

Simplified Credit Proposal Handoff User Manual

Oracle Banking Credit Facilities Process Management

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Oracle Banking Credit Facilities Process Management User Guide
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Chapter 1 - Introduction

Preface

About this guide

This guide provides the user with all the information necessary to perform Simplified Credit Proposal Handoff Process (CPHP) in OBCFPM.

Intended Audience

This document is intended for the banking personnel responsible for performing Credit Proposal Handoff Process for the corporate customer.

Conventions Used






The following table lists the conventions that are used in this document:

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicates <ul style="list-style-type: none">• Field name• Drop down options• Other UX labels
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

Chapter 1 - Introduction

Common Icons in OBCFPM

The following table describes the icons that are commonly used in OBCFPM:

Icons	Icon Name
	Add icon
	Calendar icon
	Configuration / settings icon
	Delete icon
	Edit icon

Chapter 2 - Overview

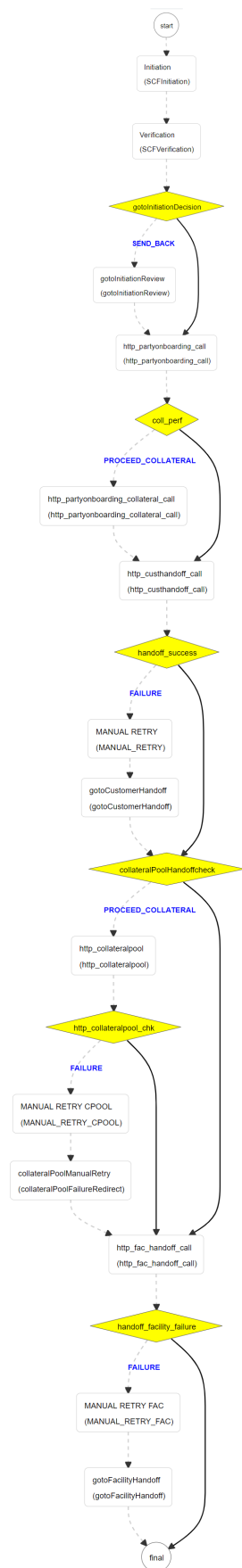
About Simplified Credit Proposal Handoff

Simplified Credit Proposal Handoff is the complementary process for Simplified Credit Proposal Evaluation Process (CPEP) in OBCFPM. The banker who is responsible for the proposal handoff can initiate this process to quickly handoff the approved credit proposal to the back office system.

Refer each chapter in this book for information on handoff to back office system.

The following flow diagram illustrates the different stages in Simplified Credit Proposal process:

Chapter 2 - Overview



Chapter 3 - Handoff Initiation

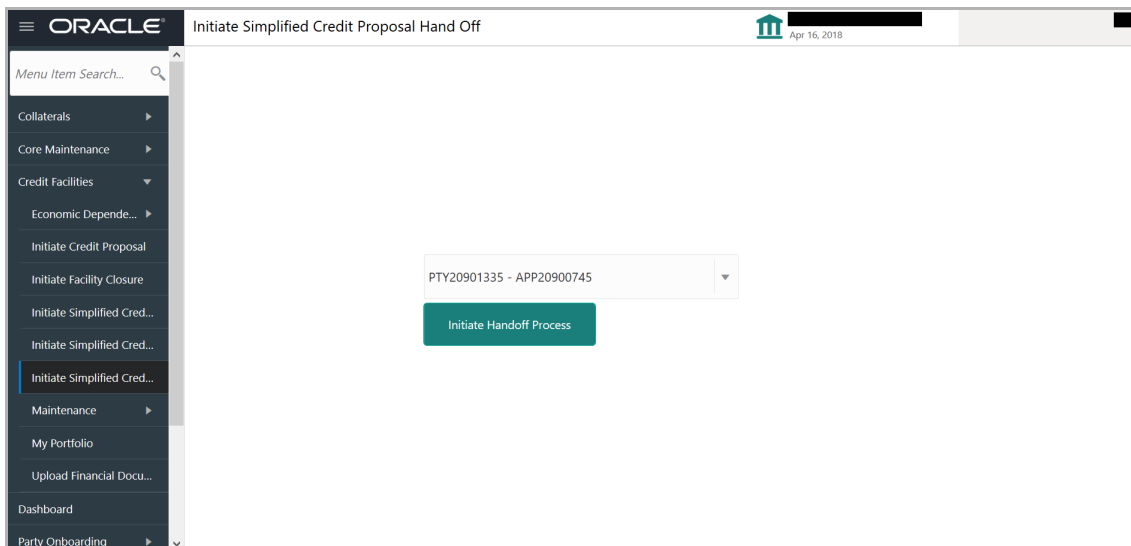
Handoff Initiation

In this stage, the banker can initiate the Simplified CPHP for the accepted credit proposals.

To initiate Simplified CPHP, perform the following steps:

Steps to initiate Simplified CPHP

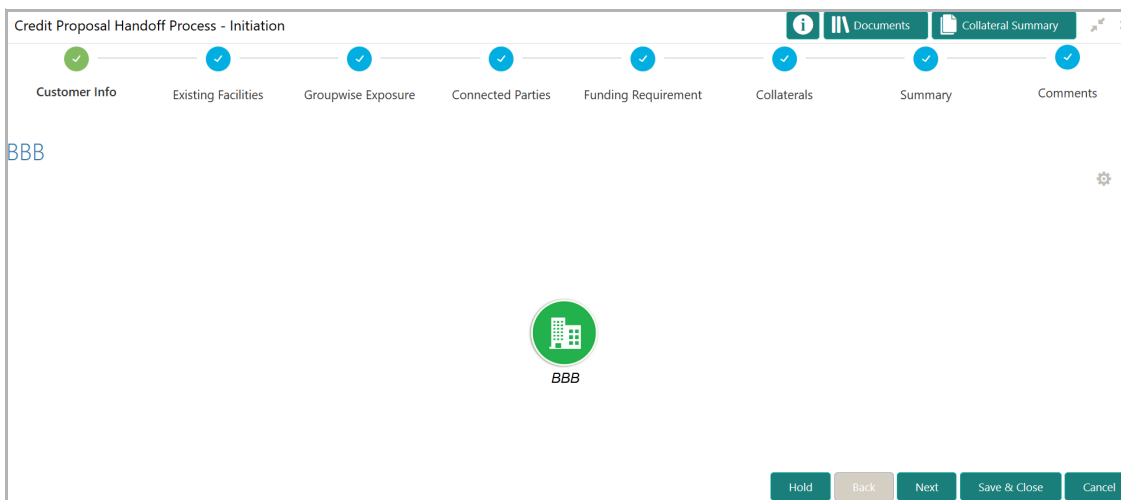
1. Login to OBCFPM.
2. Navigate to **Credit Facilities > Initiate Simplified Credit Proposal Hand Off**. *Initiate Simplified Credit Proposal Evaluation* page appears:



3. Select the required application number. **Initiate Handoff Process** button is enabled.

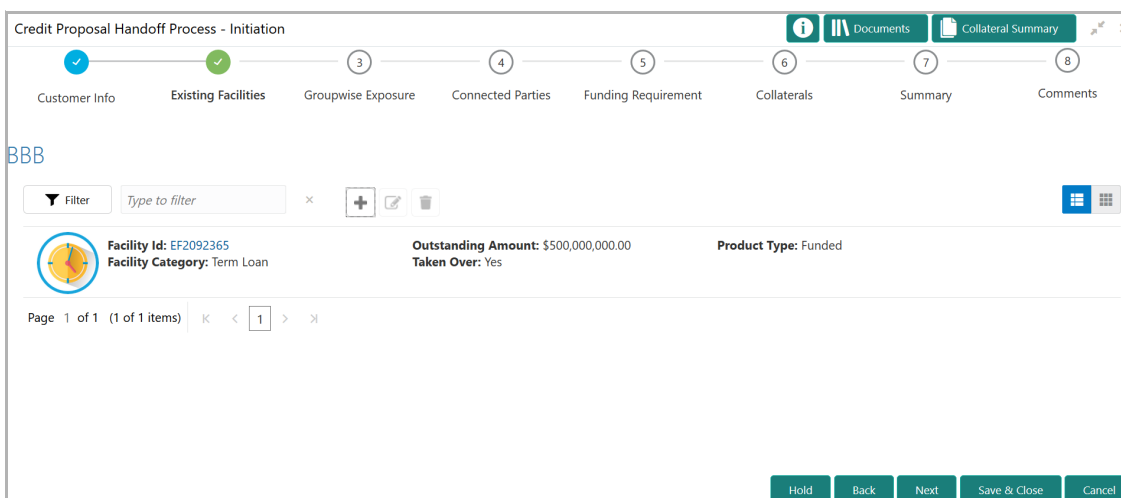
Chapter 3 - Handoff Initiation

4. Click the **Initiate Handoff Process** button. *Customer Info* page with organization and connected party details added in simplified CPEP appears:



Mouse hovering on the organization / connected party icon displays the basic information about the organization.

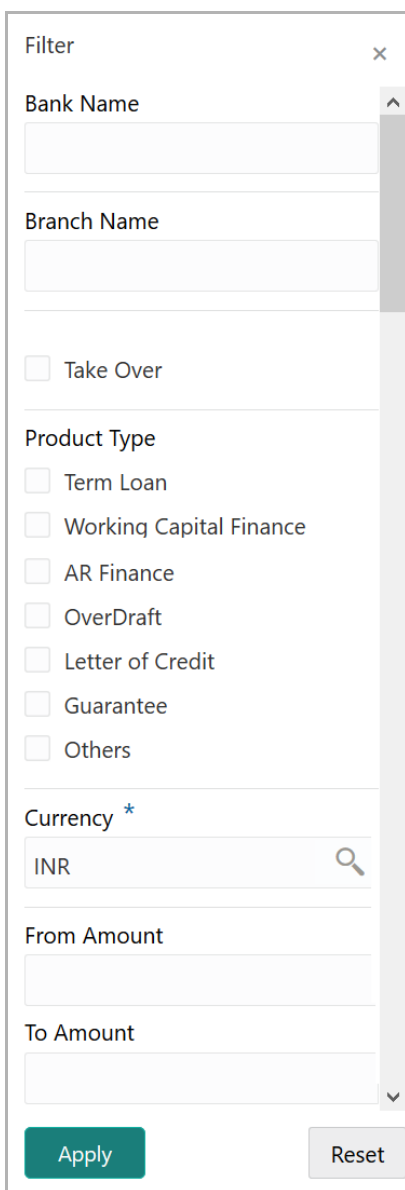
5. To view the detailed information, right click on the organization / connected party icon.
6. To change the layout of the tree view, click the settings icon at the right corner. Layout options.
7. Click the required **Layout** and **Link** option. Layout is changed.
8. To go to the next page, click **Next**. *Existing Facilities* page with existing facilities details added in simplified CPEP appears:



9. To change the list view to table view, click the table view icon at the right corner. View is changed.

Chapter 3 - Handoff Initiation

10. To filter the required facility from all the available existing facilities, click **Filter** button. *Filter* window appears:



Filter

Bank Name

Branch Name

Take Over

Product Type

Term Loan

Working Capital Finance

AR Finance

OverDraft

Letter of Credit

Guarantee

Others

Currency *

INR

From Amount

To Amount

Apply

Reset

11. Type and / or select the filter parameters.

12. Click **Apply**. Existing facilities that matches the filter parameters are displayed.

13. To filter the existing facilities using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the facilities.

Chapter 3 - Handoff Initiation

14. To go to the next page, click **Next**. *Groupwise Exposure* page with exposure details added in Simplified CPEP appears:

The screenshot displays the 'Credit Proposal Handoff Process - Initiation' interface. At the top, a progress bar shows eight steps: Customer Info, Existing Facilities, Groupwise Exposure, Connected Parties, Funding Requirement, Collaterals, Summary, and Comments. The 'Groupwise Exposure' step is currently active and highlighted with a green checkmark. Below the progress bar, the credit rating 'BBB' is displayed. A filter section includes a 'Filter' button, a search input field with the placeholder 'Type to filter', and icons for adding, editing, and deleting items. To the right, the 'Total Gross Limit' is shown as '\$350,000,000.00'. The main content area contains the following details:

Entity Name: Uniserve Bank	Currency: USD	Tenor: 30
Customer Name: Neamtree	Approved Limit: \$350,000,000.00	Commitment Status: Committed
Relation: Connected Party	Outstanding Limit Amount: \$200,000,000.00	

Below the details is a pagination control showing 'Page 1 of 1 (1 - 1 of 1 items)' and navigation arrows. At the bottom right, there are five buttons: 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

15. To change the table view to list view, click the list view icon at the right corner.

Chapter 3 - Handoff Initiation

16. To filter the required groupwise exposure from the list, click **Filter** button. *Filter* window appears:

Filter

Relation

Borrower

Connected Party

Tenor

Currency

INR

From Amount

To Amount

Commitment Status

Committed

Uncommitted

Apply

Reset

17. Type and / or select the filter parameters.

18. Click **Apply**. Existing groupwise exposure that matches the filter parameters are displayed.

19. To filter the groupwise exposure using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the groupwise exposure.

Chapter 3 - Handoff Initiation

20. To go to the next page, click **Next**. *Connected Parties* page with details added in Simplified CPEP appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure **Connected Parties** Funding Requirement Collaterals Summary Comments

BBB

Filter Type to filter

No items to display.

Page 1 of 0 (1 - 0 of 0 items)

Hold Back Next Save & Close Cancel

21. To change the table view to list view, click the list view icon at the right corner.

22. To filter the required connected party from the list, click **Filter** button. *Filter* window appears:

Filter

Customer No.
00063

Name
EV Limited

Currency *
INR

From Gross Amount

To Gross Amount

Apply Reset

23. Type and / or select the filter parameters.

24. Click **Apply**. Connected parties that matches the filter parameters are displayed.

25. To filter the connected parties using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the connected parties.

Chapter 3 - Handoff Initiation

26. To go to the next page, click **Next**. *Funding Requirement* page appears.

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties **Funding Requirement** Collaterals Summary Comments

BBB

Liability details

004 Branch	NA Liability Number	NA Existing Liability Amount	NA Requested Liability Amount:
00777 Test Facility		\$9,999,999,999.00 Term Loan	Funded 21-04-01
0		\$500,000,000.00 Term Loan	Funded

Filter Type to filter

Line Number: 000777
Facility Description: Test Facility
Requested Amount: \$9,999,999,999.00
Facility Category: Term Loan
Product Type: Funded
NR Date: 21-04-01

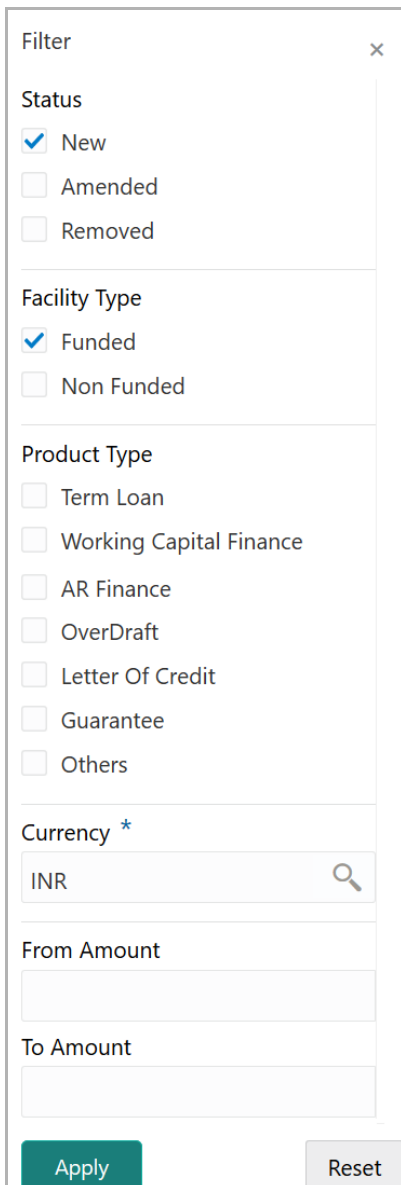
Line Number: 0
Facility Description:
Requested Amount: \$500,000,000.00
Facility Category: Term Loan
Product Type: Funded
NR Date:

Hold Back Next Save & Close Cancel

27. To change the list view to table view, click the table icon at the right corner.

Chapter 3 - Handoff Initiation

28. To filter the required facility from the list, click **Filter** button. *Filter* window appears:



Filter

Status

New

Amended

Removed

Facility Type

Funded

Non Funded

Product Type

Term Loan

Working Capital Finance

AR Finance

OverDraft

Letter Of Credit

Guarantee

Others

Currency *

INR

From Amount

To Amount

Apply

Reset

29. Type and / or select the filter parameters.

30. Click **Apply**. Facility that matches the filter parameters are displayed.

31. To filter the facility using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the facilities.

32. To configure the limit for facility, click on the facility and then click the edit icon. *Facility Details* window appears.

Chapter 3 - Handoff Initiation

33. Click and expand the **Limit Details** section.

Facility Details

Line Code * 23

Line Serial Number * 12

Facility Description * desc

Parent Facility Id Select Parent Facility

Facility Type *
 Funded
 Non Funded

Facility Category Term Loan

Next Review Date * Mar 24, 2020

Currency USD

Requested Amount \$12,000.00

Proposed Amount \$12,000.00

Approved Amount *

Tenor (in months)

Availability Period Availability Period

Commitment Status
 Committed
 Uncommitted

► Schedule Details

► Fee Details

► Link Pool To Facility

► Pricing

▲ Limit Details

Is Revolving Line?

Shadow Limit *

Renewal Date * Apr 17, 2020

Day Light OD Limit \$12,000.00

Is UnAdvised Currency?

Line Start Date * Mar 12, 2020

Exception Transaction Amount * \$12,000.00

Available

Line Expiry Date * Mar 30, 2020

Exception Breach * \$12,000.00

Netting Required

Review Frequency Quarterly

Day Light Limit \$12,000.00

► Restrictions

► Additional Fields

Save Close

34. To set the facility as revolving facility, enable **Is Revolving Line?** switch.

35. If the currency of the facility is unadvised, enable **Is UnAdvised Currency?** switch.

36. To make the facility available, enable the **Available** switch.

37. Specify is **Netting Required** for the facility.

38. Enable **Shadow Limit** switch, if required.

39. To specify the facility validity, click the calendar icon and select the **Line Start Date** and **Line Expiry Date**.

40. Select the **Review Frequency** for the facility.

41. Click the calendar icon and select the **Renewal Date** for the facility.

42. Specify the limit allowed for the facility in **Exception Transaction Amount** field.

43. Specify the breach limit for the facility in **Exception Breach** field.

44. Specify the **Day Light Limit** and **Day Light OD Limit** for the facility.

Chapter 3 - Handoff Initiation

45. Click and expand the **Restrictions** section.

The screenshot shows a web form titled "Facility Details". The form is organized into several sections:

- Facility Details:** Includes fields for Line Code (23), Line Serial Number (12), Facility Description (desc), Parent Facility Id (dropdown), Facility Type (radio buttons for Funded and Non Funded, with Non Funded selected), Facility Category (Term Loan), Next Review Date (Mar 24, 2020), Currency (USD), Requested Amount (\$12,000.00), Proposed Amount (\$12,000.00), Approved Amount, Tenor (dropdown), Availability Period, and Commitment Status (radio buttons for Committed and Uncommitted).
- Schedule Details:** Collapsed.
- Fee Details:** Collapsed.
- Link Pool To Facility:** Collapsed.
- Pricing:** Collapsed.
- Limit Details:** Collapsed.
- Restrictions:** Expanded, showing radio button options for Customer, Currency, Branch, Product, and Exposure. All "Allow All" options are selected.
- Additional Fields:** Collapsed.

At the bottom right of the form, there are "Save" and "Close" buttons.

46. **Allow All, Allow Specific or Disallow Specific Customer, Currency, Branch, Product, and Exposure**, based on the need.

47. Click **Save**. *Funding Requirement* page appears.

Chapter 3 - Handoff Initiation

48. To go to the next page, click **Next**. *Collaterals* page with collaterals detail added in Simplified CPEP appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties Funding Requirement Collaterals Summary Comments

BBB

Filter Type to filter

	Collateral Id: FC200330150 Collateral Type: Deposits Owner Estimated Value: ₹1,000.00	Charge Hierarchy: 1 Valuation Date:	Valuation Amount: Collateral Details: Col1
	Collateral Id: FC200330151 Collateral Type: Fund Owner Estimated Value: ₹2,000.00	Charge Hierarchy: 1 Valuation Date:	Valuation Amount: Collateral Details: Coll2

Page 1 of 0 (1 - 0 of 0 items)

Collateral Pool Details

Hold Back Next Save & Close Cancel

49. To change the list view to table view, click the table icon at the right corner.

50. To filter the required collateral details from the list, click **Filter** button. *Filter* window appears.

51. Type and / or select the filter parameters.

52. Click **Apply**. Collateral details that matches the filter parameters are displayed.

53. To filter the collateral details using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the collateral details.

Chapter 3 - Handoff Initiation

54. To go to the next page, click **Next**. *Summary* page appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties Funding Requirement Collaterals Summary Comments

BBB

Customer Information

BBB, A Domestic entity established & operating as a Pvt Ltd Company in

Customer ID: PTY20901335 Register No: Legal Status: Pvt Ltd Liability Amount: Is KYC Compliant: No Share Holders: 0 Contractors: 0 Guarantors: 0 Bankers: 0

Entities	Existing Facilities	Facilities
1 Added	1 Total Facility 1 Total Takeover	2 Added

Collaterals

2 Added

► Entities

► Existing Facilities

► Facilities

► Collaterals

Hold Back Next Save & Close Cancel

The *Summary* page displays all the information about the evaluated proposal for easy verification.

55. Click and expand the following sections to verify the information:

- Entities
- Existing Facilities
- Facilities
- Collaterals

56. Click **Next**.

57. To view the details in previous data segment, click **Back**.

Chapter 3 - Handoff Initiation

Upon clicking the **Next** button, **Comments** page appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties Funding Requirement Collaterals Summary Comments

Enter text here...

Post

No items to display.

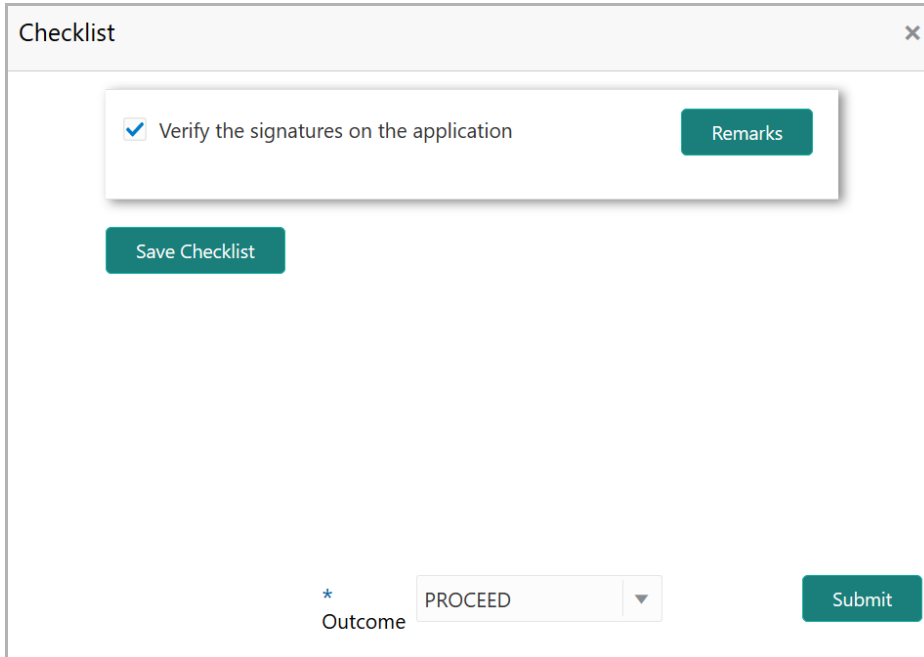
Hold Back Next Save & Close Submit Cancel

The *Comments* page allows to capture the remarks for the overall process. Posted comments are displayed at the bottom of the page to enable the user in identifying the previous actions performed by them.

58. Type the necessary comments in the text box and click **Post**. Comment is posted.
59. To hold the Simplified CPHP, click **Hold**.
60. To go back to the previous page, click **Back**.
61. To save the process for future edit, click **Save & Close**.
62. To submit the proposal to validation stage, click **Submit**.
63. To exit the task without saving the information, click **Cancel**.

Chapter 3 - Handoff Initiation

Upon clicking the **Submit** button, **Checklist** window appears:



The screenshot shows a window titled "Checklist" with a close button (X) in the top right corner. Inside the window, there is a checklist item: a checked checkbox followed by the text "Verify the signatures on the application". To the right of this text is a teal button labeled "Remarks". Below the checklist item is a teal button labeled "Save Checklist". At the bottom of the window, there is a label "* Outcome" followed by a dropdown menu currently showing "PROCEED" and a downward arrow. To the right of the dropdown is a teal button labeled "Submit".

64. Select the **Outcome** as **PROCEED** and click **Submit**. The proposal is sent to Validation stage.

Chapter 4 - Handoff Verification

Handoff Verification

In this stage, the banker can verify the Handoff initiated in previous stage and determine the outcome. If the Outcome is selected as Proceed, the evaluated proposal is moved to Handoff stage. If the Outcome is selected as Additional Info, the proposal is moved back to Handoff Initiation stage for taking necessary action.

Steps to perform Handoff Verification

1. In OBCFPM, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears:

Action	Priority	Application Date	Application Number	Branch	Customer Number	Amount	Process Name
Acquire & E...	Low		APP20585907	004	PTY00123	\$0.00	Economic Dependence
Acquire & E...	Low		APP20585906	004	PTY00123	\$0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low			004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & E...	Low		APP0012	004	PTY001	£0.00	Economic Dependence

2. Select the required application with “Verification” as process name and click **Acquire & Edit**. *Credit Proposal Handoff Process - Verification* page summarizing the proposal appears.



Refer **Handoff Initiation** chapter for step-by-step instructions on performing Handoff Verification.

In Handoff Verification stage, limit configuration action cannot be performed.

Chapter 5 - Proposal Handoff

Handoff to Back Office System

The proposal is automatically handed off to the back office system for customer creation, if the outcome of the previous stage is Proceed. If the automatic handoff fails, the proposal is sent to the **Handoff - Manual Retry** stage.

Refer **Handoff - Manual Retry** chapter for information on the manual retry stage.

Chapter 6 - Handoff - Manual Retry

Handoff - Manual Retry

To manually Handoff the proposal to the Back Office System, perform the following steps:

1. In OBCFPM, navigate to **Tasks > Free Tasks**. *Free Task* page appears:

Action	Priority	Application Date	Application Number	Branch	Customer Number	Amount	Process Name
Acquire & Edit	Low		APP20585907	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low		APP20585906	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0012	004	PTY001	£0.00	Economic Dependence

2. Select the required application and click **Acquire & Edit**. *Credit Origination - <process name>* page summarizing the proposal appears:

Customer Information

TestPartyNameCorp, A Domestic entity established & operating as a Public Ltd Company in IN

Customer ID: PTY20841264, Register No: Public Ltd, Legal Status: Public Ltd, Liability Amount: \$12,000.00, Is KYC Compliant: No, Share Holders: 0, Contractors: 0, Guarantors: 0, Bankers: 0

Hand-Off Error Details

Entity Id	Entity Type	Error Code	Error Message
PTY20841264	Customer	ST-OTH-001	Unhandled Exception

Facility Summary

Total funded - \$0.00, Total non funded - \$12,000.00

In *Summary* page the hand-off error details are displayed.

3. View the **Hand-Off Error Details** and make necessary changes.

Chapter 6 - Handoff - Manual Retry

4. Click **Next**. *Limit Configuration* page appears:

Credit Origination - Manual Retry

Documents Collateral Summary

Summary Limit Configuration Comments

TestPartyNameCorp Facilities Collaterals Covenants Terms & Conditions

Liability details

004 Branch	20841264 Liability Number	\$12,000.00 Requested Liability Amount	\$12,000.00 Proposed Liability Amount	\$12,000.00 Approval Liability Amount
---------------	------------------------------	---	--	--

Filter Type to filter

Line Number: ERT12
Facility Description: des
Requested Amount: \$12,000.00
Facility Category:
Product Type: Non Funded
NR Date: 20-03-26

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

Hold Back Next Save & Close Cancel

In *Limit Configuration* page, **Facilities**, **Collaterals**, **Covenants** and **Terms & Conditions** added during the proposal initiation are displayed.

5. To configure the limit, click on the facility and then click the edit icon. *Facility Details* window appears.

6. Click and expand the **Limit Details** section.

Chapter 6 - Handoff - Manual Retry

Facility Details

Line Code *	Line Serial Number *	Facility Description *	Parent Facility Id
23	12	desc	Select Parent Facility
Facility Type *	Facility Category	Next Review Date *	Currency
<input type="radio"/> Funded <input checked="" type="radio"/> Non Funded	Term Loan	Mar 24, 2020	USD
Requested Amount	Proposed Amount	Approved Amount *	Tenor
\$12,000.00	\$12,000.00		(in months)
Availability Period	Commitment Status		
Availability Period	<input type="radio"/> Committed <input type="radio"/> Uncommitted		

▶ Schedule Details

▶ Fee Details

▶ Link Pool To Facility

▶ Pricing

▾ Limit Details

Is Revolving Line?	Is UnAdvised Currency?	Available	Netting Required
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shadow Limit *	Line Start Date *	Line Expiry Date *	Review Frequency
<input checked="" type="checkbox"/>	Mar 12, 2020	Mar 30, 2020	Quarterly
Renewal Date *	Exception Transaction Amount *	Exception Breach *	Day Light Limit
Apr 17, 2020	\$12,000.00	\$12,000.00	\$12,000.00
Day Light OD Limit			
\$12,000.00			

▶ Restrictions

▶ Additional Fields

Save Close

7. To set the facility as revolving facility, enable **Is Revolving Line?** switch.
8. If the currency of the facility is unadvised, enable **Is UnAdvised Currency?** switch.
9. To make the facility available, enable the **Available** switch.
10. Specify is **Netting Required** for the facility.
11. Enable **Shadow Limit** switch, if required.
12. To specify the facility validity, click the calendar icon and select the **Line Start Date** and **Line Expiry Date**.
13. Select the **Review Frequency** for the facility.
14. Click the calendar icon and select the **Renewal Date** for the facility.
15. Specify the limit allowed for the facility in **Exception Transaction Amount** field.
16. Specify the breach limit for the facility in **Exception Breach** field.
17. Specify the **Day Light Limit** and **Day Light OD Limit** for the facility.
18. Click and expand the **Restrictions** section.

Chapter 6 - Handoff - Manual Retry

Facility Details

Line Code *	Line Serial Number *	Facility Description *	Parent Facility Id
23	12	desc	Select Parent Facility
Facility Type *	Facility Category	Next Review Date *	Currency
<input type="radio"/> Funded <input checked="" type="radio"/> Non Funded	Term Loan	Mar 24, 2020	USD
Requested Amount	Proposed Amount	Approved Amount *	Tenor
\$12,000.00	\$12,000.00		(in months)
Availability Period	Commitment Status		
Availability Period	<input type="radio"/> Committed <input type="radio"/> Uncommitted		

▶ Schedule Details

▶ Fee Details

▶ Link Pool To Facility

▶ Pricing

▶ Limit Details

▶ Restrictions

Customer	Currency	Branch
<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
Product	Exposure	
<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	

▶ Additional Fields

Save Close

19. **Allow All, Allow Specific** or **Disallow Specific Customer, Currency, Branch, Product, and Exposure**, based on the need.

20. Click **Save**. *Limit Configuration* page appears.

21. Click **Next**. Comments page appears.

Credit Origination - Limit Configuration

Documents Collateral Summary

Summary Limit Configuration Comments

Enter text here...

Post

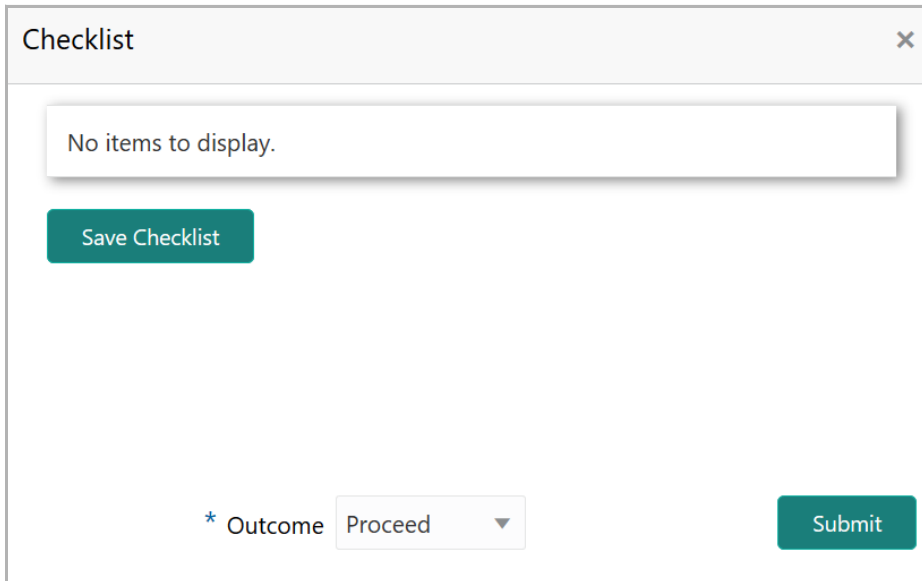
No items to display.

Hold Back Next Save & Close Submit Cancel

Chapter 6 - Handoff - Manual Retry

22. **Post** comments, if required. Posted comment is displayed below the **Comments** box.

23. Click **Submit**. *Checklist* window appears:



Checklist

No items to display.

Save Checklist

* Outcome Proceed ▼

Submit

24. Select the **Outcome** as **Proceed**.

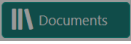
25. Click **Submit**. The proposal is moved to the Back Office System.

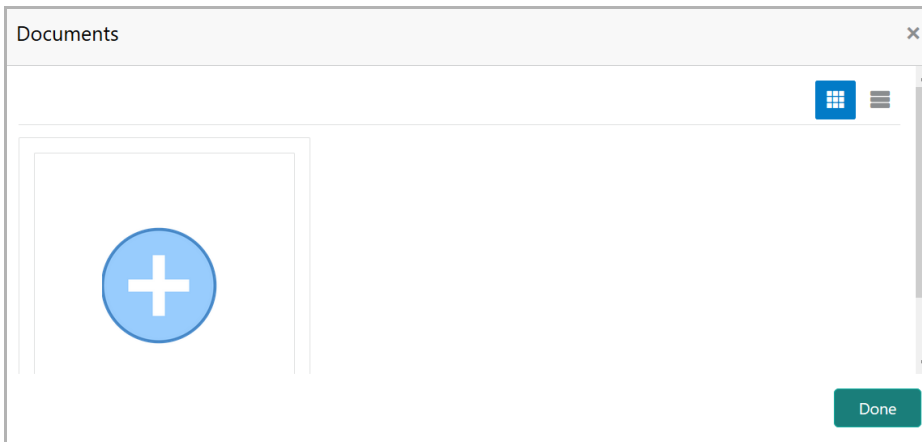
Chapter 7 - Document Upload

Document Upload and Checklist

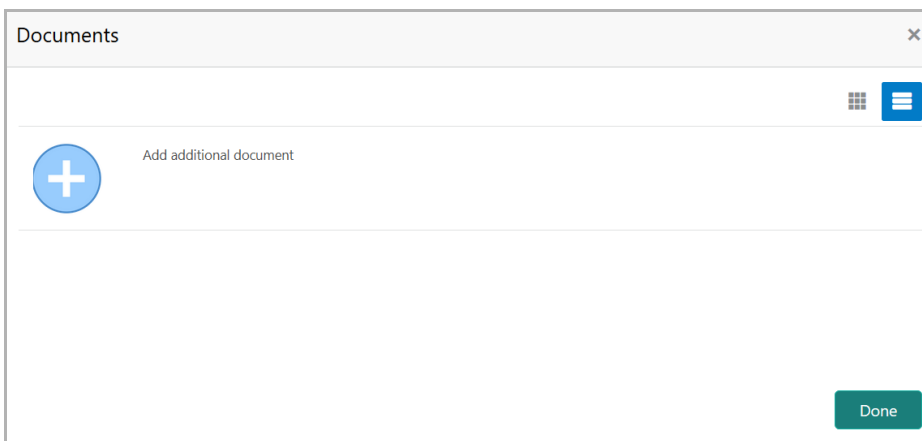
In OBCFPM, supporting documents such as balance sheets and collateral documents can be uploaded in any stage of credit proposal process. Supporting documents help the senior officers in bank to accurately evaluate the credit worthiness of the organization and approve the proposal. Documents added for the proposal can be removed whenever the document becomes invalid.

Steps to upload documents

1. Click  at the top right corner of any page. *Documents* window appear:



2. To change the table view to the list view, click the list icon at the top right corner. *Documents* window appears as shown below:



Chapter 7 - Document Upload

3. Click the add icon. *Document Details* window appears:

The screenshot shows a 'Document' window with the following fields and controls:

- Document Type ***: A dropdown menu with 'Closure Documents' selected.
- Document Code ***: A dropdown menu with 'Closure Documents' selected.
- Document Title ***: A text input field containing 'Facility Payment Bills'.
- Document Description**: A large empty text area.
- Remarks**: A text input field containing 'Paid'.
- Document Expiry Date**: A date picker field showing 'Mar 21, 2020' with a calendar icon.
- File Upload Area**: A dashed box containing the text 'Drop files here or click to select'. Below it, it says 'Selected files: ["pdf-PDF-Invoice3.pdf"]'.
- Upload Button**: A green button labeled 'Upload'.

4. Select the **Document Type** and **Document Code** from the drop down list. The options available are: Amendment Documents, Proposal Documents and Closure Documents.

5. Type the **Document Title**.

6. Type the **Document Description** that best describes the document.

7. Type the Remarks based on your need.

8. Click the calendar icon and select the **Document Expiry Date**.

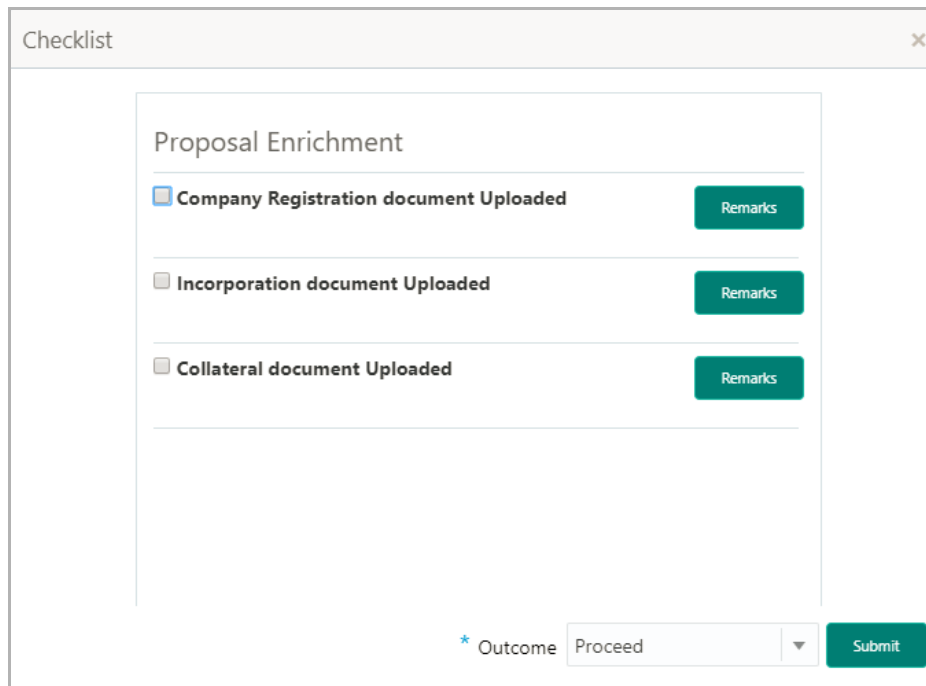
9. In **Drop files here or click to select** area, drag and drop the documents or click and select the documents. Selected files are displayed at the bottom.



To upload multiple supporting documents at the same time, drag and drop or click and select all the documents.

Chapter 7 - Document Upload

10. Click **Upload**. *Checklist* window appears:



The screenshot shows a window titled "Checklist" with a close button (X) in the top right corner. The window contains a section titled "Proposal Enrichment" with a list of three items, each with a checkbox and a "Remarks" button:

- Company Registration document Uploaded Remarks
- Incorporation document Uploaded Remarks
- Collateral document Uploaded Remarks

At the bottom of the window, there is a label "* Outcome" followed by a dropdown menu showing "Proceed" and a "Submit" button.

11. Select the **Outcome** as **Proceed**.
12. Click **Submit**. Document is uploaded and listed in Document window.
13. To edit or delete the document, click the edit or delete icons.

Chapter 8 - Reference and Feedback

Reference and Feedback

References

For more information on any related features, you can refer to the following documents:

- Oracle Banking Procedure User Guide
- Oracle Banking SMS User Guide
- Oracle Banking Common Core
- Oracle Banking Credit Facilities Process Management Installation Guides

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>.

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