

Import LC Amendment User Guide  
**Oracle Banking Trade Finance Process Management**  
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Oracle Banking Trade Finance Process Management  
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# Oracle Banking Trade Finance Process Management

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM application and takes you through the various steps involved in creating and processing trade finance transactions.

This document will take you through following activities in OBTFPM:

- To create and handle trade finance transaction.
- Help users to conveniently create and process trade finance transaction

## Overview

OBTFPM is a trade finance middle office platform, which enables bank to streamline the trade finance operations. OBTFPM enables the customers to send request for new trade finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

## Benefits

OBTFPM helps banks to manage trade finance operations across the globe in different currencies. OBTFPM allows you to:

- Handle all trade finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

## Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

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## Import LC Amendment

Import LC Amendment process enables the user to make an amendment to the LC which had been already issued. The common amendments that are made to an Import LC are:

- Expiry date
- Latest Shipment Date
- Increase/Decrease in LC amount
- Tolerance percentage
- Confirmation instruction
- Available with bank
- Port of loading/discharge
- Goods quantity
- Related documents to be submitted

The amendments may need consent from the beneficiary of the amendment. In such scenarios, after the processing of amendment, the amended LC is parked awaiting beneficiary consent.

In the following sections, let's look at the details for Import LC amendment process.

This section contains the following topics:

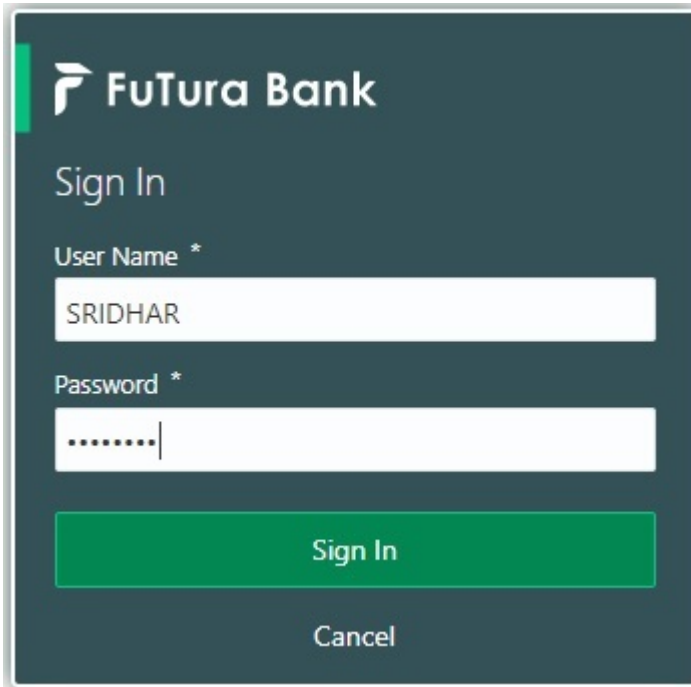
<a href="#">Registration</a>	<a href="#">Scrutiny</a>
<a href="#">Data Enrichment</a>	<a href="#">Customer Response - Draft Confirmation</a>
<a href="#">Exceptions</a>	<a href="#">Multi Level Approval</a>
<a href="#">Customer - Acknowledgement</a>	<a href="#">Customer - Reject Letter</a>
<a href="#">Reject Approval</a>	

### Registration

If the Letter Of Credit amendment request is submitted through branch either by fax, mail, or physical application form, the Import LC amendment process starts from the Registration Stage.

During Registration stage, user can capture the basic details of the amendment application, check the signature of the applicant and upload the related documents of the applicant. On submit of the request, the customer will be notified with an acknowledgment and the request will be available for an LC Amendment expert to handle the request in the next stage.

1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The screenshot displays the FuTura Bank dashboard for user SHUBHAM on 04/13/18. The dashboard is composed of several widgets:

- Draft Confirmation Pending:** A table with columns Customer Name, Application Date, and Status. Data includes EMR & CO (25-06-2018), NA (25-06-2018), and NA (21-06-2018).
- Hand-off Failure:** A table with columns Branch, Process Name, and Stage Name. Data includes Bank Futura, NA, and Retry HandOf.
- Priority Details:** A table with columns Branch, Process Name, and Stage Name. Data includes Bank Futura, NA, Amount Blo, and 004, NA, Loan Applic.
- High Value Transactions:** A bubble chart showing transaction values for GBP. The y-axis ranges from -20K to 140K, and the x-axis ranges from -2 to 12.
- SLA Breach Details:** A table with columns Customer Name, SLA Breached(mins), and Priority. Data includes NA (23474, H, KEERTIV01), HSBC BANK (26667, M, SHUBHAM), WALL MART (23495, SHUBHAM), and EMR & CO (26780, M, GOPINATH01).
- Priority Summary:** A table with columns Branch, Process Name, and Stage Name. Data includes 203, Cucumber Testing, and test descrip.
- Hold Transactions:** A table with columns Branch, Process Name, and Stage Name.
- SLA Status:** A widget showing Cucumber Testing.
- Tasks Detailed:** A widget showing Cucumber Testing.

### 3. Click Trade Finance> Import - Documentary Credit> Import LC Amendment.

The screenshot shows the FuTura Bank dashboard with the 'Import LC Amendment' menu item highlighted in the left sidebar. The main content area displays three summary tables:

- Priority Summary:** A table with columns: Branch, Process Name, Stage Name, No of High Priority Items, No of Medium Priority Items, No. It shows three rows for 'Export LC Amendment Beneficiary Consent' at stages 'Registration', 'Approval1', and 'Approval2', all with zero items.
- High Priority Tasks:** A table with columns: Branch, Process Name, Stage Name, Process Reference Number, Customer Name, User ID. It shows three rows for 'NA' at 'Scrutiny' stage, with process reference numbers 2031LCIS0022460, 2031LCIS0022459, and 2031LCIS0022458, all for 'Marks and Spencer' customer.
- Pending Exception Approval:** A table with columns: Customer Name, Stage Name, Process Reference Number, Process Name, Branch Name, Currency. It shows two rows for 'NESTLE' and 'EMR & CO' at 'KYC Exception Approval' stage, with process reference numbers GS11LCAM0022511 and GS11LCIS0022081, both for 'FBN UK' branch and 'GBP' currency.


The Registration stage has two sections Application Details and LC Amendment Details. Let's look at the details of Registration screens below:

### Application Details

The screenshot shows the 'Application Details' screen for an 'Import LC Amendment'. The screen is divided into two main sections:

- Application Details:** A form with fields for:
  - Documentary Credit Number: 20 - GS11LUN190320504
  - Received From Applicant Bank:
  - Received From - Customer ID: 000343
  - Received From - Customer Name: NESTLE
  - Branch: GS1-FBN UK
  - Amendment No: 2
  - Process Reference Number: GS11LCAM0022609
  - Priority: Medium
  - Submission Mode: Desk
  - Application Date: Feb 1, 2019
  - Customer Reference Number:
- LC Amendment Details:** A form with fields for:
  - Revolving:
  - LC Type: Usance
  - Product Code: ILUN
  - Product Description: ILUN Import LC Usance Non Revolving
  - Advising Bank: 000346 HSBC BANK
  - 40A - Form Of Documentary Credit: IRREVOCABLE
  - 31C - Date Of Issue: Feb 1, 2019
  - 40E - Applicable Rules: LUCPURR LATEST VERSION
  - 31D - Date Of Expiry: May 2, 2019
  - 31D - Place Of Expiry: test
  - 51A - Applicant Bank: 000343 NESTLE
  - 50 - Applicant: 000343 NESTLE
  - 59 - Beneficiary: 000344 Marks and Spen
  - 32B - Currency Code, Amount: GBP £10,000.00
  - 39A - Percentage Credit Amount Tolerance: 10 / 10
  - Limits Required:

Provide the Application Details based on the description in the following table:

Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV.  In LOV search/advanced LOV search, user can input Customer ID, Beneficiary, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC to be amended.	
Received From - Customer ID	Read only field. Customer ID will be auto-populated based on the selected LC from the LOV.	001344
Customer Name	Read only field. Customer Name will be auto-populated based on the selected LC from the LOV.	EMR & CO
Branch	Read only field. Branch details will be auto-populated based on the selected LC from the LOV.	203-Bank Futura -Branch FZ1
Amendment Number	Read only field. Amendment number will be auto-populated based on selected LC using documentary credit number. Amendment number increases by 1 for each amendment.	
Process Reference Number	Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.	
Priority	System will default the Priority as Low/Medium/High based on maintenance.	High
Submission Mode	Select the submission mode of Import LC Amendment request. By default the submission mode will have the value as 'Desk'.  <b>Desk-</b> Request received through Desk <b>Fax-</b> Request received through Fax <b>Email-</b> Request received through Email <b>Courier-</b> Request received through Courier	Desk
Application Date	By default, the application will display branch's current date and enables the user to change the date to any back date.   <b>Note</b> Future date selection is not allowed.	04/13/2018



Field	Description	Sample Values
Customer Reference Number	User can enter the 'Reference number' provided by the applicant/ applicant bank. Enables the user to provide a unique Customer Reference Number for the amendment.	

## LC Amendment Details

Details in this screen displays the data from the LC issued.

Provide the LC Details based on the description in the following table:

Field	Description	Sample Values
LC Type	Read only field. LC type will be populated based selected LC using documentary credit number.	
Product Code	Read only field. This field displays the product code of the selected LC.	
Product Description	Read only field. This field displays the description of the product as per the product code.	
Advising Bank	This field displays the advising bank details (if provided) of the selected LC and user can amend if required.	

Field	Description	Sample Values
40A - Form of Documentary Credit	Read only field. This field displays the form of documentary credit details of the selected LC.	
Date of Issue	Read only field. This field displays the LC issuance date.	
Applicable Rules	This field displays the rules of the selected LC and user can amend if required.	
Date Of Expiry	This field displays the expiry date of the selected LC. and user can amend if required.	09/30/18
Place of Expiry	This field displays the place of expiry of the selected LC and user can amend if required.	
Applicant Bank	Read only field. This field displays the applicant bank details of the selected LC.	
Applicant	Read only field. This field displays the details of the applicant of the selected LC.	
Beneficiary	This field displays the beneficiary details of the selected LC and user can amend if required.	
Currency/Amount	This field displays the value of LC along with the currency details of the selected LC and user can amend if required.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected LC and user can amend if required.	
Additional Amount Covered	This field displays the details of additional amount covered of the selected LC and user can amend if required.	
Limits Required	<b>Toggle On:</b> Set the toggle 'On' to enable limit check. <b>Toggle Off:</b> Set the toggle 'Off' to disable limit check.	

# Miscellaneous

Dashboard

FBN UK (GS1)
Feb 1, 2019

SRIDHAR01  
subham@gmail.com

Documents
Remarks

### Application Details

20 - Documentary Credit Number \*

Received From Applicant Bank

Received From - Customer ID

Received From - Customer Name

Branch

Amendment No

Process Reference Number

Priority

Submission Mode

Application Date

Customer Reference Number

View LC

### LC Amendment Details

Revolving

LC Type

Product Code

Product Description

Advising Bank

40A - Form Of Documentary Credit

31C - Date Of Issue

40E - Applicable Rules

31D - Date Of Expiry

31D - Place Of Expiry

51A - Applicant Bank

50 - Applicant

59 - Beneficiary

32B - Currency Code, Amount

39A - Percentage Credit Amount Tolerance

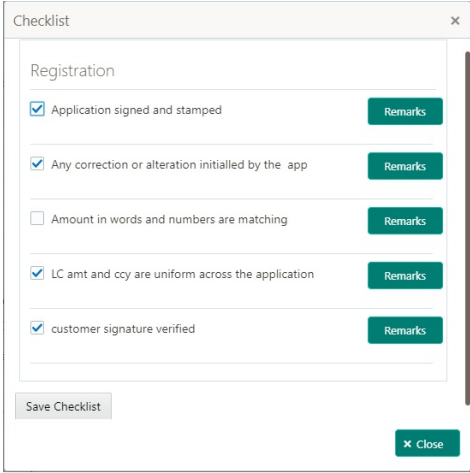
Limits Required

39C - Additional Amounts Covered

Hold
Cancel
Save & Close
Submit

Provide the Miscellaneous Details based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents.	
Remarks	Provide any additional information regarding the LC. This information can be viewed by other users processing the request.	
View LC	Enables user to view the details of the LC.	
<b>Action Buttons</b>		
Submit	On submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. Task will get moved to next logical stage of Import LC Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and displays the task in you queue for working later. This option will not submit the request.	
Cancel	Cancels the Import LC Amendment Registration stage inputs.	

Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p> 	

## Scrutiny

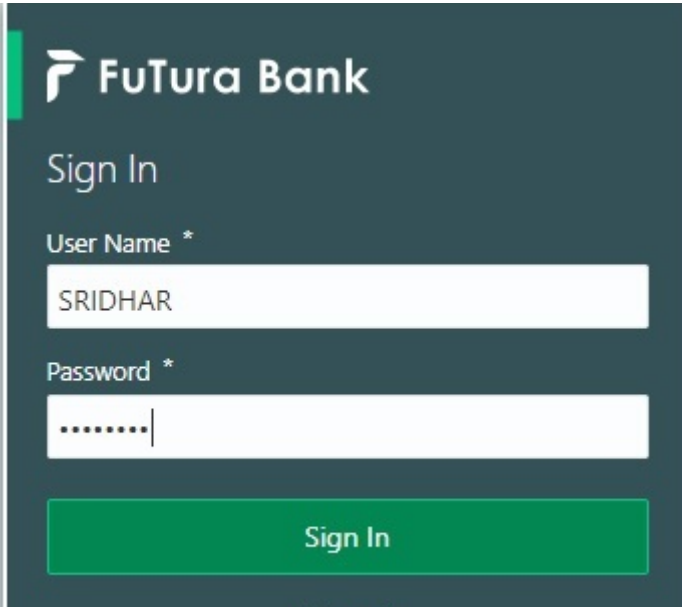
On successful completion of Registration of an Import LC Amendment request, the request moves to Scrutiny stage. At this stage the gathered information during Registration are scrutinized.

**Non-Online Channel** - Import LC Amendment request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

**Online Channel** - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Scrutiny stage and available data for all data segments from Application stage to Data Enrichment stage would be auto populated.

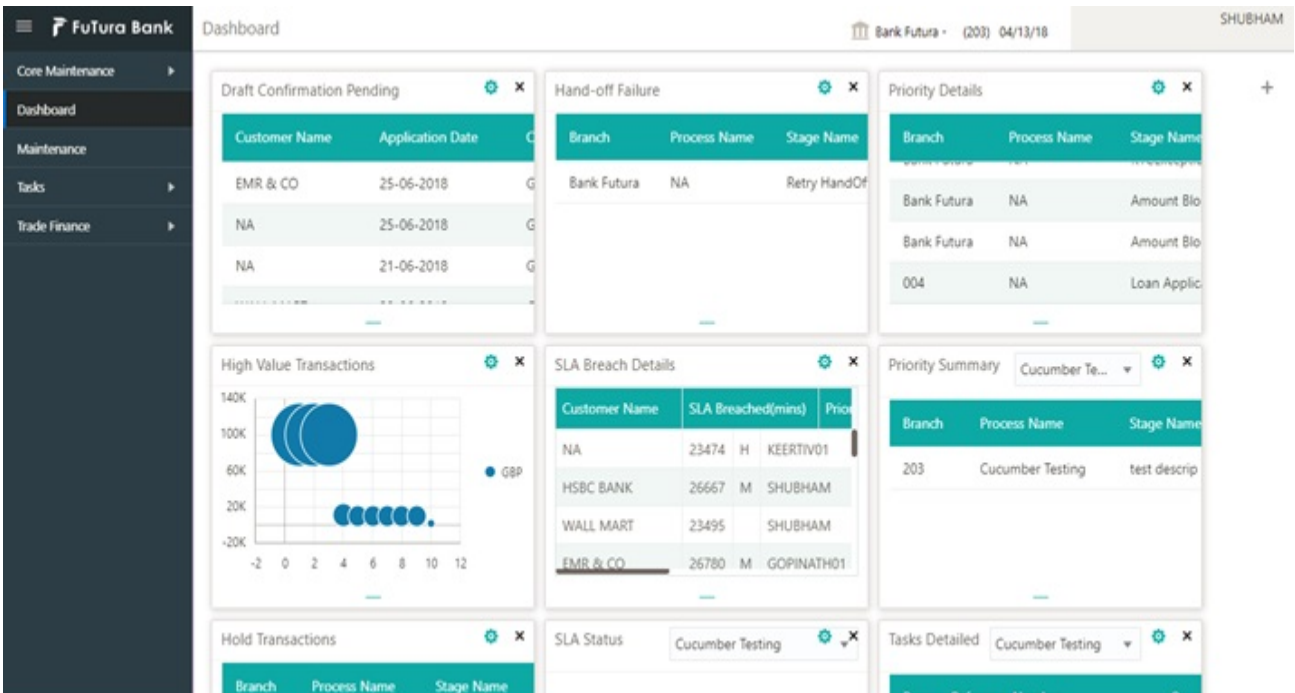
Do the following steps to acquire a task currently at Scrutiny stage:

1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



The image shows the login interface for FuTura Bank. It features the bank's logo at the top left, followed by the text 'Sign In'. Below this, there are two input fields: 'User Name \*' containing the text 'SRIDHAR' and 'Password \*' with masked characters. A green 'Sign In' button is positioned at the bottom of the form.

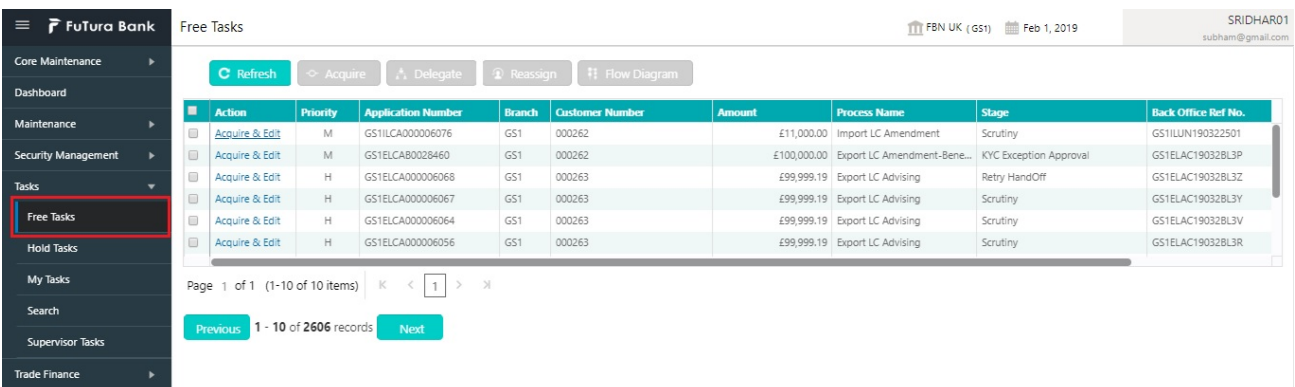
2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.



The dashboard displays several widgets. On the left is a navigation menu with 'Trade Finance' > 'Tasks' selected. The main area contains:

- Draft Confirmation Pending:** A table with columns 'Customer Name', 'Application Date', and 'Status'. Rows include 'EMR & CO' (25-06-2018), 'NA' (25-06-2018), and 'NA' (21-06-2018).
- Hand-off Failure:** A table with columns 'Branch', 'Process Name', and 'Stage Name'. Row: 'Bank Futura', 'NA', 'Retry HandOf'.
- Priority Details:** A table with columns 'Branch', 'Process Name', and 'Stage Name'. Rows include 'Bank Futura', 'NA', 'Amount Blo', and '004', 'NA', 'Loan Applic'.
- High Value Transactions:** A bubble chart showing values on the y-axis (from -20K to 140K) and categories on the x-axis (from -2 to 12). A legend indicates 'GBP'.
- SLA Breach Details:** A table with columns 'Customer Name', 'SLA Breached(mins)', and 'Priority'. Rows include 'NA' (23474, H, KEERTIV01), 'HSBC BANK' (26667, M, SHUBHAM), 'WALL MART' (23495, SHUBHAM), and 'EMR & CO' (26780, M, GOPINATH01).
- Priority Summary:** A table with columns 'Branch', 'Process Name', and 'Stage Name'. Row: '203', 'Cucumber Testing', 'test descrip'.
- Hold Transactions:** A table with columns 'Branch', 'Process Name', and 'Stage Name'.
- SLA Status:** A widget showing 'Cucumber Testing'.
- Tasks Detailed:** A widget showing 'Cucumber Testing'.

3. Click Trade Finance> Tasks> Free Tasks.



The 'Free Tasks' screen shows a table of tasks with the following data:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Acquire & Edit	M	GS1ILCA000006076	GS1	000262	£11,000.00	Import LC Amendment	Scrutiny	GS1ILUN190322501
Acquire & Edit	M	GS1ELCA80028460	GS1	000262	£100,000.00	Export LC Amendment-Bene...	KYC Exception Approval	GS1ELAC190328L3P
Acquire & Edit	H	GS1ELCA000006068	GS1	000263	£99,999.19	Export LC Advising	Retry HandOff	GS1ELAC190328L3Z
Acquire & Edit	H	GS1ELCA000006067	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC190328L3Y
Acquire & Edit	H	GS1ELCA000006064	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC190328L3V
Acquire & Edit	H	GS1ELCA000006056	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC190328L3R

Page 1 of 1 (1-10 of 10 items) | Previous 1 - 10 of 2606 records Next

4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Acquire & Edit	M	GS11LCA000006076	GS1	000262	£11,000.00	Import LC Amendment	Scrutiny	GS11LUN190322501
Acquire & Edit	M	GS1ELCA00028460	GS1	000262	£100,000.00	Export LC Amendment-Bene...	KYC Exception Approval	GS1ELAC19032BL3P
Acquire & Edit	H	GS1ELCA000006068	GS1	000263	£99,999.19	Export LC Advising	Retry HandOff	GS1ELAC19032BL3Z
Acquire & Edit	H	GS1ELCA000006067	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3Y
Acquire & Edit	H	GS1ELCA000006064	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3V
Acquire & Edit	H	GS1ELCA000006056	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3R

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Edit	M	GS11LCA000006076	GS1	000262	£11,000.00	Import LC Amendment	Scrutiny	GS11LUN190322501

The Scrutiny stage has five sections as follows:

- Main Details
- Availability & Shipment
- Payment Details
- Amendment Details
- Additional Fields
- Additional Details
- Summary

Let's look at the details for Scrutiny stage. User can enter/update the following fields. Some of the fields that are already having value from Registration /online channels may not be editable.

Audit - This button provides user audit trail transaction, initiated date, stage wise detail etc..

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	2019-11-29 15:04:10	2019-11-29 15:14:07	SRIDHAR01	PROCEED

## Main Details

Main details section has three sub section as follows:

- Application Details
- LC Amendment Details

## Application Details

All fields displayed under Application details section, would be read only except for the **Priority**. Refer to [Application Details](#) for more information of the fields.

**FuTura Bank** My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Amendment - Scrutiny :: Application No: GS11LCA000006076 Documents Remarks Audit View LC

**Main Details** Screen (1 / 7)

**Application Details**

Received From Applicant Bank	Received From - Customer ID	Received From - Customer Name	20 - Documentary Credit Number *
<input type="checkbox"/>	000262	EMR & CO	GS11LUN190322501
Branch	Amendment No	Process Reference Number	Priority
GS1-FBN UK	5	GS11LCA000006076	Medium
Submission Mode	Application Date	Customer Reference Number	Beneficiary Consent
Desk	Feb 1, 2019		<input type="checkbox"/>

**LC Amendment Details**

Revolving	LC Type	Product Code	Product Description
<input type="checkbox"/>	Usance	ILUN	ILUN Import LC Usance Non Revolving
Advising Bank	40A - Form Of Documentary Credit	31C - Date Of Issue	40E - Applicable Rules
000265 CITIBANK NY	IRREVOCABLE	Feb 1, 2019	UCPURR LATEST VERSION
31D - Date Of Expiry	31D - Place Of Expiry	51A - Applicant Bank	50 - Applicant
May 31, 2019	NEGOTIATING BANK		000262 EMR & CO
59 - Beneficiary	32B - Currency Code, Amount	39A - Percentage Credit Amount Tolerance	Limits Required
000263 NESTLE	GBP £11,000.00	10 / 10	<input type="checkbox"/>
39C- Additional Amounts Covered			

**Audit** Reject Hold Cancel Save & Close Back Next

## LC Amendment Details

The fields listed under this section are same as the fields listed under the [LC Amendment Details](#) section in [Registration](#). Refer to [LC Amendment Details](#) for more information of the fields. During Registration, if user has not captured input, then user can capture the details in this section.

Following are the fields which can be amended apart from the fields carried over from [LC Amendment Details](#) of [Registration](#). Provide the details for the amendable fields based on the description in the following table:

Field	Description	Sample Values
Applicable Rules	This field displays the rules of the selected LC and user can amend if required.	
Date of Expiry	This field displays the expiry date of the selected LC. and user can amend if required.	
Place of Expiry	This field displays the place of expiry of the selected LC and user can amend if required.	
Beneficiary	This field displays the beneficiary details of the selected LC and user can amend if required.	
Amount	This field displays the value of LC along with the currency details of the selected LC and user can amend if required.	
Percentage Credit Amount Tolerance	This field displays the percentage credit amount tolerance details of the selected LC and user can amend if required.	



Field	Description	Sample Values
Beneficiary Consent	<p><b>Toggle on:</b> Beneficiary consent required for the amendment made to the fields. Toggle must be on if amendments are made to the following fields:</p> <ul style="list-style-type: none"> <li>• Beneficiary</li> <li>• Documentary Credit Amount</li> <li>• Expiry Date</li> <li>• Tolerance</li> <li>• Available By</li> <li>• Tenor</li> <li>• Mixed/Deferred Payment Detail</li> <li>• Latest Shipment Date</li> </ul> <p>Application will display warning message, if the toggle is not enabled for the amendments made to the above mentioned fields.</p> <p><b>Toggle off:</b> Switch off the toggle if beneficiary consent is not required for the amendments.</p>	
Additional Amounts Covered	This field displays the details of additional amount covered of the selected LC and user can amend if required.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import LC Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Save & Close	<p>Save the information provided and holds the task in you queue for working later.</p> <p>This option will not submit the request.</p>	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	<p>The details provided will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	

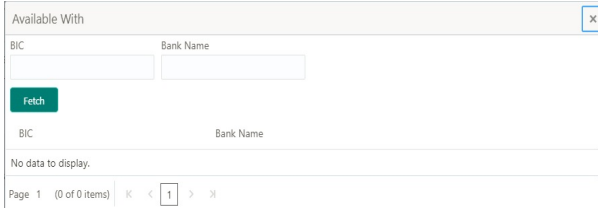
Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	Click Next to move to next logical step in Scrutiny stage.	

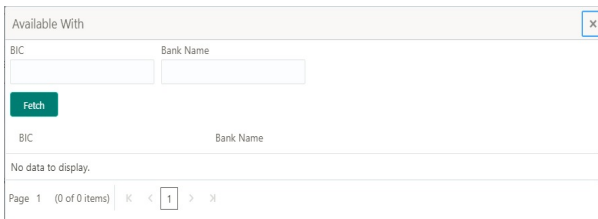

### Availability & Shipment

User must verify/ Input/Update Availability, Shipment and Goods details of an Import LC request for the different fields under the respective data segments.

# Availability Details

As part of amendment, user can change the values available in the fields based on the description in the following table:




Field	Description	Sample Values
Available With	<p>This field identifies the bank with which the credit is available of the issued LC.</p> <p>User must capture the bank details or any free text.</p> <ul style="list-style-type: none"> <li>If the LC is restricted to any particular bank,, search the bank with SWIFT code (BIC) or Bank Name.</li> </ul>  <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address gets defaulted.</p> <ul style="list-style-type: none"> <li>If the LC is not restricted to any bank, provide free text - (YOURSELVES, WITH ANY BANK etc.).</li> </ul>	




Field	Description	Sample Values
Available By	<p>This field displays the value of 'Available By' as per the issued LC. Choose one of the following values from drop down, if required.</p> <ul style="list-style-type: none"> <li>• BY ACCEPTANCE</li> <li>• BY DEF PAYMENT</li> <li>• BY MIXED PAYMENT</li> <li>• BY NEGOTIATION</li> <li>• BY PAYMENT</li> </ul> <p>Validation:</p> <p>1) If <b>By Mixed Payment</b> option is selected, there must be a value in tag 42M- Mixed payment</p> <p>2) If <b>By deferred payment</b> is selected, there must be a value in tag 42P- Deferred payment</p> <p>3) If <b>By payment</b> is selected, payment at sight is applicable. It must be applicable for Sight Type of product only.</p>	
Drafts At	<p>This field displays the details of tenor of drafts to be drawn under the documentary credit as per the issued LC.</p>	
Drawee	<p>This field displays the Drawee value as per the issued LC.</p> <p>This field will have value only if 'Drafts at' field has values.</p> <p>Select the Drawee bank (Advising bank or Confirming bank).</p> <ul style="list-style-type: none"> <li>• Search the bank with SWIFT code (BIC) or Bank Name.</li> </ul>  <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p> <p> <b>Note</b></p> <p>This field is mandatory if value is provided at <b>Drafts At</b> field.</p>	
Drawee Type	<p>This field holds the value of Drawee Type as per the issued LC and can be amended if required.</p>	
Tenor	<p>This field displays the value of Tenor as per the issued LC and can be amended if required.</p>	

# Shipment Details

As part of amendment, user can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Partial Shipments	<p>This field displays the value of Partial Shipments as per the issued LC and can be amended if required.</p> <p>This field specifies whether or not partial shipments are allowed under the documentary credit.</p> <p>Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"> <li>● ALLOWED</li> <li>● CONDITIONAL</li> <li>● NOT ALLOWED</li> </ul>	
Transshipment	<p>This field displays the value of Transshipments as per the issued LC and can be amended if required.</p> <p>This field specifies whether or not transshipment is allowed under the documentary credit.</p> <p>Select the appropriate value from the drop down. Available values are:</p> <ul style="list-style-type: none"> <li>● ALLOWED</li> <li>● CONDITIONAL</li> <li>● NOT ALLOWED</li> </ul>	

Field	Description	Sample Values
Place Of Taking In Charge	<p>This field displays the value of place of taking in charge as per the issued LC and can be amended if required.</p> <p>This field specifies the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.</p> <p> <b>Note</b></p> <p>This field is alternate to <b>Port Of Loading</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Port Of Loading	<p>This field displays the value of port of loading as per the issued LC and can be amended if required.</p> <p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p> <b>Note</b></p> <p>This field is alternate to <b>Place Of Taking In Charge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Port Of Discharge	<p>This field displays the value of port of discharge as per the issued LC and can be amended if required.</p> <p>This field specifies the port of discharge or airport of destination to be indicated on the transport document.</p> <p> <b>Note</b></p> <p>This field is alternate to <b>Place Of Final Destination</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	

Field	Description	Sample Values
Place Of Final Destination	<p>This field displays the value of Place of Final Destination as per the issued LC and can be amended if required.</p> <p>This field specifies the final destination or place of delivery to be indicated on the transport document.</p>  <p><b>Note</b> This field is alternate to <b>Port Of Discharge</b>. Any of these fields must have value and if both the fields has values, application will display an error message.</p>	
Latest Date Of Shipment	<p>This field displays the value of Latest Date of Shipment as per the issued LC and can be amended if required.</p>  <p><b>Note</b> This field is alternate to <b>Shipment Period</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p>	
Shipment Period	<p>This field displays the value of shipment period as per the issued LC and can be amended if required.</p>  <p><b>Note</b> This field is alternate to <b>Latest Date Of Shipment</b>. Latest date of shipment or shipment period must have value and if both the fields has values, application will display an error message.</p>	

## Description Of Goods And Or Services

This field contains a description of the goods and/or services of the issued LC and can be amended if required. Provide the Shipment Details based on the description in the following table:

Field	Description	Sample Values
INCO Terms	Select the appropriate INCO terms.	
+ Icon	Click + icon to add goods details.	
- Icon	Click - icon to remove goods details.	
Goods Code	Click look up icon to select the goods code. Once you select goods code, value will populate in Goods Type and Goods Description.	

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import LC Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel	Cancel the Import LC amendment Scrutiny stage inputs.	



Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Next	<p>Click Next to move to next logical step in Scrutiny stage.</p>	

## Payment Details

### Payment Details

The screenshot shows the 'Payment Details' section of an 'Import LC Amendment - Scrutiny' form. The application number is GS11LCA00006076. The form is divided into several sections:

- 49G - Spl Paymt Condn - Beneficiary:** A text input field with a download icon.
- 49H - Spl Paymt Condn - Rec Bank:** A text input field with a download icon.
- 48 - Period for Presentation:** A numeric input field containing the value '21'.
- 49 - Confirmation Instructions:** A dropdown menu currently set to 'WITHOUT'.
- 58A - Requested Confirmation Party:** A dropdown menu with 'Select' as the current value.
- 53A - Reimbursing Bank:** A search input field.
- 57A - Advise Through Bank:** A search input field.
- 78 - Instructions to P/A/N Bank:** A search input field with a download icon.
- 72 - Sender to Receiver Information:** A search input field with a download icon.
- 71D - Charges:** A large empty text area.
- 71N - Amendment charges payable by:** A large empty text area.

Navigation buttons at the bottom include: Audit, Reject, Hold, Cancel, Save & Close, Back, and Next.

As part of amendment, user can change the values available in the fields based on the description in the following table:

Field	Description	Sample Values
Spl Paymt Condn - Beneficiary	This field displays the value of Spl Paymt Condn - Beneficiary as per the issued LC and can be amended if required. If any special payment condition has to be provided to beneficiary, the details for the same must be captured in this field.	
Spl Paymt Condn - Rec Bank	This field displays the value of Spl Paymt Condn - Rec Bank as per the issued LC and can be amended if required. If any special payment condition has to be provided to receiving bank, the details for the same must be captured in this field. This field specifies special payment conditions applicable to the receiving bank without disclosure to the beneficiary, for example, post-financing request/ conditions for receiving bank only.	
Period for Presentation	This field displays the value of Period for Presentation as per the issued LC and can be amended if required. If the period of presentation is based on any event other than shipment, then you can capture the event name in text along with the number of days in number.	

Field	Description	Sample Values
Confirmation Instructions	<p>This field displays the value of Confirmation Instructions as per the issued LC and can be amended if required.</p> <p>Select the confirmation instruction for the LC from the available LOV values – CONFIRM, MAY ADD, WITHOUT.</p> <p>Applicable only if field 49 - confirmation instruction is 'confirm' or 'may add'. You can search through LOV, Party type with banks should only be displayed in LOV. The system must display the following:</p> <ul style="list-style-type: none"> <li>a) SWIFT code (if available),</li> <li>b) Name and address of the bank</li> </ul> <p>On selection of the record, if SWIFT code is available then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Requested Confirmation Party	<p>This field displays the value of Requested Confirmation Party as per the issued LC and can be amended if required.</p>	
Reimbursing Bank	<p>This field displays the value of Reimbursing Bank as per the issued LC and can be amended if required.</p> <p>Search through LOV. Party type with banks will be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available),</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Advise Through Bank	<p>Online Channel – User can update the details received.</p> <p>Non-Online Channel -</p> <p>Search through LOV. Party type with banks must be displayed in LOV.</p> <ul style="list-style-type: none"> <li>• SWIFT code (if available)</li> <li>• Name and address of the bank</li> </ul> <p>On selection of the record if SWIFT code is available, then SWIFT code will be defaulted. If SWIFT code is not available then the bank's name and address to be defaulted.</p>	
Instructions to P/A/N Bank	<p>This field displays the value of Instructions to P/A/N Bank as per the issued LC and can be amended if required.</p>	

Field	Description	Sample Values
Sender to Receiver Information	This field displays the value of Sender to Receiver Information (FFT Details) as per the issued LC and can be amended if required.	
Charges	Charge Description as maintained in FFT will be available. User can modify the description.	
Amendment Charges Payable by	This field specifies the party who bear the amendment charges.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a reject reason from a list displayed by the system.  Reject Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> Select a reject code and give a reject description.  This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Amendment Details

This section lists the amendments made to the issued LC. The amendment details table displays the amended value and the value prior to the amendment of the amended fields in two different columns to enable Scrutiny user to identify the modifications made to the issued LC.

Import LC Amendment - Scrutiny :: Application No: GS1ILCA000006076

Amendment Details

Screen ( 4 / 7 )

LC Amendment Details

Field Name	Amended Value	Value as per LC
Amount	£12,000.00	£11,000.00
44A-Place of Taking in Charge	atlanta	a
44F-Port of Discharge	chennai	c

Party Details

Party Type	Party ID	Customer Name	Customer Ref No	Address1	Address2	Country	Status
No data to display.							

Goods Details

Goods Code	Goods Type	Goods Description	Status
ROLLNGCHAIR	Allowed Freely	Import of office chairs	New

Audit

Reject Hold Cancel Save & Close Back Next

## Additional Fields

Banks can configure these additional fields during implementation.

Import LC Amendment - Scrutiny :: Application No: GS1ILCA000006076

Additional Fields

Screen ( 5 / 7 )

Additional Fields

*No Additional fields configured!*

Audit

Reject Hold Cancel Save & Close Back Next

## Additional Details

Futura Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Amendment - Data Enrichment :: Application No: GS1ILCA000006076 Documents Remarks Audit View LC

Main Details Availability Shipment Documents and Conditions Payment Details Amendment Details **Additional Fields** Summary

Screen ( 7 / 8 )

**Revolving**

Revolving : **No**  
 Revolving In :  
 Revolving Units :

**Limit & Collateral**

Limit Currency :  
 Limit Contribution : **13200**  
 Limit Status : **Not Verified**  
 Collateral Currency : **GBP**  
 Collateral Contribution : **1320**  
 Collateral Status : **Available**

**Charge Details**

Charge : **GBP 600**  
 Commission :  
 Tax :  
 Block Status : **Not Initiated**

**Preview**

Confirmation Required : **No**  
 Customer Response :  
 Response Date :

Reject Hold Cancel Save & Close Back Next

## Revolving Details

Revolving

Revolving:  Revolving In:  Revolving Frequency:  Revolve Units:

Next Reinstatement Date:   Automatic Reinstatement:

Field	Description	Sample Values
Revolving	Read only field. Displays the LC is revolving or non-revolving.	
Revolving In	Read only field. The LC can revolve with Time or Units.	
Revolving Frequency	Read only field. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	Read only field. This field captures the units by which the LC revolves.	

Field	Description	Sample Values
Next Reinstatement Date	Read only field. This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	Read only field. This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	Read only field. This field enables to have automatic reinstatement on the reinstatement day without manual intervention.	

## Limits & Collateral

Limit availability needs to be checked if amendment involves increase in amount or tolerance or both. Provide the Limit Details based on the description in the following table:

Limit & Collateral ×

▲ Limit Details 📄 + -

	Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/>	001345	001345	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

▲ Collateral Details 📄 + -

	Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/>	Cash Collateral	10	GBP	£2,000.00	2030013450000000010	Available	The amount block can be perfo

✔ Save & Close
✖ Cancel

Limit Details
✕

Customer ID  
001345

Contribution % \*  
100 ▼ ▲

Contribution Currency  
GBP

Limit Currency  
GBP

Limit Check Response  
Available

Verify

Line ID \*  
001345

Limits Description

Contribution Amount \*  

£20,000.00

Limit Available Amount

Response Message  

The Earmark can be performed as the f

✓ Save & Close
✕ Cancel

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Limit Details.	
Plus Icon 	Click plus icon to add new Limit Details.	
Minus Icon 	Click minus icon to remove any existing Limit Details.	
Limit Details	Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	



Field	Description	Sample Values
Contribution	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if amended.  Once contribution % is provided, system will default the amount.  System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message.	

Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table:

The screenshot shows a software window titled "Limit & Collateral" with a close button (X) in the top right corner. The window contains two main sections: "Limit Details" and "Collateral Details".

**Limit Details:** This section has a table with columns: Customer ID, Line ID, Contribution %, Contribution Currency, Contribution Amount, Limit Check Response, and Response Message. A single row is visible with the following values: Customer ID: 001345, Line ID: 001345, Contribution %: 100, Contribution Currency: GBP, Contribution Amount: £20,000.00, Limit Check Response: Available, and Response Message: The Earmark can be performed as the fa... There are also icons for print, add (+), and delete (-) in the top right of this section.

**Collateral Details:** This section is highlighted with a red border and has a table with columns: Collateral Type, Collateral %, Currency, Contribution Amount, Settlement Account, Account Balance Check Response, and Response Message. A single row is visible with the following values: Collateral Type: Cash Collateral, Collateral %: 10, Currency: GBP, Contribution Amount: £2,000.00, Settlement Account: 2030013450000000010, Account Balance Check Response: Available, and Response Message: The amount block can be perf... There are also icons for print, add (+), and delete (-) in the top right of this section.

At the bottom right of the window, there are two buttons: "Save & Close" (with a checkmark icon) and "Cancel" (with an X icon).

Collateral Details
✕

Collateral Type \*  
Cash Collateral ▼

Currency  
GBP

Settlement Account \*  
2030013460000000017 🔍

Settlement Account Currency  
GBP

Response  
Available

Verify

Collateral % \*  
20 ▼ ▲




Contribution Amount \*  
£4,000.00

Settlement Account Branch  
203

Account Available Amount  
£998,926,760.53

Response Message  
The amount block can be performed as

✔ Save & Close
✕ Cancel

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Collateral Details.	
Plus Icon 	Click plus icon to add new Collateral Details.	
Minus Icon 	Click minus icon to remove any existing Collateral Details.	
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits.	
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
Settlement Account	Select the settlement account for then collateral.	

Field	Description	Sample Values
Settlement Account Branch	Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	Select the Settlement Account Currency.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

## Charge Details

On click of 'Next' in the previous screen, system will auto populate the charges, commission and tax components mapped to the product from the back office system.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

Charge Details >

Recalculate
Redefault

▲ Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive

✔ Save & Close
✕ Cancel

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected.  Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Provide the Commission Details based on the description provided in the following table:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.  Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.

Tax details are defaulted from the back-end system.

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	

Field	Description	Sample Values
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Amendment.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later.  This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	
Hold	The details provided will be registered and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	

## Summary

User can review the summary of details updated in Scrutiny Import LC Amendment request.

Log in to Oracle Banking Trade Finance Process Management (OBTFPM) system to see the Summary tiles. The tiles must display a list of important fields with values. User can drill down from Summary Tiles into respective data segments.

### Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amended details of issued LC.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Scrutiny stage inputs.	

Field	Description	Sample Values
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	

## Data Enrichment

As part of Data Enrichment, user can enter/update basic details of the incoming request.

Do the following steps to acquire a task at Data Enrichment stage:

1. Using the entitled login credentials for Data Enrichment stage, login to the OBTFPM application.

**FuTura Bank**

Sign In

User Name \*

SRIDHAR

Password \*

.....

Sign In



2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.

The dashboard displays several widgets for user monitoring and management:

- Draft Confirmation Pending:** Table with columns: Customer Name, Application Date, Status.
- Hand-off Failure:** Table with columns: Branch, Process Name, Stage Name.
- Priority Details:** Table with columns: Branch, Process Name, Stage Name.
- High Value Transactions:** A bubble chart showing transaction values for GBP.
- SLA Breach Details:** Table with columns: Customer Name, SLA Breached(mins), Priority.
- Priority Summary:** Table with columns: Branch, Process Name, Stage Name.
- Hold Transactions:** Table with columns: Branch, Process Name, Stage Name.
- SLA Status:** A dropdown menu currently set to 'Cucumber Testing'.
- Tasks Detailed:** Table with columns: Branch, Process Name, Stage Name.

3. Click Trade Finance> Tasks> Free Tasks.

The Free Tasks page shows a list of tasks with the following data:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Acquire & Edit	M	GS1LCA000006076	GS1	000262	£12,000.00	Import LC Amendment	Data Enrichment	GS1LUN190322501
Acquire & Edit	M	GS1LCA000006124	GS1	000262	£12,000.00	Import LC Amendment	Retry HandOff	GS1LSN19032ABYN
Acquire & Edit	H	GS1ELCA000006125	GS1	000263	£99,999.19	Export LC Advising	Data Enrichment	GS1ELAC19032BLHL
Acquire & Edit	H	GS1ELCA000006123	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BLHK
Acquire & Edit	H	GS1ELCA000006122	GS1	000263	£99,999.19	Export LC Advising	Data Enrichment	GS1ELAC19032BLHJ
Acquire & Edit	H	GS1ELCA000006121	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BLHI

4. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks** tab.

The screenshot shows the 'Acquire & Edit' button for the first task highlighted in red. The table data is as follows:

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
Acquire & Edit	M	GS1LCA000006076	GS1	000262	£11,000.00	Import LC Amendment	Scrutiny	GS1LUN190322501
Acquire & Edit	M	GS1ELCAB0028460	GS1	000262	£100,000.00	Export LC Amendment-Bene...	KYC Exception Approval	GS1ELAC19032BL3P
Acquire & Edit	H	GS1ELCA000006068	GS1	000263	£99,999.19	Export LC Advising	Retry HandOff	GS1ELAC19032BL3Z
Acquire & Edit	H	GS1ELCA000006067	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3Y
Acquire & Edit	H	GS1ELCA000006064	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3V
Acquire & Edit	H	GS1ELCA000006056	GS1	000263	£99,999.19	Export LC Advising	Scrutiny	GS1ELAC19032BL3R

5. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage	Back Office Ref No.
<a href="#">Edit</a>	M	GS11LCA00008076	GS1	000262	£12,000.00	Import LC Amendment	Data Enrichment	GS11LUN190322501

The Data Enrichment stage has six sections as follows:

- Main Details
- Availability & Shipment
- Documents & Conditions
- Payment Details
- Amendment Details
- Additional Fields
- Additional Details
- Summary

Let's look at the details for Data Enrichment stage. User must be able to enter/update the following fields. Some of the fields that are already having value from Scrutiny/Online channels may not be editable.

## Main Details

Refer to [Main Details](#).

## Availability & Shipment

Refer to [Availability & Shipment](#).

## Documents & Conditions

User must provide details of the required documents and additional conditions (if applicable) in this section.

Import LC Amendment - Data Enrichment :: Application No: GS11LCA000006076

Documents and Conditions

Documents Required

Select	Code	Name	Copy	Original	Description	Action
<input type="checkbox"/>	BOL			3/3		
<input type="checkbox"/>	INSDOC			3/3		
<input type="checkbox"/>	MARDOC			3/3		
<input type="checkbox"/>	PACKINGLIST			3/3		

Additional Conditions

Select	FFT Code	FFT Description	Action
<input type="checkbox"/>	47A32000FFT		
<input type="checkbox"/>	71BCHARGES		

Buttons: Audit, Reject, Hold, Cancel, Save & Close, Back, Next

### Documents Required

Documents Required

Select	Code	Name	Copy	Original	Description	Action
<input type="checkbox"/>	INSDOC	Insurance	2	1/2	INSURANCE POLICY/CERTIFICAT	
<input type="checkbox"/>	INVDOC	Invoice	2	2/6	COMMERCIAL INVOICE, DULY SI	
<input type="checkbox"/>	MARDOC	Bill Of Lading	2	3/3	CLEAN SEA WAYBILLS CONSIGN	
<input checked="" type="checkbox"/>	BOL	Bill of Lading				

Documents required section displays the list of documents required as per the issued LC and can be amended if required.

Online Channel - System will default the details received in the Description column. Based on the details populated, user can pick corresponding values for document code, originals and copy.

Non Online Channel - User can further edit (add or remove) the documents or document description as per requirement. Application will display an alert message, if both 'Bill Of lading' and 'Airway Bill' are chosen.

### Additional Conditions

Additional Conditions

Select	FFT Code	FFT Description	Action
<input type="checkbox"/>	FFTLCAC	DISCREPANCY FEE FOR USD 75.- (OR EQUIVALENT IN L/C CURRENCY)PLUS ALL RELATIVE SWIFT CHARGES WILL B	

Additional Conditions section displays the conditions of the issued LC and can be amended if required.

Online Channel - System will default the details received in the description column. System will parse the additional conditions required field into multiple line items based on line de-limiter (+) and shall populate each line item as a separate description. User can read the description and make any changes required to the description, also must be able to add more conditions.

Non Online Channel - User can use FFT to capture additional conditions and can edit the description populated from FFT. You should also be able to add additional FFT.

## **Payment Details**

Refer to [Payment Details](#).

## **Amendment Details**

Refer to [Amendment Details](#).

## **Additional Fields**

Refer to [Additional Fields](#).

## Additional Details

FuTuro Bank My Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01  
subham@gmail.com

Import LC Amendment - Data Enrichment :: Application No: GS1ILCA000006076
 Documents Remarks Audit View LC

Screen (7 / 8)

- Main Details
- Availability Shipment
- Documents and Conditions
- Payment Details
- Amendment Details
- Additional Fields
- Additional Details**
- Summary

**Revolving**

Revolving : **No**

Revolving In :

Revolving Units :

**Limit & Collateral**

Limit Currency :  
 Limit Contribution : **13200**  
 Limit Status : **Not Verified**  
 Collateral Currency : **GBP**  
 Collateral Contribution : **1320**  
 Collateral Status : **Available**

**Charge Details**

Charge : **GBP 600**

Commission :  
 Tax :  
 Block Status : **Not Initiated**

**Preview**

Confirmation Required : **No**

Customer Response :  
 Response Date :

Reject Hold Cancel Save & Close Back Next

## Revolving Details

Revolving

Revolving

No

Next Reinstatement Date

mm/dd/yy

Revolving In

Cummulative

Revolving Frequency

Automatic Reinstatement

Revolve Units

Save & Close Cancel

Field	Description	Sample Values
Revolving	Read only field. Displays the LC is revolving or non-revolving.	
Revolving In	Read only field. The LC can revolve with Time or Units.	
Revolving Frequency	Read only field. This field captures the frequency in days and months by which the LC revolves.	
Revolving Units	Read only field. This field captures the units by which the LC revolves.	

Field	Description	Sample Values
Next Reinstatement Date	Read only field. This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	Read only field. This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.	
Automatic Reinstatement	Read only field. This field enables to have automatic reinstatement on the reinstatement day without manual intervention.	

## Limits & Collateral

Limit availability needs to be checked if amendment involves increase in amount or tolerance or both. Provide the Limit Details based on the description in the following table:

Limit & Collateral ×

▲ Limit Details 📄 + -

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/> 001345	001345	100	GBP	£20,000.00	Available	The Earmark can be performed as the fa

▲ Collateral Details 📄 + -

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/> Cash Collateral	10	GBP	£2,000.00	2030013450000000010	Available	The amount block can be perfo

✔ Save & Close
✖ Cancel

Limit Details
✕

Customer ID  
001345

Contribution % \*  
100

Contribution Currency  
GBP

Limit Currency  
GBP

Limit Check Response  
Available




Line ID \*  
001345

Limits Description

Contribution Amount \*

Limit Available Amount

Response Message  
The Earmark can be performed as the f

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Limit Details.	
Plus Icon 	Click plus icon to add new Limit Details.	
Minus Icon 	Click minus icon to remove any existing Limit Details.	
Limit Details	Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	User can choose from the various lines available and mapped under the customer id gets listed in the drop down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.	

Field	Description	Sample Values
Contribution	System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if amended.  Once contribution % is provided, system will default the amount.  System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.	
Contribution Currency	The LC currency will be defaulted in this field.	
Contribution Amount	Contribution amount will default based on the contribution %.	
Limit Currency	Limit Currency will be defaulted in this field.	
Limit Available Amount	This field will display the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount.	
Limit Check Response	Response can be 'Success' or 'Limit not Available'.	
Response Message	Detailed Response message.	

Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table:

The screenshot shows a software window titled "Limit & Collateral" with a close button (X) in the top right corner. It contains two main sections: "Limit Details" and "Collateral Details".

**Limit Details:** This section has a table with columns: Customer ID, Line ID, Contribution %, Contribution Currency, Contribution Amount, Limit Check Response, and Response Message. A single row is visible with the following values: Customer ID: 001345, Line ID: 001345, Contribution %: 100, Contribution Currency: GBP, Contribution Amount: £20,000.00, Limit Check Response: Available, and Response Message: The Earmark can be performed as the fa... There are also icons for print, add (+), and delete (-) in the top right of this section.

**Collateral Details:** This section is highlighted with a red border and has a table with columns: Collateral Type, Collateral %, Currency, Contribution Amount, Settlement Account, Account Balance Check Response, and Response Message. A single row is visible with the following values: Collateral Type: Cash Collateral, Collateral %: 10, Currency: GBP, Contribution Amount: £2,000.00, Settlement Account: 2030013450000000010, Account Balance Check Response: Available, and Response Message: The amount block can be perf... There are also icons for print, add (+), and delete (-) in the top right of this section.

At the bottom right of the window, there are two buttons: "Save & Close" (with a checkmark icon) and "Cancel" (with an X icon).



Collateral Details
✕

Collateral Type \*

Currency

Settlement Account \*

Settlement Account Currency

Response

Collateral % \*

Contribution Amount \*

Settlement Account Branch




Account Available Amount

Response Message

Verify

✓ Save & Close

✕ Cancel

Field	Description	Sample Values
Edit Icon 	Click edit icon to edit any existing Collateral Details.	
Plus Icon 	Click plus icon to add new Collateral Details.	
Minus Icon 	Click minus icon to remove any existing Collateral Details.	
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. User can select either Cash Collateral or Deposits.	
Collateral %	User must enter the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
Settlement Account	Select the settlement account for then collateral.	

Field	Description	Sample Values
Settlement Account Branch	Settlement Account Branch will be auto-populated based on the Settlement Account selection.	
Settlement Account Currency	Select the Settlement Account Currency.	
Account Available Amount	Account Available Amount will be auto-populated based on the Settlement Account selection.	
Response	Response can be 'Success' or 'Amount not Available'.	
Response Message	Detailed Response message.	

## Charge Details

On click of 'Next' in the previous screen, system will auto populate the charges, commission and tax components mapped to the product from the back office system.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

Charge Details >

Recalculate
Redefault

▲ Charge Details

Component	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
LCCOURISS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>
LCSWIFTIS	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>
OTHBNKCHG	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	20300134600000000017 <span style="font-size: 0.8em;">🔍</span>

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
-----------	------	----------	--------	----------	-------	-------

✔ Save & Close
✖ Cancel

Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field. User can edit the value, if required.	
Modified Amount	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected.	
Waive	If charges have to be waived, this check box has to be selected.  Based on the customer maintenance, the charges should be marked for Billing or for Defer.	
Charge Party	Charge party will be applicant by default. You can change the value to beneficiary	
Settlement Account	Details of the settlement account.	

Provide the Commission Details based on the description provided in the following table:

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILSN_COMM	1.5	GBP	\$1,900.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Select the commission component	
Rate	Defaults from product. User can change the rate, if required.	
Currency	Defaults the currency in which the commission needs to be collected	
Amount	An amount that is maintained under the product code defaults in this field. User can modify the value, if required.	
Modified Amount	From the default value, if the rate or amount is changed, the modified value gets updated in the modified amount field.	

Field	Description	Sample Values
Billing	If charges/commission is handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.	
Defer	Select the check box, if charges/commissions has to be deferred and collected at any future step.	
Waive	Select the check box to waive charges/ commission.  Based on the customer maintenance, the charges/commission can be marked for Billing or Defer.  If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.	
Charge Party	Charge party will be 'Applicant' by Default. You can change the value to Beneficiary	
Settlement Account	Details of the Settlement Account.	

The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/ commission will be available on click of Re-Calculate button or on hand off to back-end system.

Tax details are defaulted from the back-end system.

Charge Details

▲ Commission Details

Component	Rate	Currency	Amount	Modified	Defer	Waive
AILS_N_COMM	1.5	GBP	\$1,900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Tax Details

Component	Currency	Amount	Settlement Account
LCTAX2	GBP	95	20300134600000000017
LCTAX	GBP	1600	20300134600000000017
LCTAX1	GBP	0	20300134600000000017

Field	Description	Sample Values
Component	Tax Component type	
Currency	The tax currency is the same as the commission.	

Field	Description	Sample Values
Amount	The tax amount defaults based on the percentage of commission maintained. User can edit the tax amount, if required.	
Settlement Account	Details of the settlement account.	

## Preview

User can view the draft LC amendment message (outgoing MT707 SWIFT message format) being displayed on the preview message text box.

A copy of draft LC amendment can be sent for customer confirmation and the same can be done by choosing the customer response toggle as 'yes'. On submit, the message will be sent to the customer. The task will be moved to 'pending customer response' stage. Upon receipt of customer's confirmation, the transaction moves to approval.

In case the customer has requested for changes, the transaction will move to Data Enrichment and once the necessary changes made, the request moves to approval stage.

The screenshot shows a web form with two main sections: 'Draft Details' and 'Draft Confirmation'.  
**Draft Details:** Includes a 'Language' dropdown menu set to 'English' and a 'Preview Draft Message' area. The preview shows SWIFT message details: 'Original Received from Application - Outgoing Draft', 'Priority/Delivery : Normal', 'Swift Input : FIN 700 Issue of a Documentary Credit', 'Sender Swift address : AAMMNL21XXX ANDROPAN ASSET MANAGEMENT B.V. 206-216, HERENGRACHT AMSTERDAM', and 'Receiver Swift address : CITIUS33XXX CITIBANK, NEW YORK -OUR USD CORN CITIUS33XXX'.  
**Draft Confirmation:** Features a 'Draft Confirmation Required' toggle switch (currently turned on), a 'Customer Response' dropdown menu (set to 'Select'), a 'Response Date' field with a calendar icon (placeholder 'mm/dd/yy'), and a 'Default Email List' field containing 'pss\_org\_ww@oracle.com'.  
 At the bottom right, there are 'Save & Close' and 'Cancel' buttons.

Provide the Preview details based on the description in the following table:

Field	Description	Sample Values
Language	Select the language for the SWIFT message.	
Preview Draft Message	Display a preview of the draft message.	
Draft Confirmation Required	This toggle enables the user to select if draft confirmation is required or not.	

Following fields will have values on receipt of customer response.

Customer Response	User can enter the response received from customer. If the response is received online, the response is auto populated in this field by the system.	
Customer Remarks	Remarks from the customer for the draft.	
Response Date	Customer Response received date.	

Field	Description	Sample Values
Default Email list	Default Email address of the customer.	
Add Recipients	Enables to add more recipients for the customer response.	

## Summary

User can review the summary of details updated in Data Enrichment stage Import LC Amendment request.

The screenshot shows the 'Summary' page for an 'Import LC Amendment' request. The interface includes a navigation menu on the left, a top header with 'FuTura Bank' and 'My Tasks', and a main content area with a grid of detail tiles. The tiles are as follows:

- Main Details:** Form Of LC : IRREVOCABLE, Submission Mode : Desk, Date Of Issue : 2019-02-01, Date Of Expiry : 2019-05-31, Place Of Expiry : NEGOTIATIN...
- Availability Shipment:** Available With : ANY BANK, Available By : PAYMENT, Port of Loading : b, Port of Discharge : chennai
- Documents and Conditions:** Document 1 : BOL, Document 2 : INSDOC, Document 3 : MARDOC, Document 4 : PACKINGLIST
- Payment Details:** Period Of Present : 21, Confirmation Instr. : WITHOUT
- Amendment Details:** Amount : 12000, Currency : GBP, Tolerance : 10/10, Place Of Expiry : NEGOTIATIN..., Date Of Expiry : 2019-05-31
- Additional Fields:** Click here to view additional fields
- Limits and Collaterals:** Limit Currency : GBP, Limit Contribution : 13200, Limit Status : Not Verified, Collateral Currency : GBP, Collateral Contr. : 1320, Collateral Status : Available
- Commission, Charges and Taxes:** Charge : GBP600, Commission : , Tax : , Block Status : Not Initia...
- Revolving Details:** Revolving : No, Revolving In : , Revolving Frequency :
- Draft Details:** Confirm. Required : No, Confirm. Response : , Response Date :
- Preview Messages:** Language : ENG, Preview Message : -
- Compliance:** KYC : Verified, Sanctions : Not Initia..., AML : Not Initia...
- Party Details:** Applicant : EMR & CO, Beneficiary : NESTLE, Advising Bank : CITIBANK NY

At the bottom of the page, there are buttons for 'Reject', 'Hold', 'Cancel', 'Save & Close', 'Back', 'Next', and 'Submit'.

### Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amended details of the issued LC.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Additional Fields - User can view and modify the details of additional fields, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Amendment. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you queue for working later. This option will not submit the request	
Cancel	Cancel the Data Enrichment stage inputs.	
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes: <ul style="list-style-type: none"><li>• R1- Documents missing</li><li>• R2- Signature Missing</li><li>• R3- Input Error</li><li>• R4- Insufficient Balance/Limits</li><li>• R5 - Others.</li></ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.	

## Customer Response - Draft Confirmation

The customer response can be received both by online and offline mode.

In non-online mode, user receives the response in the branch.

In online mode the customer will share their response online that will be automatically updated in the customer response field in the task, which is available in the customer response pending stage.

Log in into OBTFPM application, and open the task to see customer response screen.

### Customer Response

Language - Read only field

Draft Message - Read only field

## Draft Confirmation

Draft Confirmation required - Read only field

Customer Response - This field will be available for you to update any of the below response based on the customer's reply

- Accepted
- Changes Required - Change and proceed

For non-online response – User can select customer response from one of the three drop list values mentioned above.

For Online response – Read only

Customer Remarks - Capture the remarks of the customer.

Response Date - Non-Online channel – Update the date on which the customer response has been received.

Online Channel – Read only

## Summary

Tiles Displayed in Summary

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amended details of the issued LC.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

Documents – User must be able to view the documents uploaded in the system and upload documents if customer response has been received through non- online channel.

Remark - Capture remarks if required and must be able to view the remarks captured during earlier stages.



## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	<p>Task will get moved to next logical stage of Import LC Amendment.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>	
Cancel	Cancel the Draft Confirmation.	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	

## Exceptions

The Import LC Amendment request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

## Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage.

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of important fields with values.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

## Amount Bock Exception

This section will display the amount block exception details.

The screenshot displays the 'Amount Block Exception' interface in the FuTura Bank OBTFPM application. The page title is 'Import LC Amendment - Amount Block Exception Approval :: Application No: GS1LCA000006076'. The user is logged in as SRIDHAR01 (subham@gmail.com) on Feb 1, 2019. The interface includes a navigation menu with 'Amount Block Exception' and 'Summary' options. The main content area shows 'Amount Block Exception Details' with a table of exception records.

Type	Contract Currency	Block Amount	Branch	Account	Account Currency	Block Ref No	Block Status	Block Status Details
Charge	GBP	50	000	625362256	GBP		BF	
Charge	GBP	500	000	0224	USD		BF	
Charge	GBP	50	000	1201200000	GBP		BF	

## Summary

**FuTura Bank** Free Tasks FBN UK (G51) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Import LC Amendment - Amount Block Exception Approval :: Application No: GS11LCA000006076 Documents Remarks Audit View LC

Amount Block Exception Summary Screen ( 2 / 2 )

<b>Main Details</b> Form Of LC : <b>IRREVOCABLE</b> Submission Mode : <b>Desk</b> Date Of Issue : <b>2019-02-01</b> Date Of Expiry : <b>2019-05-31</b> Place Of Expiry : <b>NEGOTIATING</b>	<b>Availability</b> Available With : <b>ANY BANK</b> Available By : <b>PAYMENT</b> Port of Loading : <b>b</b> Port of Discharge : <b>chennai</b>	<b>Payment</b> Period Of Present. : <b>21</b> Confirmation Instr. : <b>WITHOUT</b>	<b>Documents &amp; Conditions</b> Document 1 : <b>BOL</b> Document 2 : <b>INSDOC</b> Document 3 : <b>MARDOC</b> Document 4 : <b>PACKINGLIST</b>
<b>Revolving Details</b> Revolving : <b>N</b> Revolving In : Revolving Frequency :	<b>Limits Details</b> Limit Currency : <b>GBP</b> Limit Contribution : <b>13200</b> Limit Status : <b>Not Verified</b> Collateral Currency : <b>GBP</b> Collateral Contr. : <b>1320</b> Collateral Status : <b>Success</b>	<b>Party Details</b> Applicant : <b>EMR &amp; CO</b> Beneficiary : <b>NESTLE</b> Advising Bank : <b>CITIBANK NY</b>	<b>Charge</b> Charge : <b>GBP600</b> Commission : Tax : Block Status : <b>Failed</b>
<b>Preview</b> Confirm. Required : <b>No</b> Response Date : Confirm. Response :	<b>Compliance</b> KYC : <b>Verified</b> Sanctions : <b>Verified</b> AML : <b>Verified</b>		

Reject Hold Refer Cancel Approve Back Next

### Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required.
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	<p>Cancel the Import LC Amendment Amount Block Exception check.</p>	
Approve	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>	
Back	<p>Task moves to previous logical step.</p>	

## Exception - Know Your Customer (KYC)

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for trade finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

User can pick up a transaction and do the following actions:

### Approve

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

### Summary

**Summary**

Application ID: 2031LCISS000000011

Section	Field	Value
Main Details	Form Of LC	IRREVOCABLE
	Submission Mode	Desk
	Date Of Issue	2018-04-13
	Date Of Expiry	2018-07-31
Party Details	Applicant	NESTLE
	Beneficiary	EMR & CO
Limits & Collaterals	Limit Currency	
	Limit Contribution	
Compliance	KYC	Not Verified
	Sanctions	Not Initiated
	AML	Not Initiated

Buttons: Reject, Hold, Refer, Cancel, Approve, Back, Next, Submit

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	

Field	Description	Sample Values
Hold	The details provided will be registered and status will be on hold. This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the Import LC Amendment KYC exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

### Exception - Limit Check/Credit

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for trade finance transactions must be listed in your queue. Open the task, to see summary tiles that display a summary of important fields with values.

Limit check Exception approver can do the following actions:

#### Approve

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

#### Refer

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

#### Reject

The transaction due to non-availability of limits capturing reject reason.

## Limit/Credit Check

This section will display the amount block exception details.

**FuTura Bank** My Tasks Bank Futura -Br... (203) 04/13/18 SRIDHAR

Import LC Amendment - Credit Exception - Review Documents Remarks View LC

**Credit Exception** Screen ( 1 / 2 )

Summary

▶ Application :- 203ILCAM0017597

▲ Limit Details i

Customer ID	Line ID	Contribution %	Contribution Currency	Contribution Amount	Limit Check Response	Response Message
<input type="checkbox"/> 001345	001345	100	GBP	£20,000.00	Available	The Earmark can be performed

▲ Collateral Details i

Collateral Type	Collateral %	Currency	Contribution Amount	Settlement Account	Account Balance Check Response	Response Message
<input type="checkbox"/> Cash Collateral	10	GBP	£2,000.00	2030013450000000010	Success	The amount block can

Reject Hold Refer Cancel Approve Back Next

## Summary

**FuTura Bank** My Tasks Bank Futura -Br... (203) 04/13/18 SRIDHAR

Import LC Amendment - Credit Exception - Review Documents Remarks View LC

**Credit Exception** Screen ( 2 / 2 )

Summary

▶ Application :- 203ILCAM0017597

**Main Details** i

Form Of LC : **REVOCABLE**  
 Submission Mode : **Desk**  
 Date Of Issue : **4/13/2018**  
 Date Of Expiry : **7/19/2018**  
 Place Of Expiry : **London**

**Party Details** i

Applicant : **XXX**  
 Beneficiary : **XXX**  
 Advising Bank : **XXX**  
 Confirming Bank : **XXX**

**Availability & Shipment** i

Available With : **YOUR SELVES**  
 Available By : **By Payment**  
 Port Of Loading :  
 Port Of Discharge : **Chennai**

**Payments** i

Period Of Present :  
 Confirmation Instr. : **CONFIRM**  
 Advise Through Bank :

**Amendment Details** i

Amount : **20000**  
 Currency : **GBP**  
 Date Of Expiry : **7/19/2018**  
 Place Of Expiry : **London**  
 Tolerance :

**Documents & Condition** i

Document 1 : **BOL**  
 Document 2 : **MARDOC**  
 Document 3 : **INSDOC**

**Limits & Collaterals** i

Limit Currency : **GBP**  
 Limit Contribution : **20000**  
 Limit Status : **Available**  
 Collateral Currency : **GBP**  
 Collateral Contribution : **2000**  
 Collateral Status : **Success**

**Charge Details** i

Charge : **GBP 50**  
 Commision :  
 Tax :  
 Block Status : **Success**

**Revolving Details** i

Revolving : **No**  
 Revolving In :  
 Revolving Frequency :

**Preview Messages** i

Confirm. Required : **Yes**  
 Confirm. Response :  
 Response Date :

**Compliance** i

KYC : **Verified**  
 Sanctions : **Verified**  
 AML : **Verified**

Reject Hold Refer Cancel Approve Back Next

Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amendment Details - User can view the amended details of the issued LC.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance/Limits</li> <li>● R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R4- Insufficient Balance- Limits</li> <li>● R5 - Others</li> </ul>	



Field	Description	Sample Values
Cancel	Cancel the Import LC Amendment Limit exception check.	
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.	
Back	Task moves to previous logical step.	

## Multi Level Approval

Log in into OBTFPM application and open the task to see the summary tiles. The tiles should display a list of important fields with values. User must be able to drill down from summary Tiles into respective data segments to verify the details of all fields under the data segment.

## Authorization Re-Key

For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Applicant Party
- Application Date

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.

The screenshot displays the Futura Bank OBTFPM interface. A modal window titled 'Approval Rekey' is open, showing a list of tasks and a form for re-keying. The form includes fields for 'Applicant Party' (value: 000262) and 'Application Date' (value: Feb 1, 2019), both marked with green checkmarks. The background shows a table of tasks with columns for Action, Priority, Application Number, Process Name, Stage, and Back Office Ref No.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Documents	Upload the required documents.	

Field	Description	Sample Values
Remarks	Provide any additional information regarding the LC Amendment. This information can be viewed by other users processing the request.	
Incoming Message	Displays the incoming message, if any.	
<b>Action Buttons</b>		
Proceed	On proceed, the screen navigates to approval summary screen.	
Refer	User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes: <ul style="list-style-type: none"> <li>● R1- Documents missing</li> <li>● R2- Signature Missing</li> <li>● R3- Input Error</li> <li>● R5 - Others</li> </ul>	
Cancel	Cancel the Import LC Amendment Approval Rekey.	

## Summary

The screenshot shows the 'Summary' screen for an 'Import LC Amendment - Approval1' with Application No: GS1ILCA000006076. The screen is divided into several sections, each with a blue header and a white body containing key-value pairs. A green checkmark is visible in the bottom right of each section, signifying that the data has been verified.

- Main Details:** Form Of LC : IRREVOCABLE, Submission Mode : Desk, Date Of Issue : 2019-02-01, Date Of Expiry : 2019-05-31, Place Of Expiry : NEGOTIATING
- Availability:** Available With : ANY BANK, Available By : PAYMENT, Port of Loading : b, Port of Discharge : chennai
- Payment:** Period Of Present : 21, Confirmation Instr. : WITHOUT
- Documents & Conditions:** Document 1 : BOL, Document 2 : INSDOC, Document 3 : MARDOC, Document 4 : PACKINGLIST
- Revolving Details:** Revolving : N, Revolving In : , Revolving Frequency :
- Limits Details:** Limit Currency : GBP, Limit Contribution : 13200, Limit Status : Not Verified, Collateral Currency : GBP, Collateral Contr. : 1320, Collateral Status : Success
- Party Details:** Applicant : EMR & CO, Beneficiary : NESTLE, Advising Bank : CITIBANK NY
- Charge:** Charge : GBP600, Commission : , Tax : , Block Status : Failed
- Preview:** Confirm. Required : No, Response Date : , Confirm. Response :
- Compliance:** KYC : Verified, Sanctions : Verified, AML : Verified

At the bottom of the screen, there is an 'Audit' button on the left and a row of action buttons: 'Reject', 'Hold', 'Refer', 'Cancel', and 'Approve'.

### Tiles Displayed in Summary:

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amended Details - User can view the amended details of the issued LC.

- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

## Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others.</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>	
Hold	<p>The details provided will be registered and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.</p>	
Refer	<p>User will be able to refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance- Limits</li> <li>• R5 - Others</li> </ul>	
Cancel	Cancel the approval.	

Field	Description	Sample Values
Approve	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.	

## Customer - Acknowledgement

Customer Acknowledgment is generated every time a new Import LC Amendment is requested from the customer. The acknowledgment letter format is as follows:

To:

<CUSTOMER NAME>

DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgment to your LC Amendment Application number <USER REFERENCE> dated <APPLICATION DATE>

This letter is to let you know that we have received your application requesting amendment to Import LC with the below details.

APPLICATION DATE:< APPLICATION DATE>

APPLICANT NAME: <APPLICANT NAME>

CURRENT/AMOUNT: <LC CCY/AMT>

YOUR REFERENCE NO: <USER REFERENCE NUMBER>

OUR REF NUMBER: <PROCESS REF NUMBER>

We have registered your request. Please quote our reference < PROCESS REF NUMBER> for any future correspondence.

This acknowledgment does not warrant Amendment of LC on you behalf.

Thank You for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited.

If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

## Customer - Reject Letter

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows:

FROM:

<BANK NAME>

<BANK ADDRESS>

TO:

DATE <DD/MM/YYYY>

<CUSTOMER NAME>

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your LC Application <User Ref> under our Process Ref <Process Ref No> - Rejected

Further to your recent LC amendment application request dated <Application Date -dd/mm/yy>, under our process ref no <process ref no>, this is to advise you that we will not be able to issue the required LC amendment.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to issue the LC due to the below reasons

1. XXXXXXXXXX
2. XXXXXXXXXX
3. XXXXXXXXXX

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of your LC application review, please contact us at <bank customer support ph.no>

Yours Truly

<Authorized Signatory>

## Reject Approval

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import LC Amendment in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The tile containing the screen from where the reject was triggered will be highlighted in red.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

### Application Details

The application details data segment have values for requests received from both non-online and online channels.

### Summary

The data captured during handling of the transaction until the stage when reject is given will be available in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view and modify details about application details and LC details, if required.
- Party Details - User can view and modify party details like beneficiary, advising bank etc., if required
- Availability and Shipment - User can view and modify availability and shipment details, if required.
- Payments - User can view and modify all details related to payments, if required.
- Amended Details - User can view the amended details of the issued LC.
- Documents & Condition - User can view and modify the documents required grid and the additional conditions grid, if required.
- Limits and Collaterals - User can view and modify limits and collateral details, if required.
- Charges - User can view and modify charge details, if required.
- Revolving Details - User can view revolving details on revolving LC, if applicable.
- Preview Messages - User can view and modify preview details, if required.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

### Action Buttons

Use action buttons based on the description in the following table:

Field	Description	Sample Values
Reject Approve	On click of Reject Approve, the transaction is rejected.	
Reject Decline	On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks.	
Hold	User can put the transaction on 'Hold'. Task will remain in Pending state.	
Cancel	Cancel the Reject Approval.	



<b>A</b>	
Additional Details	
Action Buttons .....	38
Charge Details .....	35, 50
Limits & Collateral .....	31
Preview .....	53
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### References

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

- Getting Started User Guide
- Common Core User Guide

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