

# **Oracle Banking Digital Experience**

**Credit Facility Originations User Manual  
Release 19.1.0.0.0**

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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 19.1.0.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

### Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr. No	Transaction / Function Name	Oracle Banking Credit Facility Process Management System (OBCFPM) 14.1.0.1.0	Oracle FLEXCUBE Enterprise Limits and Collateral Management (ELCM) 14.2.0.0.0	Oracle Banking Credit Facility Process Management System (OBCFPM) 14.3.0.0.0	Oracle FLEXCUBE Enterprise Limits and Collateral Management (ELCM) 14.3.0.0.0
1	Apply for New Facility	✓	NH	✓	NH
2	Amend Facility	✓	✓	✓	✓
3	Application Tracker	✓	NH	✓	NH

[Home](#)

### 3. Apply For New Facility

Using this option, corporate customers can apply for a new credit facility or sub facility by providing information about their funding requirement, collateral details and uploading the supporting documents. A Credit Facilities along with its multiple child lines can be applied in a single application.

Credit Facility application goes through various stages starting from applying for a facility till sanction of facility.

On submission of Credit Facility Application from OBDX side, the request is sent to the mid office/back office system for further processing. Bank staff can view and process the application using back office or mid office systems integrated with OBDX.

Corporates can track the status of the facility applications using Application Tracker available within OBDX.

---

**Note:** Corporate Credit Facility Management module support is currently not available on mobile and tablet devices.

---

#### Prerequisites:

- Party preference is maintained
- Corporate users are created
- Approval rule set up for corporate user to perform the actions

#### How to reach here:

*Credit Facility Management – Overview > Quick Links > Apply for New Facility*

*OR*

*Toggle Menu > Credit Facility Management > Apply for New Facility*

#### To apply for a new facility:

1. Navigate to the **Facility Application** screen. The **Facility Application – Summary** page appears.

## Facility Application – Summary Page

Credit Facility Application summary page displays the summary of all steps involved in applying a facility along with the completion status of each step.

Following are the steps that are involved for applying a credit facility:

- **Facility Requirements:** In this step, the user needs to enter the facility requirement like facility amount, duration for which the credit facility is needed, category of the facility etc.
- **Collaterals:** The section lists all the collaterals mapped to the party. The user can add a new collateral by entering the required information like collateral type, description, purpose etc. in the Add Collaterals form.
- **Upload Documents:** This section lists all the documents, which are required to be submitted as part of facility application and the option to upload the document.

Screen also shows the overall facility application completion status with a progress bar. User can start filling up the application in any sequence i.e. user can click on any step and fill in the details. Application can be submitted for processing, only after filling the mandatory information required as a part of each step.

The screenshot shows the 'Facility Application' page on the ZigBank platform. At the top, there is a navigation bar with the ZigBank logo, a search icon, a message icon with 64 notifications, and a welcome message for 'Murphy Checker' with the last login date '26 Mar 08:40 AM'. The main content area is titled 'Facility Application'. It displays a progress bar at the top with the text '100% Remaining'. Below the progress bar, there is a message: 'You can start from any step. Simply fill in the required details and submit the application.' The page is divided into three main sections, each with an icon, a title, a brief description, and a 'Get Started' button:

- Facility Requirements:** Icon of a document with a graph, title 'Facility Requirements', description 'Let us know the amount and duration for credit facility', and 'Get Started' button.
- Collaterals:** Icon of a building with a dollar sign, title 'Collaterals', description 'View your existing collaterals and add new collaterals if required', and 'Get Started' button.
- Upload Documents:** Icon of a document with an upward arrow, title 'Upload Documents', description 'Submit supporting documents', and 'Get Started' button.

At the bottom of the page, there are three buttons: 'Submit' (highlighted in green), 'Cancel', and 'Back'.

## Field Description

Field Name	Description
<b>Progress Bar</b>	The current status of the Credit Facility application completion is displayed graphically with the help of a progress bar.
<b>Facility Requirements</b>	The user clicks this link to define the facility related requirements.
<b>Collaterals</b>	The user clicks this link to define the collateral related requirements.
<b>Upload Documents</b>	The user clicks this link for uploading the documents.

2. Click the **Facility Requirements** card. The **Facility Application** screen appears.

## Facility Application

### Field Description

Field Name	Description
<b>Navigating path to the step</b>	Select the step from the drop- down list to navigate to the step in which details are to be filled for the facility application. OR Click the <b>Home</b> link to navigate back to facility application summary page.
<b>Party Name</b>	Displays the party name for whom the facility is to be applied.

3. Click **Add Facility**. The **Add Facility** overlay screen appears.

## Facility Requirements - Add Facility

Facility Application

Home / [object Object] ▼

Enter your facility requirements, so as to serve you better.

Multiple facilities and sub facilities requirement can be added here.

+ Add Facility

○ Continue
○ Save as Draft
○ Cancel
← Back

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### Add Facility

X

Facility Amount	2000
USD	▼
For how long do you need this facility?	
2	Month
In which category funds are required?	
TERM LOAN	
What is the purpose of this fund?	
Investment	
Do you have any specific instructions for us?	
Require facility on urgent basis	

Add

### Field Description

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

#### Add Facility Overlay

**Facility Currency** The currency in which facility is to be applied.

**Facility Amount** The amount for which the facility is to be applied.

**For how long do you need this facility?** The tenure for the facility in 'Year' and 'Months'.

**In which category funds are required?** The facility category under which facility is to be applied.

**What is the purpose of this fund?** The purpose for applying the facility.

**Do you have any specific instructions for us?** The remarks/ instructions that needs to be communicated to the bank.

4. From the **Currency** list, select the appropriate currency for the facility.

5. In the **Amount** field, enter the amount for the facility.
6. From the **Year and Month** list, select the tenure for the facility.
7. From the **Funding Type** list, select the appropriate category for the facility.
8. In the **Purpose** field, enter the purpose for applying for the facility.
9. In the **Specific Instructions** field, enter the specific instructions to be given to the bank, if any.
10. Click **Add**. The facility requirement details gets added in a card form in the **Facility Requirement Details** screen.

### Facility Application - Facility Requirement Details

This screen will display the facility requirements entered by the user. Also, the user can add multiple sub facilities under the main credit facility from this screen.

The screenshot shows a web-based application interface for a 'Facility Application'. The top navigation bar includes the 'ZigBank' logo, a search icon, a message icon with 64 notifications, and a welcome message 'Welcome, Murphy Checker' with a last login timestamp. The main content area is titled 'Facility Application' and shows a 'Facility Requirement Details' card. The card displays a 'Term Loan' with an amount of '\$2,000.00' and a tenure of '2 years 2 months'. It also lists 'Investment' and 'Require facility'. Below the card are buttons for '→ Continue', 'Save as Draft', 'Cancel', and 'Back'. The bottom of the screen includes 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>Navigating path to the step</b>	Select the step from the drop- down list to navigate to the step in which details are to be filled for the facility application. OR Click the <b>Home</b> link to navigate back to facility application summary page.
<b>Party Name</b>	Displays the party name for which the facility is to be applied.
<b>Facility Requirement Details</b>	The facility details such as facility currency, amount, purpose and tenure as entered by user will be displayed in a card form.

11. Click and then click **Add Sub Facility** to add the sub facility details, if required. The **Add Sub Facility** overlay screen appears.

OR

Click  and then click **Edit Facility** to edit the filled in facility requirements. The **Edit Facility Details** overlay screen appears.

OR

Click  and then click **Remove Facility** to remove the added facility.

OR

Click **Continue** to go to the next step.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section).

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

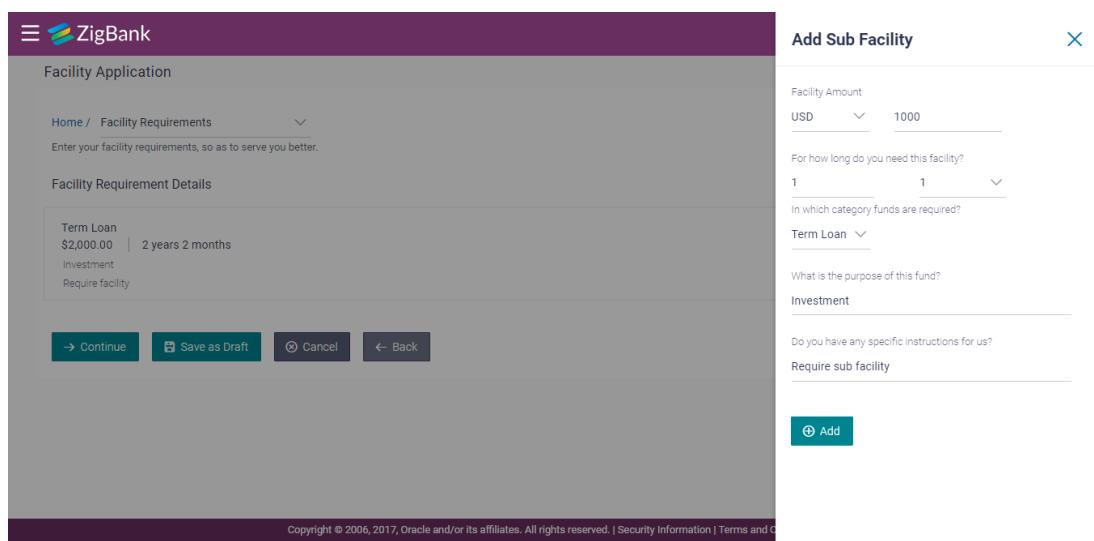
Click **Back** to navigate back to the previous screen.

---

**Note:** Once the application is saved as draft, the user will be able to resume the application from Application Tracker.

---

## Facility Requirements - Add Sub Facility



The screenshot shows the ZigBank Facility Application interface. On the left, there's a sidebar with a menu icon, the 'ZigBank' logo, and the text 'Facility Application'. Below that is a breadcrumb navigation 'Home / Facility Requirements'. A text input field says 'Enter your facility requirements, so as to serve you better.' On the right, a modal window titled 'Add Sub Facility' is open. It contains the following fields:

- Facility Amount:** USD 1000
- For how long do you need this facility?** 1 year 1 month
- In which category funds are required?** Term Loan
- What is the purpose of this fund?** Investment
- Do you have any specific instructions for us?** Require sub facility

At the bottom of the modal, there's a blue 'Add' button. At the bottom of the entire interface, there are buttons for 'Continue', 'Save as Draft', 'Cancel', and 'Back'.

### Field Description

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

#### Add Sub Facility Overlay

**Facility Currency** The currency in which sub facility is to be applied.

**Facility Amount** The amount for which the sub facility is to be applied.

**For how long do you need this facility?** The tenure for the sub facility in 'Year' and 'Months'.

Field Name	Description
<b>In which category funds are required?</b>	The facility category under which sub facility is to be applied.
<b>What is the purpose of this fund?</b>	The purpose for applying the sub facility.
<b>Do you have any specific instructions for us?</b>	The remarks/ instructions that needs to be communicated to the bank.

12. Enter the relevant information, as required.

13. Click **Add**. The sub facility requirement details gets added in a card form.

14. Click **Continue** to go to the next step. Collaterals details page with all the collaterals mapped to the party appears.

OR

Click  and then click **Add Sub Facility** to add more sub facility details, if required. The **Add Sub Facility** overlay screen appears.

OR

Click  and then click **Edit Facility** to edit the filled in facility requirements. The **Edit Facility Details** overlay screen appears.

OR

Click  and then click **Remove Facility** to remove the added sub facility.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section.)

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

Click **Back** to navigate back to the previous screen.

---

**Note:** The user can add sub facilities up to seven levels.

---

## Facility Application - Collaterals

 Welcome, Murphy Checker Last login 26 Mar 08:40 AM

Facility Application

Home / Collaterals

Your existing collaterals are listed below, you can add new collaterals if required.

[Add Collaterals](#)

**Murphy Toys Inc**

**Collaterals**

AUDICAR   audi car 2015 model	Collateral Amount ₹1,142,680.00	Utilized Amount ₹0.00	Available Amount ₹1,142,680.00	Revision Date 12 Mar 2018
BRANDNAME   brand name of company and its logo	Collateral Amount ₹246,250.00	Utilized Amount ₹0.00	Available Amount ₹246,250.00	Revision Date 12 Mar 2018
DIAMOND_3   three diamond	Collateral Amount ₹1,662,500.00	Utilized Amount ₹0.00	Available Amount ₹1,662,500.00	Revision Date 12 Mar 2018
HEAVYMAC	Collateral Amount ₹3,666,600.00	Utilized Amount ₹0.00	Available Amount ₹3,666,600.00	Revision Date 12 Mar 2018
HEAVY_TOOLS	Collateral Amount ₹2,205,000.00	Utilized Amount ₹0.00	Available Amount ₹2,205,000.00	Revision Date 12 Mar 2018
HOUSEN	Collateral Amount ₹3,778,560.00	Utilized Amount ₹0.00	Available Amount ₹3,778,560.00	Revision Date 12 Mar 2018
LIINSU	Collateral Amount ₹1,001,040.00	Utilized Amount ₹0.00	Available Amount ₹1,001,040.00	Revision Date 12 Mar 2018
LPARCEL   Parcel of land near tech park	Collateral Amount ₹3,588,000.00	Utilized Amount ₹0.00	Available Amount ₹3,588,000.00	Revision Date 12 Mar 2018
NEELAMG	Collateral Amount ₹1,235,000.00	Utilized Amount ₹0.00	Available Amount ₹1,235,000.00	Revision Date 12 Mar 2018
NSEC	Collateral Amount ₹245,000.00	Utilized Amount ₹0.00	Available Amount ₹245,000.00	Revision Date 12 Mar 2018

[→ Continue](#) [Save as Draft](#) [Cancel](#) [Back](#)

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## Field Description

Field Name	Description
<b>Navigating path to the step</b>	Select the step from the drop-down list to navigate to the step in which details are to be filled for the facility application. OR Click the <b>Home</b> link to navigate back to facility application summary.
<b>Party Name</b>	Displays the party name for whom the facility is to be applied.
<b>Collaterals</b>	
	All the collaterals linked to the party gets displayed on this screen. User can also request for addition of new collateral from this screen.
<b>Collateral ID</b>	Collateral ID of the facility.
<b>Collateral Description</b>	The description of the collateral.
<b>Collateral Amount</b>	This collateral amount evaluated against the pledged collateral.
<b>Utilized Amount</b>	The total utilized amount of the collateral.
<b>Available Amount</b>	The current available amount for collateral.
<b>Revision Date</b>	The revision date of the collateral.

---

15. Click **Add Collateral** to add the collateral details. The **Add Collateral** overlay screen appears.  
OR  
Click **Continue** to go to the next step.  
OR  
Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [\*\*Save as Draft\*\*](#) section.)  
OR  
Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.  
OR  
Click **Back** to navigate back to the previous screen.

## Facility Application - Add Collaterals

 ZigBank

Facility Application

Home / Collaterals  

[Home](#) [Collaterals](#)

Your existing collaterals are listed below, you can add new collaterals if required.

**Collaterals**

Collateral Id	Collateral Amount	Utilized Amount	Available Amount	Revision Date
1142680	1142680		1142680	12 Mar 2018
246250	246250	246250		12 Mar 2018
62400	62400	62400	62400	12 Mar 2018
245000	245000	245000	245000	12 Mar 2018

[Load More Collaterals](#)

[Continue](#) [Save as Draft](#) [Cancel](#) [Back](#)

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**Add Collaterals** X

Please specify collateral Type

Fund  

What would you describe this collateral as?

Investment

What is the estimated value of this collateral?

USD   2000

What is the purpose of this collateral?

Comments

**Add**

### Field Description

Field Name	Description
<b>Please specify collateral type</b>	The collateral type like Plant & Machinery, Vehicle, Stocks etc.
<b>What would you describe this collateral as</b>	The description of the collateral.
<b>What is the estimated value of this collateral?</b>	The estimated value of the collateral with selection of currency.
<b>What is the purpose of this collateral?</b>	The purpose for the new collateral.

Field Name	Description
<b>Any other comments?</b>	The remarks/ instructions that needs to be communicated to the bank, if any.
16.From the <b>Collateral type</b> list, select the appropriate collateral type.	
17.In the <b>Collateral description</b> field, enter the description of the collateral.	
18.From the <b>Currency</b> list, select the appropriate currency for entering the estimated value of collateral.	
19. In the <b>Collateral estimated value</b> field, enter the collateral amount.	
20.In the <b>Purpose</b> field, enter the purpose for collateral.	
21.In the <b>Comments</b> field, enter the specific instructions to be given to the bank, if any.	
22.Click <b>Add</b> . The new collateral is added as a new card on the <b>Collaterals Details</b> screen.	

## Facility Application - Collaterals - New Collateral

 Welcome, Murphy Checker Last login 26 Mar 08:40 AM

Facility Application

Home / Collaterals

Your existing collaterals are listed below, you can add new collaterals if required.

**Collaterals**

Type	Currency	Estimated Value	Purpose
Fund Deposit	USD	5000	Investment

**AUDICAR | audi car 2015 model**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,142,680.00	₹0.00	₹1,142,680.00	12 Mar 2018

**BRANDNAME | brand name of company and its logo**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹246,250.00	₹0.00	₹246,250.00	12 Mar 2018

**DIAMOND\_3 | three diamond**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,662,500.00	₹0.00	₹1,662,500.00	12 Mar 2018

**HEAVYMAC**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,666,600.00	₹0.00	₹3,666,600.00	12 Mar 2018

**HEAVY\_TOOLS** heavy tools used in smelting

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹2,205,000.00	₹0.00	₹2,205,000.00	12 Mar 2018

**HOUSEN**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,778,560.00	₹0.00	₹3,778,560.00	12 Mar 2018

**LIINSU**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,001,040.00	₹0.00	₹1,001,040.00	12 Mar 2018

**LPARCEL | Parcel of land near tech park**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,588,000.00	₹0.00	₹3,588,000.00	12 Mar 2018

**NEELAMG**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,235,000.00	₹0.00	₹1,235,000.00	12 Mar 2018

**NSEC**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹245,000.00	₹0.00	₹245,000.00	12 Mar 2018

**Actions**

 Continue  Save as Draft  Cancel  Back

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23. Click **Continue** to go to the next step. The **Facility Application - Upload Documents** screen to upload the documents appears.

OR



Click **⋮** and then click **Edit** to edit the details of newly added collateral. The **Add Collateral** overlay screen appears in the editable form.

OR



Click **⋮** and then click **Remove** to remove the newly added collateral.

OR

Click **Add Collaterals**, if you want to add more collaterals.

OR

Click **Load More Collaterals**, to load more collaterals.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft, prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section.)

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

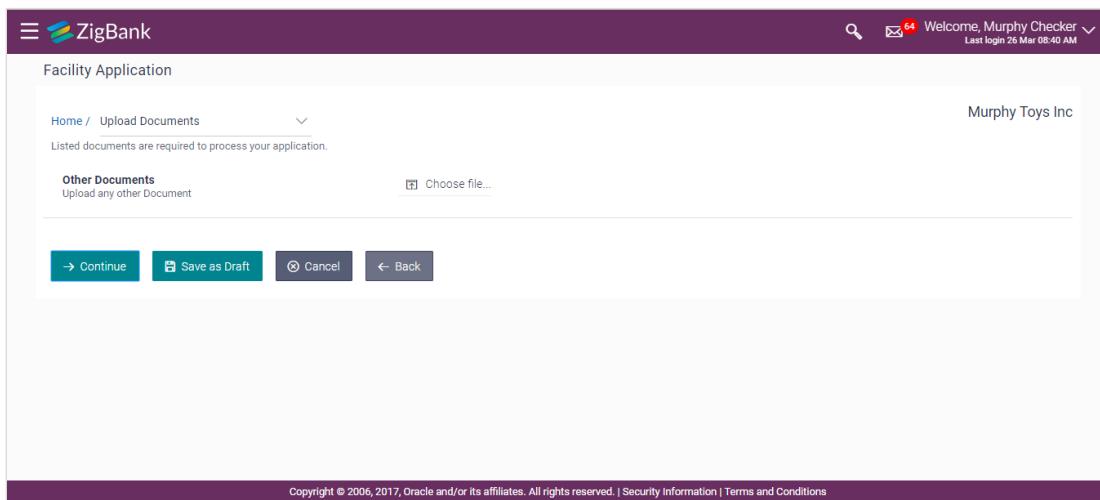
OR

Click **Back** to navigate back to the previous screen.

### Facility Application - Upload Documents

Following screen is shown when user clicks on 'Upload Documents' step from the 'Facility Application Summary Page' or on accessing the step from breadcrumb option available as a part of each step details screen or by clicking on continue on the collateral details page.

As a part of this step, corporate user can see the list of documents that needs to be submitted for applying a facility. User can upload the documents and proceed with the facility application. The list of documents displayed here are fetched from integrated mid-office/back office application.



This screen lists down the list of documents required to initiate a facility. The list of documents listed here are fetched from mid-office/back-office application.

## Field Description

Field Name	Description
<b>Navigating path to the step</b>	Select the step from the drop- down list to navigate to the step in which details are to be filled for the facility application. OR Click the <b>Home</b> link to navigate back to facility application
<b>Party Name</b>	Displays the party name for whom the facility is to be applied.
<b>Document Name</b>	The document that the corporate is expected to submit as a part of application.  The list of the documents is fetched from the mid-office based on the selected product type.

24.Click  to browse and upload the required document to process the application.

25.Select the appropriate file to be uploaded, and click **Open** to upload the documents.

26.Click **Continue**. The **Facility Application** screen displaying completion of all the three steps to apply for the facility appears.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section.)

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

Click **Back** to navigate back to the previous screen.

## Facility Application

You can start from any step.  
Simply fill in the required details and submit the application.

Facility initiation for Murphy Toys Inc

Facility Requirements  
Let us know the amount and duration for credit facility  
Completed >

Collaterals  
View your existing collaterals and add new collaterals if required  
Completed >

Upload Documents  
Submit supporting documents  
Completed >

Submit Cancel Back

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27. Click **Submit**.

OR

Click the **link** against each card to view the **Facility Requirements/ Collaterals/ Upload Documents** section details.

OR

Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

28. The **Facility Application - Review** screen appears.

### Facility Application - Review

The screenshot shows the 'Facility Application - Review' screen. At the top, there is a navigation bar with the 'ZigBank' logo, a search icon, and a welcome message 'Welcome, Murphy Checker' with a timestamp 'Last login 26 Mar 08:40 AM'. The main content area is titled 'REVIEW' and contains a message: 'You have initiated a request for Facility Origination. Please review the details before you confirm!'. Below this, there are three main sections: 'Facility Requirements', 'Collaterals', and 'Upload Documents'. Each section has a 'Show More' button. At the bottom of the screen, there is a checkbox labeled 'I agree to the Terms and conditions', followed by three buttons: 'confirm' (in green), 'Cancel', and 'Back'.

29. Click the **See Terms and Conditions** link to view the terms and conditions.

30. Select **I agree to the Term & Conditions** check box to accept the terms and conditions.

31. Verify the details, and click **Confirm**.

OR

Click against the section that you want to edit. The screen appears in editable form.

OR

Click **Show More** to view the **Facility Requirements/ Collaterals/ Upload Documents** section details.

OR

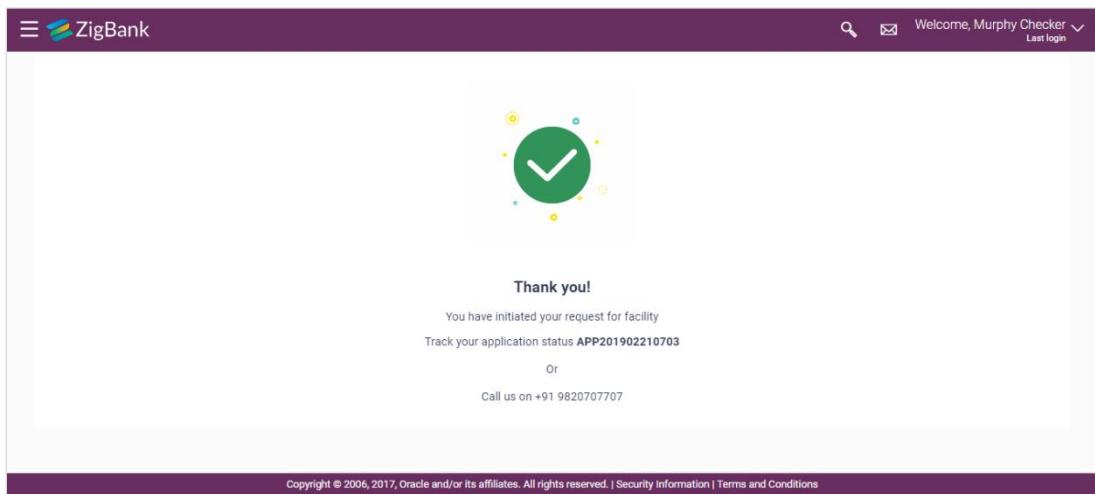
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

32. On successful submission, confirmation message for initiating the facility request appears along with the application reference number to track the status of your application.

### Facility Application - Confirm

[Home](#)

## 4. Amend Facility

This option enables the corporate user to request for changes in an existing credit facility. These amendments could be with respect to enhancement of the limits, extension of tenure, addition of new collateral or upload of new documents.

Similar to New Facility origination, Facility Amendment also has various stages, using the OBDX platform user can only request for modification in his/her existing facility

On submission of Amendment of Credit Facility Application from OBDX side, the request is sent to the bank for further processing. Bank staff can view and process the application using back office or mid office systems integrated with OBDX.

Corporates can track the status of the amendment applications using Application Tracker available within OBDX.

### Prerequisites:

- Party preference is maintained
- Corporate users are created
- Approval rule set up for corporate user to perform the actions

### How to reach here:

*Credit Facility Management – Overview > Quick Links > Amend Facility*

*OR*

*Toggle Menu > Credit Facility Management > Amend Facility*

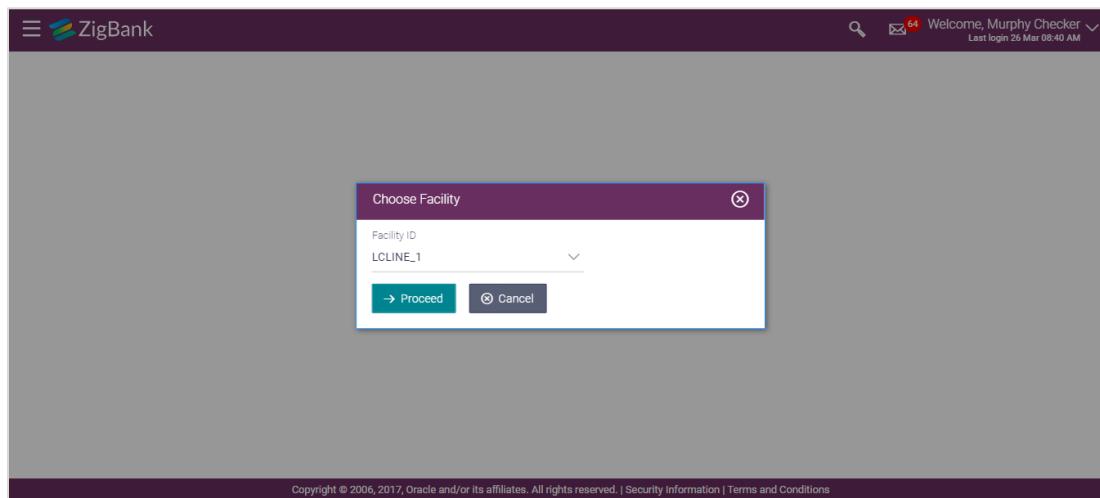
*OR*

*Toggle Menu > Credit Facility Management > Credit Facility > Facility Details > Amend Facility*

**To modify the details of an existing facility:** (in case the user has not clicked on Amend Facility from the Facility details screen)

1. Click the **Amend Facility** option (from toggle menu or from Quick links). A pop up having option to select the Facility ID appears.

### Amend Facility - Select Facility ID



## Field Description

Field Name	Description
<b>Facility ID</b>	List of all the Facility IDs mapped to the corporate.
2. From the <b>Facility ID</b> field, select the appropriate facility ID.	
3. Click <b>Proceed</b> . The <b>Facility Application – Amendment</b> screen appears.	
OR	
Click <b>Cancel</b> to cancel the transaction and navigate to the <b>Dashboard</b> Screen.	

## Facility Application – Summary Page

Credit Facility Amendment Application summary page displays the summary of all steps involved in modification of a facility.

Following are the changes that the user can modify in an existing facility:

- Facility Amount
- Facility Tenure
- Addition of a New Sub-facility
- Addition of a new Collateral
- Upload of additional documents

User can select any of the step for modification from the home page, i.e. user can click on any step and modify the details.

You can start from any step.  
Simply fill in the required details and submit the application.  
100% Remaining

LCLINE\_1 of Murphy Toys Inc

**Facility Requirements**  
Let us know the amount and duration for credit facility  
[Get Started >](#)

**Collaterals**  
View your existing collaterals and add new collaterals if required  
[Get Started >](#)

**Upload Documents**  
Submit supporting documents  
[Get Started >](#)

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

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## Field Description

Field Name	Description
<b>Facility Requirements</b>	The user clicks this link to modify the facility amount and tenure.
<b>Collaterals</b>	The user clicks this link to add a new collateral.
<b>Upload Documents</b>	The user clicks this link for uploading the documents.

4. Click the **Facility Requirements** card. The **Facility Application** screen appears.

## Facility Application - Facility Requirement Details

Facility Requirement Details						
LCLINE_1	Funding Type TERM LOAN	Revolving Line No	Sanctioned Amount £500,000.00	Utilized Amount £24,000.00	Available Amount £439,000.00	Expiry Date 12 Feb 2020 4.8 % Utilized

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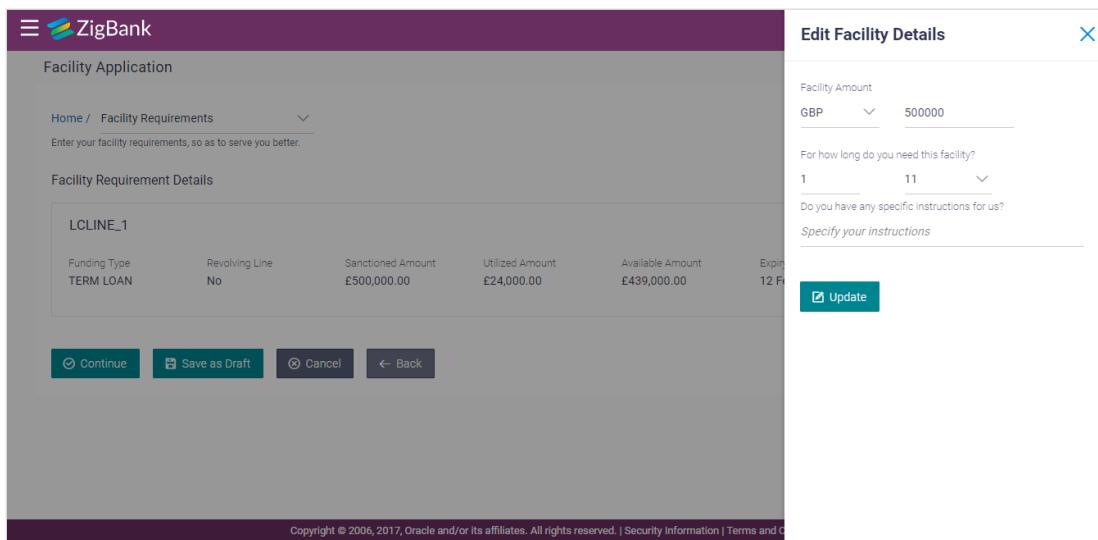
## Field Description

Field Name	Description
<b>Navigating path to the step</b>	Select the step from the drop- down list whose details are to be filled for the facility application. OR Click the Home link to navigate back to facility application summary page.
<b>Party Name</b>	Displays the party name for whom the facility is being amended.
<b>Facility Requirement Details</b>	
<b>Facility ID</b>	ID of the Credit Facility selected for amendment.
<b>Funding Type</b>	The purpose or the facility category under which the facility has been opened. For e.g. Term Loan, Working Capital Finance, Over draft, etc.

Field Name	Description
<b>Revolving Line</b>	This field displays if the facility is revolving or not.
<b>Sanctioned Amount</b>	The total limit amount sanctioned for the facility.
<b>Utilized Amount</b>	The amount utilized for the facility.
<b>Available Amount</b>	The current available amount for the facility.
<b>Expiry Date</b>	The date on which facility expires.
<b>% Utilized</b>	Displays the percentage utilization of the facility in a line graph.

5. Click  and then click **Edit Facility** to modify the details of an existing facility. The **Edit Facility Details** overlay screen appears.  
 OR  
 Click **Add Sub Facility** to add the details for a sub facility under the selected facility. The **Add Sub Facility** overlay screen appears.  
 OR  
 Click **Continue** to go to the next step.  
 OR  
 Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section)  
 OR  
 Click **Cancel** to cancel the transaction and navigate to the Dashboard Screen.  
 OR  
 Click **Back** to navigate back to the previous screen.

### Edit Facility Details



The screenshot shows the 'Edit Facility Details' overlay screen. The left side displays a summary of facility requirements, including the funding type (TERM LOAN), revolving line status (No), and current utilization. The right side contains a form for modifying these details, such as the facility amount (set to GBP 500,000) and the duration for which the facility is needed (1 to 11 months). There is also a field for specific instructions. At the bottom, there are buttons for 'Continue', 'Save as Draft', 'Cancel', and 'Back'.

## Field Description

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

### Edit Facility Details

**Facility Currency** The currency in which facility was applied originally is displayed.

**Facility Amount** The amount for which the facility is applied.

**For how long do you need this facility?** The tenure for the facility in 'Year' and 'Months'.

**Do you have any specific instructions for us?** The remarks/ instructions that needs to be communicated to the bank.

6. In the **Currency** list, system displays the currency in which the facility was originally applied.
7. In the **Amount** field, modify the amount for the facility, if required.
8. From the **Year** and **Month** list, modify the tenure for the facility if required.
9. In the **Specific Instructions** field, modify the specific instructions to be given to the bank, if any.
10. Click **Update**. The **Facility Requirement Details** screen gets updated and facility details will be saved and appear in a card form, with old and newly edited details.

### Amend Facility - Facility Requirement Details

The screenshot shows the 'Facility Requirement Details' page. At the top, there is a header with the ZigBank logo, a search icon, and a welcome message for 'Murphy Checker' (Last login 26 Feb 10:49 AM). Below the header, there is a breadcrumb navigation 'Home / Facility Requirements' and a search bar with the placeholder 'Enter your facility requirements, so as to serve you better.' The main content area is titled 'Facility Requirement Details' and contains a table with the following data:

LCLINE_1						
Funding Type TERM LOAN	Revolving Line No	Sanctioned Amount £500,000.00	Utilized Amount £24,000.00	Available Amount £439,000.00	Expiry Date 12 Feb 2020	4.8 % Utilized
Amended Details						
Facility Amount £600,000.00						

At the bottom of the page, there are four buttons: 'Continue' (highlighted in green), 'Save as Draft', 'Cancel', and 'Back'.

11. Click **Continue** to go to the next step.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with a draft name. (For more information, refer [Save as Draft](#) section).

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

Click **Back** to navigate back to the previous screen.

OR



Click **...** and then click **Add Sub Facility** to add the details for a sub facility under the selected facility. The **Add Sub Facility** overlay screen appears.

OR



Click **...** and then click **Edit Facility** to modify any other details of an existing facility, if required. The **Edit Facility Details** overlay screen appears.

## Add Sub Facility

The screenshot shows the 'Add Sub Facility' overlay on top of the main Facility Application screen. The overlay has a header 'Add Sub Facility' with a close button. It contains the following fields:

- Facility Amount: USD 5000
- For how long do you need this facility?: 2 years 2 months
- In which category funds are required?: Term Loan
- What is the purpose of this fund?: Investment
- Do you have any specific instructions for us?: Specify your instructions

At the bottom of the overlay are buttons: 'Add' (highlighted in blue), 'Continue', 'Save as Draft', 'Cancel', and 'Back'.

## Field Description

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

### Add Sub Facility Overlay

**Facility Currency** The currency in which sub facility is to be applied.

**Facility Amount** The amount for which the sub facility is to be applied.

**For how long do you need this facility?** The tenure for the sub facility in 'Year' and 'Months'.

Field Name	Description
<b>In which category funds are required?</b>	The facility category under which sub facility is to be applied.
<b>What is the purpose of this fund?</b>	The purpose for applying the sub facility.
<b>Do you have any specific instructions for us?</b>	The remarks/ instructions that needs to be communicated to the bank.

12. Enter the relevant information, as required.

13. Click **Add**. The sub facility Requirement details gets added in a card form.

14. Click **Continue** to go to the next step. Collaterals details page with all the collaterals mapped to the party appears.

OR

Click  and then click **Add Sub Facility** to add more sub facility details, if required. The **Add Sub Facility** overlay screen appears.

OR

Click  and then click **Edit Facility** to amend the facility, if required. The **Edit Facility Details** overlay screen appears.

OR

Click  and then click **Remove Facility** to remove the added sub facility.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section).

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

Click **Back** to navigate back to the previous screen.

---

**Note:** The user can add sub facilities up to seven levels.

---

## Facility Application - Collaterals

 Welcome, Murphy Checker Last login 26 Mar 08:40 AM

Facility Application

Home / Collaterals

Your existing collaterals are listed below, you can add new collaterals if required.

**Collaterals**

BRANDNAME	Collateral Amount	Utilized Amount	Available Amount	Revision Date	
AUDICAR   audi car 2015 model	₹1,142,680.00	₹0.00	₹1,142,680.00	12 Mar 2018	
BRANDNAME   brand name of company and its logo	₹246,250.00	₹0.00	₹246,250.00	12 Mar 2018	
DIAMOND_3   three diamond	₹1,662,500.00	₹0.00	₹1,662,500.00	12 Mar 2018	
HEAVYMAC	₹3,666,600.00	₹0.00	₹3,666,600.00	12 Mar 2018	
HEAVY_TOOLS	heavy tools used in smelting	₹2,205,000.00	₹0.00	₹2,205,000.00	12 Mar 2018
HOUSEN	Collateral Amount	Utilized Amount	Available Amount	Revision Date	
LIINSU	₹3,778,560.00	₹0.00	₹3,778,560.00	12 Mar 2018	
LPARCEL   Parcel of land near tech park	₹3,588,000.00	₹0.00	₹3,588,000.00	12 Mar 2018	
NEELAMG	Collateral Amount	Utilized Amount	Available Amount	Revision Date	
NGUA	₹1,235,000.00	₹0.00	₹1,235,000.00	12 Mar 2018	
NSEC	Collateral Amount	Utilized Amount	Available Amount	Revision Date	

[→ Continue](#) [Save as Draft](#) [Cancel](#) [← Back](#)

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## Field Description

Field Name	Description
<b>Navigating path to the step</b>	Select the step from the drop- down list whose details needs to be filled for the facility modification. OR Click the Home link to navigate back to facility application summary page.
<b>Party Name</b>	Displays the party name for whom the facility is to be applied.
<b>Collaterals</b>	
	All the collaterals linked to the party gets displayed on this screen. User can also request for addition of new collateral from this screen.
<b>Collateral ID</b>	Collateral ID of the facility.
<b>Collateral Description</b>	The description of the collateral.
<b>Collateral Amount</b>	The collateral amount evaluated against the pledged collateral.
<b>Utilized Amount</b>	The total utilized amount of the collateral.
<b>Available Amount</b>	The current available amount for collateral.
<b>Revision Date</b>	The revision date of the collateral.

---

15. Click **Add Collateral** to add the collateral details. The **Add Collateral** overlay screen appears.  
OR  
Click **Continue** to go to the next step.  
OR  
Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, click [Save as Draft](#).)  
OR  
Click **Cancel** to cancel the transaction and navigate to the Dashboard Screen.  
OR  
Click **Back** to navigate back to the previous screen.

## Facility Application - Add Collaterals

**Facility Application**

Home / Collaterals

Your existing collaterals are listed below, you can add new collaterals if required.

**Collaterals**

AUDICAR	audi car 2015 model	Collateral Amount ₹1,142,680.00	Utilized Amount ₹0.00	Available Amount ₹1,142,680.00
BRANDNAME	brand name of company and its logo	Collateral Amount ₹246,250.00	Utilized Amount ₹0.00	Available Amount ₹246,250.00
DIAMOND_3	three diamond			

**Add Collaterals**

Please specify collateral Type  
Machine

What would you describe this collateral as?  
Collateral for starting a new business

What is the estimated value of this collateral?  
USD 4000

What is the purpose of this collateral?  
Business startup

Any other comments  
adding collaterals to business

**Add**

### Field Description

Field Name	Description
<b>Please specify collateral type</b>	The collateral type like Plant & Machinery, Vehicle, Stocks etc.
<b>What would you describe this collateral as</b>	The description of the collateral.
<b>What is the estimated value of this collateral?</b>	The estimated value of the collateral with selection of currency.
<b>What is the purpose of this collateral?</b>	The purpose for the new collateral.
<b>Any other comments</b>	The remarks/ instructions that needs to be communicated to the bank, if any.

16. From the **Collateral type** list, select the appropriate collateral type.
17. In the **Collateral description** field, enter the description of the collateral.
18. From the **Currency** list, select the appropriate currency.
19. In the **Collateral estimated value** field, enter the collateral amount.
20. In the **Purpose** field, enter the purpose for collateral.
21. In the **Comments** field, enter the specific instructions to be given to the bank, if any.
22. Click **Add**. The new collateral is added as a new card on the **Collaterals Details** screen.

## Facility Application - Collaterals - New Collateral

 Welcome, Murphy Checker Last login 26 Mar 08:40 AM

Facility Application

Home / Collaterals

your existing collaterals are listed below, you can add new collaterals if required.

**Collaterals**

**Collateral for new business**

**New**

Type	Currency	Estimated Value	Purpose
MCHN	USD	2000	Business startup

**AUDICAR | audi car 2015 model**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,142,680.00	₹0.00	₹1,142,680.00	12 Mar 2018

**BRANDNAME | brand name of company and its logo**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹246,250.00	₹0.00	₹246,250.00	12 Mar 2018

**DIAMOND\_3 | three diamond**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,662,500.00	₹0.00	₹1,662,500.00	12 Mar 2018

**HEAVYMAC**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,666,600.00	₹0.00	₹3,666,600.00	12 Mar 2018

**HEAVY\_TOOLS** heavy tools used in smelting

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹2,205,000.00	₹0.00	₹2,205,000.00	12 Mar 2018

**HOUSEN**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,778,560.00	₹0.00	₹3,778,560.00	12 Mar 2018

**LINSU**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,001,040.00	₹0.00	₹1,001,040.00	12 Mar 2018

**LPARCEL | Parcel of land near tech park**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹3,588,000.00	₹0.00	₹3,588,000.00	12 Mar 2018

**NEELAMG**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹1,235,000.00	₹0.00	₹1,235,000.00	12 Mar 2018

**NGUA**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹62,400.00	₹0.00	₹62,400.00	12 Mar 2018

**NSEC**

Collateral Amount	Utilized Amount	Available Amount	Revision Date
₹245,000.00	₹0.00	₹245,000.00	12 Mar 2018

**Actions**

 Continue  Save as Draft  Cancel  Back

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23. Click **Continue** to go to the next step. The **Facility Application - Upload Documents** screen to upload the documents appears.

OR

Click  and then click **Edit** to edit the newly added collateral. The **Add Collateral** overlay screen appears in the editable form.

OR

Click  and then click **Remove** to remove the newly added collateral.

OR

Click **Add Collaterals**, if you want to add more collaterals.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section).

OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

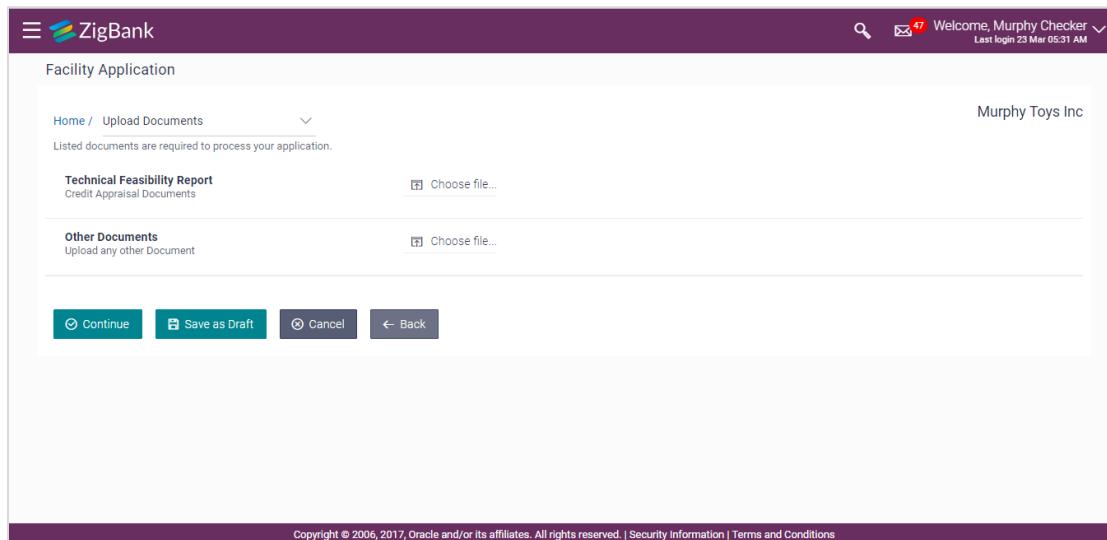
OR

Click **Back** to navigate back to the previous screen.

### Facility Application - Upload Documents

Following screen is shown when user clicks on 'Upload Documents' step from the 'Facility Application Summary Page' or on accessing the step from breadcrumb available as a part of each step details screen or by clicking on continue on the collateral details page.

As a part of this step, corporate user can see the list of documents that needs to be submitted for applying a facility. User can upload the documents and proceed with the facility application. The list of documents displayed here are fetched from integrated mid-office/back office application.



The screenshot shows the 'Facility Application - Upload Documents' page. At the top, there is a navigation bar with the ZigBank logo, a search icon, and a welcome message for 'Murphy Checker' with a notification count of 47. The main content area is titled 'Facility Application' and shows a breadcrumb path: 'Home / Upload Documents'. A message states 'Listed documents are required to process your application.' Below this, there are two sections: 'Technical Feasibility Report' (under 'Credit Appraisal Documents') and 'Other Documents' (under 'Upload any other Document'). Each section has a 'Choose file...' button. At the bottom of the page are four buttons: 'Continue' (highlighted in blue), 'Save as Draft', 'Cancel', and 'Back'.

### Field Description

Field Name	Description
<b>Party Name</b>	Displays the party name for whom the facility is to be applied.

Field Name	Description
<b>Document Name</b>	The document that the corporate is expected to submit as a part of application. The list of the documents is fetched from the mid-office based on the selected product type.

24.Click  against each document to browse and upload the required document to process the application.

25.Select the appropriate file to be uploaded, and click Open to upload the documents.

26.Click **Continue**. The **Facility Application** screen displaying all the three steps completed for facility application appears.

OR

Click **Save as Draft** to save the application as a draft. The application gets saved as a draft prompting the user to save the application with the draft name. (For more information, refer [Save as Draft](#) section.)

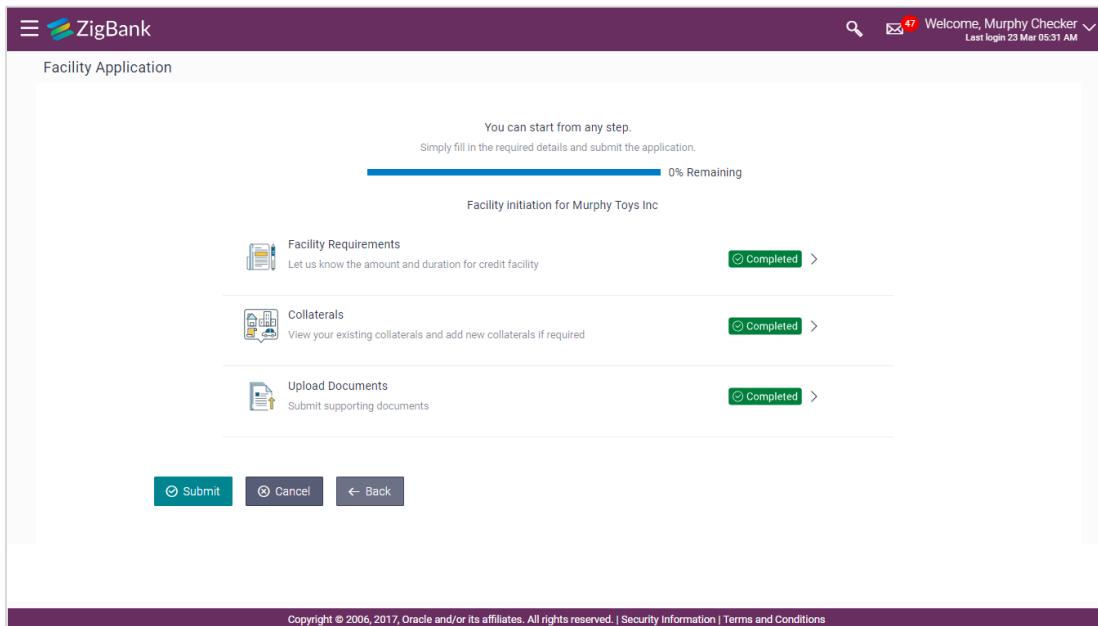
OR

Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.

OR

Click **Back** to navigate back to the previous screen.

## Facility Application



The screenshot shows the 'Facility Application' screen with a purple header bar. The header includes the 'ZigBank' logo, a search icon, a message icon with 47 notifications, and a welcome message 'Welcome, Murphy Checker' with a login timestamp 'Last login 23 Mar 05:31 AM'.

The main content area is titled 'Facility Application' and shows a progress bar at the top with the text 'You can start from any step. Simply fill in the required details and submit the application.' and '0% Remaining'.

Below the progress bar, there are three completed steps listed:

- Facility Requirements**: Described as 'Let us know the amount and duration for credit facility'. Status: **Completed**.
- Collaterals**: Described as 'View your existing collaterals and add new collaterals if required'. Status: **Completed**.
- Upload Documents**: Described as 'Submit supporting documents'. Status: **Completed**.

At the bottom of the screen are three buttons: **Submit** (highlighted in blue), **Cancel**, and **Back**.

27.Click **Submit**.

OR

Click the link against each card to view the **Facility Requirements/ Collaterals/ Upload Documents** section details.

OR

Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

OR

Click **Back** to navigate back to the previous screen.

28.The **Facility Application - Review** screen appears.

## Amend Facility - Review

**REVIEW**  
You have initiated a request for Facility Origination. Please review the details before you confirm!

**Facility Requirements**

\$2,000.00	2 years 2 months
Investment	

**Collaterals**

Collateral for starting a new business	Type MCHN	Currency USD	Estimated Value 4000	Purpose Business startup
--	--------------	-----------------	-------------------------	-----------------------------

**Upload Documents**

I agree to the [Terms and conditions](#)

[Show More](#)

[Show More](#)

[Show More](#)

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

29. Click the **Terms and Conditions** link to view the terms and conditions.

30. Select the **I agree to the Term & Conditions** check box to accept the terms and conditions.

31. Verify the details, and click **Confirm**.  
OR  
Click against the section that you want to edit. The screen appears in editable form.  
OR  
Click **Show More** to view the **Facility Requirements/ Collaterals/ Upload Documents** section details.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

32. The message for initiating the facility request appears along with the application reference number to track the status of your application.

[Home](#)

## 5. Apply For Sub Facility

Using this option, corporate users can apply for a new sub facility to an existing credit facility. The user selects the credit facility under which the new sub facility needs to be applied. Multiple Sub facilities can also be applied with this option.

### Prerequisites:

- Party preference is maintained
- Corporate users are created
- Approval rule set up for corporate user to perform the actions

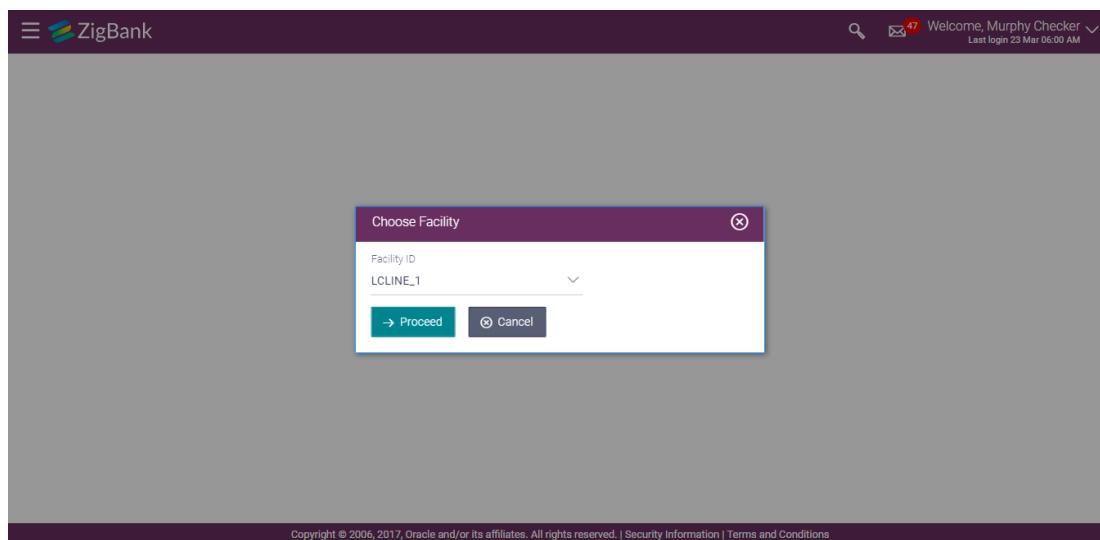
### How to reach here:

*Toggle Menu > Credit Facility Management > Credit Facility > Apply for Sub Facility*

### To apply for a new sub facility:

1. Click the **Apply for Sub Facility** option (from toggle menu or from Quick links). A pop up having option to select the Facility ID appears.

### Sub Facility Application - Select Facility ID

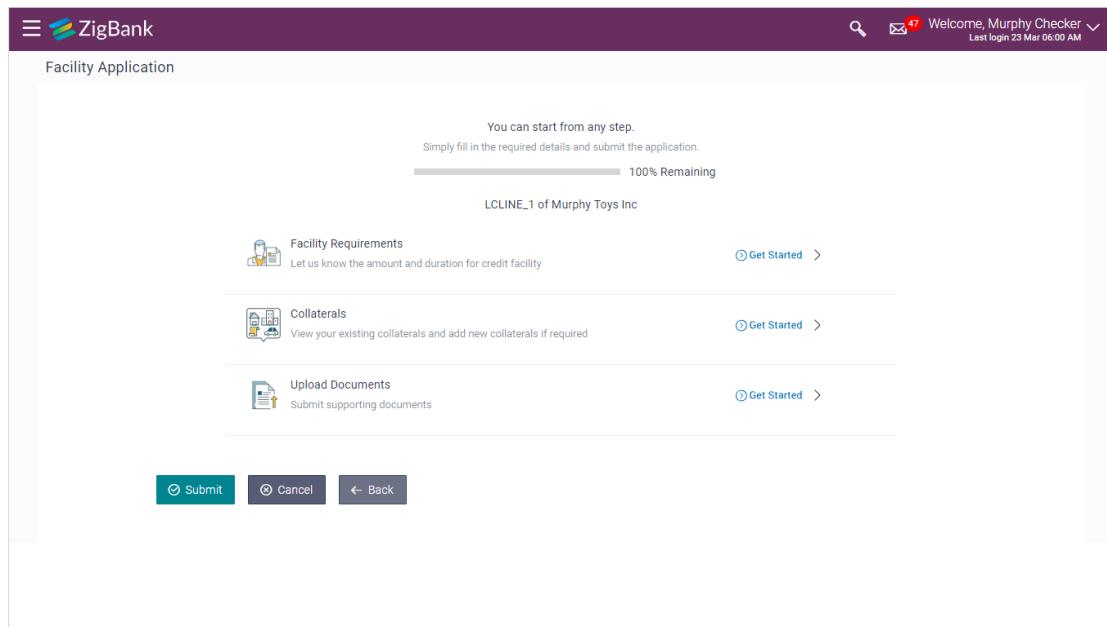


### Field Description

Field Name	Description
Facility ID	List of all the Facility IDs mapped to the corporate.
	<ol style="list-style-type: none"> <li>2. From the <b>Facility ID</b> field, select the appropriate facility ID.</li> <li>3. Click <b>Proceed</b>. The <b>Facility Application – Amendment</b> screen appears. OR Click <b>Cancel</b> to cancel the transaction and navigate to the <b>Dashboard</b> Screen.</li> </ol>

## Facility Application – Summary Page

Credit Facility Amendment Application summary page displays the summary of all steps involved along with the completion status of each step.



You can start from any step.  
Simply fill in the required details and submit the application.

100% Remaining

LCLINE\_1 of Murphy Toys Inc

Facility Requirements  
Let us know the amount and duration for credit facility [Get Started >](#)

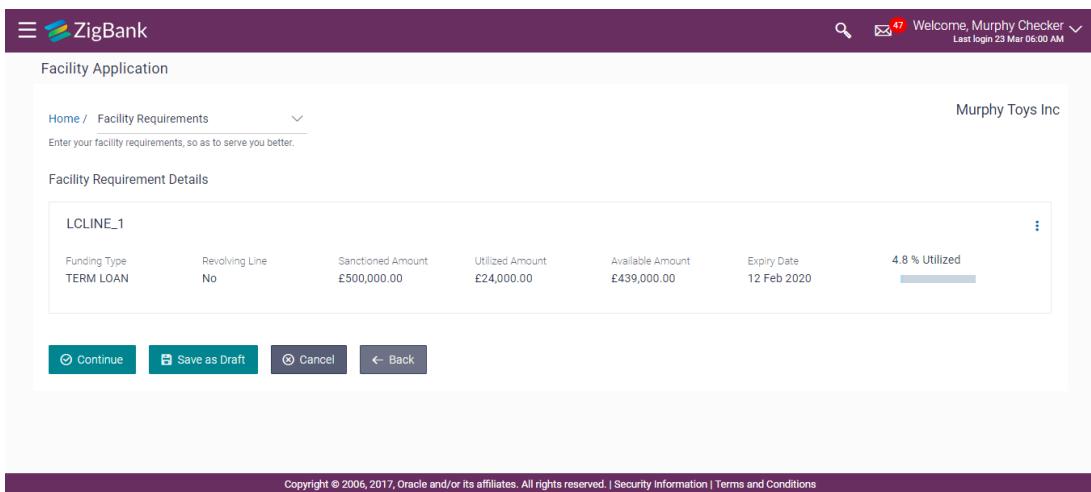
Collaterals  
View your existing collaterals and add new collaterals if required [Get Started >](#)

Upload Documents  
Submit supporting documents [Get Started >](#)

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

4. Click the **Facility Requirements** card. The Facility Application screen appears.

## Facility Application - Facility Requirement Details



Home / Facility Requirements

Enter your facility requirements, so as to serve you better.

Murphy Toys Inc

Facility Requirement Details

LCLINE_1						
Funding Type	Revolving Line	Sanctioned Amount	Utilized Amount	Available Amount	Expiry Date	4.8 % Utilized
TERM LOAN	No	£500,000.00	£24,000.00	£439,000.00	12 Feb 2020	<div style="width: 4.8%;">4.8 % Utilized</div>

[continue](#) [Save as Draft](#) [Cancel](#) [Back](#)

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5. Click  and then click **Add Sub Facility** to add the details for a sub facility under the selected facility. The **Add Sub Facility** overlay screen appears.

## Add Sub Facility

LCLINE_1	Funding Type TERM LOAN	Revolving Line No	Sanctioned Amount £500,000.00	Utilized Amount £24,000.00	Available Amount £439,000.00	Expiry Date 12 Feb
----------	---------------------------	----------------------	----------------------------------	-------------------------------	---------------------------------	-----------------------

Facility Requirement Details

Facility Amount  
USD 2000

For how long do you need this facility?  
2 years 2 months

In which category funds are required?  
Working Capital Finance

What is the purpose of this fund?  
start a new business

Do you have any specific instructions for us?  
Specify your instructions

**Add**

## Sub Facility Application - Sub Facility Requirement Details

This screen will display the sub facility requirements entered by the user. Also, the user can add multiple sub facilities under the main credit facility from this screen.

LCLINE_1	Funding Type TERM LOAN	Revolving Line No	Sanctioned Amount £500,000.00	Utilized Amount £24,000.00	Available Amount £439,000.00	Expiry Date 12 Feb 2020	4.8 % Utilized
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Working Capital Finance  
\$2,000.00 2 years 2 months  
Starting a new business

**Continue** **Save as Draft** **Cancel** **Back**

6. Click **Continue** to go to the next step. Collaterals details page with all the collaterals mapped to the party appears.

OR

Click and then click **Add Sub Facility** to add more sub facility details, if required. The **Add Sub Facility** overlay screen appears.

OR

Click and then click **Edit Facility** to edit the filled in facility requirements. The **Edit Facility Details** overlay screen appears.

OR

Click  and then click **Remove Facility** to remove the added facility.  
OR  
Click **Save as Draft** to save the application as a draft. The application is save as a draft prompting the user to save the application with the draft name. gets saved as a draft prompting the user to save the application with the draft name. (For more information, click [Save as Draft](#)).  
OR  
Click **Cancel** to cancel the transaction and navigate to the **Dashboard** Screen.  
OR  
Click **Back** to navigate back to the previous screen.

---

**Note:** 1) Once the application is saved as draft, the user will be able to resume the application from Application Tracker.  
2) The user can add sub facilities up to seven levels.

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## 6. Application Tracker- Credit Facility

The Application Tracker enables the corporate to view the current status of submitted applications and also to retrieve and resume applications that have been saved as draft. User can search for the required application using various search criteria.

Through the application tracker, Corporate can perform the following actions:

- **Resume Draft Applications:** While filling out an application form, user has the option to save the application as draft, and the saved application can be viewed and resumed via application tracker.
- **Submitted Application Details:** The application tracker enables you to view details of submitted applications, which includes viewing current status of the application, application summary and uploaded documents as well as performing any pending tasks required for the processing of the application.

### How to reach here:

*Dashboard > Toggle menu > Application Tracker > Credit Facility*

### To track an application:

1. Click on the **Credit Facility** option in **Select Module** section.  
The **Application Tracker- Credit Facilities** screen appears.

### Application Tracker - Credit Facilities

This screen lists down all the Credit Facility applications that are submitted or saved by the corporate user. All the submitted applications gets listed under different tabs (Submitted, In-progress, Approved, Rejected) depending upon their current status at mid office/back office application. Applications which are saved by user are available under Draft tab from where the user can select an application and can resume it.

Application ID	Amount	Date
GR1598155215056452	\$32,445.00	20 Jul 2020
GR1598155214540195	\$11,234.00	20 Jul 2020
GR1598156146914496	\$12,323.00	20 Jul 2020
GR1594649205152578	\$32,456.00	20 Jul 2020

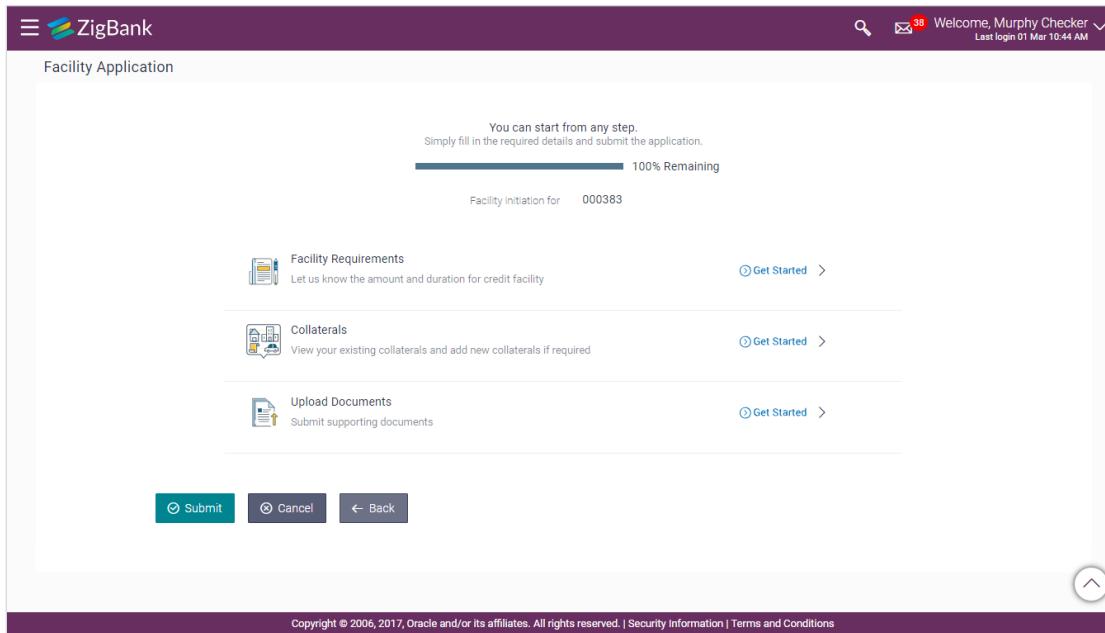
## Field Description

Field Name	Description
<b>Search</b>	Enter any key word to search the application in the selected tab.
<b>Filter</b>	
<b>Request Type</b>	<p>To filter the facility applications based on facility type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All</li> <li>• New Facility</li> <li>• Facility Amendment</li> </ul>
<b>Duration</b>	<p>Option to filter the facility applications based on the time of submission.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Last 7 Days</li> <li>• Last 15 Days</li> <li>• Last 1 Month</li> <li>• Last 3 Months</li> <li>• Last 6 Months</li> <li>• Last 1 Year</li> </ul>
<b>Search Result</b>	
Applications summary in card form gets displayed basis on the search criteria entered.	
<b>Application Summary – Draft</b>	
<b>Facility Request Type</b>	The type of facility request like 'New Facility' and 'Facility Amendment'.
<b>Facility Name</b>	The name of the facility for which the facility application is saved as draft.
<b>Application Reference Number</b>	The application reference number as generated by the bank at the time the application was saved as draft.
<b>Status</b>	<p>The current application's progress.</p> <p>The status can be:</p> <ul style="list-style-type: none"> <li>• Draft - applications which are not yet submitted and are just saved by the corporate user</li> </ul>
<b>Amount</b>	The amount for which the facility is applied.

Field Name	Description
<b>Last Saved On</b>	The date and time on which the application was saved as draft.
<b>Application Summary - Submitted</b>	
<b>Facility Request Type</b>	The type of facility request like 'New Facility' and 'Facility Amendment'.
<b>Purpose</b>	The purpose for applying the facility.
<b>Application Reference Number</b>	The application reference number as generated by the bank at the time the application was submitted.
<b>Status</b>	<p>The current application's progress.</p> <p>The status can be:</p> <ul style="list-style-type: none"> <li>Submitted - application has been filled and submitted for further processing</li> </ul>
<b>Amount</b>	The amount for which the facility is applied.
<b>Submitted On</b>	The date on which the application was submitted.

2. Search or filter an application:  
In the **Search By Transaction ID** field, enter the application reference number by which application is to be searched, and click .  
OR  
Click  of the filter by list, the popup showing filter options opens.
  - a. From the **Request Type** list, select the appropriate facility request type.  
OR  
From the **Duration** list, select the duration for which the applications needs to be tracked.
  - b. Click **Reset** to clear the criteria selected.
3. The widgets of facility application appears based on search criteria.  
If you click the facility application card with the status as **Draft**, it opens the facility application details screen with pre-populated details that you have already entered and saved, you can update those details in the application form and submit the application.  
OR  
If you click on the application card with the status as **Submitted**, it opens the facility application details screen as 'submitted' by the customer.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.

## View Application Details – Draft Applications



You can start from any step.  
Simply fill in the required details and submit the application.

100% Remaining

Facility initiation for 000383

**Facility Requirements**  
Let us know the amount and duration for credit facility [Get Started >](#)

**Collaterals**  
View your existing collaterals and add new collaterals if required [Get Started >](#)

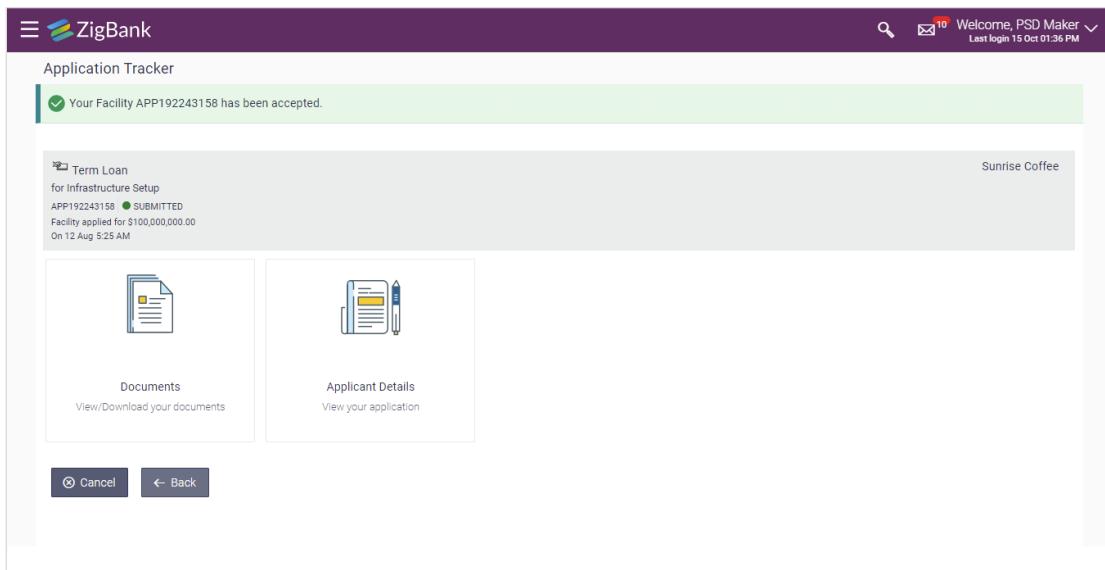
**Upload Documents**  
Submit supporting documents [Get Started >](#)

**Submit** **Cancel** **Back**

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- Click **Submit**.
- OR
- Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
- OR
- Click **Back** to navigate back to the previous screen.

## View Application Details – Submitted Applications



Term Loan  
for Infrastructure Setup  
APP192243158 • SUBMITTED  
Facility applied for \$100,000,000.00  
On 12 Aug 5:25 AM

**Documents**  
View/Download your documents

**Applicant Details**  
View your application

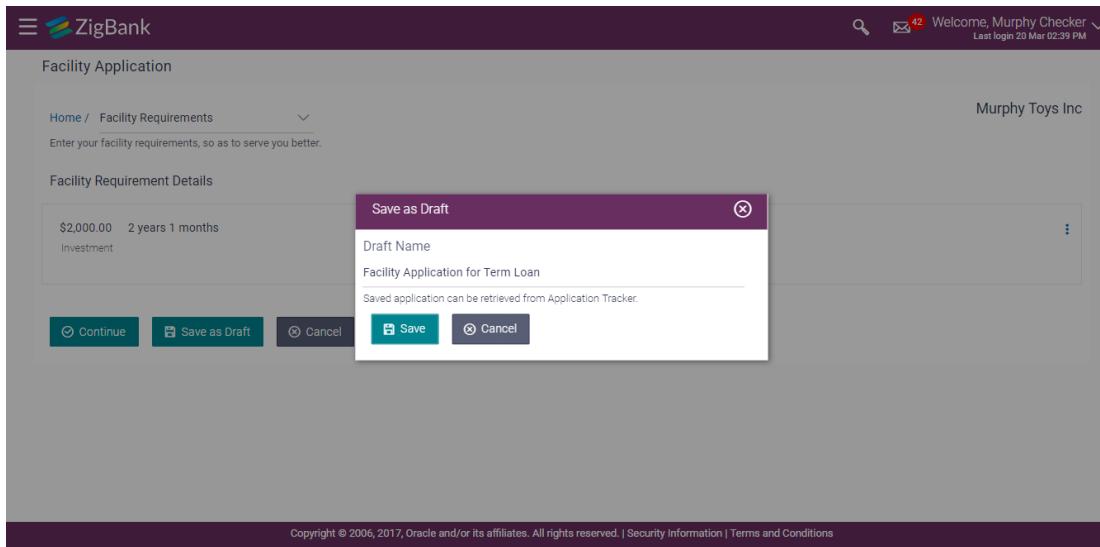
**Cancel** **Back**

5. Click the **View/ Download your documents** icon to view and download the documents that are submitted.  
OR  
Click the **View your application** icon to view your submitted application.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate back to the previous screen.

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## 6.1 Save as Draft

User can save facility application as a Draft so that corporate user can later fill an application in future. The application is saved, and will appear in the application tracker as an '**In Draft application**'. User can select any of the applications available under this tab in order to complete and submit that application within specified days.



### Field Description

Field Name	Description
<b>Draft Name</b>	Enter the name of the draft to save the application with a draft name.

1. In the **Draft Name** field, enter the name of the draft.
2. Click **Save**. The application gets saved as a draft and appears as card in the **Application Tracker – Summary** screen.  
OR  
Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.

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