0      | 2      |
| INVDOC        | 1/2      | 0      |
| MARDOC        | 1/2      | 2      |

Page 1 of 2 (1-5 of 6 items)

Documents to be presented within/beyond 21 days after the date of shipment but within validity of this credit.  
Incoterm  
CIFCost, Insurance and Freight (named destination port)

Instructions

Back Cancel

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## 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.

| Field Name                 | Description  |
|----------------------------|--|
| <b>Presentation Period</b> | It is number of days during which documents need to be presented after shipment. |
| <b>Incoterm</b>            | Displays the list of all incoterms selected while creating LC.                   |

## 5.5 Instructions

1. 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, The **Dashboard** appears.

### View Import LC – Instructions tab

The screenshot displays the 'View Import LC' interface for LC Number AT3ILUN14001A33E. The 'Instructions' tab is selected, showing the following details:

- Advising Bank Swift ID: CITIGB2LXXX
- CITIBANK INTERNATIONAL LONDON
- CITIGB2LXXX
- UNITED KINGDOM
- Charges Borne By Beneficiary
- Remarks

Navigation buttons 'Back' and 'Cancel' are visible at the bottom of the main content area.

**Field Description**

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

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

**5.6 Amendments****5.6.1 Initiate Amendment**

Using this option, you can apply for amendment of an existing Letter of Credit (LC) in the application. You can also attach the scanned copies of the supporting documents for the amendment; file size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

**To initiate LC amendment:**

1. In **View Import LC** screen, select **Amendments** tab.

## Amendment Tab

The screenshot shows the 'View Import LC' page in the ZigBank system. The page title is 'View Import LC' and the LC Number is AT3ILUN14001A33E. The 'Amendments' tab is selected in the sidebar. The table below lists two amendments:

| Amendment Number | Issue Date  | Expiry Date | LC Amount  |
|------------------|-------------|-------------|------------|
| 1                | 02 Jan 2014 | 31 May 2014 | £10,000.00 |
| 2                | 02 Jan 2014 | 31 May 2014 | £10,000.00 |

Below the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and navigation arrows. At the bottom of the table area, there are 'Back' and 'Cancel' buttons. An 'Initiate Amendment' button with a plus icon is located in the top right corner of the table area.

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2. Click **Initiate Amendment**. The **Import LC Amendment** screen appears.

## Initiate Amendment- Import LC Amendment

**Import LC Amendment**

LC Number AT3ILUN14001A33E

**General**

Party ID: \*\*\*810  
Branch: AT3-FCLEXCUBE UNIVERSAL BANK

**Applicant Details**  
Applicant Name: Raytheon Incorporation  
Address: 231 area, 3 race road, pune  
Country: INDIA  
Date of Application: 01 Jan 2014

**Beneficiary Details**  
Beneficiary Name: NATRAJ INDUSTRIES  
Address: 3VIGNESH APARTMENT, MAROL MAROSHI ROAD, ANDHERI  
Country: INDIA  
Date of Expiry:

**Product Details**  
Product: Import OBDXLC Usance Non Revolving  
Revolving: No  
Transferable: No  
Date of Expiry: 02 Apr 2014  
Place of Expiry: delhi

**LC Amount Details**  
LC Amount: £2,000,000.00  
Tolerance: Under(-) 10 % Above(+) 10 %  
Total Exposure: £2,200,000.00  
Credit Available By: Acceptance  
Credit Available With: CITIDK44, CITIDK44, BANGALORE, DENMARK

**Drafts**  
Yes

| Sr No | Tenor | Credit Days From | Drawee Bank | Draft Amount |
|-------|-------|------------------|-------------|--------------|
| 1     | 30    | bill date        |             | £2,345.00    |
| 2     | 26    | invoice date     |             | £2,312.00    |

**Shipments**

**Documents**

**Instructions**

I accept the Terms and conditions of applying for LC Amendment

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3. Update the LC details in editable field.
4. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
5. Click **Amend** to initiate the LC amendment.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

6. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Edit All** to modify all the fields for Amendment Initiation.  
OR  
Click **Back** to go to previous screen.  
OR  
Click Cancel to cancel the transaction, The Dashboard appears.
7. The success message initiation of LC amendment appears along with the reference number.
8. Click **Go To Dashboard** to go to dashboard.

## 5.6.2 View Amendment

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

### Amendments

View Import LC

LC Number AT3ILUN14001A33E

[Initiate Amendment](#)

| Amendment Number | Issue Date  | Expiry Date | LC Amount  |
|------------------|-------------|-------------|------------|
| 1                | 02 Jan 2014 | 31 May 2014 | £10,000.00 |
| 2                | 02 Jan 2014 | 31 May 2014 | £10,000.00 |

Page 1 of 1 (1-2 of 2 Items) | [K](#) < 1 > [X](#)

[Back](#) [Cancel](#)

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### Field Description

#### Field Name

#### Description

|                         |  |
|-------------------------|--|
| <b>Amendment Number</b> | Displays the amendment number of the LC.<br>Displays the link to view the details of the LC amendment. |
|-------------------------|--|



| Field Name  | Description                             |
|-------------|---|
| Issue Date  | Displays the issue date of the LC.      |
| Expiry Date | Displays the new expiry date of the LC. |
| LC Amount   | Displays the new LC amount.             |

1. Click the required link in the **Amendment Number** column. The **Import LC Amendment** screen with detailed Issued Amendments appears.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Amendments Details

**Import LC Amendment**  
LC Number AT3ILUN14001A33E [Amendment Number:1.0]

**General**  
Party ID: \*\*\*10  
Branch: AT3-FCLEXCUBE UNIVERSAL BANK

**Applicant Details**  
Applicant Name: EMI Music Publishing Ltd  
Address: Manor Farm Barns, Tromostovje Three Bridges, Fox Road  
Country: GREAT BRITAIN  
Date of Application: 02 Jan 2014

**Beneficiary Details**  
Beneficiary Name: RRRRA  
Address: dBene Address 123, dbds, dbds  
Country: INDIA

**Product Details**  
Product: Import LC Usance Revolving obdk  
Revolving: Yes  
Revolving Type: Time  
Repeat Frequency: 30 Days  
Cumulative: Yes  
Auto Reinstatement: No  
Transferable: No  
Date of Expiry: 31 May 2014  
Place of Expiry: Pune

**LC Amount Details**  
LC Amount: £10,000.00  
Tolerance: Under(-) 3% Previous value: Under(-) 1% Above(+) 3% Previous value: Above(+) 2%  
Total Exposure: £10,300.00  
Credit Available By: Acceptance  
Credit Available With: CITIDK44, CITIDK44, BANGALORE, DK

| Sr No | Tenor | Credit Days From | Drawee Bank | Draft Amount |
|-------|-------|------------------|-------------|--------------|
| 1     | 2     | SHIPMENT Date    | drawee bank | £200.00      |

**Drafts**  
Yes

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

**Back** **Cancel**

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## 5.7 Bills

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

1. 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, The **Dashboard** appears.

### View Import LC - Bills

The screenshot displays the 'View Import LC' interface for LC Number AT3ILUN14001A33E. It features a table of bills with the following data:

| Inward Bill Number | Date Received | Bill Amount |
|--------------------|---------------|-------------|
| AT3IUJLC140014006  | 01 Jan 2014   | £100,000.00 |
| AT3IUJLC140014007  | 01 Jan 2014   | £220,000.00 |
| AT3IUJLC140014008  | 01 Jan 2014   | £400,000.00 |
| AT3IUJLC140014013  | 01 Jan 2014   | £220,000.00 |

Below the table, the pagination indicates 'Page 1 of 1 (1-4 of 4 items)' and includes 'Back' and 'Cancel' buttons.

### Field Description

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Inward Bill Number</b>       | Displays the inward bill number.<br>Click on <b>Inward Bill Number</b> link to view the bill details. |
| <b>Date Received</b>            | Displays the date on which the bill is received.  |
| <b>Bill Currency and Amount</b> | Displays the bill amount with currency for the LC.  |

2. 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, The **Dashboard** appears.

## 5.8 Attached Documents

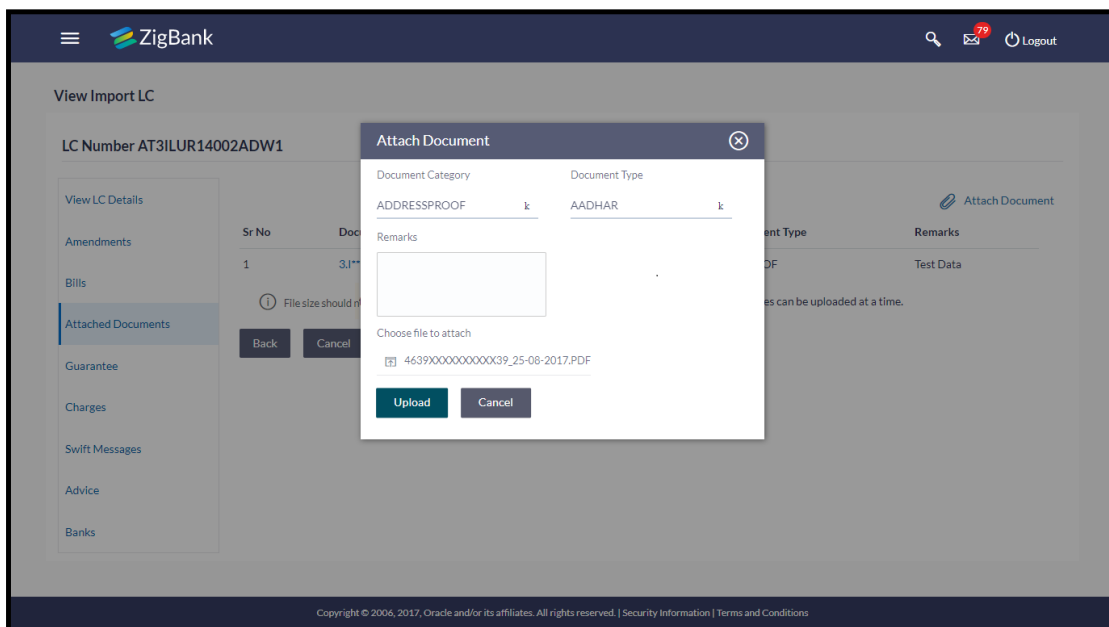
This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected import LC. It also has a provision to attach a new document to the import LC.

1. Click **Attached Document** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 5.8.1 Attach Documents

1. Click **Attach Document** to upload the document.  
The **Attach Document** popup window appears.

#### View Import LC – Attach Documents popup



**Field Description**

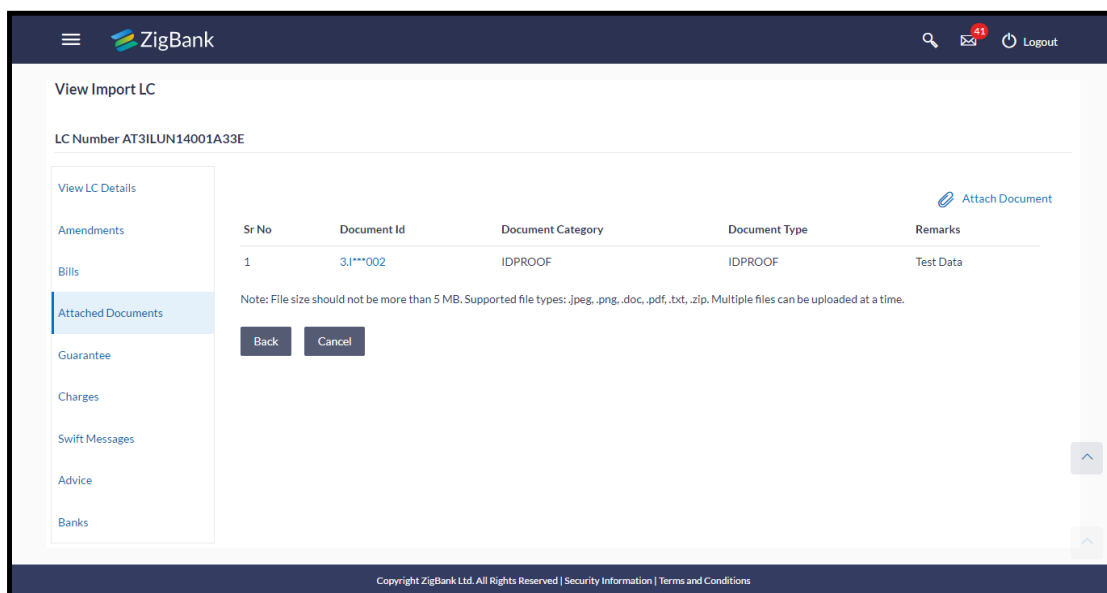
| <b>Field Name</b>            | <b>Description</b>                                  |
|------------------------------|---|
| <b>Document Category</b>     | The category of the document to be uploaded.        |
| <b>Document Type</b>         | The type of the document to be uploaded.            |
| <b>Remarks</b>               | The notes added, if any for attaching the document. |
| <b>Choose File to attach</b> | Browse the file to be attached.                     |

**Note:** File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

2. From the **Document Category** select the appropriate option.
3. From the **Document Type** select the appropriate option.
4. In the **Remarks** field add notes for attaching documents.
5. Click **Choose File** to browse and select the required document present on your computer.
6. Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.  
OR  
Click **Cancel** to cancel the transaction.
7. Click **Submit** to attach supporting documents.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 5.8.2 View Attached Documents

### View Import LC – Attach Documents tab



### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Sr No</b>             | The serial number of the attached document records.  |
| <b>Document ID</b>       | Displays the unique identification number for the attached document.<br>Displays the link to download the attach document. |
| <b>Document Category</b> | Displays the category of the document uploaded.  |
| <b>Document Type</b>     | Displays the type of the document uploaded.  |
| <b>Remarks</b>           | Displays the notes added, if any, for attaching the document.  |

1. Click the required link in the **Document ID** column to download the attached document.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 5.9 Guarantee

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

1. Click **Guarantee** tab to view the guarantee under LC.  
OR  
Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Import LC - Guarantee

The screenshot shows the 'View Import LC' page for LC Number AT3ILUN14001A33E. The main content area displays a table with the following data:

| Guarantee Reference No           | Date of Guarantee | B/L (AWB) Number | Amount      |
|----------------------------------|-------------------|------------------|-------------|
| <a href="#">AT3SGLC140014001</a> | 01 Jan 2014       |                  | £40,000.00  |
| <a href="#">AT3SGLC140014006</a> | 01 Jan 2014       |                  | £70,000.00  |
| <a href="#">AT3SGLC140014005</a> | 01 Jan 2014       |                  | £740,000.00 |
| <a href="#">AT3SGLC140014002</a> | 01 Jan 2014       |                  | £140,000.00 |

Below the table, there is a pagination control showing 'Page 1 of 1 (1-4 of 4 items)' and navigation arrows. At the bottom of the main content area, there are 'Back' and 'Cancel' buttons. The left sidebar contains navigation options: View LC Details, Amendments, Bills, Attached Documents, **Guarantee**, Charges, Swift Messages, Advice, and Banks. The top navigation bar includes the ZigBank logo, search, notifications (41), and Logout options.

### Field Description

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

2. Click the required link in the **Guarantee Reference Number** column. The view guarantee page appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 5.10 Charges

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

1. 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, The **Dashboard** appears.

### View Import LC - Charges

**View Import LC**

LC Number AT31LUN14001A33E

| Commission                                       | Percentage | Amount           |
|--|------------|------------------|
| LC Issuance Commission (Usance)-Non periodic     | 1 %        | £7,232.88        |
| LC Issuance Commission (Commitment)-Non periodic | 1.5 %      | £2,000.00        |
| <b>Total Charges</b>                             |            | <b>£9,232.88</b> |

Page 1 of 1 (1-2 of 2 Items) | K < 1 > X

| Charges                         | Account          | Amount         |
|---------------------------------|------------------|----------------|
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00         |
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00         |
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00         |
| LC Courier Charge               | xxxxxxxxxxxx0011 | £150.00        |
| LC SWIFT Charge for amendment   | xxxxxxxxxxxx0011 | £50.00         |
| <b>Total</b>                    |                  | <b>£650.00</b> |

Page 1 of 2 (1-5 of 9 Items) | K < 1 2 > X

**Back** **Cancel**

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**Field Description**

| <b>Field Name</b>         | <b>Description</b>  |
|---------------------------|---|
| <b>Commission</b>         | Displays the all commissions charged by bank.   |
| <b>Percentage</b>         | Displays the percentage of LC charged as commission.  |
| <b>Amount</b>             | Displays the amount of commission.  |
| <b>Charges</b>            | Displays the LC charges for amendment.  |
| <b>Account</b>            | Displays the account number for LC Swift charges/ LC courier charges/other bank charges.            |
| <b>Amount</b>             | Displays the total charges applicable.  |
| <b>Other Bank Charges</b> | Displays the other bank charges.  |
| <b>Account</b>            | Displays the account number for other bank charges.   |
| <b>Total</b>              | Displays the total charges overall applicable (sum of LC courier, LC swift and other bank charges). |

**5.11 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.

1. 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, The **Dashboard** appears.



## View Import LC - Swift Messages

View Import LC

LC Number AT3ILUN14001A33E

| Message ID       | Date        | Description                |
|------------------|-------------|----------------------------|
| AT3MSOG1400108BF | 01 Jan 2014 | Amendment of Import Credit |
| AT3MSOG1400108BW | 01 Jan 2014 | Amendment of Import Credit |
| AT3MSOG14001089Y | 01 Jan 2014 | L/C Instrument             |
| AT3MSOG1400108A1 | 01 Jan 2014 | Authorization to reimburse |
| AT3MSOG1400222A0 | 02 Jan 2014 | Debit Advice               |

Page 1 of 2 (1-5 of 7 items) | K < 1 2 > X

Back Cancel

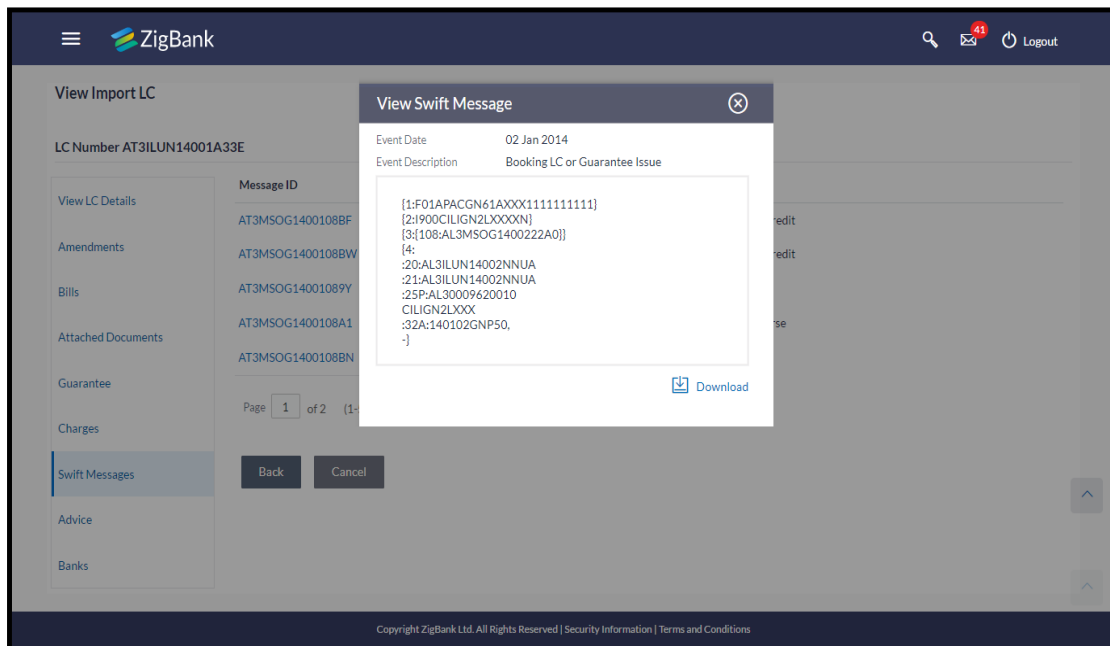
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## Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The swift message detailed description.       |



2. 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.

### 5.11.1 Swift Messages Details



#### Field Description

| Field Name               | Description                            |
|--------------------------|--|
| <b>Event</b>             | Displays the event date.               |
| <b>Event Description</b> | Displays the description of the event. |
| <b>Description</b>       | The details of the swift message.      |

- Click  [Download](#) to download the SWIFT messages in selected format like PDF formats, if required.
- Click  to close the window.

## 5.12 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.

1. 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, The **Dashboard** appears.

### View Import LC - Advices

The screenshot shows the 'View Import LC' screen for LC Number AT3ILUN14001A33E. The interface includes a sidebar with navigation options: View LC Details, Amendments, Bills, Attached Documents, Guarantee, Charges, Swift Messages, Advice (selected), and Banks. The main content area displays a table of advices:

| Message ID       | Date        | Description             |
|------------------|-------------|-------------------------|
| AT3MSOG1400108BM | 01 Jan 2014 | Debit Advice            |
| AT3MSOG1400108BL | 01 Jan 2014 | Debit Advice            |
| AT3MSOG1400108BJ | 01 Jan 2014 | Cash Collateral Advices |
| AT3MSOG1400108BH | 01 Jan 2014 | ACK of Amendment to LC  |
| AT3MSOG14002229W | 02 Jan 2014 | Cash Collateral Advices |

Below the table, there is a pagination control showing 'Page 1 of 5 (1-5 of 21 items)' and navigation arrows. At the bottom of the table area, there are 'Back' and 'Cancel' buttons. The footer of the screen contains the text: 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

### Field Description


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

|                   |   |
|-------------------|---|
| <b>Message ID</b> | Unique identification number for the message. |
|-------------------|---|

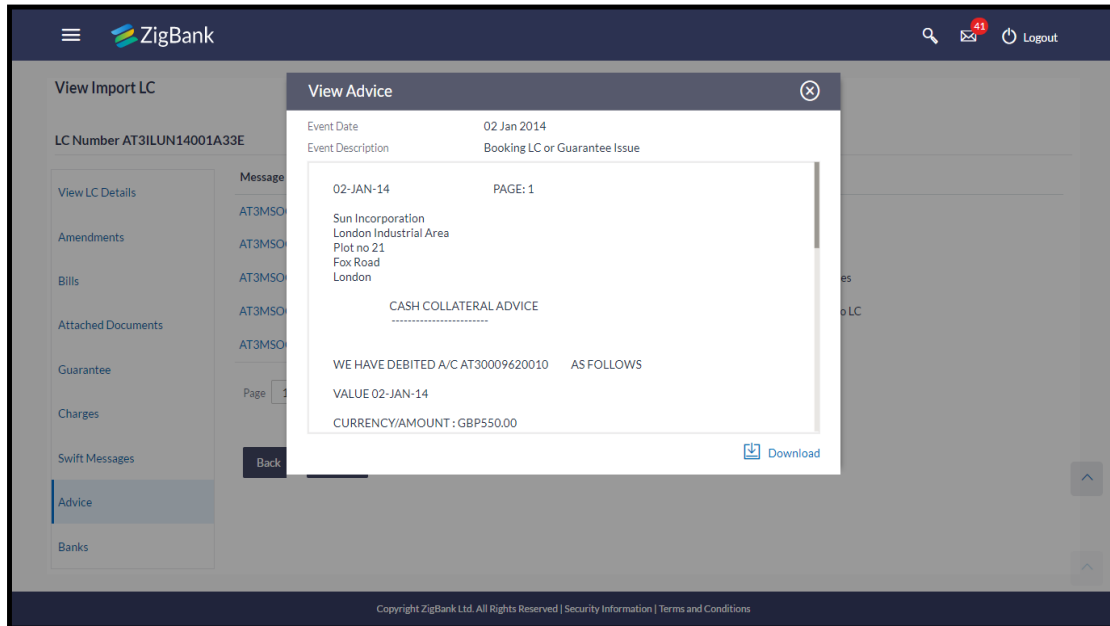
|             |                         |
|-------------|-------------------------|
| <b>Date</b> | Date of sending advice. |
|-------------|-------------------------|

|                    |                                   |
|--------------------|-----------------------------------|
| <b>Description</b> | The detail description of advice. |
|--------------------|-----------------------------------|

2. 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.
3. From the **Advice** list, select the appropriate option.

4. Click **OK**. The advice detail appears in popup window along with the event date and description.
5. Click  **Download** to download the advice in selected format like PDF formats, if required.
6. Click **Back**.  
The **View Import LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 5.12.1 Advices Details





#### Field Description

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

|              |                          |
|--------------|--------------------------|
| <b>Event</b> | Displays the event date. |
|--------------|--------------------------|

|                          |  |
|--------------------------|--|
| <b>Event Description</b> | Displays the description of the event. |
|--------------------------|--|

|                    |                            |
|--------------------|----------------------------|
| <b>Description</b> | The details of the advice. |
|--------------------|----------------------------|

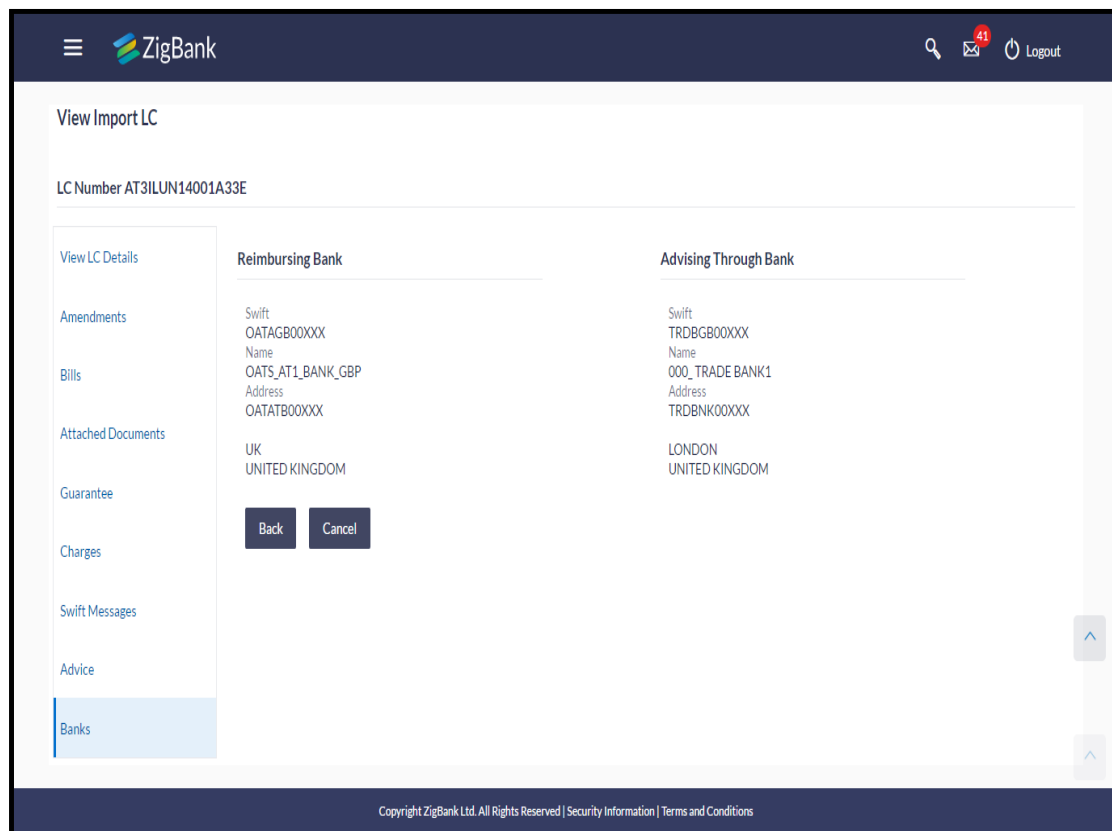
- a. Click  **Download** to download the advice in selected format like PDF formats, if required.
- b. Click  to close the window.

## 5.13 Banks

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

1. 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, The **Dashboard** appears.

### View Import LC – Banks tab



The screenshot shows the 'View Import LC' screen in the ZigBank application. The top navigation bar includes the ZigBank logo, a search icon, a notification icon with a red '41' badge, and a 'Logout' button. The main content area is titled 'View Import LC' and shows the LC Number 'AT3ILUN14001A33E'. A left-hand navigation menu lists various options: View LC Details, Amendments, Bills, Attached Documents, Guarantee, Charges, Swift Messages, Advice, and Banks (which is currently selected). The main content area is divided into two columns: 'Reimbursing Bank' and 'Advising Through Bank'. The 'Reimbursing Bank' section displays the following details: Swift (OATAGB00XXX), Name (OATS\_AT1\_BANK\_GBP), Address (OATATB00XXX), and Country (UK UNITED KINGDOM). Below these details are two buttons: 'Back' and 'Cancel'. The 'Advising Through Bank' section displays: Swift (TRDBGB00XXX), Name (000\_TRADE BANK1), Address (TRDBNK00XXX), and Country (LONDON UNITED KINGDOM). At the bottom of the screen, there is a footer with the text: 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

**Field Description**

| <b>Field Name</b>       | <b>Description</b>                             |
|-------------------------|--|
| <b>Reimbursing Bank</b> |  |
| <b>SWIFT</b>            | Displays the SWIFT Id of the Reimbursing Bank. |
| <b>Name</b>             | Displays the name of the Reimbursing Bank.     |
| <b>Address</b>          | Displays the address of the Reimbursing Bank.  |
| <b>Country</b>          | Displays the country of the Reimbursing Bank.  |
| <b>Confirming Bank</b>  |  |
| <b>SWIFT</b>            | Displays the SWIFT Id of the Confirming Bank.  |
| <b>Name</b>             | Displays the name of the Confirming Bank.      |
| <b>Address</b>          | Displays the address of the Confirming Bank.   |
| <b>Country</b>          | Displays the country of the Confirming Bank.   |

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

**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.

**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.

[Home](#)

## 6. View Export LC

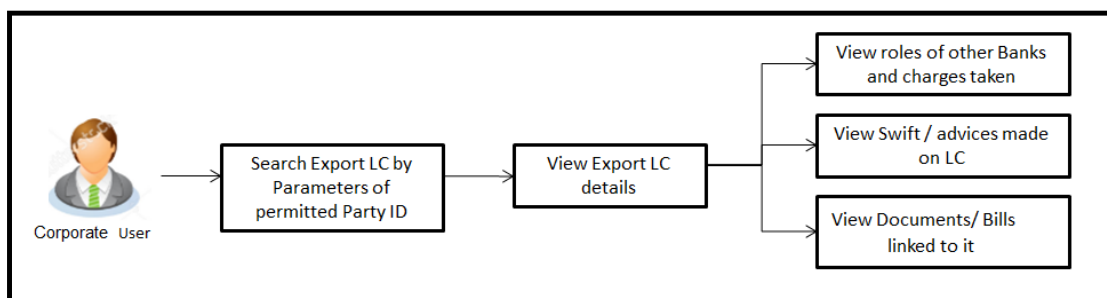
Using this option, you can view the details of existing export Letters of Credit (LC) in the application. You can search the required LC using different search criteria and download the LC list in pdf.

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   |
|-------------------------|---|
| <b>Beneficiary Name</b> | The name of beneficiary party.  |
| <b>Applicant Name</b>   | The name of applying party.   |
| <b>LC Status</b>        | The status of LC currently.<br>The options are: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Active</li> <li>• Cancelled</li> <li>• Closed</li> <li>• Reversed</li> </ul> |
| <b>LC Amount From</b>   | The start of the amount range used for searching the LC.  |
| <b>LC Amount To</b>     | The end of the amount range used for searching the LC.  |



| Field Name                       | Description  |
|----------------------------------|--|
| <b>LC Number</b>                 | The LC number.   |
| <b>LC Drawing Status</b>         | The LC drawing status.<br>The options are: <ul style="list-style-type: none"> <li>• Partial</li> <li>• Full</li> <li>• Undrawn</li> <li>• Expired</li> </ul> |
| <b>Issue Date From</b>           | The start date of the issue date range used for searching the LC.  |
| <b>Issue Date To</b>             | The end date of the issue date range used for searching the LC.  |
| <b>Latest Shipment Date From</b> | The start date of the latest shipment date range used for searching the LC.  |
| <b>Latest Shipment Date To</b>   | The end date of the latest shipment date range used for searching the LC.  |
| <b>Expiry Status</b>             | Select whether LC being searched is expired or not.<br>The options are: <ul style="list-style-type: none"> <li>• Expired</li> <li>• Non Expired</li> </ul>   |
| <b>Expiry Date From</b>          | The start date of the expiry date range used for searching the LC.   |
| <b>Expiry Date To</b>            | The end date of the expiry date range used for searching the LC.   |

- From the **Beneficiary Name** list, select the appropriate option.
- 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, The **Dashboard** appears.
- Click  **Download** 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

**View Export LC**

Beneficiary Name: Sun Inc  
 LC Status: Active  
 LC Number:

Applicant Name:   
 LC Amount: From  To   
 LC Drawing Status: Please Select

[More search options](#)

[Search](#) [Reset](#)

| LC Number                        | Applicant Name             | Issue Date  | Date of Expiry | LC Status | LC Amount  | Outstanding LC Amount | Availments |
|----------------------------------|----------------------------|-------------|----------------|-----------|------------|-----------------------|------------|
| <a href="#">AT3ELAC14002ARS3</a> | Ryan Incorporation         | 02 Jan 2014 | 12 Apr 2014    | ACTIVE    | £49,000.00 | £53,900.00            | £0.00      |
| <a href="#">AT3ELAC14002AGZ8</a> | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £42,222.00 | £46,444.20            | £0.00      |
| <a href="#">AT3ELAC14002ATBN</a> | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| <a href="#">AT3ELAC14002AIR</a>  | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £40,000.00 | £44,000.00            | £0.00      |
| <a href="#">AT3ELAC14002AFFY</a> | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| <a href="#">AT3ELAC14002AFFV</a> | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £10,000.00 | £11,000.00            | £0.00      |
| <a href="#">AT3ELAC14002AOOZ</a> | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| <a href="#">AT3ELAC14002AGZ7</a> | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £32,222.00 | £24,000.00            | £11,444.20 |
| <a href="#">AT3ELAC14002AUJ7</a> | Greenery International Ltd | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| <a href="#">AT3ELAC14002ALLV</a> | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014    | ACTIVE    | £10,000.00 | £11,000.00            | £0.00      |

Page 1 of 2 (1-10 of 12 Items) [1](#) [2](#)

Only Authorized LC transactions are listed here. Unauthorized LC will be listed once approved. Please contact the bank for details on Unauthorized LC.

[Cancel](#)

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## Field Description

| Field Name            | Description  |
|-----------------------|--|
| <b>LC Number</b>      | The LC number.<br>Displays the link to details of the export LC. |
| <b>Applicant Name</b> | The name of the LC beneficiary.                                  |
| <b>Issue Date</b>     | The issue date of the export LC.                                 |
| <b>Date of Expiry</b> | The export LC expiry date.                                       |
| <b>LC Status</b>      | The export LC status.  |
| <b>LC Amount</b>      | The export LC amount.  |

| Field Name                   | Description                         |
|------------------------------|-------------------------------------|
| <b>Outstanding LC Amount</b> | The export LC outstanding amount.   |
| <b>Availments</b>            | The availments under a selected LC. |

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

## 6.1 Availments

### View Export LC – Availments

The screenshot displays the 'View Export LC' interface in the ZigBank system. It includes search filters for Beneficiary Name (Sun Inc), LC Status (Active), and LC Number. The main table lists LCs with columns for LC Number, Applicant Name, Issue Date, Date of Expiry, LC Status, LC Amount, Outstanding LC Amount, and Availments. A detailed view for LC AT3ELAC14002AGZ7 shows an availment triggered by a bill, with a total amount of £11,444.20.

| LC Number               | Applicant Name             | Issue Date  | Date of Expiry  | LC Status | LC Amount  | Outstanding LC Amount | Availments |
|-------------------------|----------------------------|-------------|---|-----------|------------|-----------------------|------------|
| AT3ELAC14002ARS3        | Ryan Incorporation         | 02 Jan 2014 | 12 Apr 2014   | ACTIVE    | £49,000.00 | £53,900.00            | £0.00      |
| AT3ELAC14002AGZ8        | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £42,222.00 | £46,444.20            | £0.00      |
| AT3ELAC14002ATBN        | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| AT3ELAC14002AIR         | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £40,000.00 | £44,000.00            | £0.00      |
| AT3ELAC14002AFFY        | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| AT3ELAC14002AFFV        | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £10,000.00 | £11,000.00            | £0.00      |
| AT3ELAC14002AOOZ        | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| AT3ELAC14002AGZ7        | EMI Music Publishing       | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £32,222.00 | £24,000.00            | £11,444.20 |
| <b>Availment Number</b> |                            | <b>Date</b> | <b>Description</b>  |           |            | <b>Amount</b>         |            |
| 1                       |                            | 02 Jan 2014 | This availment is triggered by Bill No. AT3EUUD14002AWES in Bills |           |            | £11,444.20            |            |
| <b>Total</b>            |                            |             |   |           |            |                       | £11,444.20 |
| AT3ELAC14002AUV7        | Greenery International Ltd | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £30,000.00 | £33,000.00            | £0.00      |
| AT3ELAC14002ALLV        | Ryan Incorporation         | 02 Jan 2014 | 02 Apr 2014   | ACTIVE    | £10,000.00 | £11,000.00            | £0.00      |

Page 1 of 2 (1-10 of 12 items) | < 1 2 > ✕

ⓘ Only Authorized LC transactions are listed here. Unauthorized LC will be listed once approved. Please contact the bank for details on Unauthorized LC.

Cancel

**Field Description**

| <b>Field Name</b>       | <b>Description</b>                        |
|-------------------------|---|
| <b>Availment Number</b> | The availment record version number.      |
| <b>Date</b>             | The date of availment.                    |
| <b>Description</b>      | The description of availment under an LC. |
| <b>Amount</b>           | The amount availed against the LC.        |

1. 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.
2. Click **General** tab.

## 6.2 General

### View Export LC – General tab

**View Export LC**

LC Number AT3ELAC14001A7PT

**General**

Party ID: \*\*\*810  
Branch: AT3-FCLEXCUBE UNIVERSAL BANK

**Applicant Details**

Applicant Name: raving  
Address: park street, rad no 3, pune  
Country: INDIA  
Date of Application: 01 Jan 2014

**Beneficiary Details**

Beneficiary Name: Raytheon Incorporation  
Address: 23 i area, 3 race road, pune  
Country: INDIA

**Product Details**

Product: Import LC Usance Non Revolving  
Revolving: No  
Transferable: No  
Date of Expiry: 01 Apr 2014  
Place of Expiry: delhi

**LC Amount Details**

LC Amount: £200,000.00  
Tolerance: Under(-) 10 % Above(+) 10 %  
Total Exposure: £220,000.00  
Credit Available By: Acceptance  
Credit Available With: CITIDK44, BANGALORE, DENMARK

**Drafts**

No

**Shipment**

**Documents**

**Instructions**

**Back** **Cancel**

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### 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.

| <b>Field Name</b>                               | <b>Description</b>  |
|---|---|
| <b>Applicant Details</b>                        |   |
| <b>Applicant Name</b>                           | The name of LC applicant.   |
| <b>Address</b>                                  | Displays the LC applicant address.  |
| <b>Country</b>                                  | Displays the country of the LC applicant.   |
| <b>Date of Application</b>                      | The date of LC application.   |
| <b>Beneficiary Details</b>                      |   |
| <b>Beneficiary Name</b>                         | The name of the LC beneficiary.   |
| <b>Address</b>                                  | The address of the LC beneficiary.  |
| <b>Country</b>                                  | The country of the LC beneficiary.  |
| <b>Product Details</b>                          |   |
| <b>Product</b>                                  | The export LC product under which the LC is created.  |
| <b>Revolving Details</b>                        |   |
| This section appears only for the revolving LC. |   |
| <b>Revolving</b>                                | Indicates whether the LC is revolving not.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>  |
| <b>Revolves in Time</b>                         | Indicates that the LC revolves in time.   |
| <b>Revolves in Value</b>                        | Indicates that the LC revolves in value.  |
| <b>Repeat Frequency</b>                         | The number of times after the days/months the LC would repeat. It is time revolving frequency.<br>The values will be in terms of: <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> </ul> |

| <b>Field Name</b>          | <b>Description</b>  |
|----------------------------|---|
| <b>Cumulative</b>          | <p>Displays whether the frequency is cumulative for the LC. The unused amount would be used in the new LC in case of cumulative LC.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>   |
| <b>Auto-reinstatement</b>  | Displays the whether LC will get auto reinstated or it has to be done manually.   |
| <b>Transferable</b>        | Displays the form of the LC, either transferable/ non-transferable.   |
| <b>Date of Expiry</b>      | Displays the expiry date of the LC.   |
| <b>Place of Expiry</b>     | Displays the place of LC expiry.  |
| <b>LC Amount Details</b>   |   |
| <b>LC Amount</b>           | Displays the amount and currency of the LC.   |
| <b>Tolerance</b>           | Displays the tolerance of the LC, if tolerance is allowed.  |
| <b>Under</b>               | Displays the lower limit of the tolerance.  |
| <b>Above</b>               | Displays the upper limit of the tolerance.  |
| <b>Total Exposure</b>      | Displays the total LC amount including the positive tolerance, with the currency.   |
| <b>Credit Available By</b> | <p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Payment</li> </ul> |

| Field Name                             | Description   |
|--|---|
| <b>Credit Available With</b>           | Indicates the bank where credit is currently available with.                        |
| <b>Branch</b>                          | The bank branch where you created the LC contract.                                  |
| <b>Branch Address</b>                  | The bank branch address where you created the LC contract.                          |
| <b>Country</b>                         | The bank branch country of the LC beneficiary.                                      |
| <b>Drafts section</b>                  |   |
| <b>The number of drafts available.</b> |   |
| <b>Tenor (In Days)</b>                 | The number of days of its validity.   |
| <b>Credit Days From</b>                | Displays the date from which the Draft tenure shall be counted.                     |
| <b>Draft Amount</b>                    | The amount which is sought by beneficiary on representation of draft.               |
| <b>Drawee Bank</b>                     | The name of drawee bank, which would represent draft for claiming money against LC. |

### 6.3 Shipment

1. 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, The Dashboard appears.



## View Export LC – Shipment tab

**View Export LC**

LC Number AT3ELAC14001A7PT

**General**

**Shipment**

Partial Shipment Allowed      Shipment Period

Transshipment Not Allowed

Latest Date for Shipment  
09 Jan 2014

Shipment From      Shipment To  
London      Paris

Port of Loading      Port of Discharge  
pearl      vizag

Goods      Description of Goods  
CILLAFABRIC      100 tons of goods

**Documents**

**Instructions**

**Back**   **Cancel**

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## Field Description

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Partial Shipment</b>         | Displays whether or not partial shipments are allowed under the documentary credit. |
| <b>Transshipment</b>            | Displays whether or not transshipment is allowed under the documentary credit.      |
| <b>Latest Date for Shipment</b> | Displays the latest date for loading on board/ dispatch/ taken in charge.           |
| <b>Shipment From</b>            | Displays the location from which the shipment is shipped.                           |
| <b>Shipment To</b>              | Displays the location to which the shipment is to be shipped.                       |
| <b>Port of Loading</b>          | Displays the port of loading of goods.  |

| <b>Field Name</b>           | <b>Description</b>   |
|-----------------------------|--|
| <b>Port of Discharge</b>    | Displays the port of unloading of goods.   |
| <b>Shipment Period</b>      | Displays the period of time during which the goods are to be loaded on board/dispatched/taken in charge. |
| <b>Goods</b>                | Displays the type of Good being shipped.   |
| <b>Description of Goods</b> | Displays further description and other remarks related to Goods.   |

## 6.4 Documents

1. 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, The **Dashboard** appears.

## View Export LC – Documents tab

View Export LC

LC Number AT3ELAC14001A7PT

View LC Details

Amendments

Bills

Attached Documents

Charges

Swift Messages

Advice

Banks

General

Shipment

Documents

Document List

| Document Name | Original | Copies |
|---------------|----------|--------|
| AIRDOC        | 3/5      | 2      |
| INSDOC        | 4/5      | 3      |
| INVDOC        | 0/0      | 0      |
| MARDOC        | 0/0      | 0      |
| OTHERDOC      | 0/0      | 0      |

Page 1 of 1 (1-5 of 5 items)

Documents to be presented within/beyond 21 days after the date of shipment but within validity of this credit.  
Incoterm  
CPTCarriage Paid To (named place of destination)

Instructions

Back Cancel

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## 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.

| Field Name                 | Description  |
|----------------------------|--|
| <b>Presentation Period</b> | Displays the period of time after the date of shipment within which the documents must be presented for payment - acceptance or negotiation. |
| <b>Incoterm</b>            | Indicates the INCO terms for the LC application.   |

## 6.5 Instructions

1. 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, The **Dashboard** appears.

### View Export LC – Instructions tab

The screenshot shows the ZigBank interface for viewing an Export LC. The top navigation bar includes the ZigBank logo, a search icon, a notification icon with '41', and a 'Logout' button. The main content area is titled 'View Export LC' and displays the LC Number 'AT3ELAC14001A7PT'. A sidebar on the left contains a list of tabs: 'View LC Details' (selected), 'Amendments', 'Bills', 'Attached Documents', 'Charges', 'Swift Messages', 'Advice', and 'Banks'. The main content area shows four expandable sections: 'General', 'Shipment', 'Documents', and 'Instructions'. The 'Instructions' section is expanded, showing the following details:

- Issuing Bank: CITIGB2LXXX  
CITIBANK INTERNATIONAL LONDON  
CITIGB2LXXX  
UNITED KINGDOM
- Charges Borne By Beneficiary
- Remarks

At the bottom of the main content area, there are two buttons: 'Back' and 'Cancel'. The footer of the screen contains the text: 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

## Field Description

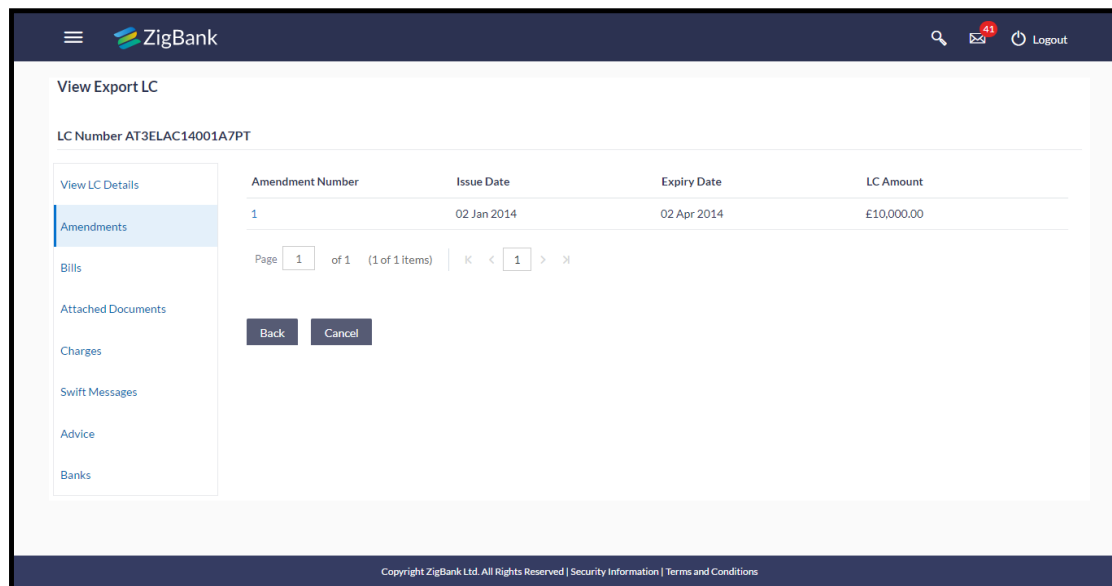
| Field Name              | Description   |
|-------------------------|---|
| <b>Issuing Bank</b>     | Displays the SWIFT ID and address of the Issuing Bank.                |
| <b>Charges Borne By</b> | Displays who is bearing charges for LC and related changes or swifts. |
| <b>Remarks</b>        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

## 6.6 Amendments

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

1. Click **Amendments** tab. The amendments detail appears.  
OR  
Click **Back**.  
The **View Export LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Export LC – Amendments



The screenshot shows the 'View Export LC' screen in the ZigBank application. The top navigation bar includes the ZigBank logo, a search icon, a notification bell with '41', and a 'Logout' button. The main content area is titled 'View Export LC' and shows the LC Number 'AT3ELAC14001A7PT'. A sidebar on the left contains a menu with options: 'View LC Details', 'Amendments' (selected), 'Bills', 'Attached Documents', 'Charges', 'Swift Messages', 'Advice', and 'Banks'. The main area displays a table of amendments:

| Amendment Number | Issue Date  | Expiry Date | LC Amount  |
|------------------|-------------|-------------|------------|
| 1                | 02 Jan 2014 | 02 Apr 2014 | £10,000.00 |

Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and navigation arrows. At the bottom of the table area, there are two buttons: 'Back' and 'Cancel'. The footer of the application contains the text: 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

**Field Description**

| <b>Field Name</b>       | <b>Description</b>   |
|-------------------------|--|
| <b>Amendment Number</b> | Displays the amendment number of the LC.<br>Displays the link to view the details of the LC amendment. |
| <b>Issue Date</b>       | Displays the issue date of the LC.   |
| <b>Expiry Date</b>      | Displays the new expiry date of the LC.  |
| <b>LC Amount</b>        | Displays the new LC amount.  |

2. Click the required link in the **Amendment Number** column. The **Export LC Amendment** screen with detailed Issued Amendments appears.  
OR  
Click **Back**.  
The **View Export LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

**6.6.1 View Amendment Details**

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

## Issued Amendment – Detailed

**Import LC Amendment**

LC Number AT3ELAC14001A7PT [Amendment Number:1.0]

**General**

|  |   |
|--|---|
| Party ID<br>**B10  | Branch<br>AT3-FCLEXCUBE UNIVERSAL BANK  |
| <b>Applicant Details</b>   | <b>Beneficiary Details</b>  |
| Applicant Name<br>EMI Music Publishing Ltd                           | Beneficiary Name<br>Niklaus A Casper  |
| Address<br>Manor Farm Barns<br>Tromostovje Three Bridges<br>Fox Road | Address<br>Kappeler-gasse 122 A<br>Postfach 2301<br>Near Nortel Square                  |
| Country<br>GREAT BRITAIN   | Country<br>UNITED KINGDOM   |
| Date of Application<br>02 Jan 2014                                   |   |
| <b>Product Details</b>   | <b>LC Amount Details</b>  |
| Product<br>Export LC Usance Non Revolving                            | LC Amount<br>£10,000.00   |
| Revolving<br>No  | Tolerance<br>Under(-) 10%      Above(+) 10%   |
| Transferable<br>No   | Total Exposure<br>£11,000.00  |
| Date of Expiry<br>02 Apr 2014  | Credit Available By<br>Credit Available With<br>CITIDK44<br>CITIDK44<br>BANGALORE<br>DK |
| Place of Expiry<br>Pune  |   |
| <b>Drafts</b>  |   |
| No   |   |

**Shipment**

**Documents**

**Instructions**

**Back** **Cancel**

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## 6.7 Bills

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

1. 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, The **Dashboard** appears.

## View Export LC - Bills

The screenshot shows the 'View Export LC' page in the ZigBank system. The LC Number is AT3ELAC14001A7PT. A table lists four bills with their respective negotiation reference numbers, dates, and amounts. The 'Bills' menu item is selected in the left-hand navigation pane. There are 'Back' and 'Cancel' buttons at the bottom of the table area, and an 'Initiate Bill' button in the top right corner.

| Negotiation Ref No | Negotiation Date | Bill Amount |
|--------------------|------------------|-------------|
| AT3EUUD14002AGZD   | 02 Jan 2014      | £33,000.00  |
| AT3ESUN14002A669   | 02 Jan 2014      | £11,000.00  |
| AT3ECPS14002ADW2   | 02 Jan 2014      | £33,000.00  |
| AT3EUUA14002A4MR   | 02 Jan 2014      | £23,000.00  |

Page 1 of 1 (1-4 of 4 items) | < 1 >

## Field Description

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

|                                  |   |
|----------------------------------|---|
| <b>Initiate Bill</b>             | Displays the link to initiate a new bill linked to the export LC.   |
| <b>Negotiation Reference No.</b> | Displays the negotiation reference number of the inward bill.<br>Displays the link to view the export bill details. Refer <b>View Export Bill</b> . |
| <b>Negotiation Date</b>          | Displays the date on which the bill is negotiated.  |
| <b>Bill Currency and Amount</b>  | Displays the bill amount with currency for the LC.  |

- 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 **Initiate Bill** to initiate a new bill linked to the export LC.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.



## 6.8 Attached Documents

This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected export LC.

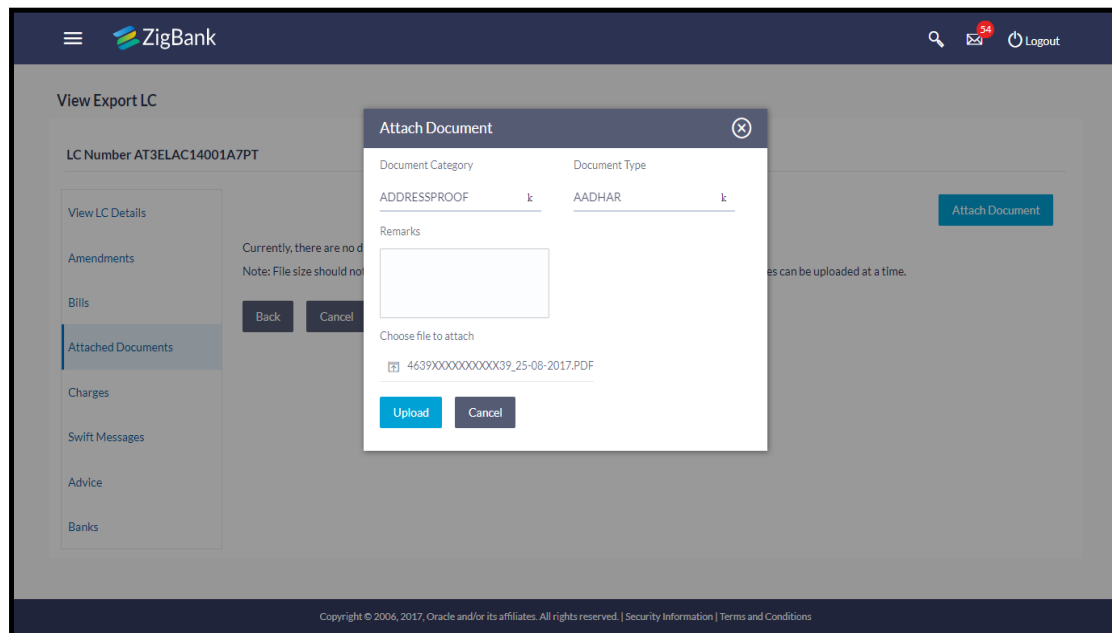
This tab displays the list of all documents uploaded by user. It allows the user to download the attachments done under the selected import LC.

1. Click **Attached Document** tab to view the attached documents.  
OR  
Click **Back**.  
The **View Export LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 6.8.1 Attach Documents

1. Click **Attach Document** to upload the document.  
The **Attach Document** popup window appears.

#### View Export LC – Attach Documents popup



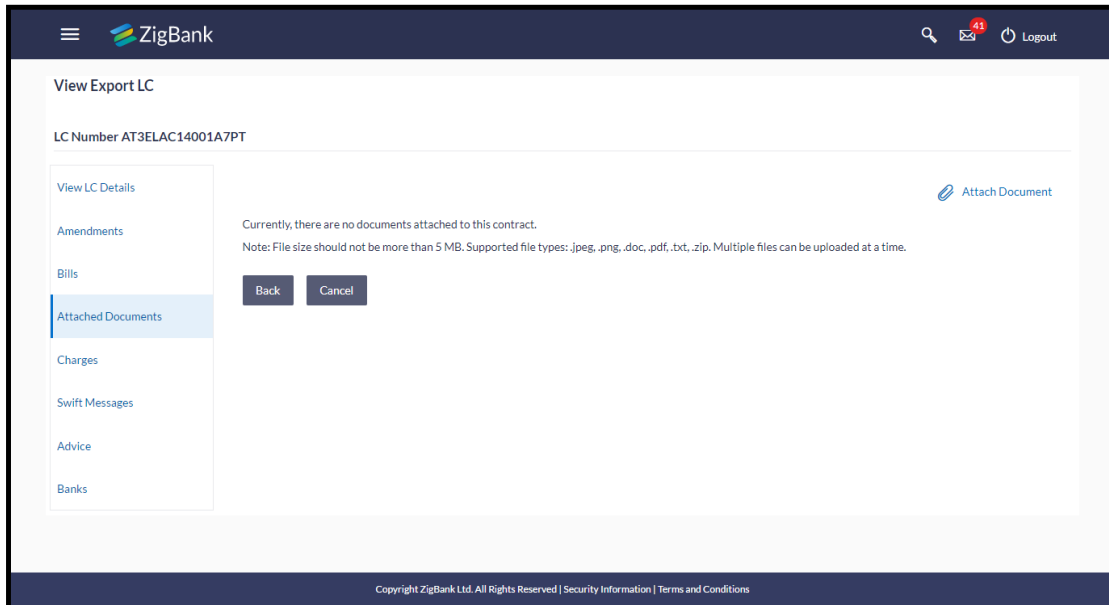
**Field Description**

| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>Document Category</b>     | The category of the document to be uploaded.   |
| <b>Document Type</b>         | The type of the document to be uploaded.   |
| <b>Remarks</b>               | The notes added, if any for attaching the document.  |
| <b>Choose File to attach</b> | Browse the file to be attached.  |
|                              | Note: File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time. |

2. From the **Document Category** select the appropriate option.
3. From the **Document Type** select the appropriate option.
4. In the **Remarks** field add notes for attaching documents.
5. Click **Choose File** to browse and select the required document present on your computer.
6. Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.  
OR  
Click **Cancel** to cancel the transaction.
7. Click **Submit** to attach supporting documents.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 6.8.2 View Attached Documents

### View Export LC – Attached Documents tab



### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Sr No</b>             | The serial number of the attach document records.  |
| <b>Document Id</b>       | Displays the unique identification number for the attached document.<br>Displays the link to download the attach document. |
| <b>Document Category</b> | Displays the category of the document uploaded.  |
| <b>Document Type</b>     | Displays the type of the document uploaded.  |
| <b>Remarks</b>           | Displays the notes added, if any, for attaching the document.  |

1. Click the required link in the **Document Id** column to download the attached document.

## 6.9 Charges

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

1. 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, The **Dashboard** appears.

### View Export LC - Charges

View Export LC

LC Number AT3ELAC14001A7PT

| Commission          | Percentage | Amount |
|---------------------|------------|--------|
| No data to display. |            |        |

Page 1 (0 of 0 items) < 1 >

| Charges                         | Account          | Amount  |
|---------------------------------|------------------|---------|
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00  |
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00  |
| LC Courier Charge for amendment | xxxxxxxxxxxx0011 | £50.00  |
| Export Advice charges           | xxxxxxxxxxxx0011 | £100.00 |
| Total                           |                  | £250.00 |

Page 1 of 1 (1-4 of 4 items) < 1 >

**Back** **Cancel**

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### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Commission</b>    | Displays the LC issuance commission charges in terms of percentage. |
| <b>Percentage</b>    | Displays the percentage of LC changed as commission.                |
| <b>Amount</b>        | Displays the amount charged as commission.                          |
| <b>Total Charges</b> | Displays the total LC charges for amendment.                        |

| Field Name     | Description  |
|----------------|--|
| <b>Charges</b> | Displays the LC charges for amendment.   |
| <b>Account</b> | Displays the account number for Cancellation Charges / Export Advice Charges.                              |
| <b>Amount</b>  | Displays the total charges applicable.   |
| <b>Total</b>   | Displays the total charges overall applicable (sum of LC cancellation charges and export advice charges.). |

## 6.10 Swift Messages

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

1. 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, The **Dashboard** appears.

### View Export LC - Swift Messages

**View Export LC**

LC Number AT3ELAC14001A7PT

| Message ID       | Date        | Description                |
|------------------|-------------|----------------------------|
| AT3MSOG1400108FX | 01 Jan 2014 | ACK of Amendment to LC     |
| AT3MSOG1400108FZ | 01 Jan 2014 | Amendment of Export Credit |
| AT3MSOG1400108FP | 01 Jan 2014 | Amendment of Export Credit |
| AT3MSOG1400108G1 | 01 Jan 2014 | ACK of Amendment to LC     |
| AT3MSOG1400108FR | 01 Jan 2014 | ACK of Amendment to LC     |

Page 1 of 1 (1-5 of 5 items) | K < 1 > X

Back Cancel

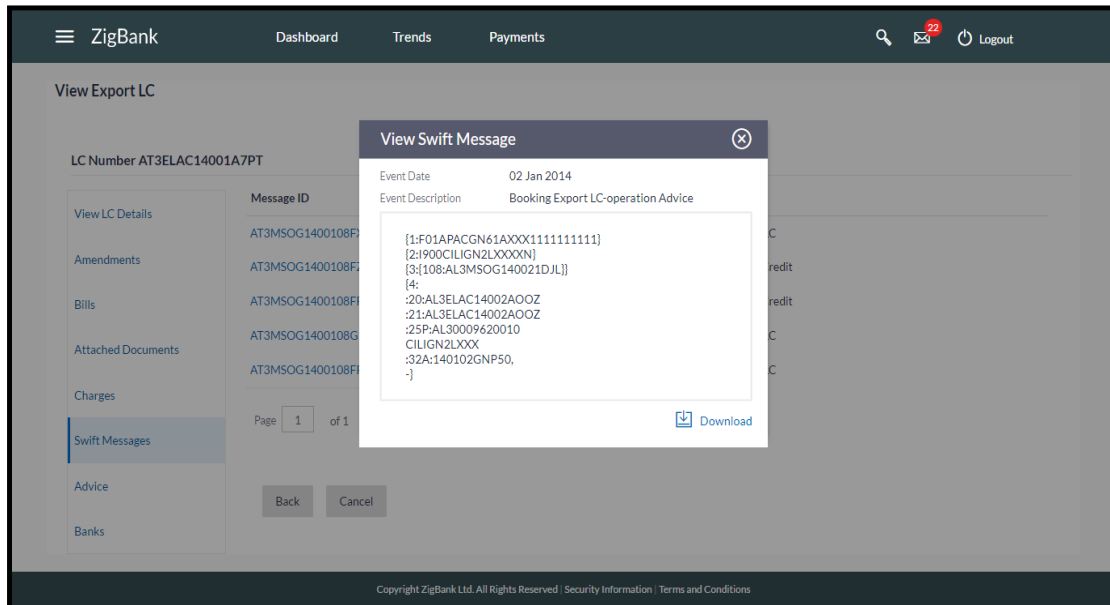
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## Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The swift message detailed description.       |


- 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.

## 6.10.1 Swift Messages Details



### Field Description

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

- Click  [Download](#) to download the SWIFT messages in selected format like PDF formats, if required.

## 6.11 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.

- 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, The **Dashboard** appears.

### View Export LC - Advices

View Export LC

LC Number AT3ELAC14001A7PT

| Message ID       | Date        | Description                    |
|------------------|-------------|--------------------------------|
| AT3MSOG1400108FW | 01 Jan 2014 | Amendment of Export Credit     |
| AT3MSOG1400108FF | 01 Jan 2014 | Covering letter to beneficiary |
| AT3MSOG1400108FG | 01 Jan 2014 | Debit Advice                   |
| AT3MSOG1400108FQ | 01 Jan 2014 | Amendment of Export Credit     |
| AT3MSOG1400108G0 | 01 Jan 2014 | Amendment of Export Credit     |

Page 1 of 1 (1-5 of 5 items) | < 1 >

Back Cancel

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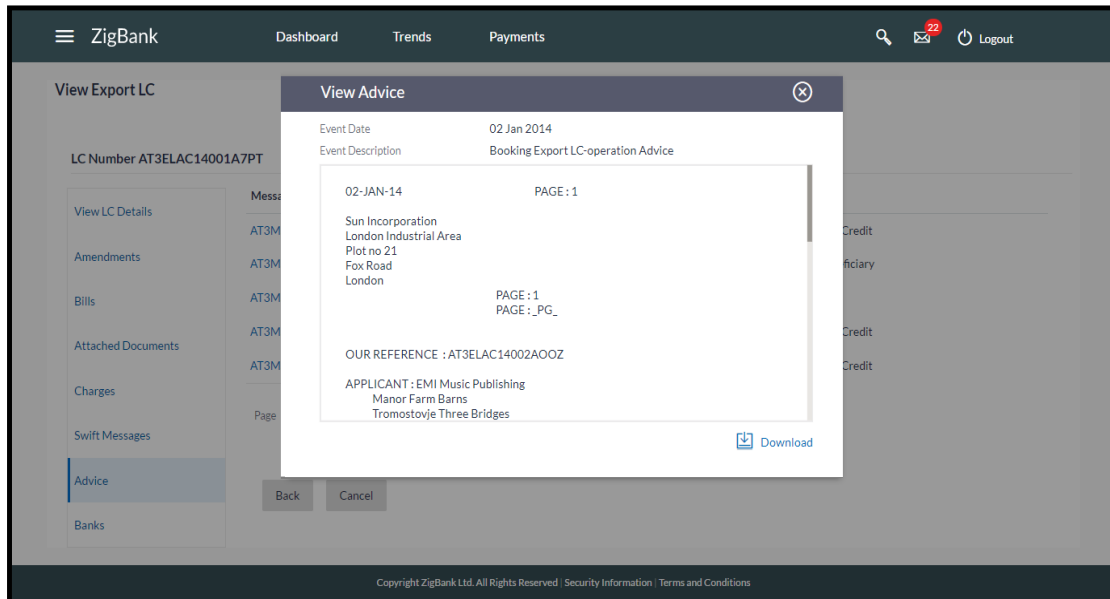
## Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Date</b>        | Date of sending advice.                       |
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Description</b> | The detail description of advice.             |

- 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.





## 6.11.1 Advices Details



### Field Description

| Field Name               | Description                            |
|--------------------------|--|
| <b>Event Date</b>        | Displays the event date.               |
| <b>Event Description</b> | Displays the description of the event. |
| <b>Description</b>       | The details of the advice.             |

- Click  [Download](#) to download the advice in selected format like PDF formats, if required.
- Click  to close the window.

## 6.12 Banks

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

1. 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, The **Dashboard** appears.

### View Export LC – Banks tab

The screenshot shows the 'View Export LC' screen in the ZigBank application. At the top, there is a navigation bar with the ZigBank logo and a search icon. Below the navigation bar, the screen displays the 'View Export LC' title and the LC Number AT3ELAC14001A7PT. A sidebar on the left contains a list of tabs: View LC Details, Amendments, Bills, Attached Documents, Charges, Swift Messages, Advice, and Banks. The 'Banks' tab is currently selected. The main content area is divided into two columns: 'Reimbursing Bank' and 'Confirming Bank'. The 'Reimbursing Bank' section shows the following details: Swift (TRDBG00XXX), Name (000\_TRADE BANK1), Address (TRDBNK00XXX), and Country (LONDON, UNITED KINGDOM). Below these details are 'Back' and 'Cancel' buttons. The 'Confirming Bank' section shows the following details: Swift (OATAGB00XXX), Name (OATS\_AT1\_BANK\_GBP), Address (OATATB00XXX), and Country (UK, UNITED KINGDOM). At the bottom of the screen, there is a footer with the text 'Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions'.

### Field Description

| Field Name              | Description                                    |
|-------------------------|--|
| <b>Reimbursing Bank</b> |  |
| <b>SWIFT</b>            | Displays the SWIFT Id of the Reimbursing Bank. |
| <b>Name</b>             | Displays the name of the Reimbursing Bank.     |
| <b>Address</b>          | Displays the address of the Reimbursing Bank.  |
| <b>Country</b>          | Displays the country of the Reimbursing Bank.  |

| Field Name             | Description                                   |
|------------------------|---|
| <b>Confirming Bank</b> |   |
| <b>SWIFT</b>           | Displays the SWIFT Id of the Confirming Bank. |
| <b>Name</b>            | Displays the name of the Confirming Bank.     |
| <b>Address</b>         | Displays the address of the Confirming Bank.  |
| <b>Country</b>         | Displays the country of the Confirming Bank.  |

2. Click **Back**.  
The **View Export LC** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## FAQs

1. **Can I see LCs which has 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 the fields with their values with the amendments done to it. The details of amendments are displayed in the amendment section.

[Home](#)

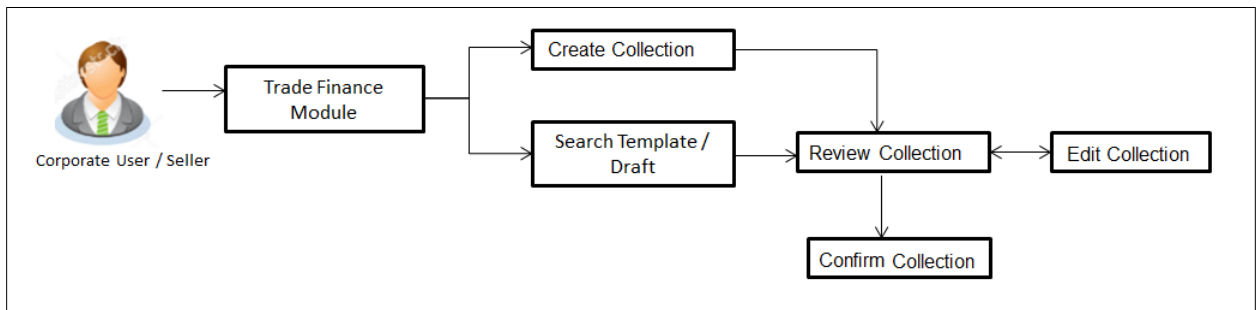
## 7. Initiate Collection

Using this option, user can initiate bill collection in the application. It can be standalone or under a letter of credit.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### User has three options to initiate Collection

- Using existing Templates
- Using existing Drafts
- Initiating Collection ( New Application)

These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Bills and Collection > Initiate Collection*

### 7.1 Search Collection template


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

---

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

---

#### To search the Collection template:

1. In the **Search** field, enter the template name.
2. Click . The saved collection a template appears based on search criteria.

## Collection Template - Search Result

The screenshot shows the 'Initiate Collection' page in the ZigBank interface. It features a search bar at the top with the text 'Search By Template Name'. Below the search bar is a table with the following data:

| Template Name  | Beneficiary | Product   | Created By      | Last Updated | Access Type |
|----------------|-------------|---|-----------------|--------------|-------------|
| new temp1      | tristar inc | OBDX OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE | ritwick maker   | 05 Dec 2017  | Public      |
| template priv2 | tristar inc | OBDX OUTGOING CLEAN USANCE BILLS NOT UNDER LC ON ACCEPTANCE | ritwick checker | 05 Dec 2017  | Private     |

Below the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and a 'Cancel' button.

### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Search Result</b> |   |
| <b>Template Name</b> | The name using which template is stored and can be used to initiate a Collection application. |
| <b>Beneficiary</b>   | The beneficiary name against whom Collection is to be created.                                |
| <b>Product</b>       | The Export Collection product.  |
| <b>Created by</b>    | The name of the maker who created the template.   |
| <b>Last Updated</b>  | The latest updated date of the template.  |
| <b>Access Type</b>   | The type of access granted to template whether it is public or private.                       |


- Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## 7.2 Search Collection Drafts

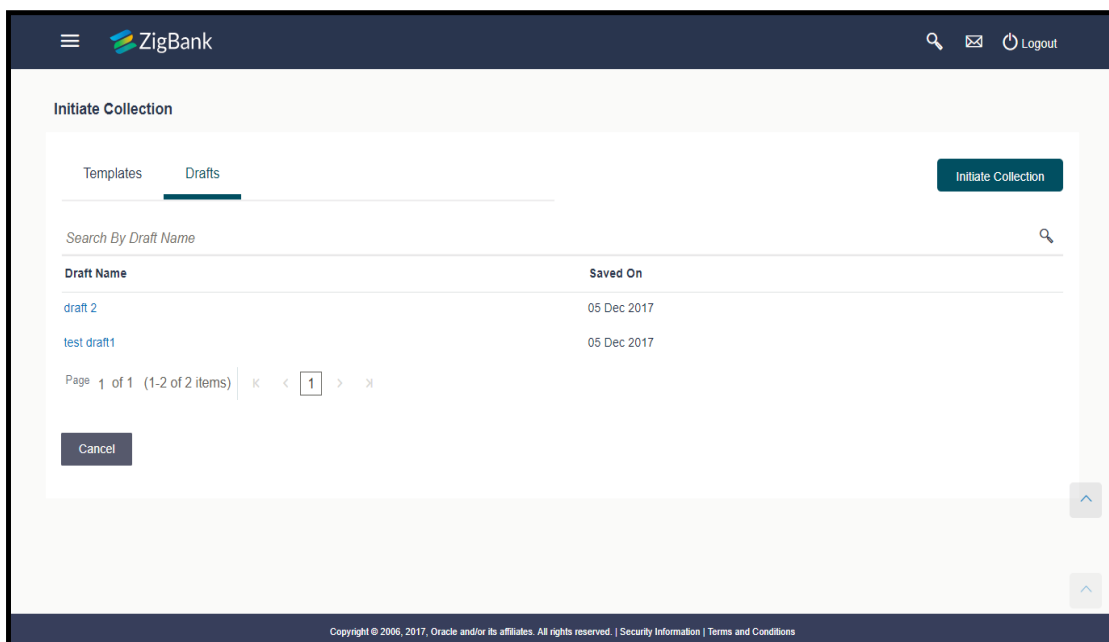
User can save Collection application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

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

### To search the Collection draft:

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

### Collection Draft - Search Result



### Field Description

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

#### Search Result

|                   |  |
|-------------------|--|
| <b>Draft Name</b> | The name of the Collection application saved as draft. |
|-------------------|--|

|                 |                                       |
|-----------------|---------------------------------------|
| <b>Saved On</b> | The date on which the draft is saved. |
|-----------------|---------------------------------------|

3. Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### 7.3 Initiate a Collection

Using this option, you can initiate a Collection in the application. To initiate a collection in the application, you must enter details such as your LC linkage, Parties details, and Bill details etc. You can also give specific instructions to bank.

**To initiate collection:**

1. Click **Initiate Collection** on **Initiate Collection** screen.

## Initiate Collection

Logout

**Initiate Collection**

LC Linkage  
 Yes  No

LC Number  
 AT3ELAC14002A00Z

**Collection Details**

Party ID  
\*\*\*382

Branch  
AT3-FCLEXCUBE UNIVERSAL BANK

**Drawer Details**

Drawer Name  
Sun Inc

Address  
London Industrial Area  
Plot no 21  
Fox Road

Country  
GREAT BRITAIN

Application Date  
02 Jan 2014

Customer Reference Number  
AS2324

**Drawee Details**

Drawee Name  
EMI Music Publishing

Address  
Manor Farm Barns  
Tromostoye Three Bridges  
Fox Road

Country  
UNITED KINGDOM

Bank Reference Number  
65667676868

**Product Details**

Select Payment Type  
 Slight  Usance

Document Attached  
 Yes (Documentary)  No (Clean)

Product  
Please Select

Tenor  
0

Base Date Description  
After Customs Clearance of Goods

Base Date  
02 Jan 2014

Maturity Date  
02 Jan 2014

**Bill Amount Details**

Issuing Bank  
CITIGB2LXXX  
CITIBANK INTERNATIONAL LONDON  
CITIGB2LXXX  
GB

Bill Amount  
£33,000.00

Shipment Details

Instructions

Attachments

I accept the Terms & Conditions

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**Field Description**

| <b>Field Name</b>                | <b>Description</b>  |
|----------------------------------|---|
| <b>LC Linkage</b>                | Indicates whether any LC is linked to bill or not.<br>The options are: <ul style="list-style-type: none"> <li>• Yes: export or import bill is under an LC that was advised by user bank</li> <li>• No: LC is not advised for a bill by the negotiating bank.</li> </ul> |
| <b>LC Number</b>                 | It is the LC number if attached to the bill.<br>This field is appears if the <b>Yes</b> option is selected in <b>LC Linkage</b> field.  |
| <b>Collection Details</b>        |   |
| <b>Party ID</b>                  | The party ID of applying party.   |
| <b>Branch</b>                    | The bank branch where the Collection contract is to be created.   |
| <b>Drawer Details</b>            |   |
| <b>Drawer Name</b>               | The name of applying party.   |
| <b>Address</b>                   | The address of applying party.  |
| <b>Country</b>                   | The country of applying party.  |
| <b>Application Date</b>          | Application date when bill has to be initiated.<br>It is the current date of the system/base branch.  |
| <b>Customer Reference Number</b> | The user provided customer reference number for the transaction.  |
| <b>Drawee Details</b>            |   |
| <b>Drawee Name</b>               | The name of beneficiary party.  |
| <b>Address</b>                   | The address of beneficiary party.   |
| <b>Country</b>                   | The country of beneficiary party.   |

| <b>Field Name</b>            | <b>Description</b>  |
|------------------------------|---|
| <b>Bank Reference Number</b> | The user provided bank reference number for the transaction.  |
| <b>Product Details</b>       |   |
| <b>Select Payment Type</b>   | The type of payment associated with the bill.<br>The options are: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>                 |
| <b>Document Attached</b>     | It asks user if any documents a part of bill.<br>The options are: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul> |
| <b>Product</b>               | Indicates the product type as coming from Host based on the input parameters (Payment/ LC linkage/Customer ID).   |
| <b>Bill Amount Details</b>   |   |
| <b>Issuing Bank</b>          |   |
| <b>SWIFT Code</b>            | The swift code of issuing Bank.   |
| <b>Issuing Bank Name</b>     | The name of Bank who acts on behalf of Drawee.  |
| <b>Address</b>               | The address of Issuing Bank.  |
| <b>Country</b>               | The name of Issuing Bank's country.   |
| <b>Bill Amount</b>           | The Bill amount.  |
| <b>Bill Currency</b>         | The base currency in which Bill is originated.  |
| <b>Tenor</b>                 | The tenor of the bill.  |
| <b>Product Operation</b>     | The name of the product operation.  |
| <b>Base Date Description</b> | This depicts the base code and its description. It describes what the chosen base date for application is.  |

| Field Name           | Description  |
|----------------------|--|
| <b>Base Date</b>     | The date to be considered as base date for bill application.<br>It is number of days for the tenor from the base date. |
| <b>Maturity Date</b> | The tenor added to the base date, when the bill ceases to exist.   |

2. Select the appropriate option from **LC Linkage** field
  - a. If you select **Yes**;
    1. In the **LC Number** field, enter the LC number attached to the bill.
    2. Click **Verify** to verify the linkage of LC to the bill.  
OR  
Click **Reset** to cancel the entered LC linkage.
  - b. If you select **No**, it is considered to be standalone bill.
3. From the **Branch** list, select the appropriate option where the bill has been made.
4. In the **Customer Reference Number** field in the **Parties** section, enter the user provided customer reference number.
5. In the **Bank Reference Number** field in the **Parties** section, enter the user provided bank reference number.
6. Select the appropriate option from **Select Payment Type** field.
7. Select the appropriate option from **Document Attached** field to confirm any documents a part of bill.
8. In the **Swift Code** field in the **Bill Amount Details** section, enter swift code of Issuing Bank.
9. Click **Verify** to verify the details.  
The Issuing bank detail appears.  
OR  
Click **Reset** to cancel entered details.
10. From the **Product** list, select the appropriate option.
11. From the **Base Date Description** list, select the appropriate option.
12. From the **Base Date** field, select the appropriate date.
13. Click **Continue** or click the **Shipment Details** tab.  
The **Shipment Details** tab appears in the **Initiate Collection** screen.  
OR  
Click **Initiate Collection**. The transaction is saved and the **Initiate Collection – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 7.3.1 Initiate Collection - Shipment Details tab

This tab captures the Shipment details of the initiate collection application process.

#### Initiate Collection - Shipment Details tab

The screenshot shows the 'Initiate Collection' form in the ZigBank application. The form is titled 'Initiate Collection' and has a dark blue header with the ZigBank logo and navigation icons. The main content area is white and contains several sections:

- LC Linkage:** Radio buttons for 'Yes' (selected) and 'No'.
- LC Number:** Text field containing 'AT3ELAC14002AOOZ' and a 'Reset' button.
- Collection Details:** A collapsed section.
- Shipment Details:** An expanded section containing:
  - Shipment From:** Text field with 'London'.
  - Shipment To:** Text field with 'Mumbai'.
  - Port of Loading:** Text field with 'London'.
  - Port of Discharge:** Text field with 'Mumbai'.
  - Goods:** Dropdown menu with 'CILLAFABRIC' selected.
  - Description of Goods:** Text area with 'CILLAFABRIC'.
- Instructions:** A collapsed section.
- Attachments:** A collapsed section.
- Terms & Conditions:** A checkbox labeled 'I accept the Terms & Conditions'.
- Buttons:** 'Initiate Collection' (green), 'Save As' (dropdown), 'Back', and 'Cancel'.

At the bottom of the form, there is a copyright notice: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

#### Field Description

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

|                      |  |
|----------------------|--|
| <b>Shipment From</b> | The Place of Receipt from where shipment will be done. |
|----------------------|--|

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Shipment To</b>          | The place of delivery of goods.   |
| <b>Port of Loading</b>      | The place of dispatch or taking in charge of the goods or loading on board. |
| <b>Port of Discharge</b>    | The port of discharge.  |
| <b>Goods</b>                | The type of Good which is sent and whose bill is getting linked.            |
| <b>Description of Goods</b> | The description of goods.   |

14. In the **Shipment From** field, enter the name of the place where the goods are to be received.
15. In the **Shipment To** field, enter the name of the place for delivery of goods.
16. In the **Port of Loading** field, enter the place of dispatch or taking in charge of the goods or loading on board.
17. In the **Port of Discharge** field, enter the name of the place for delivery of goods.
18. In the **Description of Goods** field, enter the description of the goods traded
19. Click **Continue** or click the **Instructions** tab.
20. The **Instructions** tab appears in the **Initiate Collection** screen.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 7.3.2 Initiate Collection - Instructions tab

This tab includes the miscellaneous information such as Charges Borne By, and Remarks.

#### Initiate Collection - Instructions tab

#### Field Description

| Field Name | Description   |
|------------|---|
| Remarks    | Any instructions provided to bank for creation of Collection is mentioned here. |

21. In the **Remarks** field, enter the instructions provided to bank for creation of Collection.
22. Click **Continue** or click the **Attachments** tab.
23. Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 7.3.3 Collection Initiation - Attachments tab

Displays the list of documents presented under the Import Bill. The lists on this tab are populated as per the chosen product from the Product list on the Initiate Collection tab.

#### Initiate Collection - Attachments tab

**Initiate Collection**

LC Linkage:  Yes  No

LC Number: AT3ELAC14002A00Z  
Reset

Collection Details

Shipment Details

Instructions

Attachments

| Sr No | Document Id  | Document Category | Document Type | Remarks       | Remove |
|-------|--------------|-------------------|---------------|---------------|--------|
| 1     | 3.IPM_****10 | ADDRESSPROOF      | AADHAR        | address proof |        |

Attach Document

Attached documents will not be saved with Draft / Template.

File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

I accept the Terms & Conditions

Initiate Collection Save As Back Cancel

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#### Field Description

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

#### Documents List

Documents list have the list of documents.


|              |   |
|--------------|---|
| <b>SR No</b> | The serial number of the document attached record list. |
|--------------|---|

|                    |  |
|--------------------|--|
| <b>Document Id</b> | Displays the unique identification number for the attached document. |
|--------------------|--|

|  |   |
|--|---|
|  | Displays the link to view the attached document |
|--|---|

| Field Name               | Description   |
|--------------------------|---|
| <b>Document Category</b> | The category of the document to be uploaded.                  |
| <b>Document Type</b>     | The type of the document to be uploaded.                      |
| <b>Remarks</b>           | Displays the notes added, if any, for attaching the document. |
| <b>Remove</b>            | Allow user to remove the attached document.                   |

24. The **Attach Documents** tab appears along with list of attached documents.

**Note:** Click  to remove to the attached document.

25. Click **Attach Document** to upload the document.  
The **Attach Document** popup window appears.



## Initiate Collection- Attach Document popup

The screenshot shows the 'Initiate Collection' page on the ZigBank portal. An 'Attach Document' popup window is open, allowing the user to add supporting documents. The popup contains the following fields and options:

- Document Category:** ADDRESSPROOF
- Document Type:** AADHAR
- Remarks:** Addressproof
- Choose file to attach:** 1512900765927.pdf
- Buttons:** Upload, Cancel

The background page shows various details for the collection, including Party ID (\*\*\*766), Drawer Name (Bakers corporation), Address (1 Chapel Hill, Heswall BOURNEMOUT, Westend Road, GREAT BRITAIN), Product Details (OBDX OUTGOING CLEAN SIGHT BILLS N...), and Shipment Details (Shipment From: london, Shipment To: paris).

- From the **Document Category** select the appropriate option.
- From the **Document Type** select the appropriate option.
- In the **Remarks** field add notes for attaching documents.
- Click **Choose File** to browse and select the required document present on your computer.
- Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.

- OR  
Click **Cancel** to cancel the transaction.
- f. Click **Submit** to attach supporting documents.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
26. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
27. Click **Initiate Collection**. The transaction is saved and the **Initiate Collection – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
28. The verify screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Edit All** to modify all the fields for Collection Initiation.  
OR  
Click **Cancel** to cancel the transaction.
29. The success message initiation of Collection appears along with the reference number.  
Click **OK** to complete the transaction.

## 7.4 Save As Template

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

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

### To save Collection application as template:

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Template** option.

## Save as Template

The details filled will be saved as a template which can be accessed from Templates tab.

Template Type

Public  Private

Template Name

AT35001

Save Cancel

### Field Description

| Field Name           | Description   |
|----------------------|---|
| <b>Template Type</b> | <p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> 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.</li> <li>• <b>Private:</b> A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Collection and modify or delete such template.</li> </ul> |
| <b>Template Name</b> | Name of the template.   |

- From the **Template Type** list, select the appropriate option.
- In the **Template Name** field, enter the desired name for the template.
- 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.

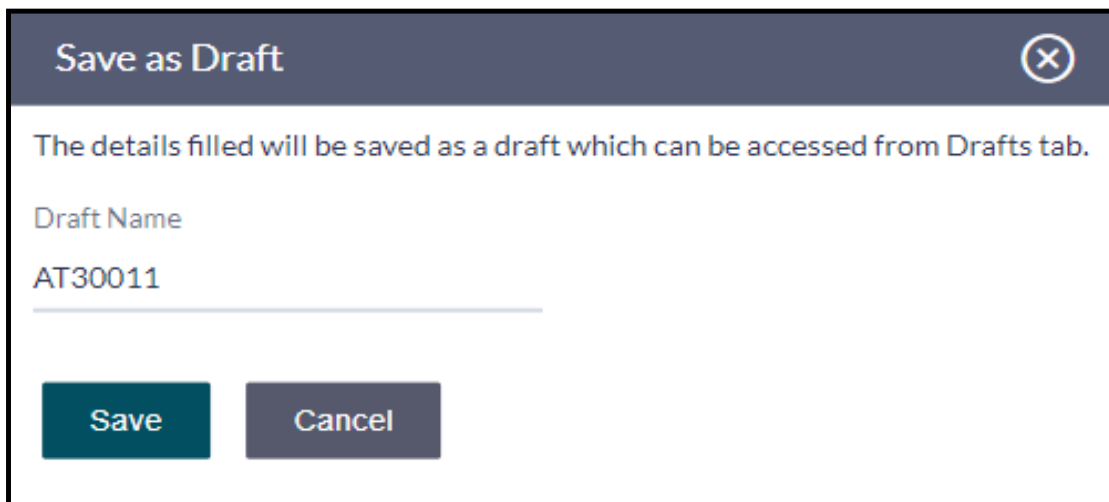
## 7.5 Save As Draft

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

### To save Collection application as draft:

1. Enter the required details in Collection application.
2. Click **Save As** and then select **Draft** option.

### 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.

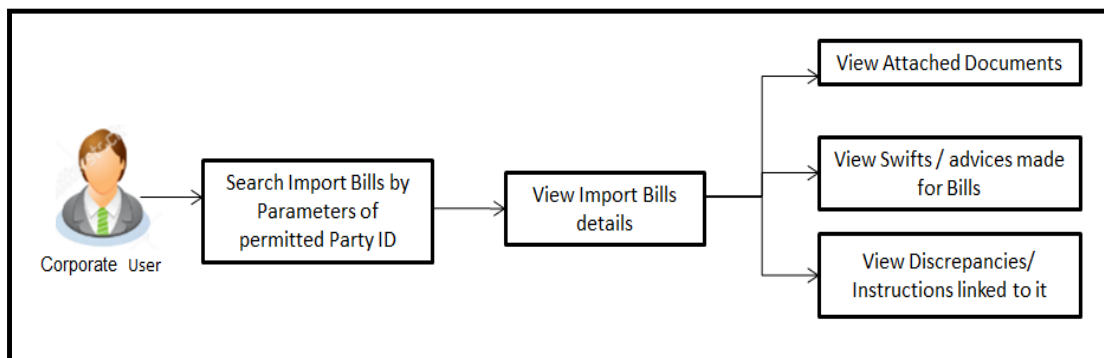
## 8. View Import Bill

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

The screenshot shows the 'View Import Bill' interface. At the top, there is a navigation bar with the ZigBank logo and icons for search, email, and logout. The main form area contains the following fields:


- Bill Reference Number:** A text input field.
- Drawee:** A dropdown menu with the placeholder text 'Please Select'.
- Drawer:** A text input field.
- Bill Amount:** Two text input fields labeled 'From' and 'To'.
- Bill Date:** Two text input fields labeled 'From' and 'To', each with a calendar icon.
- Status:** A dropdown menu with the placeholder text 'Please Select'.
- Buttons:** 'Search', 'Cancel', and 'Reset' buttons.
- Link:** 'Less search options ^' link.

At the bottom of the page, there is a footer with the text: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

| Field Name                   | Description  |
|------------------------------|--|
| <b>Bill Reference Number</b> | The Import Bill reference number.  |
| <b>Drawee</b>                | The name of person who is uploading bills to be settled. He is the receiver of bill. |
| <b>Drawer</b>                | The name of the drawer under the bill.   |
| <b>Bill Amount From</b>      | The start of the bill amount range used for searching the bill.                      |
| <b>Bill Amount To</b>        | The end of the bill amount range used for searching the bill.                        |
| <b>Bill Date From</b>        | The start date of the bill date range used for searching the bill.                   |
| <b>Bill Date To</b>          | The end date of the bill date range used for searching the bill.                     |

| Field Name    | Description  |
|---------------|--|
| <b>Status</b> | <p>The current status of the bill.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul> |

2. From the **Drawee** list, select the appropriate option. Displays the 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. The Dashboard appears.
4. Click  **Download** to download all or selected columns in the import bill details list. You can download the list in PDF formats.

## View Import Bill – Search Result

**View Import Bill**

Bill Reference Number

Drawee: Sun Inc

Drawer

More search options

Search Reset

Download

| Bill Reference Number            | Drawer               | Release Against  | Transaction Date | Status     | Bill Amount |
|----------------------------------|----------------------|--|------------------|------------|-------------|
| <a href="#">AT3IULC14002ADW3</a> | Ryan Incorporation   | INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE | 02 Jan 2014      | Active     | £7,800.00   |
| <a href="#">AT3IULC14002AOOZ</a> | Ryan Incorporation   | INCOMING DOCUMENTARY USANCE BILLS UNDER LC ON ACCEPTANCE | 02 Jan 2014      | Closed     | £2,600.00   |
| <a href="#">AT3ISLP14002A66A</a> | EMI Music Publishing | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £4,000.00   |
| <a href="#">AT3ISLP14002AFFL</a> | Ryan Incorporation   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £2,300.00   |
| <a href="#">AT3ISLP14002AGZ5</a> | Ryan Incorporation   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £1,000.00   |
| <a href="#">AT3ISLP14002A99D</a> | EMI Music Publishing | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £10,000.00  |
| <a href="#">AT3ISLP14002ADW1</a> | sunrise industries   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £22,400.00  |
| <a href="#">AT3ISLP14002AASY</a> | Ryan Incorporation   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Active     | £500.00     |
| <a href="#">AT3ISLP14002ADW2</a> | sunrise industries   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Liquidated | £15,000.00  |
| <a href="#">AT3ISLP14002AASX</a> | Ryan Incorporation   | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT           | 02 Jan 2014      | Liquidated | £700.00     |

Page 1 of 1 (1-10 of 10 items)

All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

Cancel

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## 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.



- 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.

## 8.1 General Bill Details

### View Import Bill – General Bill Details

**View Import Bill**

Bill Number AT3ISLP14002ADW1

**General Bill Details (Linked To LC Number AT3ILSN14002AXYB, Status: Active)**

|   |  |
|---|--|
| Party ID<br>***382  | Branch<br>AT3-FCLEXCUBE UNIVERSAL BANK   |
| <b>Drawer Details</b>   | <b>Drawee Details</b>  |
| Drawer Name<br>sunrise industries                                     | Drawee Name<br>Sun Inc   |
| Address<br>plot no 23 kings road<br>whitefield tech park<br>london 98 | Address<br>London Industrial Area<br>Plot no 21<br>Fox Road  |
| Country<br>UNITED KINGDOM   | Country<br>GREAT BRITAIN   |
| Customer Reference Number<br>NONE                                     | Bank Reference Number<br>NONE  |
| <b>Product Details</b>  | <b>Bill Amount Details</b>   |
| Payment Type<br>SIGHT   | Negotiating bank<br>CITIGB2LXXX<br>CITIBANK INTERNATIONAL<br>LONDON<br>CITIGB2LXXX<br>UNITED KINGDOM |
| Document Attached<br>No   | Bill Amount<br>£22,400.00  |
| Product<br>INCOMING CLEAN SIGHT BILLS<br>UNDER LC ON PAYMENT          | Outstanding Amount<br>£2,400.00  |
| Product Operation<br>PAYMENT  | Settlement Date  |
| Tenor Base Date Description Base Date<br>0 02 Jan 2014                | Acceptance Date  |
| Maturity Date<br>02 Jan 2014  |  |

**Shipment Details** ▾

**Documents** ▾

**Instructions** ▾

[Back](#) [Cancel](#)

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**Field Description**

| <b>Field Name</b>                | <b>Description</b>  |
|----------------------------------|---|
| <b>Party ID</b>                  | The ID of LC applying party.  |
| <b>Branch</b>                    | The bank branch where you created the LC contract.  |
| <b>Drawer Details</b>            |   |
| <b>Drawer Name</b>               | The name of the drawer of the import bill. He is the one who uploads bills.   |
| <b>Address</b>                   | The address of the drawer of the import bill.   |
| <b>Country</b>                   | The country of the drawer of the import bill.   |
| <b>Customer Reference Number</b> | The user provided customer reference number for the transaction.  |
| <b>Drawee Details</b>            |   |
| <b>Drawee Name</b>               | The name of person who is receiving bills to be settled.  |
| <b>Address</b>                   | The address of the drawee of the import bill.   |
| <b>Country</b>                   | The country of the drawee of the import bill.   |
| <b>Bank Reference Number</b>     | The user provided bank reference number for the transaction.  |
| <b>Product Details</b>           |   |
| <b>Payment Type</b>              | The type of payment associated with the bill.<br>it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>                 |
| <b>Document Attached</b>         | It asks user if any documents a part of bill.<br>It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul> |
| <b>Product</b>                   | The product of the import bill.   |

| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>Product Operation</b>     | The name of the product operation.   |
| <b>Bill Amount Details</b>   |  |
| <b>Negotiating Bank</b>      | The name of the remitting bank of the import bill.   |
| <b>Address</b>               | The address of the remitting bank of the import bill.  |
| <b>Country</b>               | The country of the remitting bank of the import bill.  |
| <b>Bill Amount</b>           | Displays the amount of the import bill.  |
| <b>Outstanding Amount</b>    | The outstanding amount of the import bill.   |
| <b>Settlement Date</b>       | The settlement date of the import bill.  |
| <b>Acceptance Date</b>       | The acceptance date of the import bill.  |
| <b>Tenor</b>                 | The tenor of the bill.   |
| <b>Base Date Description</b> | It is the description of the chosen base date.   |
| <b>Base Date</b>             | The date to be considered as base date for bill application.<br>It is number of days for the tenor from the base date. |
| <b>Maturity Date</b>         | The maturity date of the import bill.  |

## 8.2 Shipment Details

1. Click **Shipment Details** tab.  
The **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. The **Dashboard** appears.

### View Import Bill – Shipment Details tab

### Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Shipment From</b>        | The Place of Receipt from where shipment will be done.           |
| <b>Shipment To</b>          | The place of delivery of goods.                                  |
| <b>Port of Loading</b>      | The place of dispatch of the goods or loading on board.          |
| <b>Port of Discharge</b>    | The port of discharge.   |
| <b>Goods</b>                | The type of Good which is sent and whose bill is getting linked. |
| <b>Description of Goods</b> | The description of goods.  |

## 8.3 Documents

1. Click **Documents** tab.  
The **Documents** tab appears in the **View Import Bill** screen.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Bill – Documents tab

The screenshot displays the 'View Import Bill' interface for Bill Number AT3ISLP14002AASY. The 'Documents' tab is active, showing a table with the following data:

| Document Name | Original (First Mail) | Copies (First Mail) | Original (Second Mail) | Copies (Second Mail) |
|---------------|-----------------------|---------------------|------------------------|----------------------|
| AIRDOC        | 1/2                   | 2                   | 0/0                    | 0                    |
| BOL           | 0/0                   | 0                   | 0/0                    | 0                    |
| INSDOC        | 0/0                   | 2                   | 0/0                    | 0                    |
| INVDOC        | 1/2                   | 0                   | 0/0                    | 0                    |
| MARDOC        | 1/2                   | 2                   | 0/0                    | 0                    |

Below the table, there is a pagination control showing 'Page 1 of 2 (1-5 of 6 items)' and a table of incoterms: 'Incoterm Cost, Insurance and Freight (named destination port)'. At the bottom of the interface, there are 'Back' and 'Cancel' buttons.

**Field Description**

| <b>Field Name</b>          | <b>Description</b>   |
|----------------------------|--|
| <b>Documents Presented</b> | Displays the list of documents presented under the import bill including number of original and copies of the documents presented.   |
| <b>Document Name</b>       | Name of the document to be uploaded for the LC.  |
| <b>Original</b>            | The required number of original documents required for the selected document.<br>It is provided as <b>m/n</b> , where <b>m</b> out of available <b>n</b> documents would be submitted to bank. |
| <b>Copies</b>              | The required number of copies required for the selected document.  |
| <b>Incoterm</b>            | Indicates the incoterms for the bills.   |

**8.4 Instructions**

1. 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. The **Dashboard** appears.

## View Import Bill – Instructions tab

The screenshot shows the 'View Import Bill' interface for bill number AT3ISLP14002AASY. The 'Instructions' tab is active, showing a 'Remarks' field. The sidebar includes 'View Bill Details', 'Discrepancies', 'SWIFT Messages', and 'Advice'. The main content area has tabs for 'General Bill Details (Linked To LC Number AT3ILUN14002AQ8H, Status: Active)', 'Shipment Details', 'Documents', and 'Instructions'. 'Back' and 'Cancel' buttons are at the bottom.

### Field Description

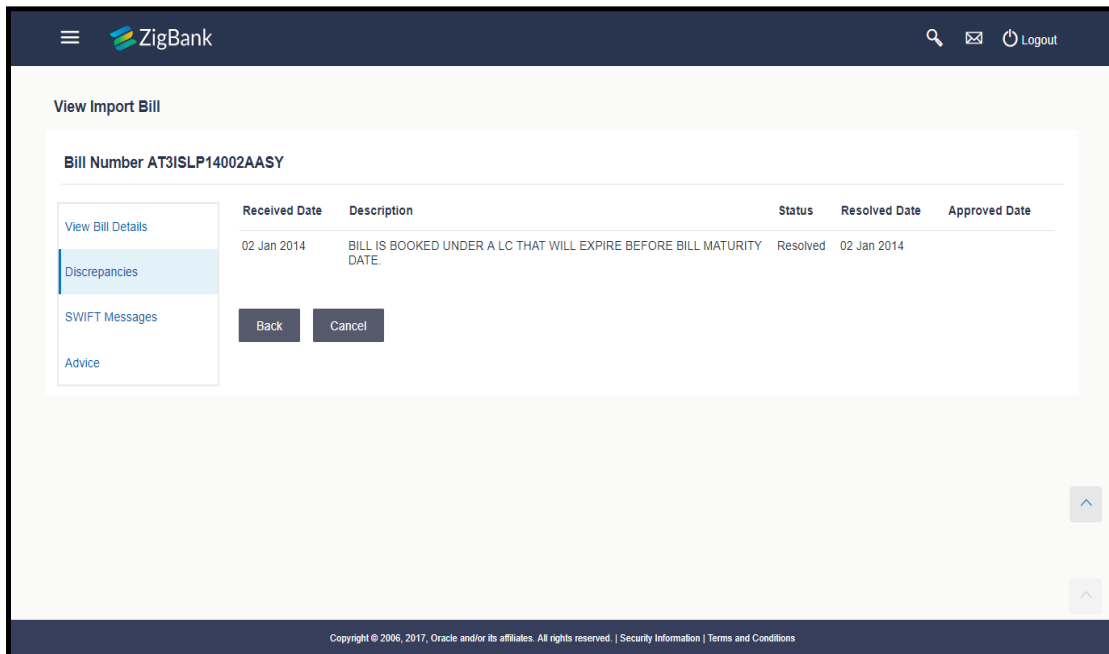
| Field Name | Description   |
|------------|---|
| Remarks    | Any instructions provided to bank for creation of LC is mentioned here. |

## 8.5 Discrepancies

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

1. Click **Discrepancies** tab.  
The **Discrepancies** details appears in the **View Import Bill** screen.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## View Import Bill – Discrepancies tab



### Field Description

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

## 8.6 Swift Messages

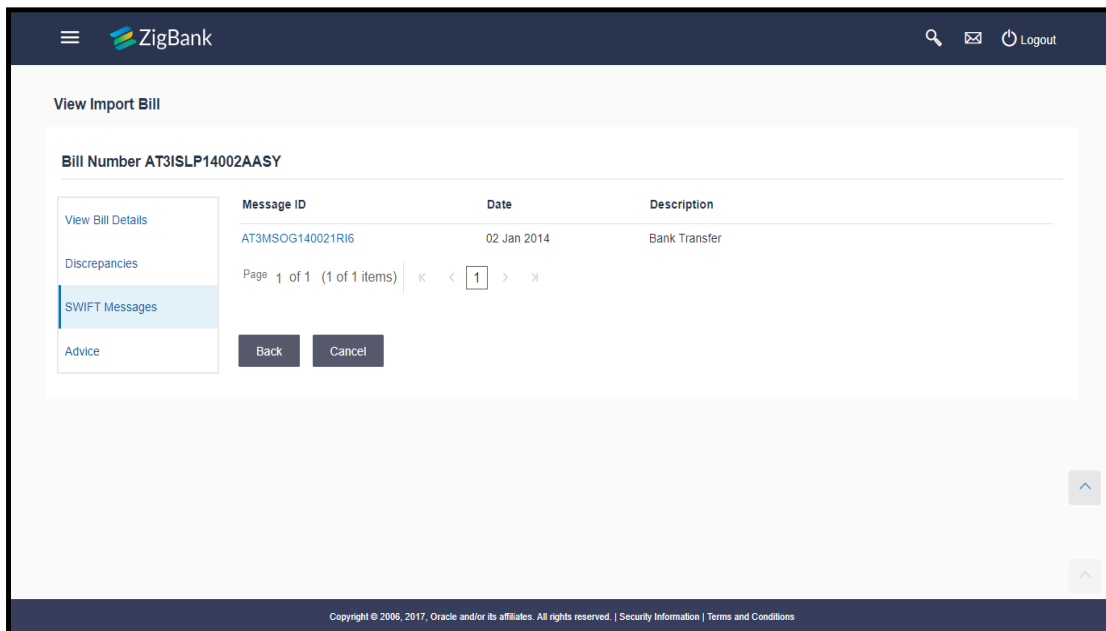
These lists and displays list of all swift messages between both the parties.

1. Click **Swift Messages** tab.  
The **Swift Messages** tab appears in the **View Import Bill** screen.  
OR  
Click **Back**.  
The **View Import Bill** screen appears.



OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### View Import Bill – Swift Messages tab

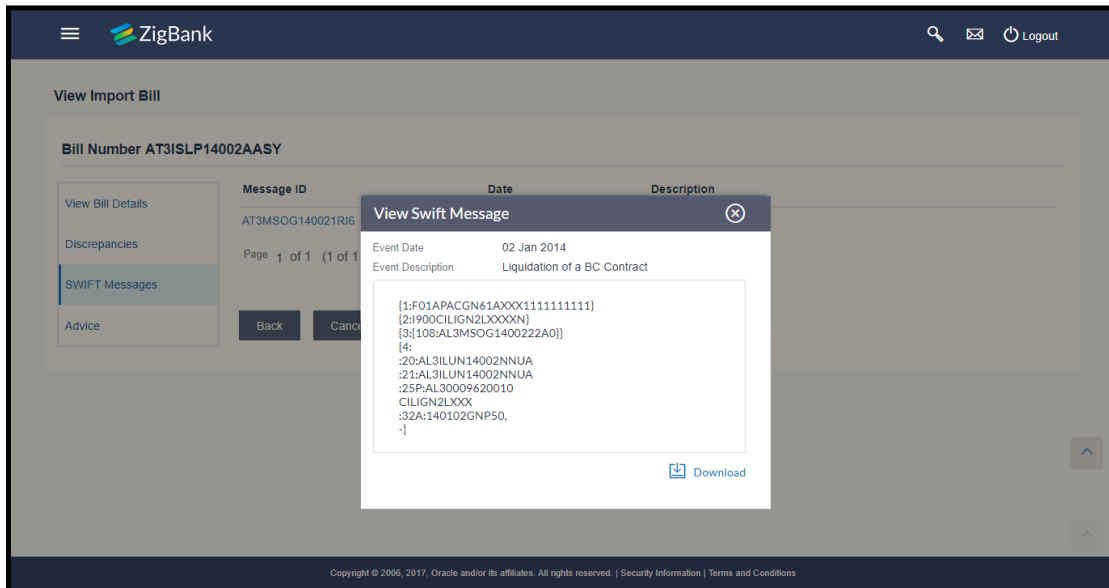


### Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The swift message detailed description.       |



2. 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.

## 8.6.1 Swift Messages Details



### Field Description

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

- Click  **Download** to download the SWIFT messages in selected format like PDF formats, if required.
- Click  to close the window.

## 8.7 Advices

This denotes all the Advices being exchanged.

- 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. The **Dashboard** appears.

## View Import Bill - Advices

**View Import Bill**

Bill Number AT3ISLP14002AASY

| Message ID       | Date        | Description  |
|------------------|-------------|--------------|
| AT3MSOG140021RHY | 02 Jan 2014 | Debit Advice |
| AT3MSOG140021RHW | 02 Jan 2014 | Debit Advice |
| AT3MSOG140021RHX | 02 Jan 2014 | Debit Advice |
| AT3MSOG140021RHY | 02 Jan 2014 | Debit Advice |
| AT3MSOG140021RI5 | 02 Jan 2014 | Debit Advice |

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Back Cancel

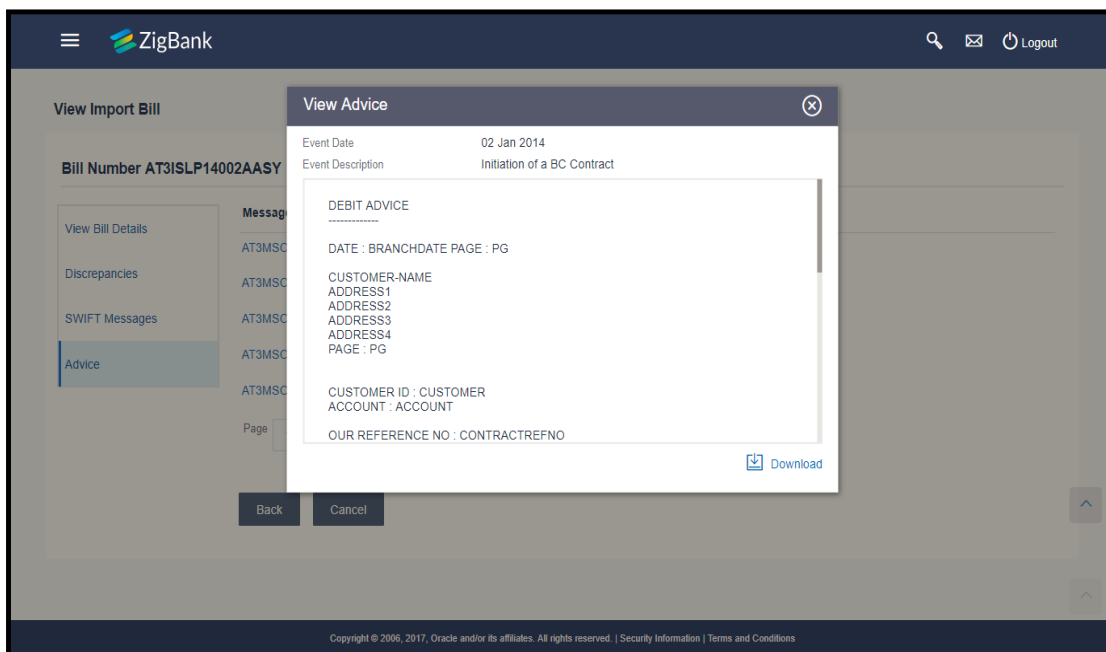
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## Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The detail description of advice.             |



- 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.

## 8.7.1 Advices Details



### Field Description

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

- a. Click  **Download** to download the SWIFT messages in selected format like PDF formats, if required.
- b. Click  to close the window.
3. Click **Back**.  
The **View Import Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

### 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.

[Home](#)

## 9. View Export Bill

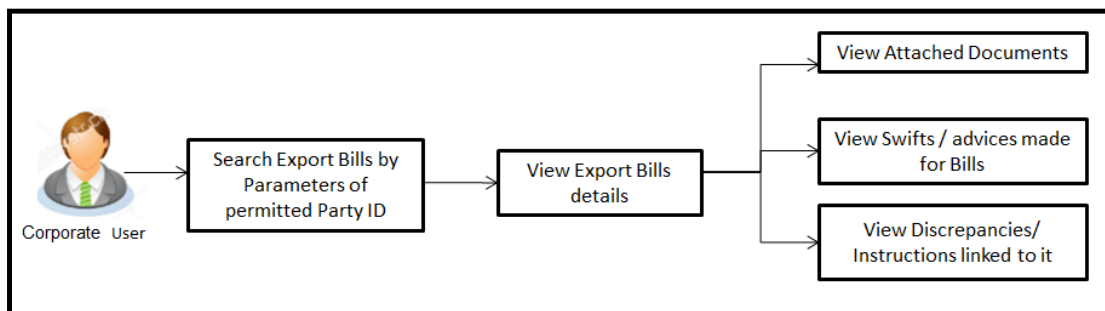
Using this option, you can search, view and download the details of the export bills presented under Collection and LC (Advised / Non - Advised by Bank).

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  |
|------------------------------|--|
| <b>Bill Reference Number</b> | The name of beneficiary party.                                     |
| <b>Drawer</b>                | The name of the drawer under the bill.                             |
| <b>Drawee</b>                | The name of party who is drawee of the bill.                       |
| <b>Bill Amount From</b>      | The start of the bill amount range used for searching the bill.    |
| <b>Bill Amount To</b>        | The end of the bill amount range used for searching the bill.      |
| <b>Bill Date From</b>        | The start date of the bill date range used for searching the bill. |
| <b>Bill Date To</b>          | The end date of the bill date range used for searching the bill.   |

| Field Name    | Description  |
|---------------|--|
| <b>Status</b> | <p>The current status of the bill.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Liquidated</li> <li>• Closed</li> <li>• Reversed</li> </ul> |

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



## View Export Bill – Search Result

**View Export Bill**

Bill Reference Number

Drawer: Sun Inc

Drawee

More search options

Search Reset

Download

| Bill Reference Number | Drawee                           | Release Against   | Transaction Date | Status | Bill Amount |
|-----------------------|----------------------------------|---|------------------|--------|-------------|
| AT3EUNA14002AUV5      | erererer ttttttttttttttttttttttt | OBDX OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE | 02 Jan 2014      | Active | £44,444.00  |
| AT3EUUD14002ALLW      | EMI Music Publishing             | OBDX OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT       | 02 Jan 2014      | Active | £2,444.20   |
| AT3ECPS14002A1JM      | Ryan Incorporation               | OBDX OUTGOING CLEAN SIGHT BILLS UNDER LC ON COLLECTION            | 02 Jan 2014      | Active | £2,000.00   |
| AT3EUUD14002AGZD      | EMI Music Publishing             | OBDX OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT       | 02 Jan 2014      | Active | £33,000.00  |
| AT3EUNA14002ATBO      | Ryan Incorporation               | OBDX OUTGOING DOCUMENTARY USANCE BILLS NOT UNDER LC ON ACCEPTANCE | 02 Jan 2014      | Active | £22,222.00  |
| AT3ESUN14002A669      | EMI Music Publishing             | OBDX OUTGOING DOCUMENTARY SIGHT BILLS UNDER LC ON NEGOTIATION     | 02 Jan 2014      | Active | £11,000.00  |
| AT3EUUD14002AQ8O      | EMI Music Publishing             | OBDX OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT       | 02 Jan 2014      | Active | £54,000.00  |
| AT3ESNC14002A4MP      | SARAVANA TRADING COMPANY         | OBDX OUTGOING DOCUMENTARY SIGHT BILLS NOT UNDER LC ON COLLECTION  | 02 Jan 2014      | Active | £50,000.00  |
| AT3EUUD14002AWES      | EMI Music Publishing             | OBDX OUTGOING DOCUMENTARY USANCE BILLS UNDER LC ON DISCOUNT       | 02 Jan 2014      | Active | £11,444.20  |
| AT3ESCT14002ADW2      | fgtgr                            | OBDX OUTGOING CLEAN SIGHT BILLS NOT UNDER LC ON COLLECTION        | 02 Jan 2014      | Active | £34,444.00  |

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All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

Cancel

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## Field Description

## Field Name

## Description

**Bill Reference Number**

The bill reference number.  
Displays the link to view the export bill details.

**Drawee**

The name of the drawee of the export bill.

**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.

- 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.

## 9.1 General Bill Details

It shows linked to a LC with the LC number if the bill is linked to LC, and also suggests the status of Bill (viz. Active)

### View Export Bill – General Bill Details

**View Export Bill**

Bill Number AT3EUUD14002AWES

**General Bill Details (Linked To LC Number AT3ELAC14002AGZ7, Status: Active)**

**Party ID**  
\*\*\*382

**Branch**  
AT3-FCLEXCUBE UNIVERSAL BANK

**Drawer Details**

**Drawer Name**  
Sun Inc

**Address**  
London Industrial Area  
Plot no 21  
Fox Road

**Country**  
GREAT BRITAIN

**Customer Reference Number**  
NONE

**Drawee Details**

**Drawee Name**  
EMI Music Publishing

**Address**  
Manor Farm Barns  
Tromostovje Three Bridges  
Fox Road

**Country**  
UNITED KINGDOM

**Bank Reference Number**  
5666676768

**Product Details**

**Payment Type**  
USANCE

**Document Attached**  
Yes

**Product**  
OBDX OUTGOING DOCUMENTARY  
USANCE BILLS UNDER LC ON  
DISCOUNT

**Product Operation**  
DISCOUNT

| Tenor | Base Date        | Description                 | Base Date   |
|-------|------------------|-----------------------------|-------------|
| 30    | After Goods pass | Foods & Drug Administration | 02 Jan 2014 |

**Maturity Date**  
01 Feb 2014

**Bill Amount Details**

**Issuing Bank**  
CITIGB2LXXX  
CITIBANK INTERNATIONAL  
LONDON  
CITIGB2LXXX  
UNITED KINGDOM

**Bill Amount**  
£11,444.20

**Outstanding Amount**  
£11,444.20

**Settlement Date**  
Acceptance Date

**Shipment Details**

**Documents**

**Instructions**

**Back** **Cancel**

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**Field Description**

| <b>Field Name</b>                | <b>Description</b>  |
|----------------------------------|---|
| <b>Party ID</b>                  | The ID of LC applying party.  |
| <b>Branch</b>                    | The bank branch where you created the LC contract.  |
| <b>Drawer Details</b>            |   |
| <b>Drawer Name</b>               | The name of the drawer of the export bill. He is the creator of bill.   |
| <b>Address</b>                   | The address of the drawer of the export bill.   |
| <b>Country</b>                   | The country of the drawer of the export bill.   |
| <b>Customer Reference Number</b> | The user provided customer reference number for the transaction.  |
| <b>Drawee Details</b>            |   |
| <b>Drawee Name</b>               | The name of the drawee of bill.   |
| <b>Address</b>                   | The address of the drawee of the export bill.   |
| <b>Country</b>                   | The country of the drawee of the export bill.   |
| <b>Bank Reference Number</b>     | The user provided bank reference number for the transaction.  |
| <b>Product Details</b>           |   |
| <b>Payment Type</b>              | The type of payment associated with the bill.<br>it can be: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Usance</li> </ul>                 |
| <b>Document Attached</b>         | It asks user if documents are a part of bill.<br>It can be: <ul style="list-style-type: none"> <li>• Yes (Documentary)</li> <li>• No (Clean)</li> </ul> |
| <b>Product</b>                   | The product of the export bill.   |

| <b>Field Name</b>            | <b>Description</b>  |
|------------------------------|---|
| <b>Product Operation</b>     | The name of the product operation.  |
| <b>Bill Amount Details</b>   |   |
| <b>Issuing Bank</b>          |   |
| <b>SWIFT Code</b>            | The swift code of issuing Bank.   |
| <b>Issuing Bank Name</b>     | The name of Bank who acts on behalf of Drawee.  |
| <b>Address</b>               | The address of Issuing Bank.  |
| <b>Country</b>               | The name of Issuing Bank's country.   |
| <b>Bill Amount</b>           | The Bill amount with base currency in which Bill is originated.   |
| <b>Outstanding Amount</b>    | The outstanding amount of the export bill.  |
| <b>Settlement Date</b>       | The settlement date of the export bill.   |
| <b>Acceptance Date</b>       | The acceptance date of the export bill.   |
| <b>Tenor</b>                 | The tenor of the bill.  |
| <b>Base Date Description</b> | This depicts the base code and its description as fetched from host. It describes what the chosen base date for application is. |
| <b>Base Date</b>             | The date to be considered as base date for bill application.<br>It is number of days for the tenor from the base date.          |
| <b>Maturity Date</b>         | The maturity date of the export bill.   |

## 9.2 Shipment

1. Click **Shipment** tab.  
The **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.

### View Export Bill – Shipment tab

### Field Description

| Field Name               | Description   |
|--------------------------|---|
| <b>Shipment From</b>     | The Place of Receipt from where shipment will be done.                      |
| <b>Shipment To</b>       | The place of delivery of goods.   |
| <b>Port of Loading</b>   | The place of dispatch or taking in charge of the goods or loading on board. |
| <b>Port of Discharge</b> | The port of discharge.  |
| <b>Goods</b>             | The type of Good which is sent and whose bill is getting linked.            |

| Field Name           | Description               |
|----------------------|---------------------------|
| Description of Goods | The description of goods. |

### 9.3 Documents

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

#### View Export Bill – Documents tab

The screenshot shows the 'View Export Bill' interface for ZigBank. The bill number is AT3EUUD14002AWES. The 'Documents' tab is selected, displaying a table of document details. The table has columns for Document Name, Original (First Mail), Copies (First Mail), Original (Second Mail), and Copies (Second Mail). The data rows are AIRDOC, INSDOC, INVDOC, MARDOC, and OTHERDOC, all showing 0/0 for Original and 0 for Copies. The interface also includes a navigation menu on the left, a footer with 'Back' and 'Cancel' buttons, and a copyright notice at the bottom.

| Document Name | Original (First Mail) | Copies (First Mail) | Original (Second Mail) | Copies (Second Mail) |
|---------------|-----------------------|---------------------|------------------------|----------------------|
| AIRDOC        | 0/0                   | 0                   | 0/0                    | 0                    |
| INSDOC        | 0/0                   | 0                   | 0/0                    | 0                    |
| INVDOC        | 0/0                   | 0                   | 0/0                    | 0                    |
| MARDOC        | 0/0                   | 0                   | 0/0                    | 0                    |
| OTHERDOC      | 0/0                   | 0                   | 0/0                    | 0                    |

Page 1 of 1 (1-5 of 5 items) | < > 1 >

Incoterm  
Cost and Freight (named destination port)

Back Cancel

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## Field Description

| Field Name                 | Description  |
|----------------------------|--|
| <b>Documents Presented</b> | Displays the list of documents presented under the export bill including number of original and copies of the documents presented.   |
| <b>Document Name</b>       | Name of the document to be uploaded for the LC.  |
| <b>Original</b>            | The required number of original documents required for the selected document.<br>It is provided as <b>m/n</b> , where <b>m</b> out of available <b>n</b> documents would be submitted to bank. |
| <b>Copies</b>              | The required number of copies required for the selected document.  |
| <b>Incoterm</b>            | Indicates the incoterms for the LC application.  |

## 9.4 Instructions

This tab displays the miscellaneous information such as Charges Borne By, and Remarks.

1. 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.

## View Export Bill – Instructions tab

**View Export Bill**

Bill Number AT3EUUD14002AWES

View Bill Details | Discrepancies | SWIFT Messages | Advice

General Bill Details (Linked To LC Number AT3ELAC14002AGZ7, Status: Active)

Shipment Details

Documents

Instructions

Remarks  
charges need to be paid by bene

Back Cancel

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### Field Description

| Field Name | Description  |
|------------|--|
| Remarks    | Any instructions provided to bank is mentioned here. |

## 9.5 Discrepancies

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

1. 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.



## View Export Bill – Discrepancies tab

**View Export Bill**

Bill Number AT3EUUD14002AWES

| Received Date | Description   | Status     | Resolved Date | Approved Date |
|---------------|---|------------|---------------|---------------|
| 02 Jan 2014   | BILL IS BOOKED UNDER A LC THAT WILL EXPIRE BEFORE BILL MATURITY DATE. | Unresolved |               |               |

Back Cancel

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### Field Description

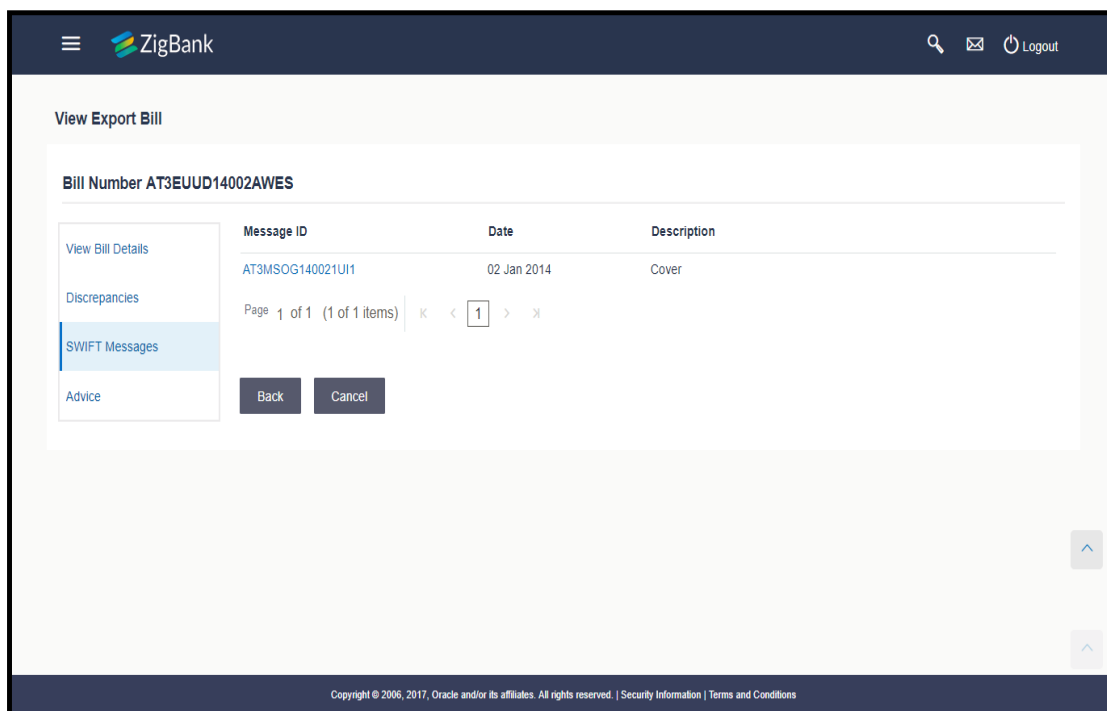
| Field Name           | Description  |
|----------------------|--|
| <b>Received Date</b> | Displays the date on which the discrepancy has been identified and received by the host. |
| <b>Description</b>   | Displays the description of discrepancy in the bill.                                     |
| <b>Status</b>        | Displays the whether the discrepancy is resolved or not as on date.                      |
| <b>Resolved Date</b> | Displays the resolved date if the discrepancy is resolved.                               |
| <b>Approved Date</b> | Displays the approved date of the discrepancy.   |

## 9.6 Swift Messages

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

1. Click **Swift Messages** tab.  
The **Swift Messages** tab appears in the **View Export Bill** screen.  
OR  
Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Export Bill – Swift Messages tab

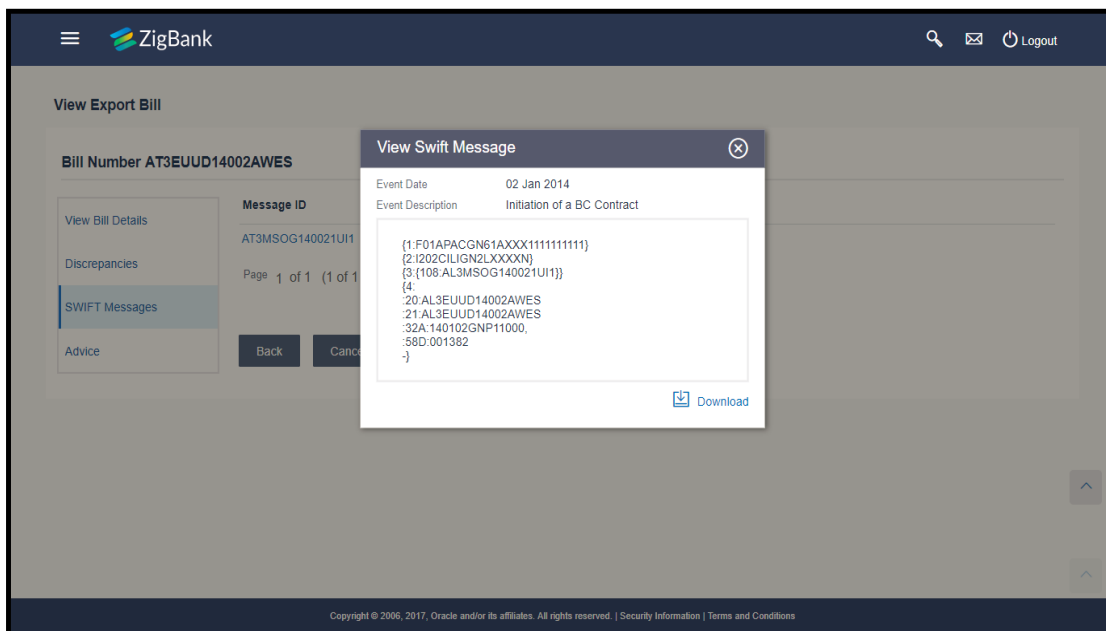


### Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The swift message detailed description.       |

2. 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.

### 9.6.1 Swift Messages Details



#### Field Description

##### Field Name

##### Description

##### Event Date



Displays the event date.

##### Event Description

Displays the description of the event.

##### Description

The details of the swift message.

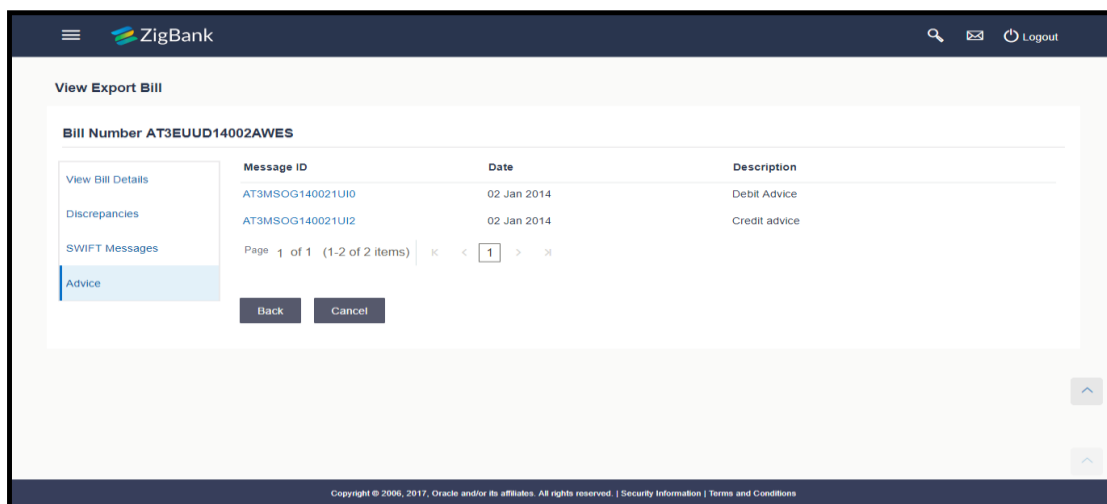
- a. Click  [Download](#) to download the SWIFT messages in selected format like PDF formats, if required.
- b. Click  to close the window.

## 9.7 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.

1. 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.

### View Export Bill - Advices

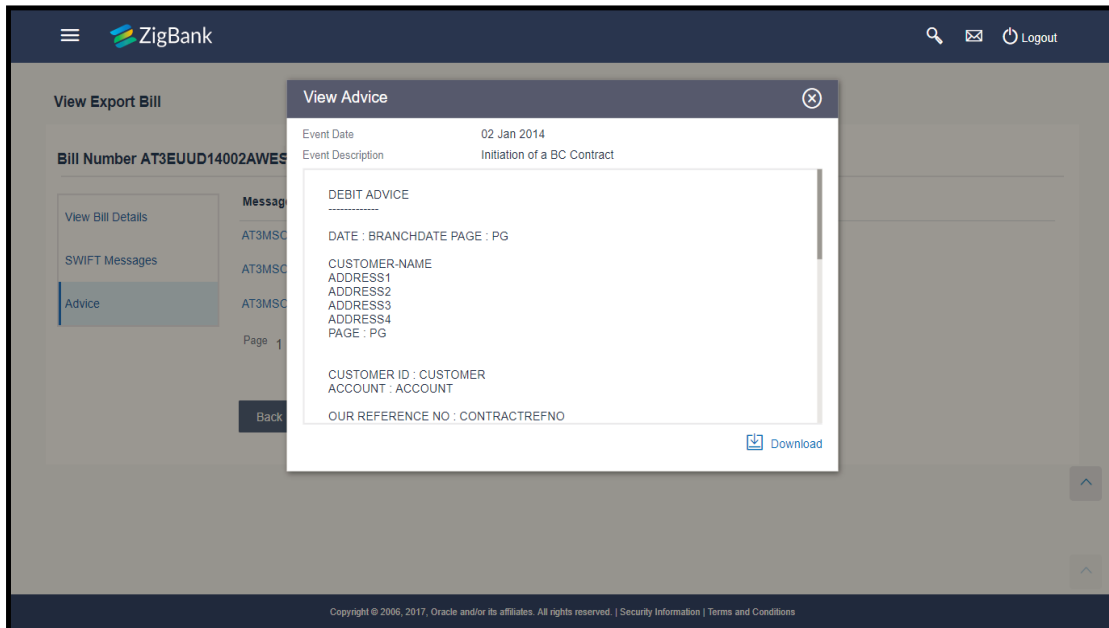


### Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The detail description of advice.             |



2. 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.

## 9.7.1 Advices Details



### Field Description

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

- a. Click  **Download** to download the SWIFT messages in selected format like PDF formats, if required.
- b. Click  to close the window.
3. Click **Back**.  
The **View Export Bill** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

## **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.

[Home](#)

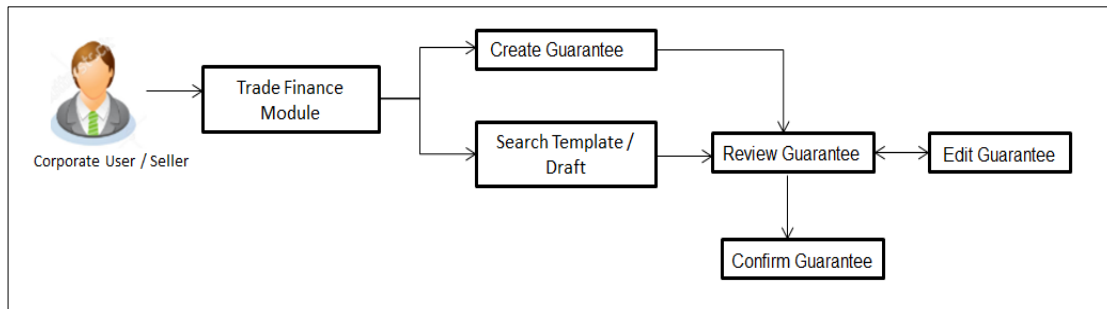
## 10. Initiate Outward Guarantee

Using this option, you can apply for an Outward Bank Guarantee (BG). For the BG application, you must enter the details under the five heads of the application available in this option viz. Parties, Commitment Details, Bank Instructions and Guarantee Advices and Attachments. The Outward Guarantee application goes through the "Maker-Checker" cycle and once it is authorized, the details are sent to the host system.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### User has three options to initiate Collection

- Using existing Templates
- Using existing Drafts
- Initiating Guarantee ( New Application)

These are explained in detail underneath.

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Guarantee> View Outward Guarantee*

### 10.1 Search Guarantee template


User can save guarantee application as a Template so that same can be used for creation of similar kind of collections, if required in future repeatedly. User can search the saved guarantee template using Template Name. Also, it has different access levels for user to save.

---

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

---

#### To search the Guarantee template:

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

## Guarantee Template - Search Result

**Initiate Outward Guarantee**

Templates Drafts Initiate Guarantee

Search By Template Name 🔍

| Template Name  | Beneficiary | Product   | Created By        | Last Updated | Access Type |
|----------------|-------------|---|-------------------|--------------|-------------|
| temwithContent | ben         | OBDX Guarantee Issuance / Reissuance upon receiving request | Snehal Bale       | 12 Sep 2017  | Public      |
| Template123    | bene        | Guarantee Issuance / Reissuance upon receiving request      | Shivangani Sharma | 08 Sep 2017  | Private     |
| sectemp2       | bene        | Guarantee Issuance / Reissuance upon receiving request      | Shivangani Sharma | 28 Aug 2017  | Private     |
| fulldataTemp   | bene        | Guarantee Issuance / Reissuance upon receiving request      | Shivangani Sharma | 23 Aug 2017  | Public      |
| newTemp        | bene        | Guarantee Issuance / Reissuance upon receiving request      | Shivangani Sharma | 23 Aug 2017  | Private     |
| template123    | bene        | Guarantee Issuance / Reissuance upon receiving request      | Shivangani Sharma | 17 Aug 2017  | Private     |
| Newtemp        | bene        | Guarantee Issuance / Reissuance upon receiving request      | Snehal Bale       | 16 Aug 2017  | Public      |
| abc12          | bene        | OBDX Guarantee Issuance / Reissuance upon receiving request | Snehal Bale       | 14 Aug 2017  | Public      |
| testFull       | ben         | OBDX Guarantee Issuance / Reissuance upon receiving request | Shivangani Sharma | 11 Aug 2017  | Private     |
| testCon1       | ben         | OBDX Guarantee Issuance / Reissuance upon receiving request | Shivangani Sharma | 11 Aug 2017  | Private     |

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### Field Description

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

#### Search Result

|                      |   |
|----------------------|---|
| <b>Template Name</b> | The name using which template is stored and can be clicked to initiate a Guarantee application. |
|----------------------|---|

|                    |   |
|--------------------|---|
| <b>Beneficiary</b> | The name of the beneficiary of the Outward Guarantee. |
|--------------------|---|

|                |   |
|----------------|---|
| <b>Product</b> | The available banks guarantee products. |
|----------------|---|

|                   |   |
|-------------------|---|
| <b>Created by</b> | The name of the maker who created the template. |
|-------------------|---|



| Field Name   | Description   |
|--------------|---|
| Last Updated | The latest updated date of the template.                                |
| Access Type  | The type of access granted to template whether it is public or private. |


- Click **Initiate Guarantee**. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 10.2 Search Guarantee Drafts

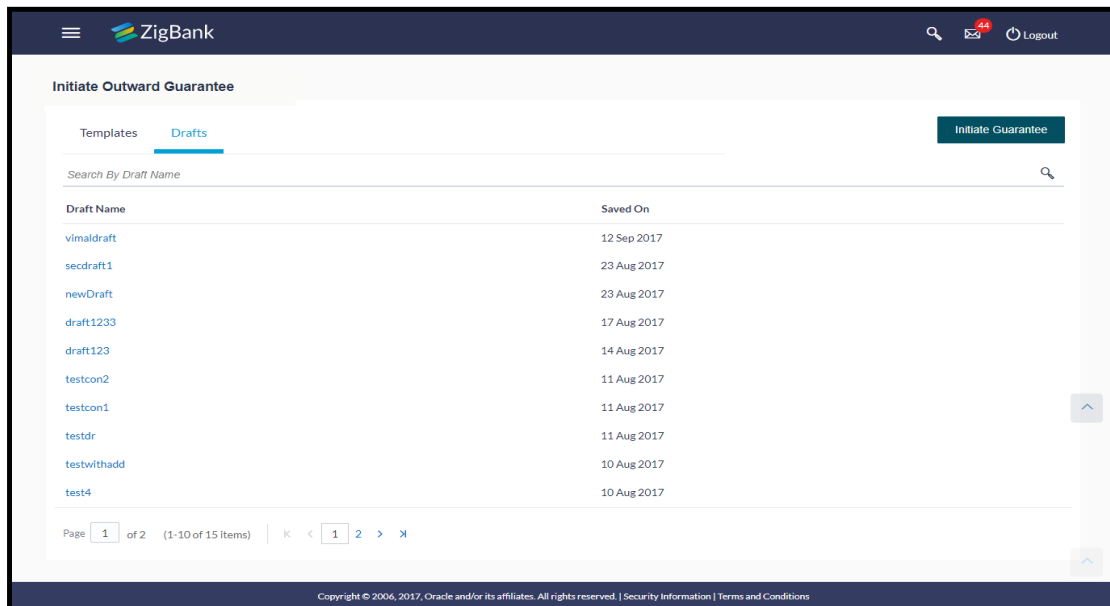
User can save Guarantee application as a Draft so that it can be used if required in future. User can search the saved Collection draft using Draft Name.

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

**To search the Guarantee draft:**

- In the **Search** field, enter the draft name.
- Click . The saved guarantee draft appears based on search criteria.

### Guarantee Draft - Search Result



The screenshot shows the 'Initiate Outward Guarantee' interface. At the top, there is a navigation bar with the ZigBank logo and a search icon. Below the navigation bar, there are tabs for 'Templates' and 'Drafts', with 'Drafts' being the active tab. A search bar labeled 'Search By Draft Name' is present. A table lists the draft names and their corresponding 'Saved On' dates. The table has two columns: 'Draft Name' and 'Saved On'. The draft names listed are vimaldraft, secdraft1, newDraft, draft1233, draft123, testcon2, testcon1, testdr, testwithadd, and test4. The saved dates range from 10 Aug 2017 to 12 Sep 2017. At the bottom of the table, there is a pagination control showing 'Page 1 of 2 (1-10 of 15 items)' and navigation arrows.

| Draft Name  | Saved On    |
|-------------|-------------|
| vimaldraft  | 12 Sep 2017 |
| secdraft1   | 23 Aug 2017 |
| newDraft    | 23 Aug 2017 |
| draft1233   | 17 Aug 2017 |
| draft123    | 14 Aug 2017 |
| testcon2    | 11 Aug 2017 |
| testcon1    | 11 Aug 2017 |
| testdr      | 11 Aug 2017 |
| testwithadd | 10 Aug 2017 |
| test4       | 10 Aug 2017 |

**Field Description**

| <b>Field Name</b>    | <b>Description</b>                                    |
|----------------------|---|
| <b>Search Result</b> |   |
| <b>Draft Name</b>    | The name of the Guarantee application saved as draft. |
| <b>Saved On</b>      | The date on which the draft is saved.                 |

3. Click **Initiate Guarantee**. The **Initiate Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 10.1 Initiate an Outward Guarantee

Using this option, you can initiate an Outward Guarantee in the application.

### To initiate bank guarantee application:

1. Click **Initiate Outward Guarantee** on **Initiate Outward Guarantee** screen.

### Outward Guarantee Details

The screenshot shows the 'Initiate Outward Guarantee' screen in the ZigBank application. The interface is divided into several sections for data entry:

- Party ID:** \*\*\*382
- Branch:** CASS - 892
- Applicant Details:**
  - Applicant Name: Sun Inc
  - Address: London Industrial Area, Plot no 21, Fox Road
  - Country: GREAT BRITAIN
  - Date of Application: 26 Jun 2014
- Beneficiary Details:**
  - Radio buttons:  Existing,  New
  - Beneficiary Name: tristar inc
- Product Details:**
  - Product: Guarantee Issuance / Reissuance upon rece...
  - Type of Guarantee: Financial
- Advising Bank Details:**
  - Swift Code: CITIGB2LXXX, CITIBANK INTERNATIONAL LONDON, CITIGB2LXXX, GB
  - Reset button

At the bottom of the main form area, there is a **Continue** button. Below this, there are expandable sections for **Commitment Details**, **Bank Instructions**, **Guarantee Advices**, and **Attachments**. At the very bottom, there is a checkbox for **I accept the Terms & Conditions** and a row of buttons: **Initiate Guarantee**, **Save As** (with a dropdown arrow), **Back**, and **Cancel**.

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**Field Description**

| <b>Field Name</b>          | <b>Description</b>  |
|----------------------------|---|
| <b>Party ID</b>            | The party ID of the customer which has access to creating guarantee.  |
| <b>Branch</b>              | The bank branch ID where the guarantee is to be made.   |
| <b>Applicant Details</b>   |   |
| <b>Applicant Name</b>      | The name of applying party.   |
| <b>Address</b>             | The address of applying party.  |
| <b>Country</b>             | The country of applying party.  |
| <b>Date of Application</b> | Application date when bill has to be initiated.   |
| <b>Beneficiary Details</b> |   |
| <b>Beneficiary Type</b>    | Indicates beneficiary party type.<br>The options are: <ul style="list-style-type: none"> <li>• Existing</li> <li>• New</li> </ul>       |
| <b>Beneficiary Name</b>    | The name of beneficiary party.  |
| <b>Address</b>             | The address of beneficiary party.<br>This field enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field. |
| <b>Country</b>             | The country of beneficiary party.<br>This field enabled only if the <b>New</b> option is selected in the <b>Beneficiary Type</b> field. |
| <b>Product Details</b>     |   |
| <b>Product</b>             | The product type as coming from Host.   |

| Field Name                   | Description  |
|------------------------------|--|
| <b>Type of Guarantee</b>     | Indicates guarantee type.<br>The options are: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Performance</li> </ul> |
| <b>Advising Bank Details</b> |  |
| <b>SWIFT Code</b>            | The swift code of Drawee Bank.   |
| <b>Drawee Bank Name</b>      | The name of Bank who acts on behalf of Drawee.   |
| <b>Address</b>               | The address of Drawee Bank.  |
| <b>Country</b>               | The name of collecting Bank's country.   |

- From the **Party ID** list, select the party for whom guarantee is to be initiated.
- From the **Branch** list, select the appropriate option where the bill has been made.
- From the **Beneficiary Type** list, select the appropriate option to select the beneficiary.
- In the **Beneficiary Name** field in the **Beneficiary Details** section, enter the name of beneficiary party.
- In the **Address** field in the **Beneficiary Details** section, enter the address of beneficiary party.
- From the **Country** list in the **Beneficiary Details** section, select the appropriate option.
- From the **Product** list, select the appropriate option.
- From the **Type of Guarantee** list, select the appropriate option.
- In the **Swift Code** field in the **Advising Bank Details** section, enter swift code of Drawee Bank.
- Click **Verify** to verify the details.  
The Advising bank detail appears.  
OR  
Click **Reset** to cancel entered details.
- Click **Continue** or click the **Commitment Details** tab.  
The **Commitment Details** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Initiate Guarantee**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 10.1.1 Initiate Outward Guarantee - Commitment Details tab

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

#### Initiate Outward Guarantee - Commitment Details tab

The screenshot shows the 'Initiate Outward Guarantee' form in the ZigBank system. The 'Commitment Details' tab is active, displaying the following information:

- Beneficiary Contract Ref No:** ASD234
- Guarantee Amount:** AED 120,000.00
- Effective Date:** 06 Dec 2017
- Guarantee Expiry Date:** 26 Jan 2018
- Closure Date:** 28 Jan 2018
- Place of Expiry:** Dubai

Below the form fields, there is a 'Continue' button. Further down, there are sections for 'Bank Instructions', 'Guarantee Advices', and 'Attachments'. At the bottom of the form, there is a checkbox for 'I accept the Terms & Conditions' and buttons for 'Initiate Guarantee', 'Save As', 'Back', and 'Cancel'.

#### Field Description

| Field Name                             | Description  |
|--|--|
| <b>Beneficiary Contract Ref Number</b> | The beneficiary's reference number for the Outward Guarantee contract.   |
| <b>Guarantee Amount</b>                | The currency and amount of the Outward Guarantee application.  |
| <b>Effective Date</b>                  | The effective date of the Outward Guarantee.   |
| <b>Guarantee Expiry Date</b>           | The expiry date of the Outward Guarantee.  |
| <b>Closure Date</b>                    | The closing date of the Outward Guarantee.<br>Closure date must be after expiry date of the Outward Guarantee. |

| Field Name             | Description  |
|------------------------|--|
| <b>Place of Expiry</b> | The place of expiry of the Outward Guarantee.  |
|                        | <ol style="list-style-type: none"> <li>1. In the <b>Beneficiary Contract Ref Number</b> field, enter the beneficiary's reference number for the Outward Guarantee contract.</li> <li>2. From the <b>Guarantee Amount</b> list, select the appropriate option.</li> <li>3. In the <b>Guarantee Amount</b> field, enter the amount of the Outward Guarantee application.</li> <li>4. In the <b>Effective Date</b> field, select the effective date of the Outward Guarantee.</li> <li>5. In the <b>Closure Date</b> field, select the closing date of the Outward Guarantee.</li> <li>6. In the <b>Guarantee Expiry Date</b> field, select the expiry date of the Outward Guarantee.</li> <li>7. In the <b>Place of Expiry</b> field, enter the place of expiry of the Outward Guarantee.</li> <li>8. Click <b>Continue</b> or click the <b>Bank Instructions</b> tab.<br/>           The <b>Bank Instructions</b> tab appears in the <b>Initiate Outward Guarantee</b> screen.<br/>           OR<br/>           Click <b>Initiate Guarantee</b>. The transaction is saved and the <b>Initiate Outward Guarantee – Verify</b> screen appears.<br/>           OR<br/>           Click <b>Save As</b>, system allows transaction details to be saved as a template or draft. (For more details, refer <b>Save As Template</b> or <b>Save As Draft</b> section.)<br/>           OR<br/>           Click <b>Back</b> to go back to previous screen.<br/>           OR<br/>           Click <b>Cancel</b> to cancel the transaction, The <b>Dashboard</b> appears.</li> </ol> |

### 10.1.2 Initiate Outward Guarantee - Bank Instructions tab

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



## Initiate Outward Guarantee - Bank Instructions tab

The screenshot shows the 'Initiate Outward Guarantee' screen in the ZigBank interface. The 'Bank Instructions' tab is selected and expanded, showing a 'Charges Account' dropdown menu with 'xxxxxxxxxx0028' selected. Below this is a text area for 'Instructions to the Bank: Not forming part of Guarantee' and a 'Continue' button. The screen also features tabs for 'Outward Guarantee Details', 'Commitment Details', 'Guarantee Advices', and 'Attachments'. At the bottom, there are buttons for 'Initiate Guarantee', 'Save As', 'Back', and 'Cancel', along with a checkbox for 'I accept the Terms & Conditions'.

## Field Description

| Field Name  | Description   |
|---|---|
| <b>Charges Account</b>  | The account from which charges for Guarantee are to be taken.                                   |
| <b>Instructions to the Bank (Not forming part of Guarantee)</b> | The instruction which is provided by user to bank to be taken care of while creating Guarantee. |

1. From the **Charges Account** list, select the appropriate option from which charges for Guarantee debited.
2. In the **Instructions to the Bank (Not forming part of Guarantee)** field, enter additional instructions that you want to give to the bank.
3. Click **Continue** or click the **Guarantee Advices** tab.  
The **Guarantee Advices** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 10.1.3 Initiate Outward Guarantee - Guarantee Advices tab

This tab includes the additional guarantee details. The lists in this tab are populated when you select the appropriate product from the Product list in the **Outward Guarantee Details** tab.

#### Initiate Outward Guarantee - Guarantee Advices tab

The screenshot displays the 'Initiate Outward Guarantee' page on the ZigBank portal. The page is divided into several sections:

- Navigation:** ZigBank logo and search, mail, and logout icons at the top right.
- Section Headers:** 'Initiate Outward Guarantee' title, followed by expandable tabs for 'Outward Guarantee Details', 'Commitment Details', 'Bank Instructions', and 'Guarantee Advices' (which is currently expanded).
- Guarantee Advices Section:**
  - Instruction: 'Select atleast one condition to proceed'
  - Table with columns 'Condition' and 'Description':
 

| Condition                                     | Description  |
|---|--|
| <input checked="" type="checkbox"/> GUARANTEE | We have been informed that you, __ (registered seat __) and __ (registered seat __ company registration number __) (hereinafter the Principal) have concluded a _____ contract under the reference number __ on _____ concerning the supply of _____ (hereinafter the Contract) to be shipped until _____. According to the terms of the Contract, the Principal shall effect payment for the goods supplied, services executed in the amount of _____ |
  - Page indicator: 'Page 1 of 1 (1 of 1 items)' with navigation arrows.
  - 'Continue' button.
- Attachments Section:**
  - Checkbox:  I accept the Terms & Conditions
- Footer Buttons:** 'Initiate Guarantee', 'Save As' (with a dropdown arrow), 'Back', and 'Cancel'.
- Page-Footer:** Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

**Field Description**

| <b>Field Name</b>           | <b>Description</b>  |
|-----------------------------|---|
| <b>Select</b>               | This is to select the conditions maintained in the bank application for guarantees.                 |
| <b>Condition</b>            | The available condition which will be a part of Guarantee been made.                                |
| <b>Description</b>          | The description of the selected condition.  |
| <b>Terms and conditions</b> | This displays the terms and conditions applicable by Bank along with details of charges applicable. |

1. In the **Selected** field, click to select the all available conditions.  
OR  
Select the required condition to be attached to the bank guarantee.
2. In the **Description** field, modify the description of the condition, if required:
3. From the **Instruction No** list, select the appropriate account from which charges are to be deducted.
4. Click **Continue** or click the **Attachments** tab.  
The **Attachments** tab appears in the **Initiate Outward Guarantee** screen.  
OR  
Click **Initiate Guarantee**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.  
OR  
Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

**10.1.4 Initiate Outward Guarantee - Attachments tab**

Displays the list of documents presented to initiate the guarantee.

## Initiate Outward Guarantee - Attachments tab

Initiate Outward Guarantee

Outward Guarantee Details

Commitment Details

Bank Instructions

Guarantee Advices

Attachments

Attach Document

| Sr No | Document Id  | Document Category | Document Type | Remarks       | Remove |
|-------|--------------|-------------------|---------------|---------------|--------|
| 1     | 3.IPM_****25 | ADDRESSPROOF      | AADHAR        | Address proof |        |

Attached documents will not be saved with Draft / Template.

File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.

I accept the Terms & Conditions

Initiate Guarantee Save As Back Cancel

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### Field Description

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

#### Documents List

Documents list have the list of documents.

**SR No** The serial number of the document attached record list.


**Document Id** Displays the unique identification number for the attached document.

Displays the link to download the attach document

**Document Category** The category of the document uploaded.

| Field Name           | Description   |
|----------------------|---|
| <b>Document Type</b> | The type of the document uploaded.                            |
| <b>Remarks</b>       | Displays the notes added, if any, for attaching the document. |
| <b>Remove</b>        | Allow user to remove the attached document.                   |

1. The **Attach Documents** tab appears along with list of attached documents.

Note: Click  to remove the attached document.

2. Click **Attach Document** to upload the document. The **Attach Document** popup window appears.
  - a. From the **Document Category** select the appropriate option.
  - b. From the **Document Type** select the appropriate option.
  - c. In the **Remarks** field add notes for attaching documents.
  - d. Click **Choose File** to browse and select the required document present on your computer.
3. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
4. Click **Initiate Guarantee**. The transaction is saved and the **Initiate Outward Guarantee – Verify** screen appears.

OR

Click **Save As**, system allows transaction details to be saved as a template or draft. (For more details, refer **Save As Template** or **Save As Draft** section.)

OR

Click **Back** to go back to previous screen.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.
5. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually. Verify the details, and click **Confirm**.

OR

Click **Edit All** to modify the fields for Guarantee Initiation.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.
6. The success message initiation of Outward Guarantee appears along with the reference number. Click **OK** to complete the transaction.

## 10.2 Save As Template

User can save Outward Guarantee application as a Template so that same can be used for creation of similar Guarantee, 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 Guarantee and modify or delete such templates.

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

---

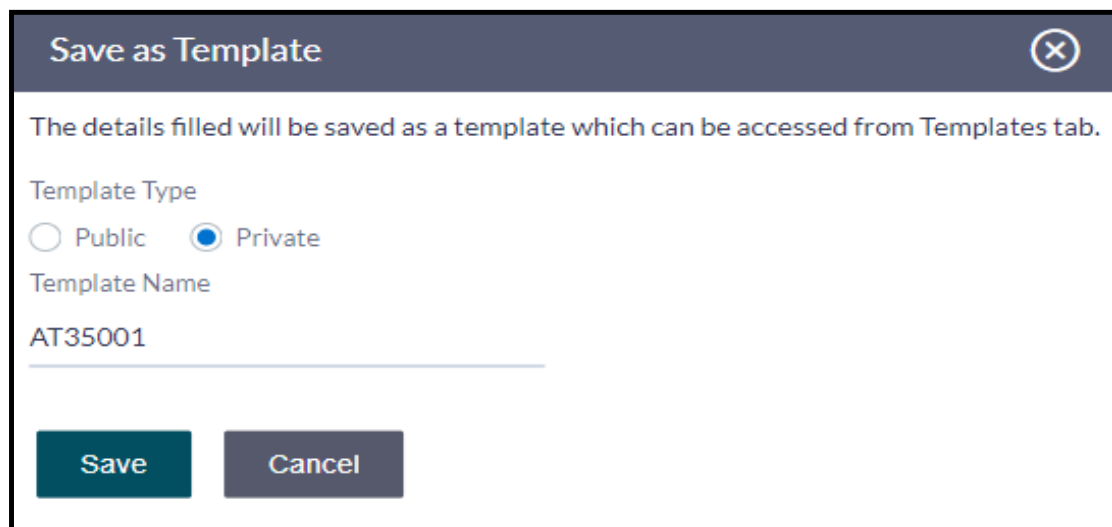
**Note:** User cannot save application with attached document as Template.

---

### To save Guarantee application as template:

1. Enter the required details in Guarantee application.
2. Click **Save As** and then select **Template** option.

### Save as Template



**Save as Template** ✕

The details filled will be saved as a template which can be accessed from Templates tab.

Template Type

Public  Private

Template Name

AT35001

**Save** **Cancel**

**Field Description**

| <b>Field Name</b>    | <b>Description</b>  |
|----------------------|---|
| <b>Template Type</b> | <p>Indicates the type of access for the template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Public:</b> A template marked as 'Public' is visible to all the users mapped to the Party ID of the user who created the 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.</li> <li>• <b>Private:</b> A template marked as 'Private' is available to only the creator of the template. Only creator of the template can use while initiating Guarantee and modify or delete such template.</li> </ul> |
| <b>Template Name</b> | 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.

### 10.3 Save As Draft

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

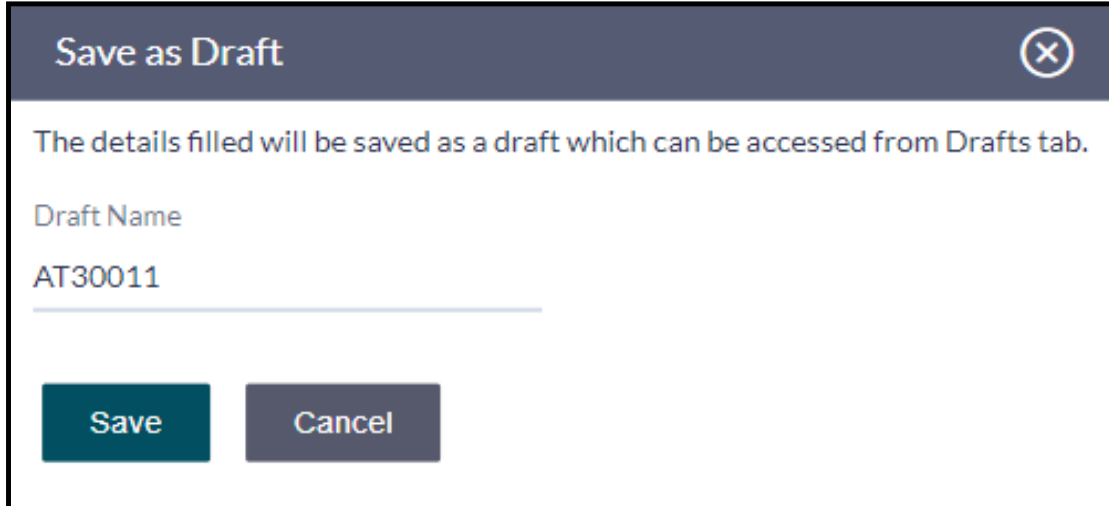
---

**Note:** User cannot save application with attached document as Draft.

---

**To save Guarantee application as draft:**

1. Enter the required details in Guarantee application.
2. Click **Save As**, and then select **Draft** option.

**Save as Draft**


**Save as Draft** ✕

The details filled will be saved as a draft which can be accessed from Drafts tab.

Draft Name

AT30011

**Save** **Cancel**

**Field Description**

| Field Name        | Description        |
|-------------------|--------------------|
| <b>Draft Name</b> | 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.

[Home](#)



## 11. View Outward Guarantee

Using this option, you can view existing outward guarantees in the application.

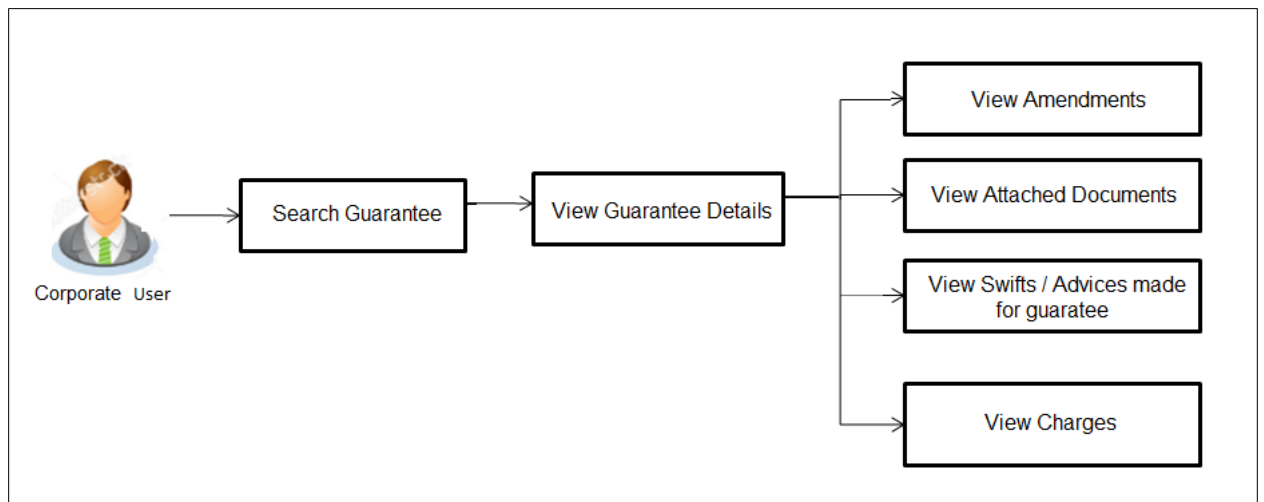
A guarantee from a lending institution ensures that the liabilities of a debtor will be met. In other words, if the applicant fails to fulfil a commitment, the lending institution will cover it. A bank guarantee enables user to show more credibility while doing business.

Guarantees can be initiated in the system using the Initiate Guarantee option. This option allows you to search for guarantees based on a certain search criterion. It allows you to view a list of bank guarantees (also called Outward Guarantee) for the selected customer. Details of an individual guarantee can be viewed and exported in various formats.

### Pre-Requisites

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

### Workflow



### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Guarantee > View Outward Guarantee*

### To view outward guarantee:

1. The **View Outward Guarantee** screen appears.

## View Outward Guarantee - Search

The screenshot shows the 'View Outward Guarantee' search interface. At the top, there is a navigation bar with the ZigBank logo and icons for search, mail, and logout. The main content area is titled 'View Outward Guarantee' and contains a search form with the following fields:


- Applicant Name:** A dropdown menu with the placeholder text 'Please Select'.
- Beneficiary Name:** A text input field.
- Outward Guarantee Number:** A text input field.
- Outward Guarantee Status:** A dropdown menu with the placeholder text 'Please Select'.
- Guarantee Amount:** Two text input fields labeled 'From' and 'To'.
- Date of Expiry:** Two date picker fields labeled 'From' and 'To'.

At the bottom of the form, there are three buttons: 'Search' (in a dark teal box), 'Cancel' (in a grey box), and 'Reset' (in a grey box). To the right of these buttons is a link that says 'Less search options ^'. The footer of the application contains the text: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Applicant Name</b>            | The name of the applicant of the Outward Guarantee.  |
| <b>Beneficiary Name</b>          | The name of the beneficiary of the Outward Guarantee.  |
| <b>Outward Guarantee Number</b>  | The Outward Guarantee number.  |
| <b>Customer Reference Number</b> | The applicant's reference number for the Outward Guarantee contract.   |
| <b>Outward Guarantee Status</b>  | The status of the Outward Guarantee.<br>The options are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Hold</li> <li>• Cancelled</li> <li>• Reversed</li> </ul> |

| Field Name                           | Description   |
|--------------------------------------|---|
| <b>Outward Guarantee Amount From</b> | The start of the amount range used for searching the Outward Guarantee. |
| <b>Outward Guarantee Amount To</b>   | The end of the amount range used for searching the Outward Guarantee.   |

2. From the **Applicant Name** list, select the appropriate option.
3. Click **Search**.  
The **View Outward Guarantee** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
4. Click  **Download** to download all or selected columns in the outward guarantee details list. You can download the list in PDF formats.

## View Outward Guarantee – Search Result

**View Outward Guarantee**

Applicant Name: Sun Inc

Beneficiary Name: [Empty]

Outward Guarantee Number: [Empty]

Guarantee Amount: From [Empty] To [Empty]

Outward Guarantee Status: Please Select

Issue Date: From [Empty] To [Empty]

More search options

Search Reset

| Guarantee Number                 | Beneficiary Name   | Issue Date  | Date of Expiry | Guarantee Status | Guarantee Amount | Outstanding Guarantee Amount | Claims      |
|----------------------------------|--------------------|-------------|----------------|------------------|------------------|------------------------------|-------------|
| <a href="#">AT3GUIS14002BEXF</a> | synergy corp       | 02 Jan 2014 | 08 Apr 2014    | ACTIVE           | £556,666.00      | £0.00                        | £556,666.00 |
| <a href="#">AT3GUIS14002BBUB</a> | Ryan Incorporation | 02 Jan 2014 | 02 Apr 2014    | ACTIVE           | £33,333.00       | £33,333.00                   | £0.00       |
| <a href="#">AT3GUIS14002AXYD</a> | aa                 | 02 Jan 2014 | 02 Apr 2014    | ACTIVE           | £1,000.00        | £1,000.00                    | £0.00       |

Page 1 of 1 (1-3 of 3 items)

Cancel

All authorized and on hold transactions are listed here. Others will be listed once approved. Please contact the bank for details.

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## Field Description

| Field Name                          | Description  |
|-------------------------------------|--|
| <b>Guarantee Number</b>             | The Outward Guarantee number.<br>Displays the link to view details of the Outward Guarantee. |
| <b>Beneficiary Name</b>             | Displays the name of the beneficiary of the Outward Guarantee.                               |
| <b>Issue Date</b>                   | Displays the issue date of the Outward Guarantee.  |
| <b>Date Of Expiry</b>               | Displays the expiry date of the Outward Guarantee.   |
| <b>Guarantee Status</b>             | Displays the status of the Outward Guarantee.  |
| <b>Guarantee Amount</b>             | Displays the amount of the Outward Guarantee.  |
| <b>Outstanding Guarantee Amount</b> | Displays the undrawn amount of the Outward Guarantee.  |

- Click the required link in the **Guarantee Number** column.  
The **View Outward Guarantee** screen appears with the details of the selected outward

guarantee.

By default, the **Outward Guarantee Details** tab appears.

6. Click **Outward Guarantee Details** tab.

## 11.1 Outward Guarantee Details

### View Outward Guarantee – Outward Guarantee Details

**View Outward Guarantee**

Guarantee Number AT3GUIS14002BEXF

**Outward Guarantee Details**

Party ID: \*\*\*382  
Branch: AT3-FCLEXCUBE UNIVERSAL BANK

**Applicant Details**  
Applicant Name: Sun Inc  
Address: London Industrial Area, Plot no 21, Fox Road  
Country: GREAT BRITAIN  
Date of Application: 02 Jan 2014

**Beneficiary Details**  
Beneficiary Name: synergy corp  
Address: 123 richmand road, tech park 2, london  
Country: UNITED KINGDOM

**Product Details**  
Product: OBDX Guarantee Issuance / Reissuance upon receiving request  
Type of Guarantee: Financial

**Advising Bank Details**  
Swift Code: CITIGB2LXXX  
CITIBANK INTERNATIONAL  
LONDON  
CITIGB2LXXX  
GB

**Commitment Details**

**Bank Instructions**

**Guarantee Advices**

Back Cancel

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### Field Description

| Field Name      | Description   |
|-----------------|---|
| <b>Party ID</b> | Displays the party ID of the customer which has access to creating guarantee. |
| <b>Branch</b>   | Displays the bank branch ID where the guarantee was made.                     |

| Field Name                   | Description   |
|------------------------------|---|
| <b>Applicant Details</b>     |   |
| <b>Applicant Name</b>        | Displays the name of applying party.  |
| <b>Address</b>               | Displays the address of applying party.   |
| <b>Country</b>               | Displays the country of applying party.   |
| <b>Date of Application</b>   | Displays the application date when bill has been initiated.   |
| <b>Beneficiary Details</b>   |   |
| <b>Beneficiary Name</b>      | Displays the name of beneficiary party.   |
| <b>Address</b>               | Displays the address of beneficiary party.  |
| <b>Country</b>               | Displays the country of beneficiary party.  |
| <b>Product Details</b>       |   |
| <b>Product</b>               | Displays the product type as coming from Host.  |
| <b>Type of Guarantee</b>     | Displays the guarantee type.<br>The options are: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Performance</li> </ul> |
| <b>Advising Bank Details</b> |   |
| <b>SWIFT Code</b>            | Displays the swift code of Drawee Bank.   |
| <b>Drawee Bank Name</b>      | Displays the name of Bank who acts on behalf of Drawee.   |
| <b>Address</b>               | Displays the address of Drawee Bank.  |
| <b>Country</b>               | Displays the name of collecting Bank's country.   |

## 11.2 Commitment Details

1. Click **Commitment Details** tab.  
The **Commitment** details appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.

The **View Outward Guarantee** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Guarantee – Commitment Details Tab

The screenshot shows the 'View Outward Guarantee' interface. At the top, the ZigBank logo and navigation icons are visible. The main heading is 'View Outward Guarantee' with the Guarantee Number AT3GUIS14002BEXF. A left-hand navigation menu includes 'View Guarantee Details' (selected), 'Amendments', 'Attached Documents', 'Charges', 'Swift Messages', and 'Advices'. The main content area is titled 'Outward Guarantee Details' and contains a 'Commitment Details' section with the following information:

|                               |                                      |
|-------------------------------|--------------------------------------|
| Beneficiary Contract Ref No   | Guarantee Amount<br>£556,666.00      |
| Effective Date<br>02 Jan 2014 | Guarantee Expiry Date<br>08 Apr 2014 |
| Closure Date<br>28 May 2014   | Place of Expiry<br>delhi             |

Below this are sections for 'Bank Instructions' and 'Guarantee Advices'. At the bottom, there are 'Back' and 'Cancel' buttons. A copyright notice at the very bottom reads: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

| Field Name                         | Description   |
|------------------------------------|---|
| <b>Beneficiary Contract Ref No</b> | Displays the beneficiary's reference number of the Outward Guarantee.   |
| <b>Effective Date</b>              | Displays the effective date of the Outward Guarantee  |
| <b>Closure Date</b>                | Displays the closing date of the Outward Guarantee.<br>Closure date must be after expiry date of the Outward Guarantee. |
| <b>Guarantee Amount</b>            | Displays the currency and amount of the Outward Guarantee application.  |
| <b>Guarantee Expiry Date</b>       | Displays the expiry date of the Outward Guarantee.  |



| Field Name      | Description  |
|-----------------|--|
| Place of Expiry | Displays the place of expiry of the Outward Guarantee. |

## 11.3 Bank Instructions

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

1. Click **Bank Instructions** tab.  
The **Bank Instructions** details appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Bank Guarantee – Bank Instructions tab

The screenshot shows the 'View Outward Guarantee' interface. At the top, there's a navigation bar with the ZigBank logo and a 'Logout' button. Below the header, the title 'View Outward Guarantee' is displayed. The main content area shows the 'Guarantee Number AT3GUIS14002BEXF'. A sidebar on the left contains a list of tabs: 'View Guarantee Details' (selected), 'Amendments', 'Attached Documents', 'Charges', 'Swift Messages', and 'Advices'. The main panel displays four sections: 'Outward Guarantee Details', 'Commitment Details', 'Bank Instructions', and 'Guarantee Advices'. The 'Bank Instructions' section is expanded, showing a 'Remarks' field with the text 'Charges Account: AT30009410018.xzxZ'. At the bottom of the main panel, there are 'Back' and 'Cancel' buttons. A footer at the very bottom contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

| Field Name | Description  |
|------------|--|
| Remarks    | Displays the instruction which is provided by user to bank to be taken care of while creating Guarantee. |

## 11.4 Guarantee Advices

This tab includes the additional guarantee details. The lists in this tab are populated as per the selected product in the **Product** list in the **Outward Guarantee Details** tab.

1. Click **Guarantee Advices** tab.  
The **Guarantee Advices** details appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Guarantee - Guarantee Advices tab

**View Outward Guarantee**

Guarantee Number AT3GUIS14002BEXF

View Guarantee Details | Amendments | Attached Documents | Charges | Swift Messages | Advices

Outward Guarantee Details

Commitment Details

Bank Instructions

**Guarantee Advices**

| Condition | Description  |
|-----------|--|
| GUARANTEE | We have been informed that you, __ (registered seat __) and __ (registered seat __ company registration number __) (hereinafter the Principal) have concluded a _____ contract under the reference number __ on _____ concerning the supply of _____ (hereinafter the Contract) to be shipped until _____. According to the terms of the Contract, the Principal shall effect payment for the goods supplied, services executed in the amount of _____ (that is _____) within _____ days counted from the date of the following document. According to the Contract the payment obligation of the Principal shall be secured by a bank guarantee |

Page 1 of 1 (1 of 1 items) | < 1 >

Back Cancel

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**Field Description**

| <b>Field Name</b>  | <b>Description</b>   |
|--------------------|--|
| <b>Condition</b>   | The available condition which will be a part of Guarantee been made. |
| <b>Description</b> | The description of the selected condition.                           |

## 11.5 Amendments

This tab displays the amendments done for the Outward Guarantee. Also one can initiate a new amendment request.

1. Click **Amendments** tab to view amendment details for the Outward Guarantee. The **Amendments** detail appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 11.5.1 Initiate Amendment

**To initiate amendment:**

1. Click **Initiate Amendment**. The **Initiate Outward Guarantee Amendment** screen appears.
  - a. Update the details in editable fields as required.
  - b. Select the **Terms and Conditions** checkbox to accept the Terms and Conditions.
  - c. Click **Amend** to initiate the amendment.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
  - d. The review screen appears. It displays all the sections with their respective fields with an option to edit them individually.  
Verify the details, and click **Confirm**.  
OR  
Click **Edit All** to modify all the fields for Amendment Initiation.  
OR  
Click **Back** to go to previous screen.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

- e. The success message initiation of guarantee amendment appears along with the reference number.
- f. Click **Go To Dashboard** to go to dashboard.

## Initiate Amendment

**Initiate Outward Guarantee Amendment**

Guarantee Number **AT3GUIS14002BEXF**

**Outward Guarantee Details**

|  |  |
|--|--|
| Party ID<br>***382   | Branch<br>AT3-FCLEXCUBE UNIVERSAL BANK   |
| <b>Applicant Details</b>   | <b>Beneficiary Details</b>   |
| Applicant Name<br>Sun Inc<br>Address<br>London Industrial Area<br>Plot no 21<br>Fox Road<br>Country<br>GREAT BRITAIN<br>Date of Application<br>02 Jan 2014 | Beneficiary Name<br>synergy corp<br>Address<br>123 richmand road<br>tech park 2<br>london<br>Country<br>UNITED KINGDOM |
| <b>Product Details</b>   | <b>Advising Bank Details</b>   |
| Product<br>OBGX Guarantee Issuance / Reissuance upon<br>receiving request<br>Type of Guarantee<br>Financial  | Swift Code<br>CITIGB2LXXX<br>CITIBANK INTERNATIONAL LONDON<br>CITIGB2LXXX<br>GB  |

**Commitment Details**

**Bank Instructions**

**Guarantee Advices**

I accept the [Terms & Conditions](#)

**Amend** **Back** **Cancel**

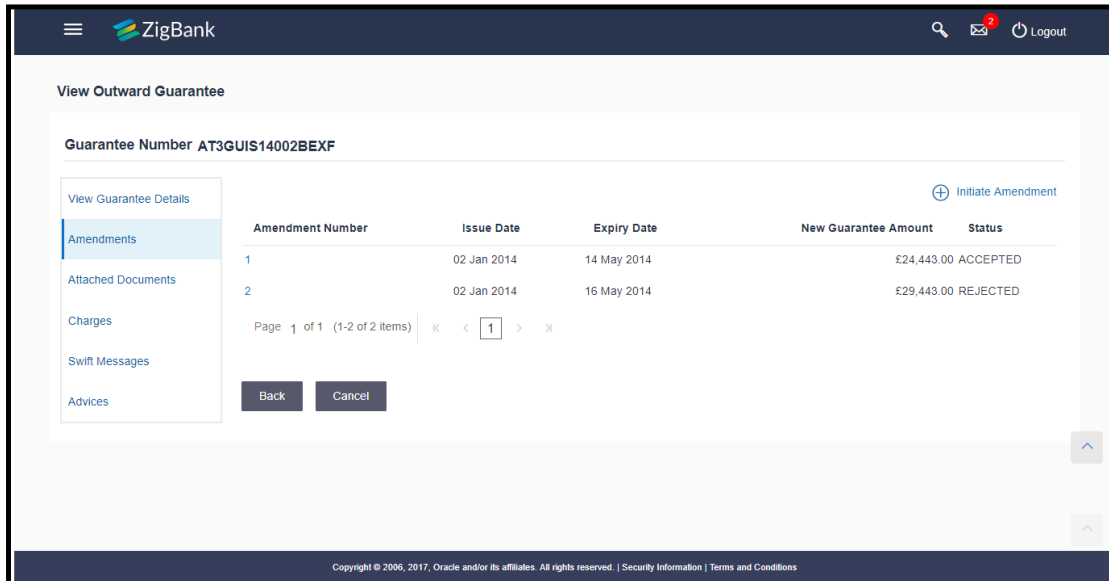
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2. The list of amendments is listed on screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 11.5.2 View Amendment

This tab displays the amendments done to the guarantee.

### View Outward Bank Guarantee - List of Amendments tab



### Field Description

| Field Name                          | Description  |
|-------------------------------------|--|
| <b>Amendment No.</b>                | Displays the amendment number of the Outward Guarantee.<br>Displays the link to view details of the Outward Guarantee amendment. |
| <b>Issue Date</b>                   | Displays the issue date of the Outward Guarantee.  |
| <b>New Expiry Date</b>              | Displays the modified expiry date of the Outward Guarantee.  |
| <b>New Outward Guarantee amount</b> | Displays the modified amount of the Outward Guarantee.   |

1. Click the required link in the **Amendment No** column.  
The **Issued Amendments** screen appears for the selected outward guarantee amendment.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.

OR

Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 11.5.3 View Amendment Details

This screen allows the user to view the details of the amendment done under selected Outward Bank Guarantee.

#### Amendments Details

**Initiate Outward Guarantee Amendment**

Guarantee Number AT3GUIS14002BEXF [Amendment Number:1.0]

**Outward Guarantee Details**


|   |   |
|---|---|
| Party ID<br>***382  | Branch<br>AT3-FCLEXCUBE UNIVERSAL BANK  |
| <b>Applicant Details</b>  | <b>Beneficiary Details</b>  |
| Applicant Name<br>Sun Inc   | Beneficiary Name<br>synergy corp  |
| Address<br>London Industrial Area<br>Plot no 21<br>Fox Road               | Address<br>123 richmand road<br>tech park 2<br>london                           |
| Country<br>GREAT BRITAIN  | Country<br>UNITED KINGDOM   |
| Date of Application<br>02 Jan 2014  |   |
| <b>Product Details</b>  | <b>Advising Bank Details</b>  |
| Product<br>OBDX Guarantee Issuance / Reissuance upon<br>receiving request | Swift Code<br>CITIGB2LXXX<br>CITIBANK INTERNATIONAL LONDON<br>CITIGB2LXXX<br>GB |
| Type of Guarantee<br>Financial  |   |

**Commitment Details**

**Bank Instructions**

**Guarantee Advices**

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- a. Click  to close the window.  
The **View Outward Guarantee** screen appears.

## 11.6 Attached Documents

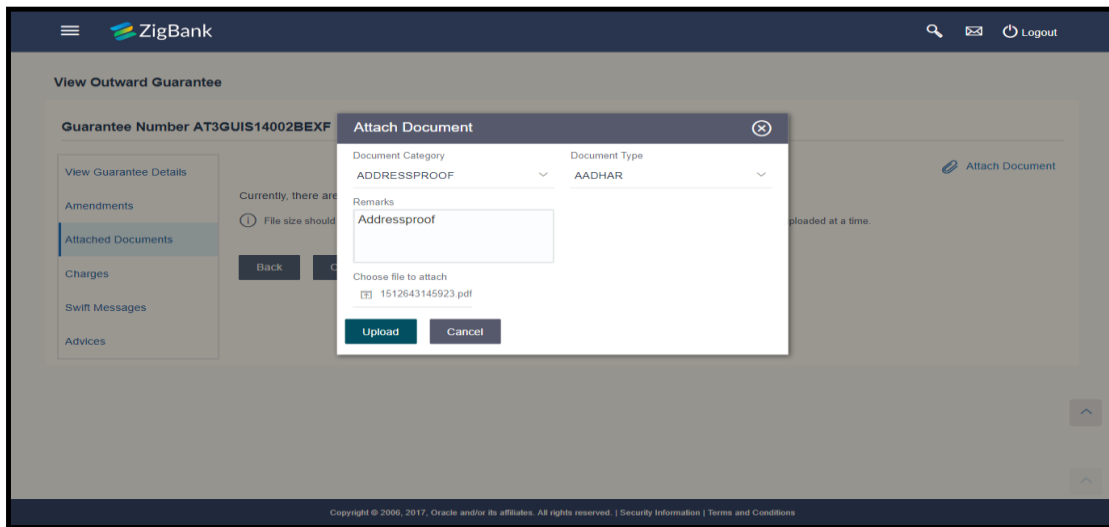
This tab allows you to attach documents required for the outward guarantee contract. You can also view the list of all documents uploaded by you.

1. Click **Attach Documents** tab to view the list of all documents uploaded or to attach document.  
The **Attach Documents** detail appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### 11.6.1 To Attach Documents

1. Click **Attach Document** to upload the document.  
The **Attach Document** popup window appears.

#### View Outward Guarantee – Attach Documents popup



#### Field Description

| Field Name               | Description   |
|--------------------------|---|
| <b>Document Category</b> | The category of the document to be uploaded.        |
| <b>Document Type</b>     | The type of the document to be uploaded.            |
| <b>Remarks</b>           | The notes added, if any for attaching the document. |

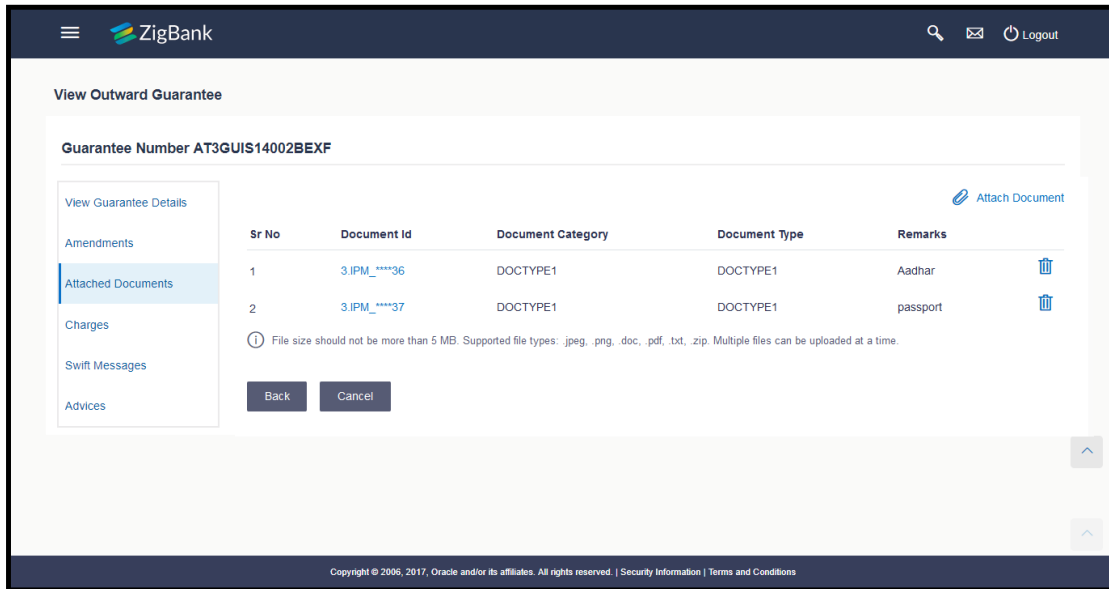
| Field Name                   | Description   |
|------------------------------|---|
| <b>Choose File to attach</b> | Browse the file to be attached.   |
|                              | <p>Note: File size should not be more than 5 MB. Supported file types: .jpeg, .png, .doc, .pdf, .txt, .zip. Multiple files can be uploaded at a time.</p> |

2. From the **Document Category** select the appropriate option.
3. From the **Document Type** select the appropriate option.
4. In the **Remarks** field add notes for attaching documents.
5. Click **Choose File** to browse and select the required document present on your computer.
6. Click **Upload** to upload document. The **Attach Documents** tab appears along with list of attached documents.  
OR  
Click **Cancel** to cancel the transaction.
7. Click **Submit** to attach supporting documents.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.



## 11.6.2 View Attached Documents

### View Outward Guarantee – Attached Documents tab



### Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Sr No</b>             | The serial number of the attach document records.  |
| <b>Document Id</b>       | Displays the unique identification number for the attached document.<br>Displays the link to download the attach document. |
| <b>Document Category</b> | Displays the category of the document uploaded.  |
| <b>Document Type</b>     | Displays the type of the document uploaded.  |
| <b>Remarks</b>           | Displays the notes added, if any, for attaching the document.  |

1. Click the required link in the **Document ID** column to download the attach document.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

## 11.7 Charges

This tab lists charges for the Outward Guarantee.

1. Click **Charges** tab to view list of charges for the Outward Bank Guarantee.  
The **Charges** detail appears in the **View Outward Guarantee** screen.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Guarantee – Charges tab

**View Outward Guarantee**

Guarantee Number AT3GUIS14002BEXF

| Commission                    | Percentage | Amount    |
|-------------------------------|------------|-----------|
| Guarantee Issuance Commission | 1 %        | £1,830.13 |
| Total Commission              |            | £1,830.13 |

Page 1 of 1 (1 of 1 items) | < 1 >

| Charges                                 | Account          | Amount    |
|---|------------------|-----------|
| GC - Other Bank?s - advising bank?s CHG | xxxxxxxxxxxx0010 | £150.00   |
| GC - Other Bank?s - advising bank?s CHG | xxxxxxxxxxxx0010 | £150.00   |
| GC - Other Bank?s - advising bank?s CHG | xxxxxxxxxxxx0010 | £150.00   |
| GC - Our Bank?s - Issuing bank?s CHG    | xxxxxxxxxxxx0010 | £150.00   |
| GC - Our Bank?s - Issuing bank?s CHG    | xxxxxxxxxxxx0010 | £150.00   |
| Total Charges                           |                  | £1,850.00 |

Page 1 of 3 (1-5 of 15 items) | < 1 2 3 >

**Back** **Cancel**

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### Field Description

| Field Name              | Description  |
|-------------------------|--|
| <b>Commission</b>       | Displays the guarantee issuance commission.                  |
| <b>Percentage</b>       | Displays the guarantee issuance commission in percentage.    |
| <b>Amount</b>           | Displays the amount charged as commission.                   |
| <b>Total Commission</b> | Displays the total guarantee issuance charges for amendment. |

| Field Name           | Description   |
|----------------------|---|
| <b>Charges</b>       | Displays the guarantee issuance charges for amendment.  |
| <b>Account</b>       | Displays the account for collection of courier charges. |
| <b>Amount</b>        | Displays the total charges applicable.                  |
| <b>Total Charges</b> | Displays the total charges overall applicable.          |

## 11.8 Swift Messages

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

1. Click **Swift Messages** tab.  
The summary of all the all swift messages between both the parties appears.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Guarantee – Swift Messages tab

The screenshot shows the ZigBank interface for viewing outward guarantees. The 'Swift Messages' tab is selected, displaying a table of messages for Guarantee Number AT3GUIS14002BEXF. The table has columns for Message ID, Date, and Description. The messages listed are:

| Message ID       | Date        | Description          |
|------------------|-------------|----------------------|
| AT3MSOG140021Z64 | 02 Jan 2014 | Guarantee Instrument |
| AT3MSOG140021Z66 | 02 Jan 2014 | Receive Notice       |
| AT3MSOG140021Z67 | 02 Jan 2014 | Debit Advice         |
| AT3MSOG140021Z68 | 02 Jan 2014 | Debit Advice         |
| AT3MSOG140021Z69 | 02 Jan 2014 | Receive Notice       |

Below the table, there is a pagination control showing 'Page 1 of 2 (1-5 of 7 items)' and navigation arrows. At the bottom, there are 'Back' and 'Cancel' buttons.

## Field Description

| Field Name         | Description                                   |
|--------------------|---|
| <b>Message ID</b>  | Unique identification number for the message. |
| <b>Date</b>        | Date of sending advice.                       |
| <b>Description</b> | The swift message detailed description.       |

- 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.

### 11.8.1 Swift Message Details

The screenshot shows the ZigBank interface for viewing outward guarantees. A popup window titled 'View Swift Message' is open, displaying the following details:

| Field Name        | Description                   |
|-------------------|-------------------------------|
| Event Date        | 02 Jan 2014                   |
| Event Description | Booking LC or Guarantee Issue |

The main window shows a list of message IDs under the heading 'Message ID':

- AT3MSOG140021Z64
- AT3MSOG140021Z66
- AT3MSOG140021Z67
- AT3MSOG140021Z68
- AT3MSOG140021Z69



The sidebar on the left contains the following navigation options:

- View Guarantee Details
- Amendments
- Attached Documents
- Charges
- Swift Messages (selected)
- Advices

At the bottom of the popup, there is a 'Download' button. The main window also has 'Back' and 'Cancel' buttons at the bottom.

## Field Description

| Field Name               | Description                            |
|--------------------------|--|
| <b>Event Date</b>        | Displays the event date.               |
| <b>Event Description</b> | Displays the description of the event. |
| <b>Description</b>       | The details of the swift message.      |

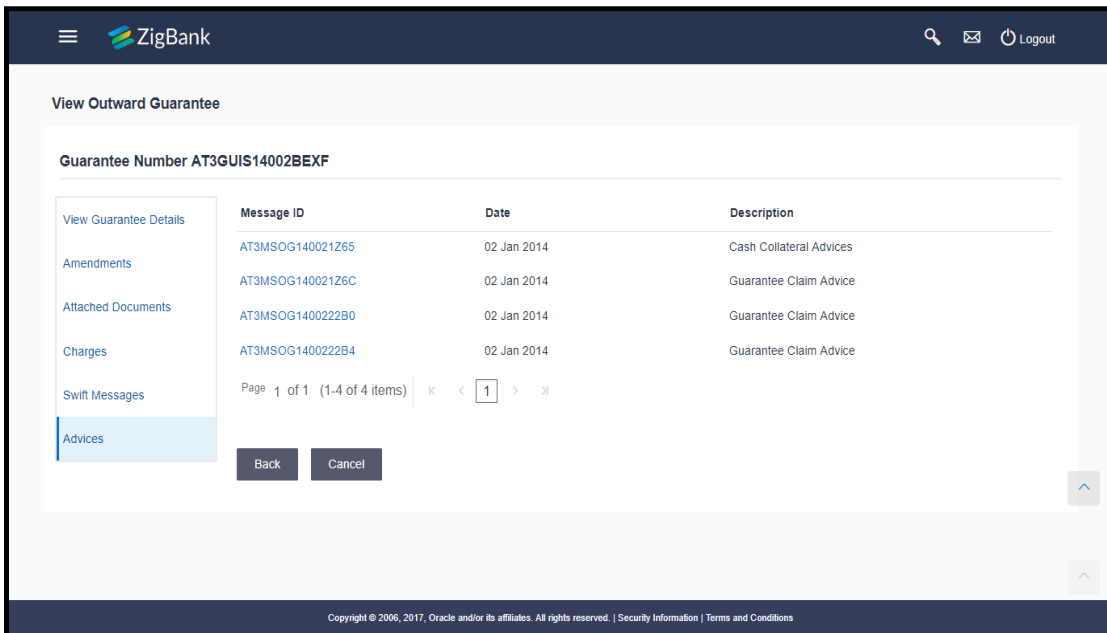
- a. Click  **Download** to download the SWIFT messages in selected format like PDF formats, if required.
- b. Click  to close the window.

## 11.9 Advices

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

1. Click **Advices** tab. The summary of all the Advices being exchanged.  
OR  
Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

### View Outward Guarantee - Advices Tab



**View Outward Guarantee**

Guarantee Number AT3GUIS14002BEXF

| Message ID       | Date        | Description             |
|------------------|-------------|-------------------------|
| AT3MSOG140021Z65 | 02 Jan 2014 | Cash Collateral Advices |
| AT3MSOG140021Z6C | 02 Jan 2014 | Guarantee Claim Advice  |
| AT3MSOG1400222B0 | 02 Jan 2014 | Guarantee Claim Advice  |
| AT3MSOG1400222B4 | 02 Jan 2014 | Guarantee Claim Advice  |

Page 1 of 1 (1-4 of 4 items) | < 1 >

**Back** **Cancel**

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2. 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.

## 11.9.1 Advice Details



### Field Description

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

- a. Click  **Download** to download the SWIFT messages in selected format like PDF formats, if required.
- b. Click  to close the window.
3. Click **Back**.  
The **View Outward Guarantee** screen appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.

[Home](#)

## 12. Customer Acceptance

Using this option, user can accept or reject both discrepancies in import bills or export amendments under Letters of Credit and send for further action to bank.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Customer Acceptance*

### 12.1 Search Discrepancy

User can search discrepancies in import bills under Letters of Credit using various parameters like Drawee, Bill Reference Number, and Drawer etc.

#### To search discrepancies in import bills:

1. Select the **Bill Discrepancy** option.
2. Enter the search criteria, if required
3. Click **Search**  
The **Customer Acceptance** screen appears with the search results.  
OR  
Click **Reset** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction.

## Customer Acceptance - Bill Discrepancy Search Result

**Customer Acceptance**

Bill Discrepancies | Export LC Amendment

Drawee: Sun Inc | Drawer: \_\_\_\_\_

Bill Reference Number: \_\_\_\_\_

**Search** | **Reset**

| Bill Reference Number            | Product Name                                   | Drawer               | LC Number        | Bill Amount |
|----------------------------------|--|----------------------|------------------|-------------|
| <a href="#">AT3ISLP14002ACCH</a> | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT | Ryan Incorporation   | AT3ILUN14002AQ8H | £107,800.00 |
| <a href="#">AT3ISLP14002A99D</a> | INCOMING CLEAN SIGHT BILLS UNDER LC ON PAYMENT | EMI Music Publishing | AT3ILUN14002B44H | £10,000.00  |

Page 1 of 1 (1-2 of 2 items) | < 1 >

**Cancel**

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## Field Description

| Field Name                   | Description   |
|------------------------------|---|
| <b>Search</b>                |   |
| <b>Drawee</b>                | The name of person who is uploading bills to be settled. He is the receiver of bill.    |
| <b>Bill Reference Number</b> | The Import Bill reference number.   |
| <b>Drawer</b>                | The name of the drawer under the bill.  |
| <b>Search Result</b>         |   |
| <b>Bill Reference Number</b> | The Import Bill reference number.<br>Displays the link to view the import bill details. |
| <b>Product Name</b>          | The product of the import bill.   |
| <b>Drawer</b>                | The name of the drawer of the import bill.  |
| <b>LC Number</b>             | The LC number attached to the bill.   |



| Field Name  | Description             |
|-------------|-------------------------|
| Bill Amount | The import bill amount. |

## 12.2 Search Export LC Amendment

User can search export amendments under Letters of Credit using various parameters like Beneficiary Name, LC Number, and Applicant Name etc.

### To search export LC amendments:

1. Select the **Export LC Amendment** option.
2. Enter the search criteria, if required
3. Click **Search**  
The **Customer Acceptance** screen appears with the search results.  
OR  
Click **Clear** to reset the search criteria.  
OR  
Click **Cancel** to cancel the transaction.

## Customer Acceptance - Export LC Amendment Search Result

**Customer Acceptance**

Bill Discrepancies | **Export LC Amendment**

Beneficiary Name: Sun Inc  
 LC Number: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_

**Search** **Reset**

| Amendment Number | Product Name                     | Applicant Name             | LC Number        | LC Amount   |
|------------------|----------------------------------|----------------------------|------------------|-------------|
| 1                | Export LC Amendment - Acceptance | EMI Music Publishing       | AT3ELAC14002A00Z | £40,000.00  |
| 2                | Export LC Amendment - Acceptance | EMI Music Publishing       | AT3ELAC14002A00Z | £30,000.00  |
| 1                | Export LC Amendment - Acceptance | Greenery International Ltd | AT3ELAC14002AUV7 | £20,000.00  |
| 1                | Export LC Amendment - Acceptance | Ryan Incorporation         | AT3ELAC14002AN5K | £313,333.00 |

Page 1 of 1 (1-4 of 4 items) | < 1 >

**Cancel**

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## Field Description

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

|               |  |
|---------------|--|
| <b>Search</b> |  |
|---------------|--|

|                         |   |
|-------------------------|---|
| <b>Beneficiary Name</b> | The name of the beneficiary of the export LC. |
|-------------------------|---|

|                  |   |
|------------------|---|
| <b>LC Number</b> | The export LC number for which amendment request is received. |
|------------------|---|

|                       |  |
|-----------------------|--|
| <b>Applicant Name</b> | The name of the applicant of the advised LC. |
|-----------------------|--|

|                      |  |
|----------------------|--|
| <b>Search Result</b> |  |
|----------------------|--|

|                         |                                 |
|-------------------------|---------------------------------|
| <b>Amendment Number</b> | The amendment number of the LC. |
|-------------------------|---------------------------------|

|                     |   |
|---------------------|---|
| <b>Product Name</b> | The product of the LC for which amendment acceptance is required. |
|---------------------|---|

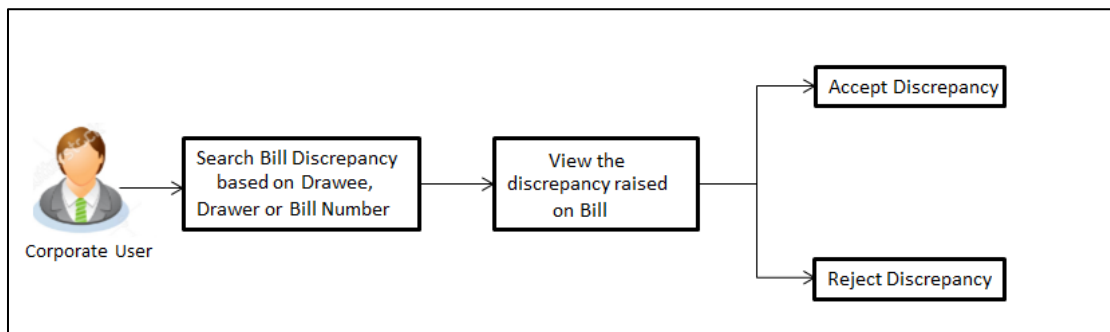
|                       |                               |
|-----------------------|-------------------------------|
| <b>Applicant Name</b> | The name of the LC applicant. |
|-----------------------|-------------------------------|

| Field Name | Description   |
|------------|---|
| LC Number  | The LC number against which amendment acceptance is required. |
| LC Amount  | The LC amount.  |

## 12.3 Initiate customer acceptance for discrepancy

Using this option, you can accept discrepancies in import bills for further action from Bank or reject it.

### Workflow



### To initiate customer acceptance for discrepancy:

1. Select the **Bill Discrepancy** option in the **Customer Acceptance** screen.
2. Enter the search criteria, if required.
3. Click **Search**.  
The **Customer Acceptance** screen appears with the search result.
4. Click the required link in the **Bill Reference Number** column.  
The **Customer Acceptance** screen appears with the discrepancy details.

## Customer Acceptance - Discrepancy Details

Customer Acceptance

Bill No. AT3ISLP14002ACCH - Discrepancy Details

| Sr No. | Description                                       | Received Date | Resolved Date    | Resolution   |
|--------|---|---------------|------------------|--|
| 1      | BILL OF LADING NOT SUBMITTED AS PART OF DOCUMENTS | 02 Jan 2014   | Not resolved yet | <input type="radio"/> Accept <input checked="" type="radio"/> Reject |

Initiate Back Cancel

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### Field Description

| Field Name           | Description  |
|----------------------|--|
| <b>Sr No.</b>        | The serial number of the discrepancy records.  |
| <b>Description</b>   | The reason for raising the discrepancy.  |
| <b>Received Date</b> | Displays date on which the discrepancy has been identified and received.   |
| <b>Resolved Date</b> | Displays the date when the resolution to discrepancy was provided.   |
| <b>Resolution</b>    | The resolution status of the discrepancy.<br>The options are: <ul style="list-style-type: none"> <li>• Accept</li> <li>• Reject</li> </ul> |

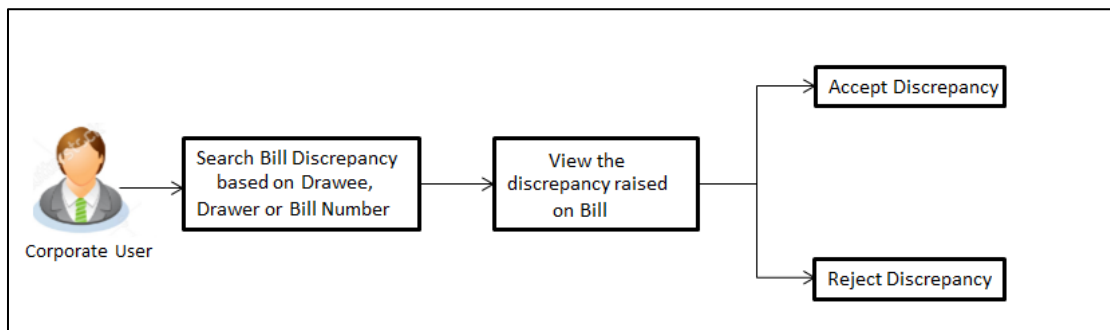
5. From the **Resolution** list, select the appropriate option.

6. Click **Initiate**. The transaction accepted / rejected based on input.  
OR  
Click **Back**. The **Customer Acceptance** screen with search result appears.  
OR  
Click **Cancel** to cancel the transaction, The **Dashboard** appears.
7. The success message initiation of customer acceptance appears.
8. Click **Go to Dashboard**, to navigate to the dashboard.

## 12.4 Initiate customer acceptance for export LC amendments

Using this option, you can accept / reject export LC amendments. The amended value comes on the screen and the previous value is shown beneath the same field in red.


### Workflow






### To initiate customer acceptance for export LC amendment:

1. Select the **Export LC Amendment** option in the **Customer Acceptance** screen.
2. Enter the search criteria, if required.
3. Click **Search**.  
The **Customer Acceptance** screen appears with the search result.
4. Click the required link in the **Amendment Number** column.  
The **Customer Acceptance** screen appears with the export amendment details.

## Customer Acceptance - Export LC Amendment Details





 Logout

**Customer Acceptance**

**LC Number AT3ELAC14002AN5K [Amendment Number:1]**

**General**

|   |   |
|---|---|
| <p>Party ID<br/>***382</p> <p><b>Applicant Details</b></p> <p>Applicant Name<br/>Sun Inc<br/>Address<br/>London Industrial Area<br/>Plot no 21<br/>Fox Road<br/>Country<br/>GREAT BRITAIN<br/>Date of Application<br/>02 Jan 2014</p> <p><b>Product Details</b></p> <p>Product<br/>Export LC Usance Non Revolving<br/>Revolving<br/>No<br/>Transferable<br/>No<br/>Date of Expiry<br/>02 Apr 2014<br/>Place of Expiry<br/>delhi</p> <p><b>Drafts</b><br/>No</p> | <p>Branch<br/>AT3-FCLEXCUBE UNIVERSAL BANK</p> <p><b>Beneficiary Details</b></p> <p>Beneficiary Name<br/>Ryan Incorporation<br/>Address<br/>London Industrial Area<br/>Plot no 23<br/>Fox Road<br/>Country<br/>UNITED KINGDOM</p> <p><b>LC Amount Details</b></p> <p>LC/Amount<br/>£313,333.00<br/>Tolerance<br/>Under(-) 10 %      Above(+) 10 %<br/>Total Exposure<br/>£344,666.30<br/>Credit Available By<br/>Negotiation<br/>Credit Available With<br/>CITIDK44<br/>CITIDK44<br/>BANGALORE<br/>DK</p> |
|---|---|

**Shipment**

|  |  |
|--|--|
| <p>Partial Shipment<br/>Allowed<br/>Latest Date for Shipment</p> | <p>Transshipment<br/>Allowed<br/>Shipment Period</p> |
|--|--|

**Instructions**

Issuing Bank  
Charges Borne By  
Applicant  
Remarks  
Narrative

Accept
Reject
Back
Cancel

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**Field Description**

| <b>Field Name</b>          | <b>Description</b>   |
|----------------------------|--|
| <b>Party Id</b>            | The both primary and secondary party IDs in the application.   |
| <b>Branch</b>              | The bank branch where you want to create the LC contract.  |
| <b>Applicant Details</b>   |  |
| <b>Applicant Name</b>      | Displays the LC applicant name based on the selected party ID.   |
| <b>Address</b>             | Displays the LC applicant address.   |
| <b>Country</b>             | Displays the country of the LC applicant.  |
| <b>Date of Application</b> | The current date as the date of LC application.  |
| <b>Beneficiary Details</b> |  |
| <b>Beneficiary Name</b>    | The name of the LC beneficiary.  |
| <b>Address</b>             | The address of the LC beneficiary.   |
| <b>Country</b>             | The country of the LC beneficiary.   |
| <b>Product Details</b>     |  |
| <b>Product</b>             | The Import LC product under which you want to create the Import Letter of Credit.  |
| <b>Revolving</b>           | Indicates whether the LC is revolving or not.<br>The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>                                  |
| <b>Revolving Type</b>      | The Indicates revolving type.<br>The options are: <ul style="list-style-type: none"> <li>• Value: LC revolves in value.</li> <li>• Time : LC revolves in time</li> </ul> |

| Field Name                | Description   |
|---------------------------|---|
| <b>Repeat Frequency</b>   | <p>The time duration of revolving frequency</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Month</li> </ul> <p>This field is enabled if the <b>Time</b> option is selected in <b>Revolving Type</b> list.</p>               |
| <b>Cumulative</b>         | <p>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.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> |
| <b>Auto Reinstatement</b> | <p>This states that reinstatement will happen automatically, if not chosen it has to be done manually if required.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>  |
| <b>Transferable</b>       | <p>Indicates whether the LC is transferable or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>   |
| <b>Date of Expiry</b>     | <p>The expiry date of the LC.</p> <p>The expiry date must be later than the application date.</p>   |
| <b>Place of Expiry</b>    | <p>The place where LC would expire.</p>   |
| <b>LC Amount Details</b>  |   |
| <b>LC Amount</b>          | <p>The currency under which the LC can be issued. Indicates the amount for the Letter of Credit.</p>  |
| <b>Tolerance</b>          | <p>The level of tolerance on the LC amount to created and would be honored in case of any minor fluctuations in amount.</p>   |



| <b>Field Name</b>            | <b>Description</b>   |
|------------------------------|--|
| <b>Total Exposure</b>        | Displays the total LC amount including the positive tolerance, with the currency.  |
| <b>Date of Expiry</b>        | The expiry date of the LC.<br>The expiry date must be later than the application date.   |
| <b>Place of Expiry</b>       | The place where LC would expire.   |
| <b>Credit Available By</b>   | 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.<br>The options are: <ul style="list-style-type: none"> <li>• Acceptance</li> <li>• Def Payment</li> <li>• Mixed Payment</li> <li>• Negotiation</li> <li>• Payment</li> </ul> |
| <b>Credit Available With</b> | Indicates the details of Bank where credit would become available. It is captured by Bank's Swift code.  |
| <b>Drafts</b>                | The drafts are associated with the LC application.<br>Displays the draft amount for the LC.  |
| <b>Drafts section</b>        | This section appears if you click <b>Add</b> to add drafts to the LC application.  |
| <b>Tenor (In Days)</b>       | The tenor of drafts to be drawn under the documentary credit.  |
| <b>Credit Days From</b>      | The date from which the draft tenor is to be counted. Indicates the date type from which the draft tenor is to be counted.<br>The options are: <ul style="list-style-type: none"> <li>• Invoice Date</li> <li>• B/L Date</li> <li>• Others</li> </ul>  |
| <b>Draft Amount</b>          | The various drafts amount for the LC application.  |

| Field Name         | Description                |
|--------------------|----------------------------|
| <b>Drawee Bank</b> | The drawee bank of the LC. |

5. Click **Accept** to accept the amendment.  
OR  
Click **Reject** to reject the amendment.  
OR  
Click **Back**. The **Customer Acceptance** screen with search result appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.
6. The success message initiation of customer acceptance appears along with the reference number.
7. Click **Go to Dashboard**, to navigate to the dashboard.

[Home](#)

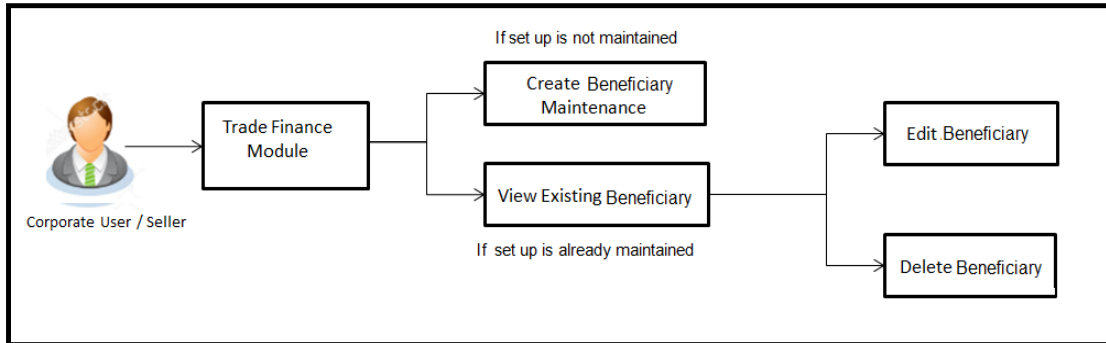
## 13. Beneficiary Maintenance

Using this option, you can create the Beneficiary/Drawee for the LC/Bills/Guarantee.

### Pre-Requisites

- User must have a valid corporate party Id and login credentials in place

### Workflow



### Features Supported In Application

Available features to corporate user in the application:

- View Beneficiary
- Create Beneficiary
- Edit Beneficiary
- Delete Beneficiary


### How to reach here:

*Dashboard > Toggle menu > Trade Finance > Beneficiary Maintenance*

### 13.1 Beneficiary Maintenance - Search

Using this option, corporate user can search and view the details of any beneficiary maintained based on the search parameters. If the search parameters are not specified, records of all the beneficiaries maintained in the application are displayed (i.e. a blank search is allowed).

#### To view beneficiary:

1. In the **Search** field, enter the beneficiary name.
2. Click . The saved beneficiary appears based on search criteria.  
OR  
Click **Create** to create beneficiary. The **Create Beneficiary** screen appears.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.

## Beneficiary Maintenance- Search

**Beneficiary Maintenance**

Search By Name or Nickname

| Beneficiary / Drawee Name | Swift Code  | Nickname | Access Type | Applicability                            |
|---------------------------|-------------|----------|-------------|--|
| tristar inc               | CITIGB2LXXX | tristar  | Public      | Collections, Guarantee, Letter Of Credit |

Page 1 of 1 (1 of 1 items)

Cancel

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### Field Description

| Field Name                     | Description  |
|--------------------------------|--|
| <b>Beneficiary/Drawee Name</b> | The beneficiary against whom LC/Bills/ Guarantee is created.   |
| <b>Swift ID</b>                | The SWIFT ID of the Beneficiary/Drawee bank.   |
| <b>Nickname</b>                | The nickname of the Beneficiary/drawee.  |
| <b>Access Type</b>             | The accessibility the beneficiary recorded i.e. public or private.   |
| <b>Applicability</b>           | <p>The transactions for which the beneficiary recorded are applicable.</p> <p>It can be either of them or combination of them, i.e. as selected :</p> <ul style="list-style-type: none"> <li>• Letter of Credit</li> <li>• Bills</li> <li>• Guarantee</li> </ul> |

- To view the details of a specific beneficiary, click the required link in the **Beneficiary/Drawee Name** column. The **View Beneficiary** screen with maintained details appears.

## View Beneficiary

The screenshot shows the 'View Beneficiary' screen in the ZigBank interface. The header includes the ZigBank logo and navigation icons. The main content area is divided into two columns: 'Beneficiary / Drawee Details' and 'Bank Details'. Below the details are four buttons: 'Edit', 'Delete', 'Back', and 'Cancel'. The footer contains copyright information.

| Beneficiary / Drawee Details                               | Bank Details  |
|--|---|
| Beneficiary / Drawee Name<br>tristar inc                   | Beneficiary / Drawee Bank Swift Code<br>citgb2lxxx        |
| Address<br>23 metro park<br>trrra fram park<br>site no 3/6 | Bank Name<br>CITIBANK INTERNATIONAL LONDON                |
| Country<br>UNITED KINGDOM                                  | Bank Address<br>CITIGB2LXXX<br>Citibank London            |
| Nickname<br>tristar  | Access Type<br>PUBLIC                                     |
|  | Applicability<br>Collections, Guarantee, Letter Of Credit |

## Field Description

| Field Name                        | Description  |
|-----------------------------------|--|
| <b>Beneficiary/Drawee Details</b> |  |
| <b>Beneficiary/Drawee Name</b>    | The beneficiary against whom LC/Bills/ Guarantee is to be created. |
| <b>Address</b>                    | The address of beneficiary to be saved.                            |
| <b>Country</b>                    | The country of the LC beneficiary.                                 |

| Field Name                                | Description  |
|---|--|
| <b>Nickname</b>                           | The nickname of the Beneficiary/drawee.  |
| <b>Bank Details</b>                       |  |
| <b>Beneficiary/Drawee Bank Swift Code</b> | The SWIFT ID of the Beneficiary/Drawee Bank.<br>Click <b>Lookup Swift Code</b> if required, to search and select the bank details, available in the application.               |
| <b>Bank Name</b>                          | The name of beneficiary bank.  |
| <b>Bank Address</b>                       | The address of beneficiary bank.   |
| <b>Access Type</b>                        | The accessibility the beneficiary recorded will have.  |
| <b>Applicability</b>                      | The applicability the beneficiary recorded will have.<br>It can be: <ul style="list-style-type: none"> <li>• Letter of Credit</li> <li>• Bills</li> <li>• Guarantee</li> </ul> |

- 
4. Click **Edit** to edit the beneficiary details.  
OR  
Click **Delete** to delete the beneficiary.  
OR  
Click **Cancel** to cancel the transaction. The **Dashboard** appears.  
OR  
Click **Back** to navigate to previous screen.

## 13.2 Beneficiary Maintenance- Create

### To create beneficiary:

1. Click **Create** to create beneficiary. The **Create Beneficiary** screen appears.

## Create Beneficiary

### Field Description

| Field Name                                | Description  |
|---|--|
| <b>Beneficiary/Drawee Details</b>         |  |
| <b>Beneficiary/Drawee Name</b>            | The beneficiary against whom LC/Bills/ Guarantee is to be created.   |
| <b>Address</b>                            | The address of beneficiary to be saved.  |
| <b>Country</b>                            | The country of the beneficiary.  |
| <b>Nickname</b>                           | The nickname of the Beneficiary/drawee.  |
| <b>Bank Details</b>                       |  |
| <b>Beneficiary/Drawee Bank Swift Code</b> | The SWIFT ID of the Beneficiary/Drawee Bank.<br>Click <b>Lookup Swift Code</b> if required, to search and select the bank details, available in the application. |
| <b>Name</b>                               | Displays the name of the Beneficiary/Drawee Bank.  |

| Field Name           | Description  |
|----------------------|--|
| <b>Address</b>       | Displays the address of the Beneficiary/Drawee Bank.   |
| <b>Country</b>       | Displays the country of the Beneficiary/Drawee Bank.   |
| <b>Access Type</b>   | The accessibility the beneficiary recorded will have.  |
| <b>Applicability</b> | The applicability the beneficiary recorded will have.<br>The options are: <ul style="list-style-type: none"> <li>• Letter of Credit</li> <li>• Bills</li> <li>• Guarantee</li> </ul> |

2. In the **Beneficiary/Drawee Name** field, enter the name of the beneficiary.
3. In the **Address** field, enter the address of the beneficiary.
4. In the **Country** field, enter the country of the beneficiary.
5. In the **Nickname** field, enter the nickname name of the beneficiary.
6. From **Beneficiary/Drawee Bank Swift Code**, use the lookup and select the right swift code.
  - a. Click **Verify** to verify the details.  
The beneficiary bank detail appears.  
OR  
Click **Reset** to cancel entered details.
7. From **Access Type** list, select the appropriate option.
8. From **Applicability** list, select the appropriate options.
9. Click **Save** to save the beneficiary details.  
OR  
Click **Back** to navigate to previous screen.  
OR  
Click **Cancel** to cancel the transaction.
10. The **Review Beneficiary/Drawee Details** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
11. The success message of beneficiary creation appears along with the reference number.
12. Click **Go to Dashboard**, to navigate to the **Dashboard**.



## 13.3 Beneficiary Maintenance - Update

Using this option corporate user can edit the details of selected beneficiary, maintained in the application.

### To modify beneficiary:

1. Enter the search criteria, and click **Search**.  
The beneficiary maintained appears based on the entered search parameters.  
OR  
Click **Reset** to reset the details.  
OR  
Click **Cancel** to cancel the transaction.
2. Click on beneficiary whose details you want to modify. The **View Beneficiary** screen with maintained details appears.
3. Click **Edit** to edit the beneficiary details. The **Edit Beneficiary** screen appears.

### Edit Beneficiary

**Edit Beneficiary**

| Beneficiary / Drawee Details                               | Bank Details   |
|--|--|
| Beneficiary / Drawee Name<br>tristar inc                   | Beneficiary / Drawee Bank Swift Code<br>ctigb2box                                    |
| Address<br>23 metro park<br>trrra fram park<br>site no 3/6 | Bank Name<br>CITIBANK INTERNATIONAL LONDON   |
| Country<br>UNITED KINGDOM                                  | Bank Address<br>CITIGB2LXXX<br>Citibank London                                       |
| Nickname<br>tristar  | Access Type<br><input type="radio"/> Private <input checked="" type="radio"/> Public |
|  | Applicability<br>COLLECTIONS, GUARANTEE, LETTEROF CREDIT                             |

Save Back Cancel

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4. Update the required fields.
5. Click **Save** to save the beneficiary details.  
OR  
Click **Back** to navigate to previous screen.  
OR  
Click **Cancel** to cancel the transaction.

6. The **Review Beneficiary/Drawee Details** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
7. The success message of beneficiary updation appears.
8. Click **Go to Dashboard**, to navigate to the **Dashboard**.

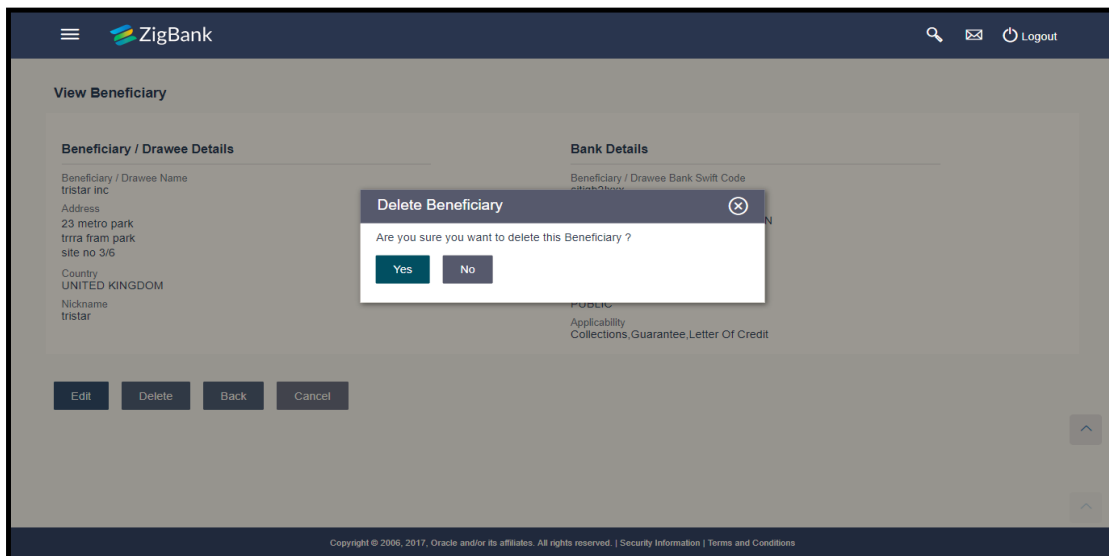
## 13.4 Beneficiary Maintenance- Delete

Using this option, corporate user can search and delete an existing beneficiary.

### To delete beneficiary:

1. Repeat steps 1 to 2 of **Edit Beneficiary** section.
2. To delete beneficiary, click **Delete**.
3. The **Delete Warning** message appears.
4. Click **Yes** to delete the beneficiary.  
OR  
Click **No** to cancel the transaction.

### Beneficiary Delete Warning



5. The **Beneficiary Maintenance** screen with the successful beneficiary deletion message appears. Click **Done** to complete the transaction.