Import LC Drawing User Guide
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.



# **Import LC Drawing**

Drawings under Import LC is initiated on account of one of the following 2 scenarios:

- 1. SWIFT MT 750 received from the presenting bank requesting for applicant's waiver of discrepancies.
- 2. Receipt of documents under LC from the presenting bank where an MT 750 has not been sent already.

This section contains the following topics:

Registration	Scrutiny
Data Enrichment	Exceptions
Multi Level Approval	Reject Approval

# Registration

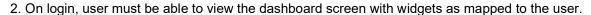
The process starts from Registration stage, if drawings are initiated on account of documents under LC received from presenting bank. No MT750 has been received from presenting bank in this scenario.

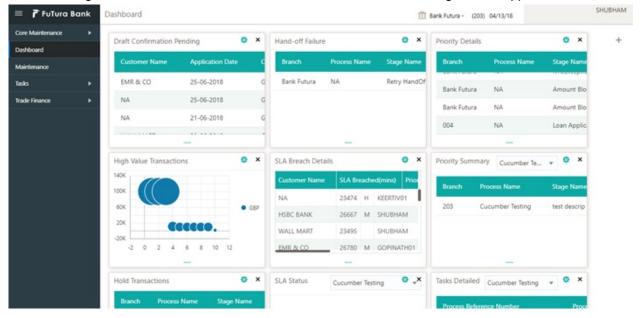
During Registration stage, user can capture the basic details and upload the documents received from presenting bank. It also enables the user to capture some additional product related details as an option. On submit of the request the request will be available for an LC expert to handle the request in the next stage.

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

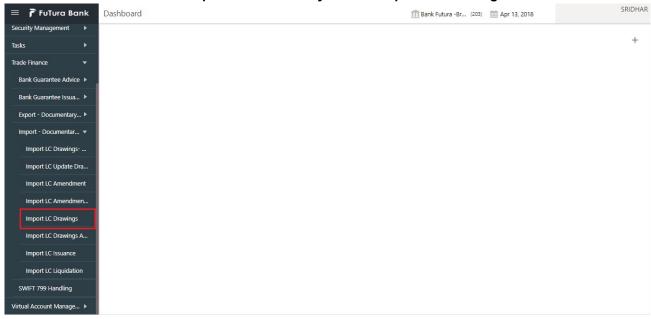








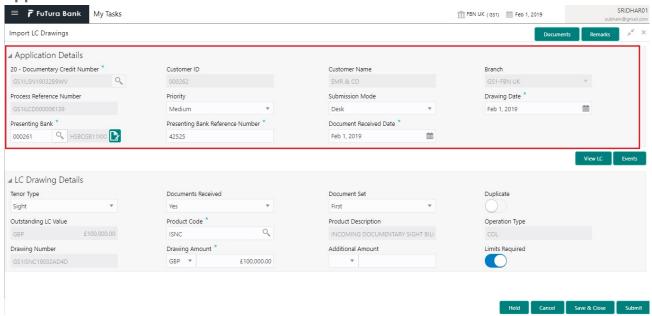
3. Click Trade Finance> Import - Documentary Credit> Import LC Drawings.



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



## **Application Details**



## Provide the Basic Details based on the description in the following table:

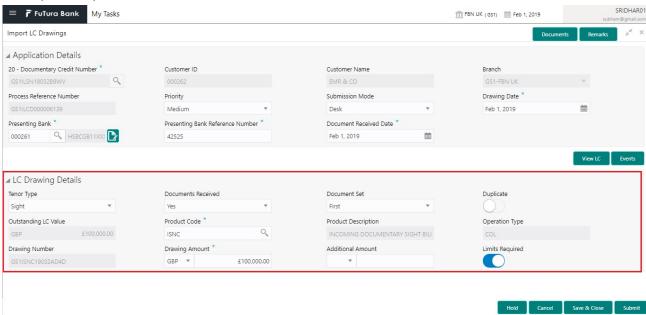
Field	Description	Sample Values
Documentary Credit Number	Provide the documentary credit number. Alternatively, user can search the documentary credit number using LOV.	
	In the LOV, user can input Customer ID, Beneficiary, Currency, Amount and User Reference to fetch the LC details. Based on the search result, select the applicable LC for drawing.	
Customer ID	Read only field.	001344
	Customer ID will be auto-populated based on the selected LC from the LOV.	
Customer Name	Read only field.	EMR & CO
	Customer Name will be auto-populated based on the selected LC from the LOV.	
Branch	Read only field.	203-Bank
	Branch details will be auto-populated based on the selected LC from the LOV.	Futura -Branch FZ1
Process Reference	Unique sequence number for the transaction.	
Number	This is auto generated by the system based on process name and branch code.	
Priority	System will populate the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated any time before submit.	High



Field	Description	Sample Values
Submission Mode	Select the submission mode of Import LC Drawing request. By default the submission mode will have the value as 'Desk'.	Desk
	Desk- Request received through Desk	
	Courier- Request received through Courier	
Drawing Date	By default, the application will display branch's current date and does not enables the user to change the date to any back date.	04/13/2018
Presenting Bank	Select the Presenting Bank.	
	Click the look up icon to search the presenting bank based on Party ID/Party Name. You can also input the party ID and on tab out system will validate and populate the 'Presenting Bank' name.	
Presenting Bank Reference Number	User can enter the reference number provided by the presenting bank.	
Document Received Date	By default, the application will display branch's current date and enables the user to change the date to any back date.	
	Note Future date selection is not allowed.	

## **LC Drawing Details**

Registration user can provide drawing details in this section. Alternately, drawing details can be provided by Scrutiny user.



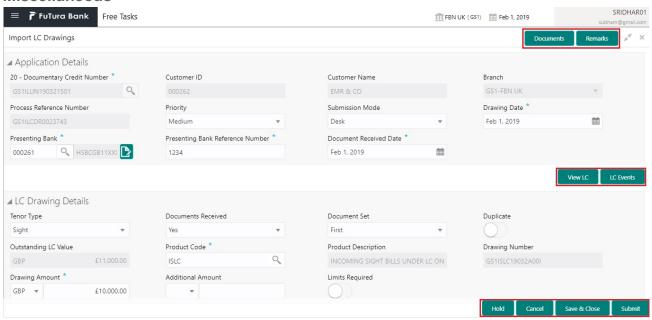


Provide the drawing LC Details based on the description in the following table:

Field	Description	Sample Values
Tenor Type	Select the Tenor Type from the LOV:  Sight Usance Mixed	
Documents Received	Set the document received status as 'Yes' or 'No' from the LOV.	
Document Set	Enables to user to select the number of sets of documents received from the LOV:  • First  • Second  • Both	
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.	
Outstanding LC Value	Read only field.  This field displays the value as per the LC.	
Product Code	Select the product code for the drawing.	
Product Description	Read only field.  This field displays the description of the product as per the product code.	
Operation Type	Read only field.  Operation Type will be auto-populated based on the selected LC.	
Drawing Number	This is auto generated by the back end system.	
LC Drawing Amount	Provide the drawing amount under the LC for which documents have been submitted.	
Additional Amount	This field enables user to provide any additional amount to be processed under this LC drawing.	
Limits Required	Toggle On: Set the toggle 'On' to enable limit check.  Toggle Off: Set the toggle 'Off' to disable limit check.	



#### Miscellaneous



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

Field	Description	Sample Values
Documents	Upload the documents received under the LC.	
Remarks	Provide any additional information regarding the drawing. This information can be viewed by other users processing the request.	
View LC	Enables the user to view the latest LC values displayed in the respective fields. All fields displayed in LC details section are read only fields.	
LC Events	On click, system will display the details of LC issuance, amendments (if any), drawings (if any) and liquidations if any under the LC in chronological sequence from LC Issuance.	
Action Buttons		
Submit	On submit, task will get moved to next logical stage of Import LC Drawing.	
	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	Cancels the Import LC Drawing Registration stage inputs.	



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.	
Checklist	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.  Checklist  Registration  Application signed and stamped  Remarks  Any correction or alteration initialled by the app  Remarks  LC amt and ccy are uniform across the application  Remarks  customer signature verified  Remarks  Save Checklist	

# **Scrutiny**

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

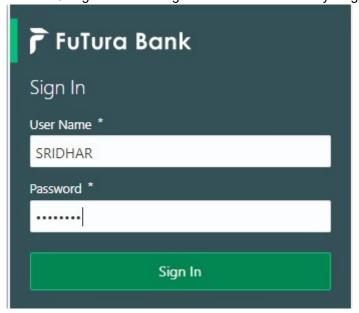
**Non-Online Channel** - Import LC Drawing request that were received at the desk will move to Scrutiny stage post successful Registration. The requests will have the details entered during the Registration stage.

**Online Channel** - If MT750 is received, automatic task gets created and is available in the Scrutiny stage for further handling and available data for all data segments from Registration stage to Data Enrichment stage would be auto populated.

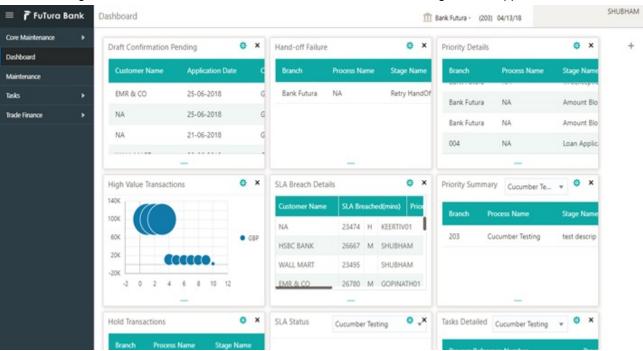
Do the following steps to acquire a task currently at Scrutiny stage:



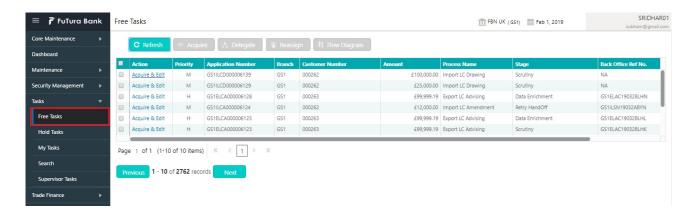
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



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



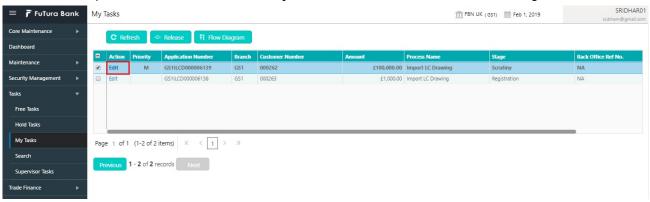
3. Click Trade Finance> Tasks> Free Tasks.



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



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



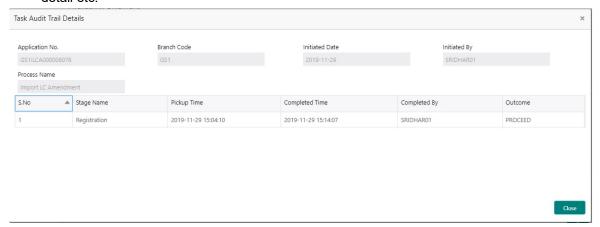
The Scrutiny stage has the following hops for data capture:

- Main Details
- Beneficiary Confirmation Details
- Document Details
- Shipment Details
- Additional Conditions
- Discrepancy Details
- Maturity Details
- 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 information about user initiated the transaction, initiated date, stage wise detail etc.



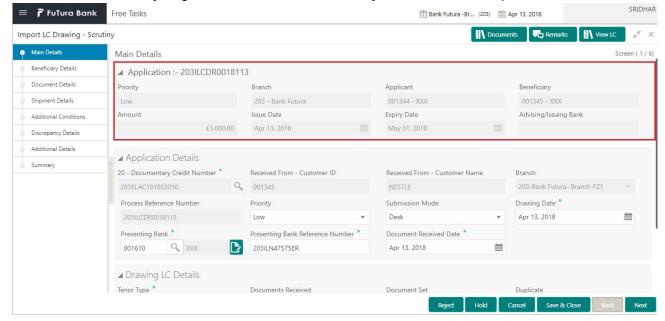
#### **Main Details**

Main details section has two sub section as follows:

- Application
- Application Details
- Drawing Details

## **Application**

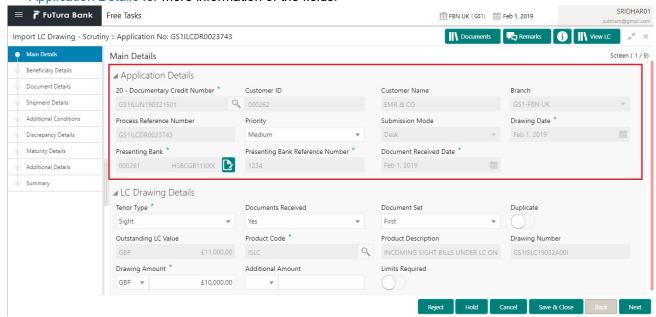
This section provides a quick snapshot of details of LC. This Application section will be available in all the sections of Scrutiny stage and the fields will be read only. This section is collapsible.





## **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.



Following fields can be amended based on the description provided in the following table:

I

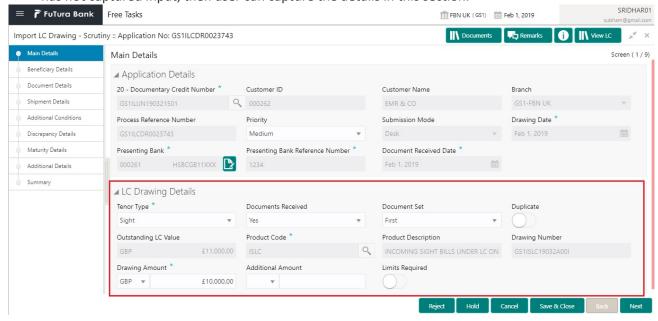
Field	Description	Sample Values
Priority	User can change the priority defaulted' Values are High, Medium and Low.	High
Submission Mode	Read only field.  In case of non online channel, mode captured in Registration stage will be displayed. In case of MT 750, system will display the submission mode as 'SWIFT'.	Desk
Drawing Date	Non online channel - This field displays the value captured in Registration stage if any.  SWIFT MT 750 - This field displays the date of receipt of MT750.	04/13/2018
Presenting Bank	System will display the details captured in Registration stage if already captured.  SWIFT MT 750- System will populate the presenting bank details from incoming MT 750.	
Presenting Bank Reference Number	Non online channel - As the details are already captured in Registration, user can update the same.  SWIFT MT 750. System will populate the presenting bank reference from the incoming SWIFT message.	



Field	Description	Sample Values
Document Received Date	By default, the application will display branch's current date and enables the user to change the date to any back date.  Note  Future date selection is not allowed.	

#### **LC Drawing Details**

The fields listed under this section are same as the fields listed under the LC Drawing Details section in Registration. Refer to LC Drawing 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 fields can be amended based on the description in the following table:

Field	Description	Sample Values
Tenor Type	Select the Tenor Type from the drop down:  Sight Usance Mixed	
Documents Received	Set the document received status as 'Yes' or 'No' from the drop down.	
Document Set	Enables to user to select the number of sets of documents received from the LOV:  • First  • Second  • Both	



Field	Description	Sample Values
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.	
Drawing Number	This is auto generated by the back end system.	
LC Drawing Amount	Provide the amount to be drawn in this drawing.	
Additional Amount	This field enables user to provide any additional amount to be processed under the LC drawing.	
	In case of MT 750, system will populate the amount from the incoming message.	
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.	

## **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 Drawing.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.	
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 on hold.	
	This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	R5 - Others.	
	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.	

## **Beneficiary Confirmation Details**

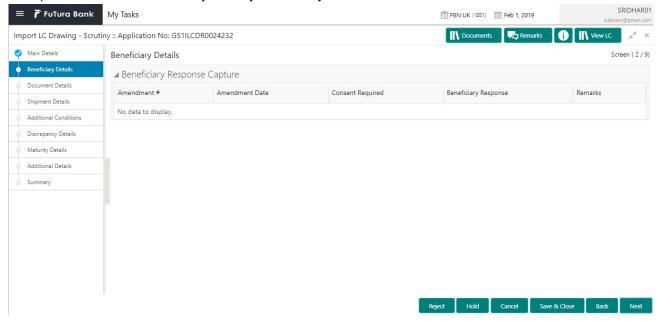
#### **Application**

Refer to Application.

## **Beneficiary Response Capture**

As part of processing a drawing under Import LC, the Scrutiny user can check if there are any amendments pending beneficiary confirmation under the LC where beneficiary confirmation has not been captured so far. The user can check and update beneficiary response for amendment wherever applicable based on the documents.

If the documents presented are compliant, then the user will mark the particular amendment(s) as confirmed and if the documents are not compliant to the amendment(s) terms, then the user will mark that particular amendment as rejected by beneficiary.





Capture the information based on the description in the following table:

Field	Description	Sample Values
Amendment Number	Read only field.  Amendment number will be auto-populated based on selected LC using documentary credit number.	
Amendment Date	Read only field.  Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.	
Beneficiary Consent Required	Read only field.  Beneficiary Consent Required (Y/N) will be autopopulated based on selected LC using documentary credit number.	
Beneficiary Response	Select the beneficiary response from the LOV.  Confirmed Rejected  Note Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.	
Remarks	Capture the remarks of the beneficiary response.	

## **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 Drawing.	
	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 on hold.  This option is used, if there are any pending information yet to be received from applicant and appropriate remarks must be provided.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	R5 - Others.	
	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.	

## **Document Details**

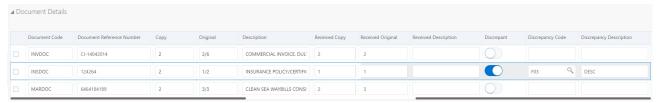
User can verify the documents received and identify discrepancies, if any.

# **Application**

Refer to Application.

#### **Document Details**

User can compare the document received with the required documents and identify the discrepancies, if any. Provide the information based on the description in the following table:



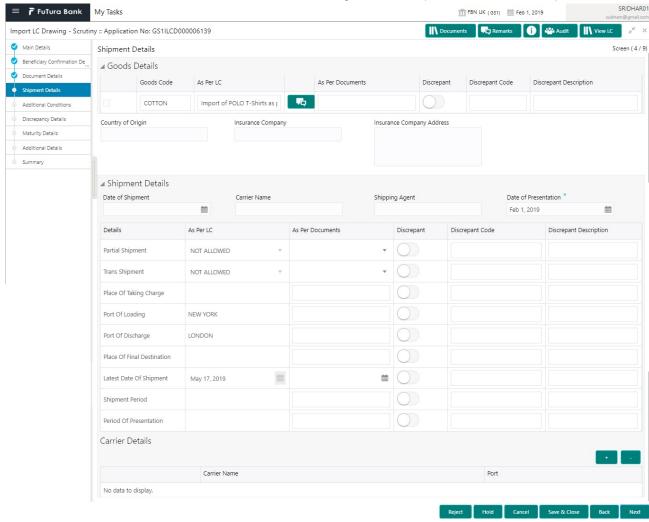
Field	Description	Sample Values
Document Code	Document code is auto-populated from the latest LC.	
Document Reference Number	Enables to user to provide the reference number available in the documents.	
Сору	Number of duplicate copies of documents as required in LC.	
Original	Number of documents in original as required in LC.	
Description	Description of the document required as per LC.	
Received Copy	Provide the number of duplicate copies of documents received.	



Field	Description	Sample Values
Received Original	Provide the number of originals of documents received.	
Received Description	Provide the description of the documents received from presenting bank.	
Discrepant	System marks the discrepant toggle as 'Yes' if there is difference between number of documents required and number of documents received. It also enables the user to make the changes, if any discrepancy identified in the document.	
Discrepancy Code	Select the discrepancy code based on the discrepancy identified.	
Discrepancy Description	Description will be displayed based on the discrepancy code.	

## **Shipment Details**

User must check whether the received documents of goods and shipment matches the requirement in LC.

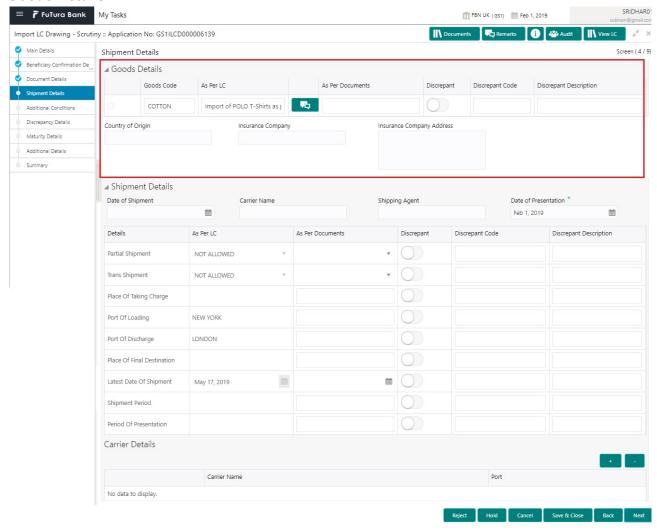




## **Application**

Refer to Application.

#### **Goods Details**



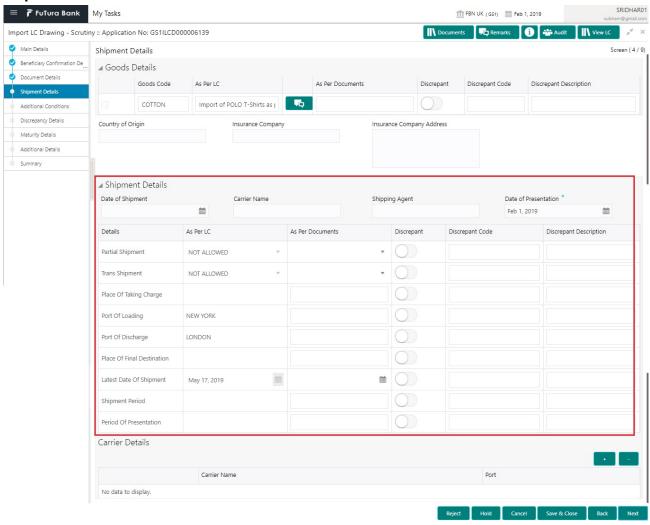
Provide the Goods Details based on the description in the following table:

Field	Description	Sample Values
Goods Code	This field displays goods code as per latest LC.	
As per LC	This field displays description of the goods as per the latest LC.	
As per Documents	Provide the description of the goods as per the documents.	
Discrepant	User shall mark the discrepant toggle as 'Yes' if there is difference between LC requirement and documents received.	
Discrepancy Code	Select the discrepancy code based on the discrepancy identified.	
Discrepancy Description	Description will be displayed based on the discrepancy code.	



Field	Description	Sample Values
Country of Origin	Update the country of origin as per the documents received.	
Insurance Company	Update the details of insurance company as per the document received.	
Insurance Company Address	Update the insurance company address as per the document received.	

## **Shipment Details**



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

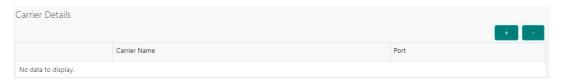
Field	Description	Sample Values
Date of Shipment	Update the date of shipment as per the documents received.	
Carrier Name	Update the carrier name as per the document received.	
Shipping Agent	Update the shipping agent details based on the documents received.	



Field	Description	Sample Values
Date of Presentation	Read only field.	
	Auto-populated based on the system date.	
Details	Details represent the fields in latest LC.	
As per LC	This field displays description of the fields as per the latest LC.	
As Per Document	Provide the description of the field as per document.	
Discrepant	User shall mark the discrepant toggle as 'Yes' if there is difference between LC terms and documents received.	
Discrepancy Code	Select the discrepancy code based on the discrepancy identified.	
Discrepancy Description	Description will be displayed based on the discrepancy code.	

#### **Carrier Details**

If the shipment involves multiple carrier and or shipment passes through multiple ports, the details will be captured under this segment.



Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods got shipped via multiple carriers.	
Port	Provide the port details as per the document received, if the ship has transit on its way to the destination.	

## **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 Drawing.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	



Field	Description	Sample Values
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 Drawing 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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  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.	

## **Additional Conditions**

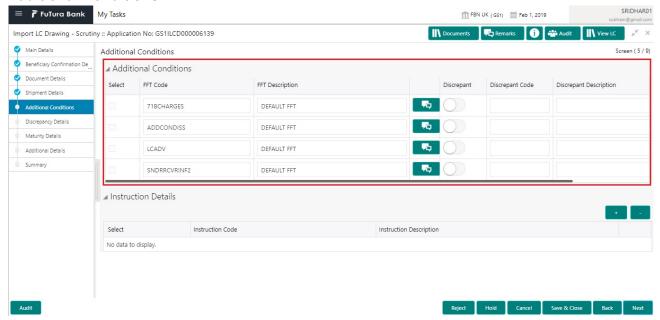
Enables the user to check the whether the documents received comply with the additional conditions mentioned in LC.

# **Application**

Refer to Application.



## **Additional Conditions**



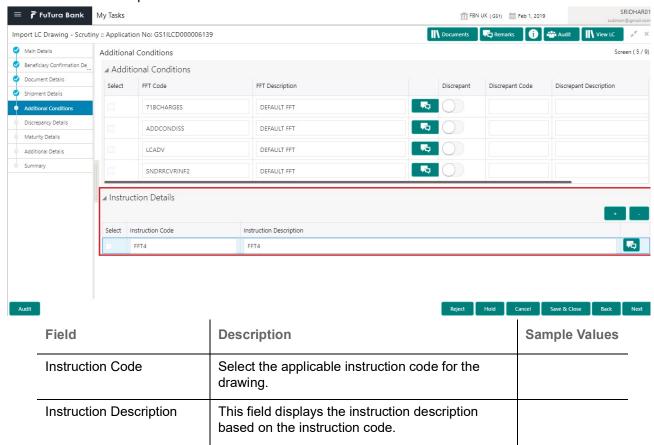
This section displays the list of additional conditions as per LC. Provide the Additional Conditions details as per the description in the following table:

Field	Description	Sample Values
FFT Code	This field displays the FFT code as per the latest LC.	
FFT Description	This field displays the description of the FFT code as per the latest LC.	
Discrepant	User shall mark the discrepant toggle as 'Yes' if there is difference between LC requirement and documents received.	
Discrepancy Code	Select the discrepancy code based on the discrepancy identified.	
Discrepancy Description	Description will be displayed based on the discrepancy code.	



#### **Instruction Details**

User can capture one of the applicable instruction codes for the drawing. System will populate the instruction description for the selected instruction code.



#### **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 Drawing.	
	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 Drawing 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.	



Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	R5 - Others.	
	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.	

## **Discrepancy Details**

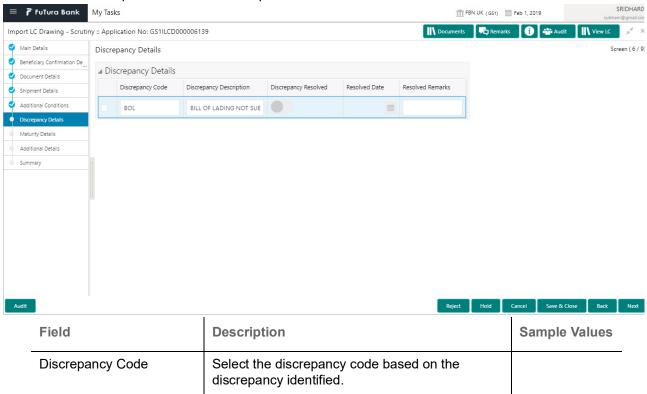
This section displays the list of discrepancies captured.

## **Application**

Refer to Application.

## **Discrepancy Details**

User can add/update/review the discrepancies identified in the section.





Field	Description	Sample Values
Discrepancy Description	Description will be displayed based on the discrepancy code.	
Discrepancy Resolved	Set the toggle to 'Yes', if discrepancy is resolved.	
Resolved Date	Set the date when discrepancy is resolved.	
Resolved Remarks	Provide remarks for discrepancy resolution.	

## **Action Buttons**

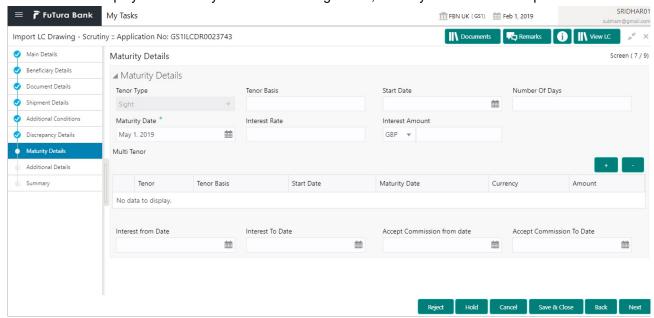
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import LC Drawing.  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 Drawing 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:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  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.	



## **Maturity Details**

This field displays the maturity details and for 'Sight' bills, maturity details are not required.



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

Field	Description	Sample Values
Tenor Type	Read only field.	
	This field displays the tenor type as per LC.	
Tenor Basis	Provide the tenor basis.	
Tenor Start Date	Provide the tenor start date.	
Tenor Days	Provide the number of tenor days	
Transit Days	Provide the transit days, if the tenor is sight.	
Maturity date	System displays the due date for the drawing based on tenor and tenor basis.	
	If tenor is sight, system will calculate the maturity date as 5 working days from document Received date. User can change this value to any date earlier than the maturity date up to system date. User cannot change the value to later than maturity date.	
	If tenor is Usance, system will calculate the maturity date based on the tenor basis and populate the maturity date.	
Usance Interest Rate	Provide the usance interest rate (if any).	
Usance Interest Amount	Provide the usance interest amount for the LC value as per the tenor basis.	



In case of multi tenor, user can provide multiple maturity details by clicking the plus icon.

Field	Description	Sample Values
Interest from Date	Select the interest from date. The interest from date cannot be earlier than branch date and later than maturity date.	
Tenor Basis	Provide the tenor basis, if the tenor is not sight.	
Accept Commission From Date	Provide the accept commission from date.	
Accept Commission To Date	Provide the accept commission to date.	

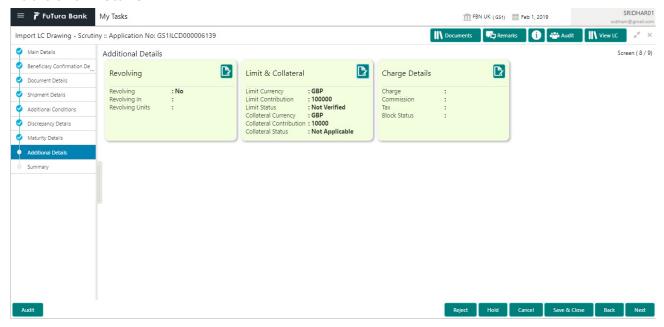
# **Other Bank Charges**

Provide the other bank charges based on the description in the following table:

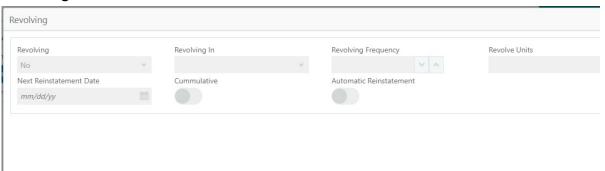
Field	Description	Sample Values
Other Bank Charges - 1	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the drawings transaction.	
Debit Value Date	Provide the debit value date.	
Credit Value Date	Provide the credit value date.	
Value Date	Provide the value date.	
Allow Pre-Payment	<b>Toggle On:</b> Set the toggle 'On' to enable prepayment.	
	<b>Toggle Off:</b> Set the toggle 'Off' to disable prepayment.	
Refund Interest	<b>Toggle On:</b> Set the toggle 'On' to refund the interest.	
	<b>Toggle Off:</b> Set the toggle 'Off' to deny the interest refund.	
Transfer Collateral from LC	<b>Toggle On:</b> Set the toggle 'On' to enable the transfer collateral from LC.	
	<b>Toggle Off:</b> Set the toggle 'Off' to disable the transfer collateral from LC.	



## **Additional Details**



## **Revolving Details**



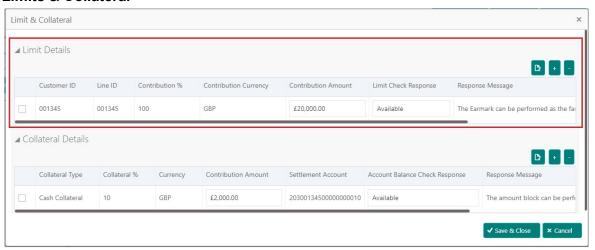
Field	Description	Sample Values
Revolving	Read only field. Displays the LC is revolving or non-revolving.	
Revolving In	Read only field. The LC can revolve with Time or Units.	
Revolving Frequency	Read only field. This field captures the frequency in days and months by which the LC revolves.	
Revolving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

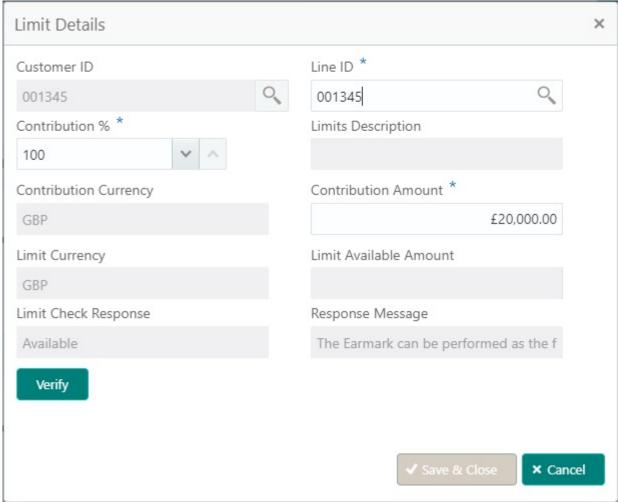


Field	Description	Sample Values
Next Reinstatement Date	Read only field. This field defaults the date of next reinstatement for the LC based on the revolving frequency selected.	
Cumulative	Read only field. This field is a toggle to indicate if the LC value has to be cumulative or not on reinstatement.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



## **Limits & Collateral**

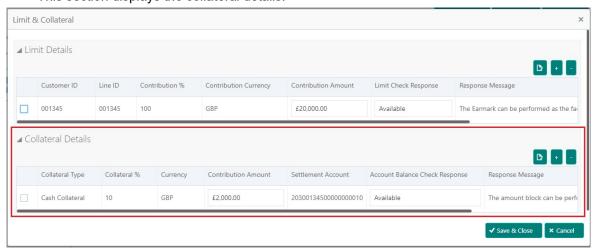




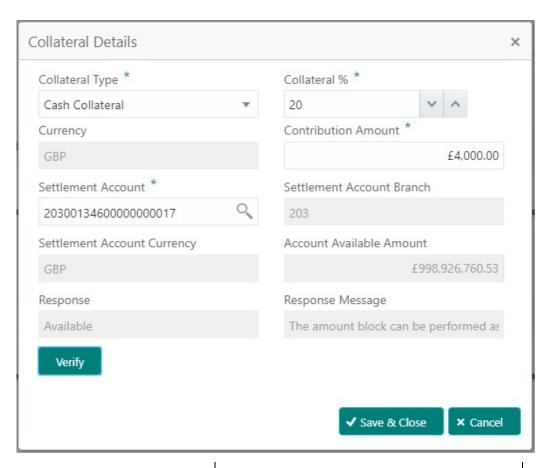
Field	Description	Sample Values
Limit Details	Read only field. Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Read only field.  LINE ID-DESCRIPTION will be available along with Line ID.	

Field	Description	Sample Values
Contribution	System will default this to 100%.	
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.	

## This section displays the collateral details:





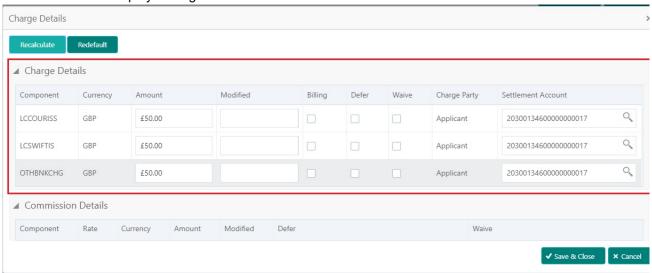


Field	Description	Sample Values
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. Selected collateral type will be displayed in this field.	
Collateral%	This field displays the percentage of collateral.	
Currency	The LC currency will get defaulted in this field.	
Contribution Amount	Collateral contribution amount will get defaulted in this field.	
Settlement Account	This filed displays the details of settlement account for then collateral.	
Settlement Account Branch	Settlement Account Branch will be auto- populated based on the Settlement Account selection.	
Settlement Account Currency	This field displays 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**

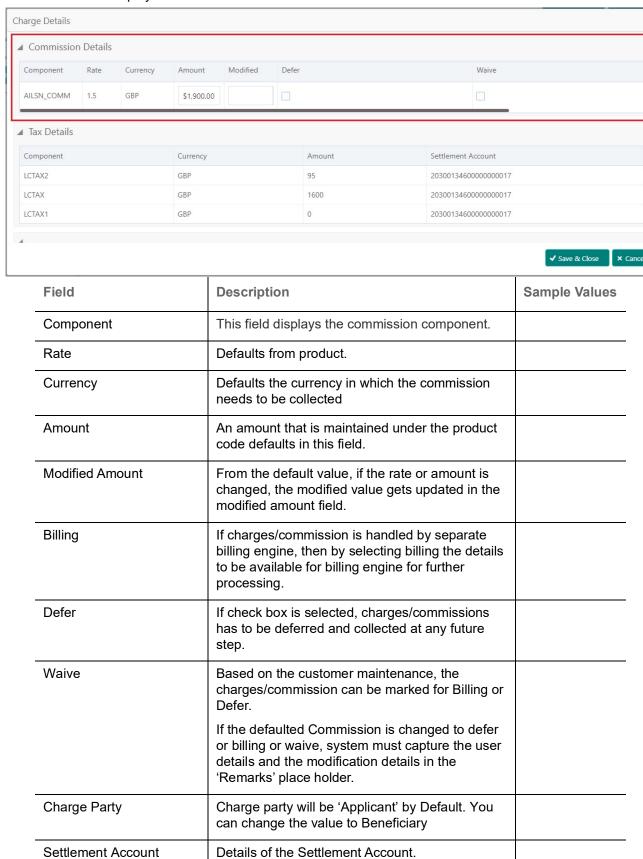
This section displays charge details:



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.	
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.	
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.	



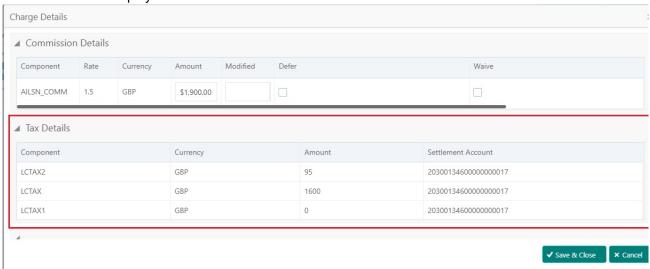
#### This section displays the commission details:



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.



## This section displays the tax details:



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

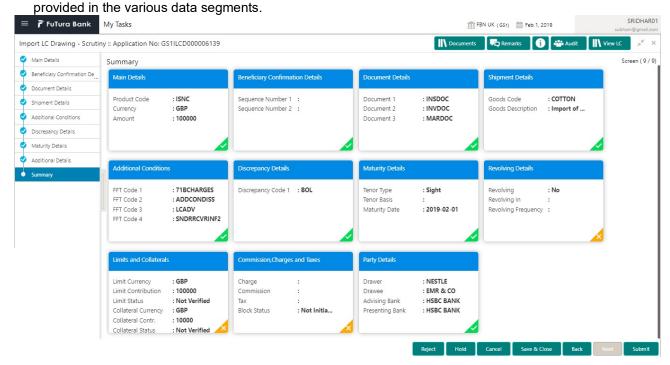


Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	<ul> <li>R1- Documents missing</li> </ul>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	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 captured under Import LC Drawing stage.

The tiles must display a list of important fields with values. User can drill down the tile and view the details



## **Tiles Displayed in Summary**

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Beneficiary Confirmation Details User can view status of amendment/s pending beneficiary consent.
- Document Details User can view document details.
- Shipment Details User can view shipment details.
- Additional Conditions User can view additional conditions of the drawing.



- Discrepancy Details User can view the discrepancy noted for the current LC drawing.
- Maturity Details User can view the maturity details.
- Limits and Collaterals User can view limits and collateral details.
- Charges User can view charge details.
- Revolving Details User can view revolving details on revolving LC.

## **Action Buttons**

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

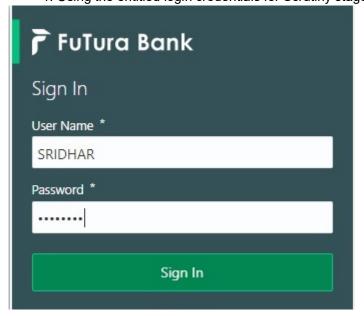
Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Drawing.  If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in you 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:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	

## **Data Enrichment**

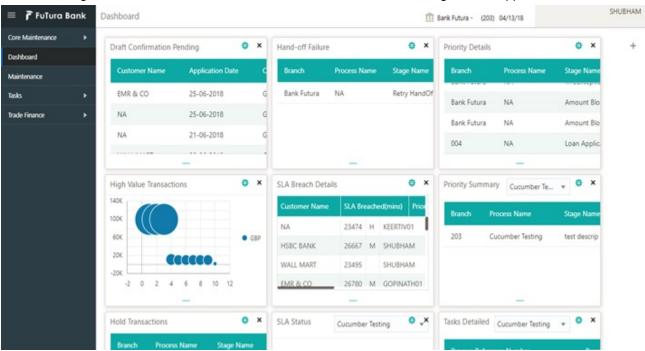
Do the following steps to acquire a task at Data Enrichment stage:



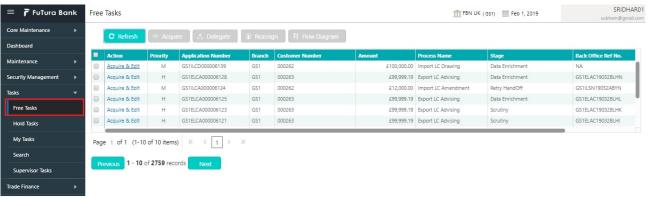
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



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



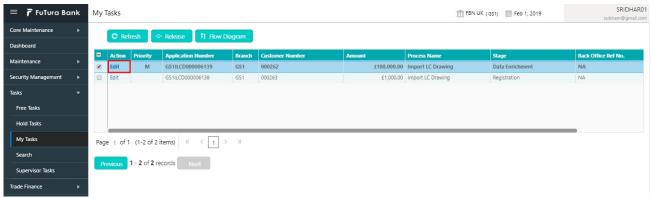
3. Click Trade Finance> Tasks> Free Tasks.



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



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



The Data Enrichment stage has five sections as follows:

- Main Details
- Beneficiary Confirmation Details
- Document Details
- Shipment Details
- Additional Conditions
- Discrepancy Details
- Maturity Details
- Advices
- Additional Details
- Settlement 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.

## **Beneficiary Confirmation Details**

Refer to Beneficiary Confirmation Details.



## **Document Details**

Refer to Document Details.

## **Shipment Details**

Refer to Shipment Details.

## **Additional Conditions**

Refer to Additional Conditions.

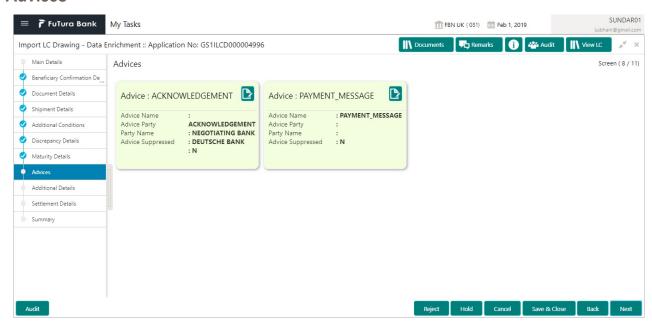
## **Discrepancy Details**

Refer to Discrepancy Details.

## **Maturity Details**

Refer to Maturity Details.

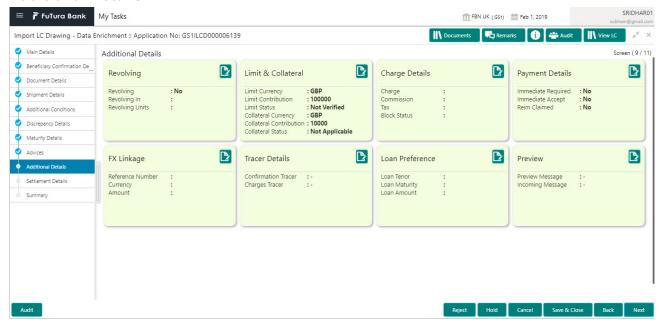
## **Advices**



Advices menu displays the advices from the back office as tiles. User can edit the fields in the tile, if required.



## **Additional Details**



## **Revolving Details**

Refer to Revolving Details.

#### **Limits & Collateral**

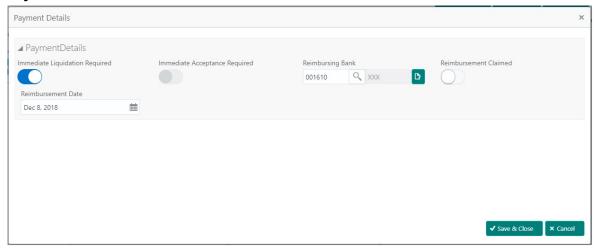
Refer to Limits & Collateral.

## **Charge Details**

Refer to Charge Details.



## **Payment Details**



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

Field	Description	Sample Values
Immediate Liquidation Required	This toggle is applicable only for sight LC's and only if the drawings are without discrepancy.	
	Switch on the toggle to enable immediate liquidation for the drawing.	
Immediate Acceptance Required	This toggle is applicable only for Usance/multi tenor drawings and only if the drawings are without discrepancy.	
	Switch on the toggle if acceptance to be sent immediately.	
Reimbursing Bank	Read only field.	
	Reimbursing bank details gets defaulted from the LC.	
Reimbursement Claimed	Switch on the toggle if the reimbursement is already claimed.	
	This field is applicable only if reimbursement is applicable and LC has reimbursement bank details.	
Reimbursement Date	This field will be enabled only if Reimbursement Claimed is 'Yes'.	
	Enables user to capture the reimbursement date. If reimbursement date is later than the branch date, system will display an error.	
Pre-shipment Credit Outstanding Amount	This field displays the pre-shipment credit outstanding amount.	
Pre-shipment Credit Repayment Amount	This field displays the pre-shipment credit repayment amount.	

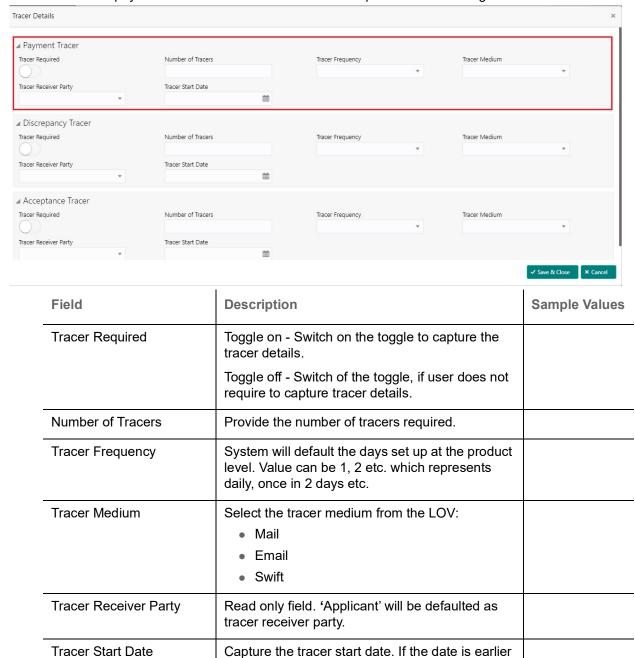
## **Tracer Details**

User can trace the response for the discrepancies identified.



## **Payment Tracer**

#### Provide the payment tracer details based on the description in the following table:



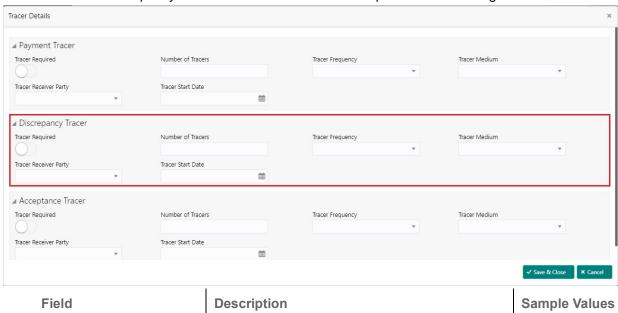


than system date, system to display an error

message.

## **Discrepancy Tracer**

## Provide the discrepancy tracer details based on the description in the following table:

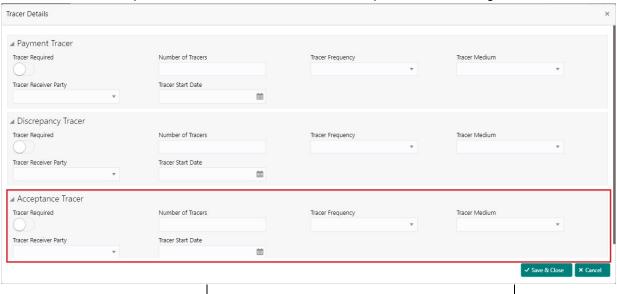


Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV:  Mail Email Swift	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	



## **Acceptance Tracer**

Provide the acceptance tracer details based on the description in the following table:



Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the days set up at the product level. Value can be 1, 2 etc. which represents daily, once in 2 days etc.	
Tracer Medium	Select the tracer medium from the LOV:	
	Mail	
	Email	
	Swift	
Tracer Receiver Party	Read only field. 'Applicant' will be defaulted as tracer receiver party.	
Tracer Start Date	Capture the tracer start date. If the date is earlier than system date, system to display an error message.	

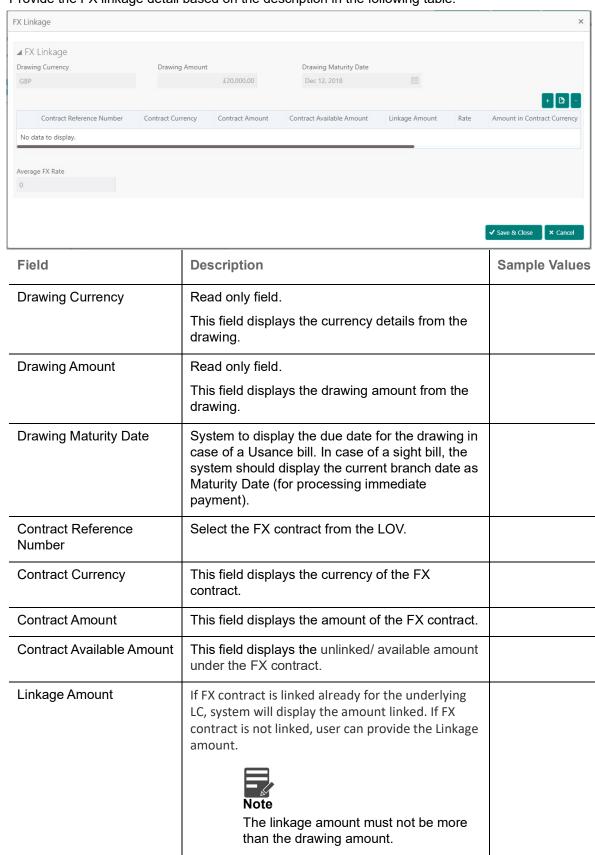
## **FX Linkage**

This section enables the user to link the existing FX contract(s) to the drawing. User can link one or more FX deals to a drawing/bill. The linked value of an FX deal(s) must not exceed the value of the drawing/bill.

FX contract linkage with the Drawing/Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the drawing/bill.



## Provide the FX linkage detail based on the description in the following table:





booked.

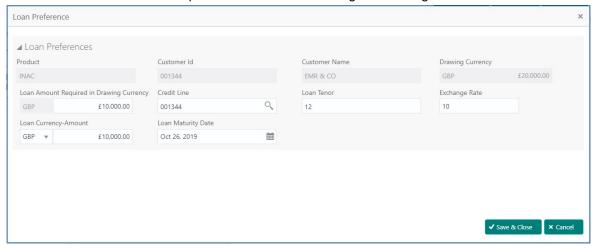
This field displays the rate at which the contract is

Rate

Field	Description	Sample Values
Amount in Contract Currency	This field displays the amount in contract currency converted from FX currency.	
Average FX Rate	Average rate for more than one contract if linked.	

## **Loan Preference**

This section enables the user to request for a loan to liquidate the drawing under the LC. This section will be enabled based on the product selected for booking the drawing under the LC.



Provide the loan preference details based on the description in the following table:

Field	Description	Sample Values
Product	Read only field.  This field displays the loan product linked to the drawing product.	
Customer ID	Read only field.  This field displays the customer ID of the applicant/applicant bank.	
Customer Name	Read only field.  This field displays the applicant/applicant bank name.	
Drawing Currency	Read only field.  This field displays the currency for the drawing.	
Loan Amount Required in Drawing Currency	Application defaults the drawing outstanding amount and enables the user to reduce the amount.	
Credit Line	Enables the user to select the Line to be utilized. In case of multiple lines, user must be able to attach the required number of lines.	
Loan Tenor	Application defaults the loan tenor based on the product.	



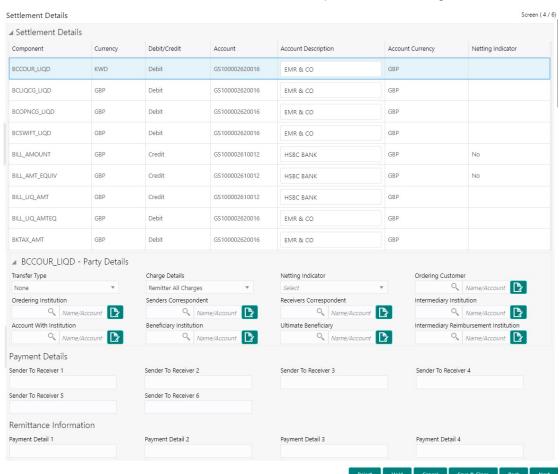
Field	Description	Sample Values
Exchange Rate	This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.	
Loan Currency-Amount	Select the currency for the loan amount.	
Loan Maturity Date	System defaults the date based on the Loan value date and Loan tenor. User cannot change the value.	

#### **Preview**

User can view the draft preview of the advise.

## **Settlement Details**

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



Field	Description	Sample Values
Component	Components gets defaulted based on the product selected.	



Field	Description	Sample Values
Currency	Application displays the default currency for the component.	
Debit/Credit	Application displays the debit/credit indicators for the components.	
Account	Application Displays the account details for the components.	
Account Description	Application displays the description of the selected account.	
Account Currency	Application defaults the currency for all the items based on the account number.	
Netting Indicator	Application displays the applicable netting indicator.	
Amount	Amount for each component. This is populated from the transaction details of the drawing.	

On click of any component in the grid, the application displays Party Details, Payment Details and Remittance Information.

## **Party Details**

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

Field	Description	Sample Values
Transfer Type	Select the transfer type from the drop list:  Customer Transfer  Bank Transfer for own account  Direct Debit Advice  Managers Check  Customer Transfer with Cover  Bank Transfer	
Charge Details	Select the charge details for the transactions:  Beneficiary All Charges Remitter Our Charges Remitter All Charges	
Netting Indicator	Select the netting indicator for the component:  • Yes  • No	
Ordering Customer	Select the ordering customer from the LOV.	
Ordering Institution	Select the ordering institution from the LOV.	
Senders Correspondent	Select the senders correspondent from the LOV.	



Field	Description	Sample Values
Receivers Correspondent	Select the receivers correspondent from the LOV.	
Intermediary Institution	Select the intermediary institution from the LOV.	
Account with Institution	Select the account with institution from the LOV.	
Beneficiary Institution	Select the beneficiary institution from the LOV.	
Ultimate Beneficiary	Select the ultimate beneficiary from the LOV.	
Intermediary Reimbursement Institution	Select the intermediary reimbursement institution from the LOV.	

## **Payment Details**

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

Field	Description	Sample Values
Sender to Receiver 1	Provide the sender to receiver message.	
Sender to Receiver 2	Provide the sender to receiver message.	
Sender to Receiver 3	Provide the sender to receiver message.	
Sender to Receiver 4	Provide the sender to receiver message.	
Sender to Receiver 5	Provide the sender to receiver message.	
Sender to Receiver 6	Provide the sender to receiver message.	

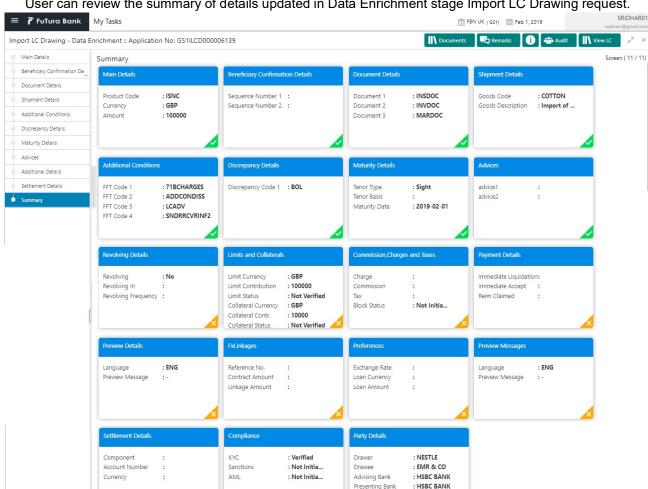
## **Remittance Information**

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

Field	Description	Sample Values
Payment Detail 1	Provide the payment details.	
Payment Detail 2	Provide the payment details.	
Payment Detail 3	Provide the payment details.	
Payment Detail 4	Provide the payment details.	



## Summary



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

## Tiles Displayed in Summary

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Beneficiary Confirmation Details User can view the beneficiary confirmation details.
- Document Details User can view the document details.
- Shipment Details User can view the shipment details.
- Additional Conditions User can view the details of additional conditions.
- Discrepancy Details User can view the discrepancy details of the drawing.
- Maturity Details User can view the maturity details.
- Advices User can view the details of the advices.
- Limits and Collaterals User can view limits and collateral details.
- Charges User can view charge details.
- Payment Details User can view the payment details.
- Preview Details User can view the preview the draft message.
- Tracer Details User can view the tracer details.
- Settlement Details User can view the settlement details.
- Preferences User can view set loan preferences.



- FX Linkage User can view the details of FX Linkage.
- 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 Drawing.  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:  R1- Documents missing  R2- Signature Missing  R3- Input Error  R4- Insufficient Balance/Limits  R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	

## **Exceptions**

As per regulatory requirement, all tasks are scrutinized for KYC, Compliance and Sanctions. The checks to external system/internal system is initiated after the Data Enrichment stage.

The amount Block Earmark and Limit Earmarks, if applicable are also initiated after the Data Enrichment stage.

If a negative response is received for any of the checks, the task lands in respective exceptional queue which require further manual handling/approval.



## **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

## **Application**

Refer to Application.

## **Amount Bock Exception**

This section will display the amount block exception details.

#### 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
- Limits and Collaterals User can view and modify limits and collateral details, if required.
- Charge Details User can view and modify details provided for charges, if required.



## **Action Buttons**

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

Field	Description	Sample Values
Reject	On click of reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
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> <li>R1- Documents missing</li> </ul>	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	R4- Insufficient Balance- Limits	
	R5 - Others	
Cancel	Cancel the Import LC Drawing Amount Block 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 - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the customer. 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 select 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).

## **Application**

Refer to Application.

## **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
- 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	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
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.	



Field	Description	Sample Values
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:	
	R1- Documents missing     Signature Missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance- Limits	
	R5 - Others	
Cancel	Cancel the Import LC Drawing 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.

## **Application**

Refer to Application.

#### Limit/Credit Check

This section will display the amount block exception details.

## **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.
- 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 and modify 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	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	<ul> <li>R2- Signature Missing</li> </ul>	
	R3- Input Error	
	<ul> <li>R4- Insufficient Balance/Limits</li> </ul>	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
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:  • R1- Documents missing • R2- Signature Missing	
	<ul><li>R3- Input Error</li><li>R4- Insufficient Balance- Limits</li></ul>	
	<ul><li>R5 - Others</li></ul>	
Cancel	Cancel the Import LC Amendment Limit exception check.	



Field	Description	Sample Values
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.

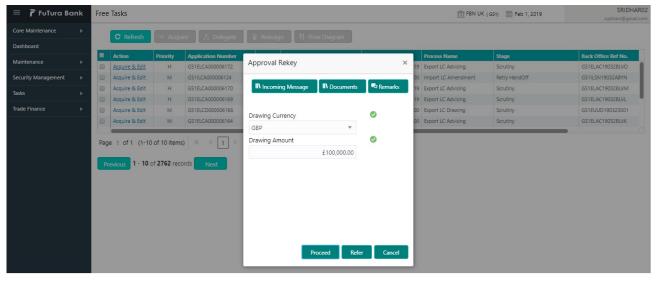
## **Authorization Re-Key (Non-Online Channel)**

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.:

- Drawing Currency
- Drawing Amount

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.



## **Application**

Refer to Application.



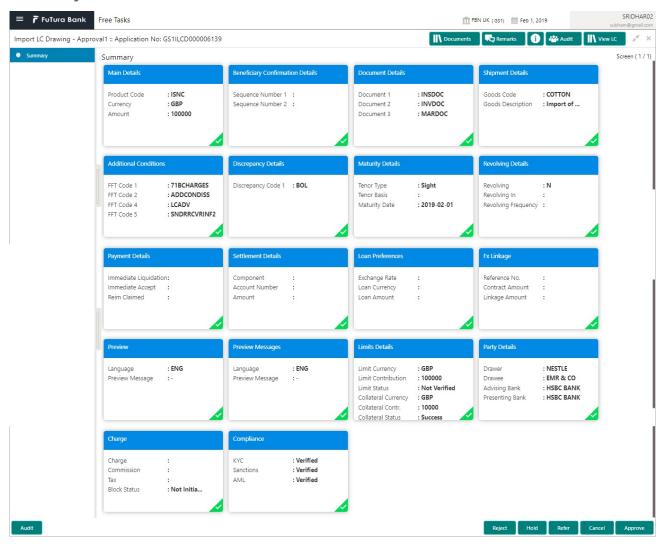
## **Action Buttons**

Use action buttons 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.	
Incoming Message	Displays the incoming message, if any.	
Action Buttons		
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:  • R1- Documents missing • R2- Signature Missing • R3- Input Error • R5 - Others	
Cancel	Cancel the Import LC Drawing Approval Rekey.	



## **Summary**



#### Tiles Displayed in Summary:

- Main Details User can view details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Beneficiary Confirmation Details User can view the beneficiary response details.
- Limits and Collaterals User can view limits and collateral details.
- · Charges User can view charge details.
- Discrepancy Details User can view the discrepancy details of the drawing.
- Revolving Details User can view the revolving details.
- Maturity Details User can view the maturity details.
- Payment Details User can view the payment details.
- Preview Details User can view the preview the draft message.
- Settlement Details User can view the settlement details.
- Preferences User can view set loan preferences.
- FX Linkage User can view the details of FX Linkage.
- Compliance User can view compliance validation response. 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	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes:  R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others.  Select a Reject code and give a Reject Description.  This reject reason will be available in the remarks window throughout the process.	
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:  • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance- Limits • R5 - Others	
Cancel	Cancel the approval.	
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.	

# **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 Drawing 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 details about application details and LC details.
- Party Details User can view party details like applicant, advising bank etc.
- Beneficiary Response User can view beneficiary response details.
- Discrepancy Details User can view the discrepancy details of the drawing.
- Maturity Details User can view the maturity details.
- Limits and Collaterals User can view limits and collateral details.
- Charges User can view charge details.
- Revolving Details User can view revolving details on revolving LC.
- Payment Details User can view the payment details.
- Settlement Details User can view the settlement details.
- Preferences User can view set loan preferences.
- FX Linkage User can view the details of FX Linkage.
- 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.	



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## Reference and Feedback

## 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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