Import LC Update Drawing User Guide

Oracle Banking Trade Finance Process Management
Release 14.4.0.0.0

Part No. F30794-01

May 2020



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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 facilitates its customers to initiate new Trade transactions/handle response to existing transaction through Trade portals, our by visiting the branch or through SWIFT.

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 Update Drawing

This illustrates the update to an Import LC Drawing handled in OBTFPM.

For Drawings under Import LC, initiated on account of MT 750, update of drawing under Import LC is initiated to process the documents received from the presenting bank under the LC.

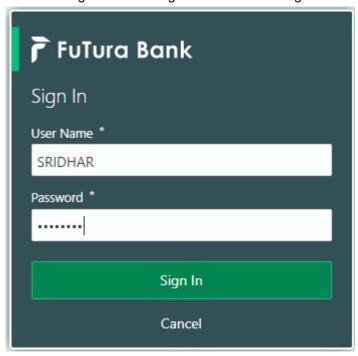
This section contains the following topics:

Registration	Scrutiny
Data Enrichment	Exceptions
Multi Level Approval	Reject Approval

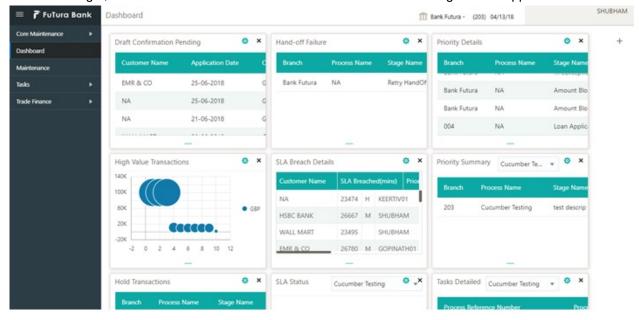
Registration

During Registration stage, user can capture the basic details and upload the documents received from presenting bank. System 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.



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

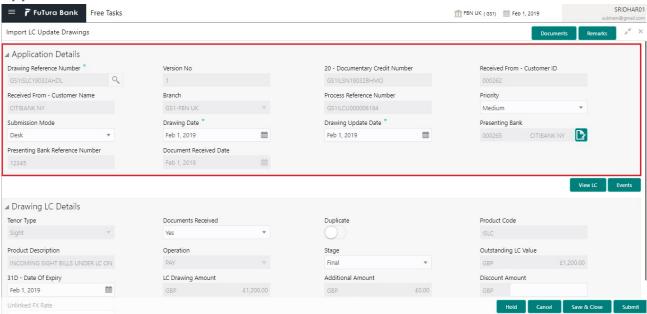


3. Click Trade Finance> Import - Documentary Credit> Import LC Drawing Update.



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

Application Details



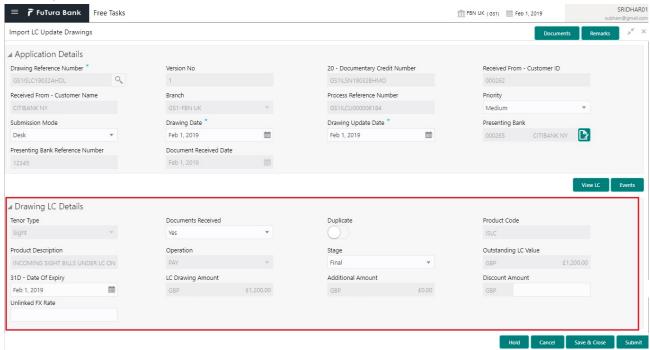
Provide the Basic Details based on the description in the following table:

Field	Description	Sample Values
Drawing Reference Number	Provide the drawing reference number. Alternatively user can search the drawing number using LOV.	
Version Number	Read only field.	
	Version number is the versions of the drawing update.	
Documentary Credit	Read only field.	
Number	Documentary credit number will be autopopulated based on selected LC from the LOV.	
Received From -	Read only field.	001344
Customer ID	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.	

Field	Description	Sample Values
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
Submission Mode	Select the submission mode of Import LC Drawing request. By default the submission mode will have the value as 'Desk'. Desk- Request received through Desk Courier- Request received through Courier	Desk
Drawing Date	Read only field. Drawing date will be auto-populated based on the selected drawing.	04/13/2018
Drawing Update 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.	
Presenting Bank	Read only field. Presenting bank details will be auto-populated based on the selected LC from the LOV.	
Presenting Bank Reference Number	Read only field. Presenting bank reference number will be autopopulated based on the selected LC from the LOV.	
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.	

Drawing LC Details

Drawing Details will be populated from the drawings. Registration user can update the fields if required.

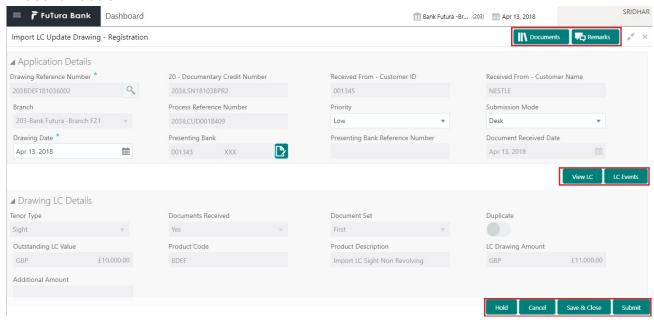


Provide the drawing Details based on the description in the following table:

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.	
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.	
Product Code	Read only field.	
	Product code will be auto-populated based on the selected drawing.	
Product Description	Read only field.	
	This field displays the description of the product as per the product code.	

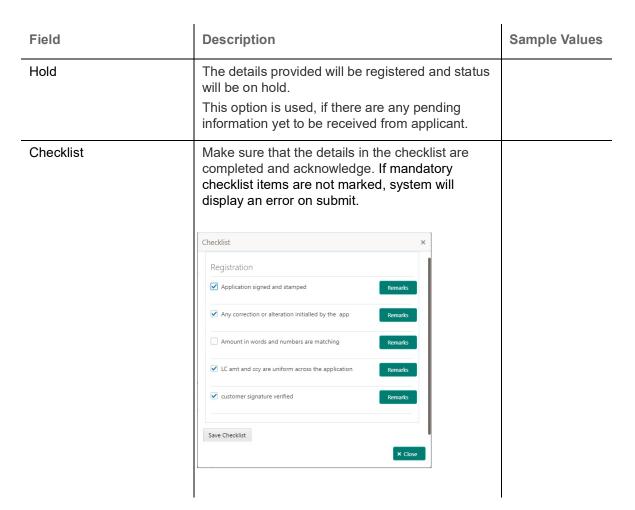
Field	Description	Sample Values
Operation	Select the operation type from the LOV: Payment Collection Acceptance Discount NEG	
Stage	Select the stage from the LOV: Initial Final	
Outstanding LC Value	Read only field. Outstanding LC value will be auto-populated. This field displays the value as per the latest LC.	
Date of Expiry	Read only field. This field displays the expiry date of the LC.	
LC Drawing Amount	Read only field. This field displays the drawing amount from the drawing.	
Additional Amount	This field enables user to provide any additional amount to be included under the LC drawing.	
Discount Amount	This field enables user to input the discount amount to be processed under the LC drawing.	
Unlinked FX Rate	Provide the unlinked FX rate.	

Miscellaneous



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

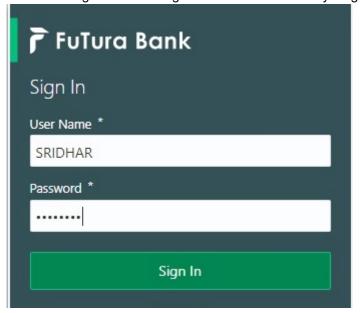
Field	Description	Sample Values
Documents	Upload the documents received under the LC.	
Remarks	Provide any additional information regarding the drawing. This information can be viewed by other users processing the request.	
View LC	Enables the user to view the latest LC values displayed in the respective 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 Issuance.	
Action Buttons		
Submit	On submit, task will get moved to next logical stage of Import LC Update 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 Update Drawing Registration stage inputs.	



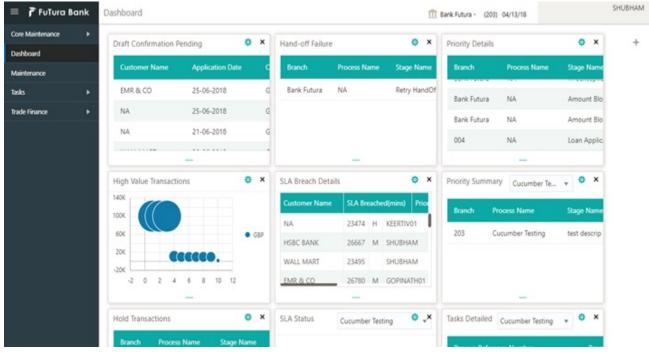
Scrutiny

Do the following steps to acquire a task 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.



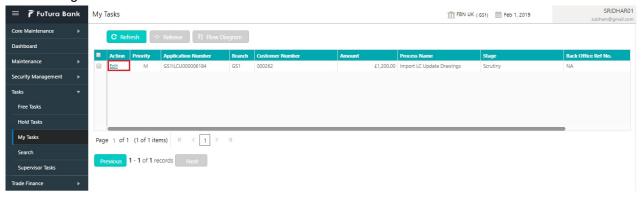
3. Click Trade Finance> Tasks> Free Tasks.



 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 Scrutiny stage has hops which are as follows:

- Main Details
- Document Details
- Shipment Details
- Additional Conditions
- Discrepancy Details
- Maturity Details
- Additional Details
- Summary

Let's look at the details for Scrutiny stage. User must be able to enter/update the following fields. Fields with pre-defaulted values are non editable.

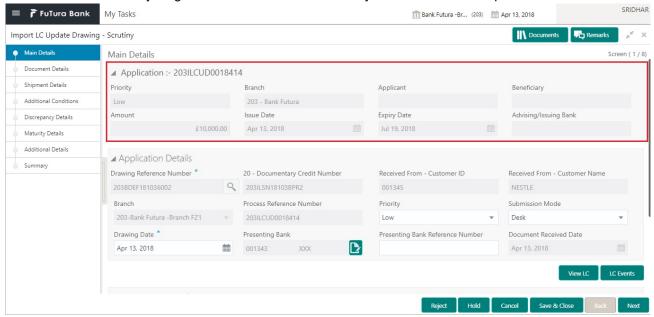
Main Details

Main details section has two sub section as follows:

- Application
- Application Details
- Drawing LC Details

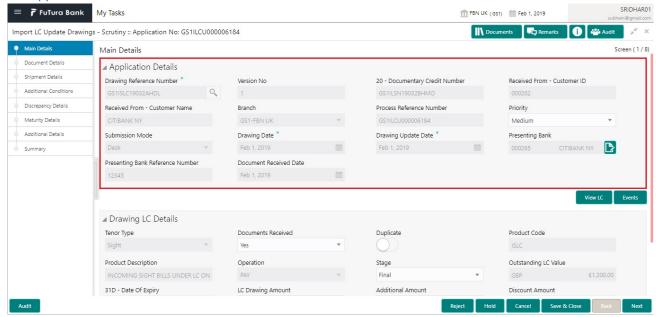
Application

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 Basic details section, would be read only except for the **Priority**. Refer to Application Details for more information of the fields.

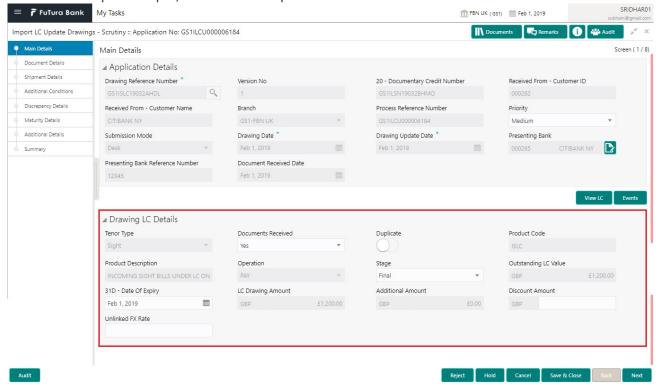


Following field can be amended based on the description provided in the following table:

Field	Description	Sample Values
Priority	User can change the priority defaulted' Values are High, Medium and Low.	High

Drawing LC Details

The fields listed under this section are same as the fields listed under the Drawing LC Details section in Registration. Refer to Drawing LC 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
Documents Received	Set the document received status as 'Yes' or 'No' from the drop down.	
Duplicate	If documents received are duplicate and if the drawing is already completed, user can mark this as duplicate and submit.	
Stage	Select the stage from the LOV: Initial Final	
Date of Expiry	This field displays the expiry date of the LC.	
Discount Amount	This field enables user to provide the discount amount to be processed under the LC drawing.	
Unlinked FX Rate	Provide the unlinked FX rate.	

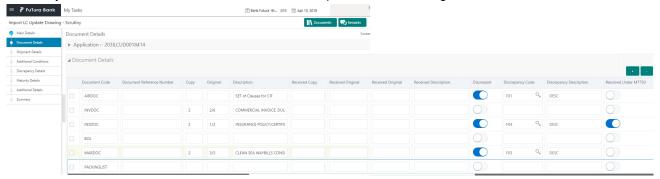
Action Buttons

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 Update 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.	
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.	

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:

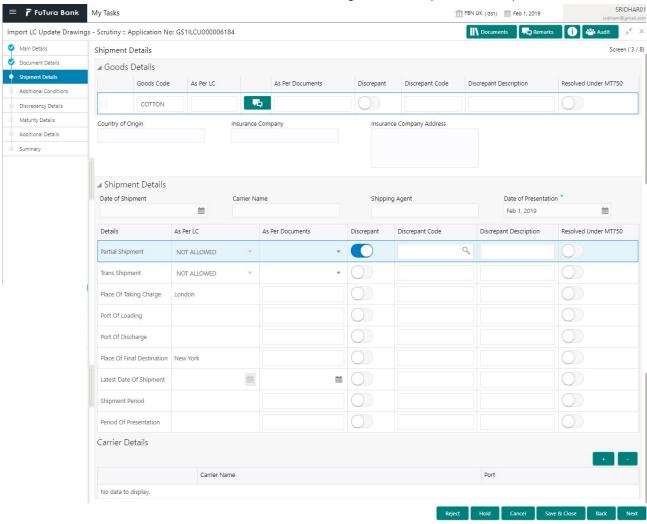


Field	Description	Sample Values
Document Code	Document code is auto-populated from the latest LC.	
Document Reference Number	Enables user to provide the reference number available in the documents.	
Сору	Number of duplicate copies of documents as required in LC.	
Original	Number of documents in original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

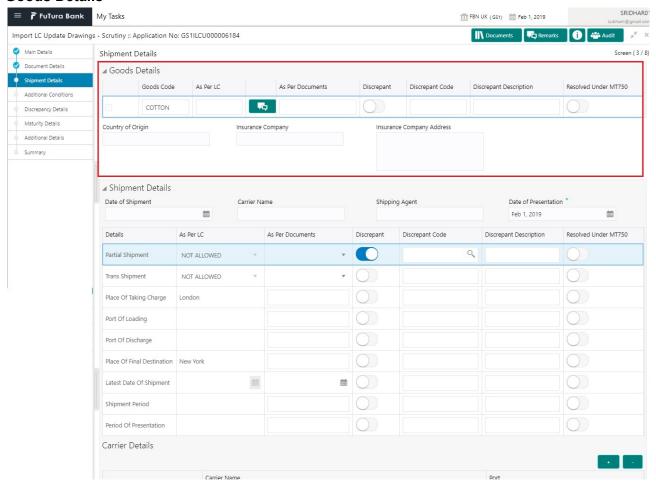
Field	Description	Sample Values
Resolved Under MT750	If the discrepancy has already been highlighted in the MT750 and the customer has 'Accepted/ Waived' the discrepancy then the user must set the value as 'Yes' in the toggle. The discrepancies which are resolved under MT750 will not be available in the Discrepancy summary field.	

Shipment Details

User must check whether the received documents of goods and shipment are as per the LC.



Goods Details

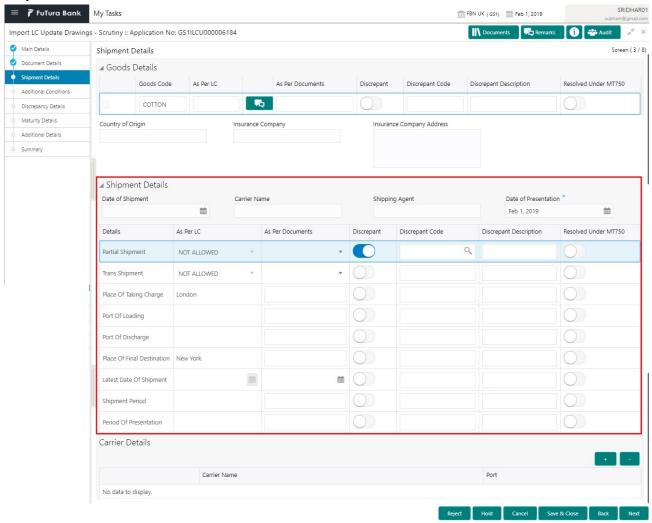


Provide the Goods Details based on the description in the following table:

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
Resolved Under MT750	If the discrepancy has already been highlighted in the MT750 and the customer has 'Accepted/ Waived' the discrepancy then the user must set the value as 'Yes' in the toggle. The discrepancies which are resolved under MT750 will not be available in the Discrepancy summary field.	
Country of Origin	Provide the country of origin as per the documents received.	
Insurance Company	Provide the details of insurance company as per the document received.	
Insurance Company Address	Provide 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	Provide the date of shipment as per the documents received.	
	This field is validated against the Latest Date of Shipment in LC to check for discrepancy.	
Carrier Name	Provide the carrier name as per the document received.	
Shipping Agent	Provide the shipping agent details based on the documents received.	
Date of Presentation	Read only field. Auto-populated based on the system date. If Place of expiry is Issuing bank, This field is validated against the Expiry Date in LC to check for discrepancy.	
Details	Details represent the fields in latest LC.	

Field	Description	Sample Values
As per LC	This field displays description of the fields as per the latest LC terms.	
As Per Document	Provide the description of the field as per documents submitted.	
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.	
Resolved Under MT750	If the discrepancy has already been highlighted in the MT750 and the customer has 'Accepted/ Waived' the discrepancy then the user must set the value as 'Yes' in the toggle.	
	The discrepancies which are resolved under MT750 will not be available in the Discrepancy summary field.	

Carrier Details

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

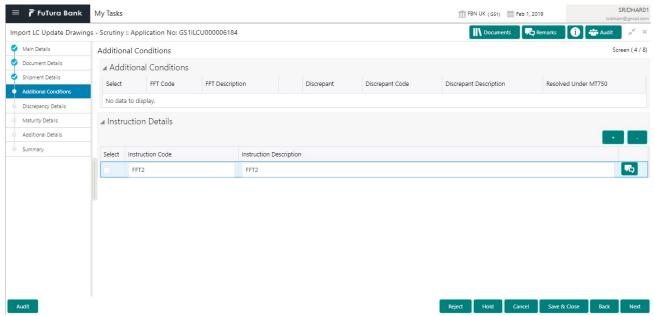


Field	Description	Sample Values
Carrier Name	Provide the details of the carrier as per the documents received, if the goods got shipped via multiple carriers.	
Port	Provide the port details as per the document received, if the ship has transit on its way to the destination.	

Additional Conditions

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

Additional Conditions

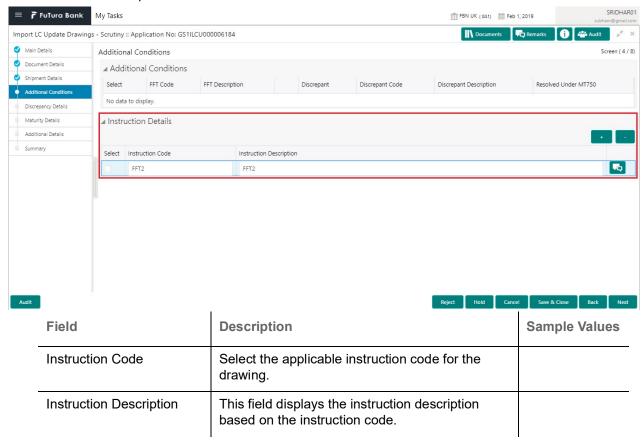


This section displays the list of additional conditions as per LC. Provide the Additional Conditions details as per the description in the following table:

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.	
Resolved Under MT750	If the discrepancy has already been highlighted in the MT750 and the customer has 'Accepted/ Waived' the discrepancy then the user must set the value as 'Yes' in the toggle. The discrepancies which are resolved under	
	MT750 will not be available in the Discrepancy summary field.	

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:

Description	Sample Values
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 the information provided and holds the task in you queue for working later. This option will not submit the request.	
Cancel the Import LC Drawing Scrutiny stage inputs.	
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.	
	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 the information provided and holds the task in you queue for working later. This option will not submit the request. Cancel the Import LC Drawing Scrutiny stage inputs. The details provided will be registered and status will be on hold. This option is used, if there are any pending

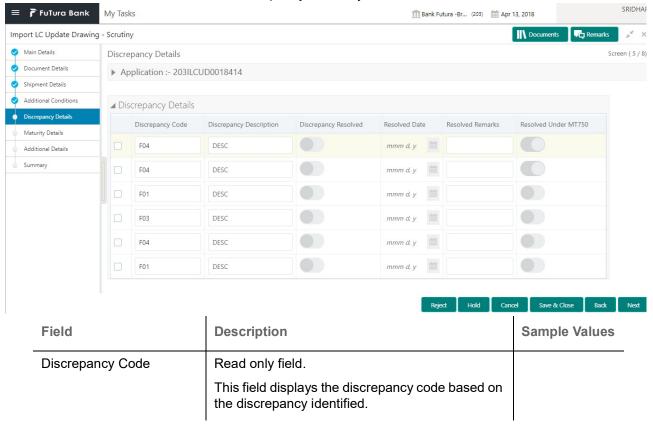
Field	Description	Sample Values
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.	
	Reject Codes:	
	R1- Documents missing	
	 R2- Signature Missing 	
	R3- Input Error	
	 R4- Insufficient Balance/Limits 	
	R5 - Others.	
	Select a Reject code and give a Reject Description.	
	This reject reason will be available in the remarks window throughout the process.	
Next	Click Next to move to next logical step in Scrutiny stage.	

Discrepancy Details

This section displays the list of discrepancies captured.

Discrepancy Details

This section displays the list of discrepancies captured. The discrepancies which are resolved under MT750 will not be available in the discrepancy summary.



Field	Description	Sample Values
Discrepancy Description	Read only field.	
	This field displays the description based on the description code.	
Discrepancy Resolved	Set the toggle to 'Yes', if discrepancy is resolved.	
Resolved Date	Update the date when discrepancy is resolved.	
Resolved Remarks	Provide remarks for discrepancy resolution.	
Resolved Under MT750	The discrepancies which are resolved under MT750 are listed hers and will not be available in the Discrepancy summary field.	

Action Buttons

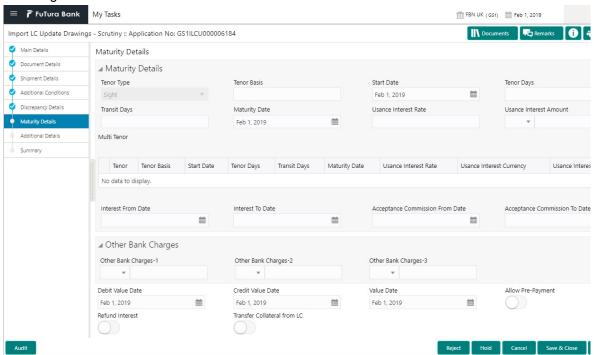
Use action buttons based on the description in the following table:

Field	Description	Sample Values
Submit	On successful submission, task moves to next logical stage of Import LC Update 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 Update 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.	
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.	

Field	Description	Sample Values
Next	Click Next to move to next logical step in Scrutiny stage.	

Maturity Details

This field displays the maturity details and this section will be disabled, if the tenor for the drawing is 'Sight'.



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	Update the tenor basis, if the tenor is not sight.	
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.	

Field	Description	Sample Values
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.	
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 acceptance commission start date.	
Accept Commission To Date	Provide the acceptance commission to date.	

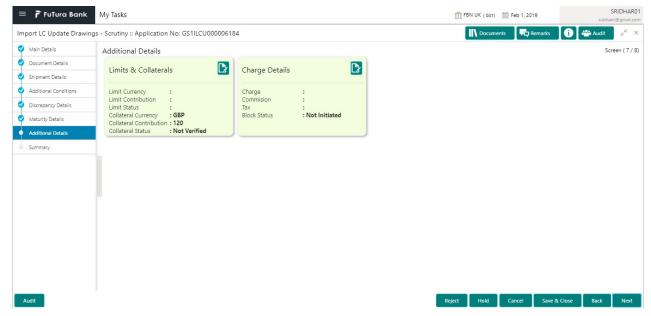
Other Bank Charges

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

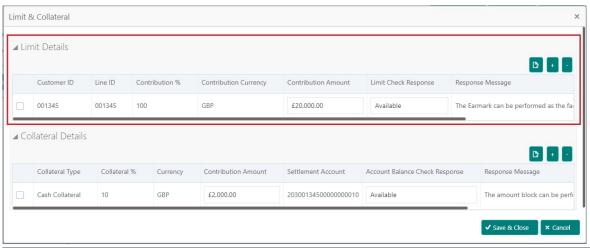
Field	Description	Sample Values
Other Bank Charges - 1	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 2	Charges to be collected for the other bank as part of the drawings transaction.	
Other Bank Charges - 3	Charges to be collected for the other bank as part of the drawings transaction.	
Debit Value Date	Capture the debit value date.	
Credit Value Date	Capture the credit value date.	
Value Date	Capture the value date.	

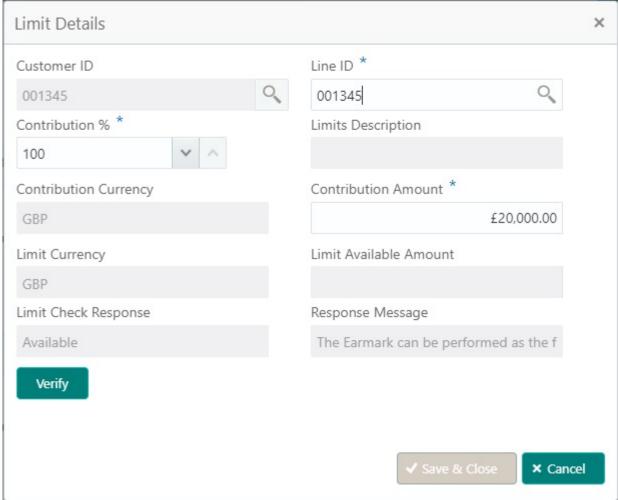
Field	Description	Sample Values
Allow Pre-Payment	Toggle On: Set the toggle 'On' to enable prepayment.	
	Toggle Off: Set the toggle 'Off' to disable prepayment.	
Refund Interest	Toggle On: Set the toggle 'On' to refund the interest.	
	Toggle Off: Set the toggle 'Off' to deny the interest refund.	
Transfer Collateral from LC	Toggle On: Set the toggle 'On' to enable the transfer collateral from LC.	
	Toggle Off: Set the toggle 'Off' to disable the transfer collateral from LC.	

Additional Details



Limits & Collateral

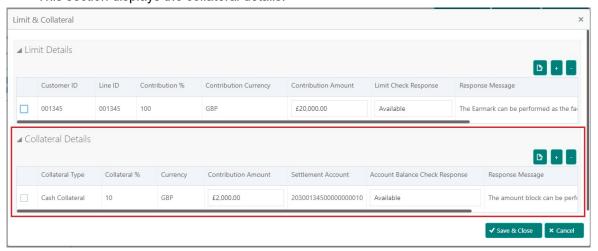


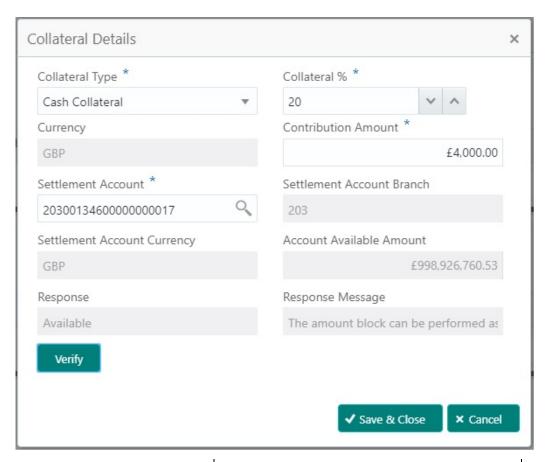


Field	Description	Sample Values
Limit Details	Read only field. Customer ID: Applicant's/Applicant Bank customer ID will get defaulted.	
Line ID	Read only field. LINE ID-DESCRIPTION will be available along with Line ID.	

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:

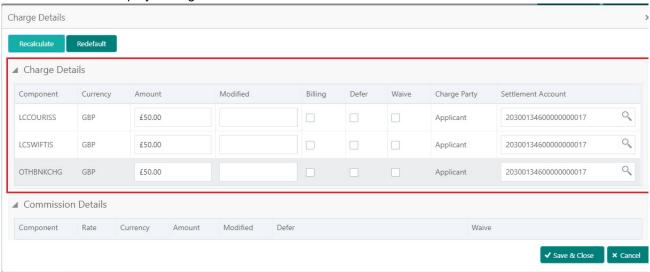




Field	Description	Sample Values
Collateral Type	Cash Collateral (CASA) will be the default value available as collateral type. Selected collateral type will be displayed in this field.	
Collateral%	This field displays the percentage of collateral.	
Currency	The LC currency will get defaulted in this 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.	

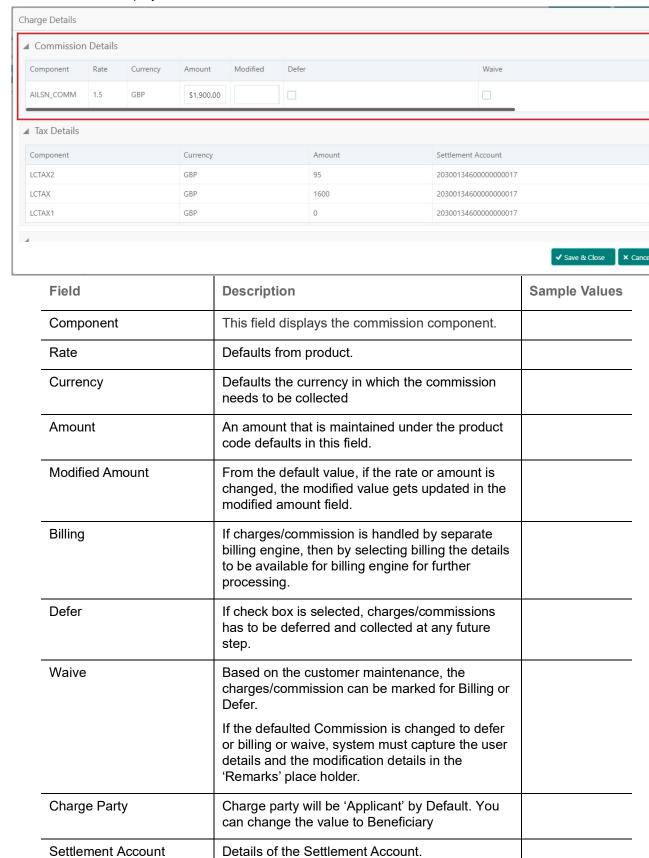
Charge Details

This section displays charge details:



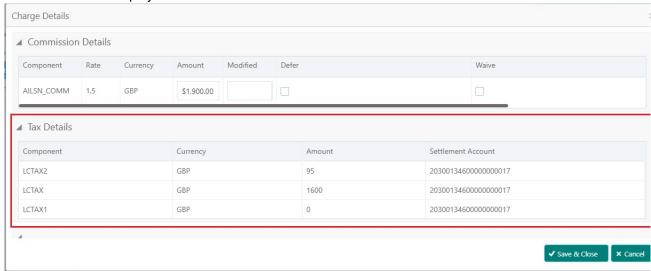
Field	Description	Sample Values
Component	Charge Component type.	
Currency	Defaults the currency in which the charges have to be collected.	
Amount	An amount that is maintained under the product code gets defaulted in this field.	
Modified Amount	From the default value, if the rate is changed or the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

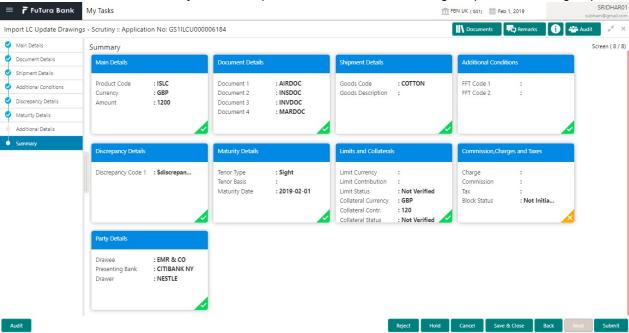
This section displays the tax details:



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.	

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.

- 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 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.

Action Buttons

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

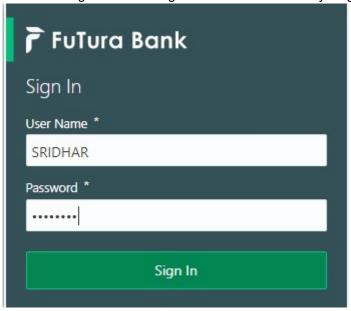
Field	Description	Sample Values
Submit	Task will get moved to next logical stage of Import LC Update Drawing.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	
Save & Close	Save the information provided and holds the task in user's 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.	
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

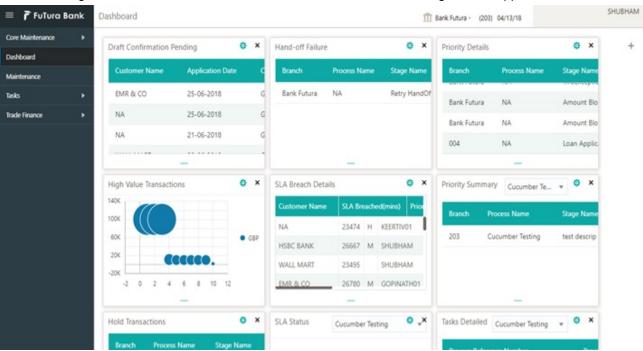
Data Enrichment is applicable only for non-discrepant drawings.

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

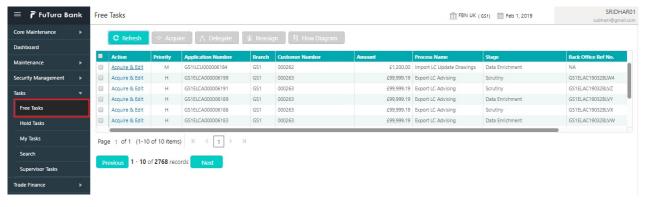
1. Using the entitled login credentials for Scrutiny stage, login to the OBTFPM application.



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



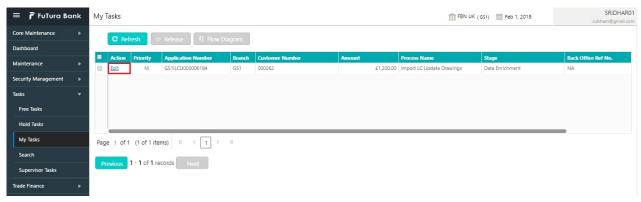
3. Click Trade Finance> Tasks> Free Tasks.



 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.

Document Details

Refer to Document Details.

Shipment Details

Refer to Shipment Details.

Additional Conditions

Refer to Additional Conditions.

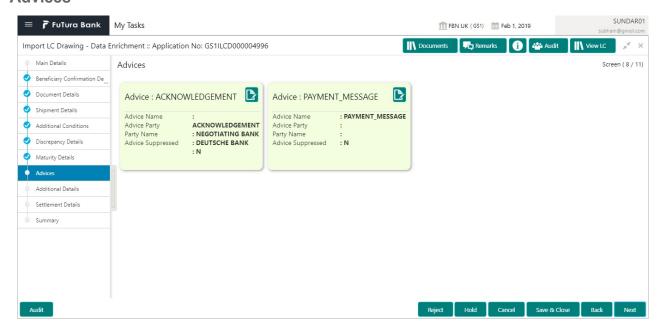
Discrepancy Details

Refer to Discrepancy Details.

Maturity Details

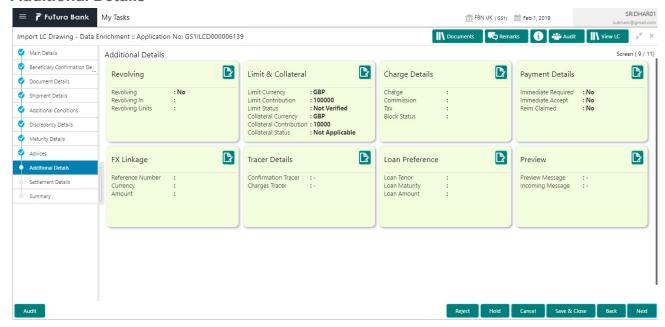
Refer to Maturity Details.

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.

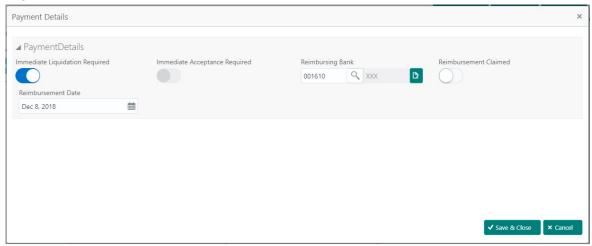
Limits & Collateral

Refer to Limits & Collateral.

Charge Details

Refer to Charge Details.

Payment Details



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

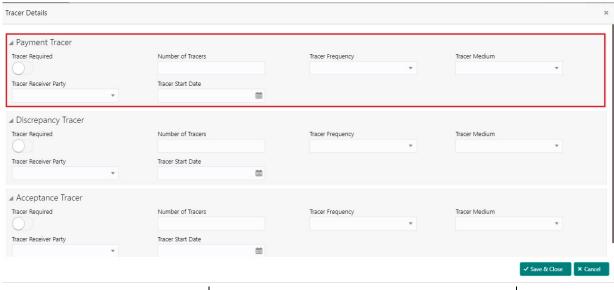
Field	Description	Sample Values
Immediate Liquidation Required	This toggle is applicable only for sight LC's and only if the drawings are without discrepancy.	
	Switch on the toggle to enable immediate liquidation for the drawing.	
Immediate Acceptance Required	This toggle is applicable only for Usance/multi 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

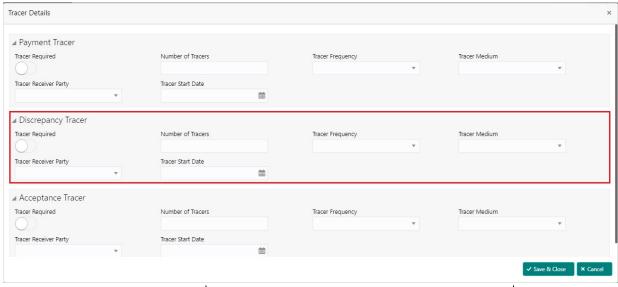
Provide the payment tracer details based on the description in the following table:



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.	

Discrepancy Tracer

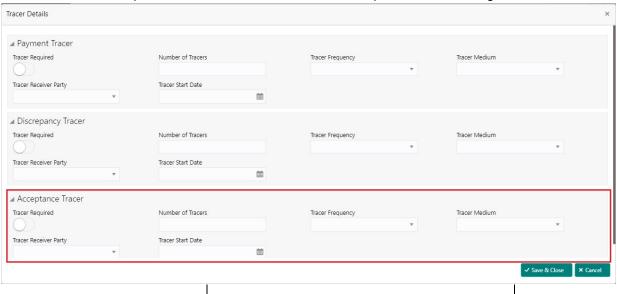
Provide the discrepancy tracer details based on the description in the following table:



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:

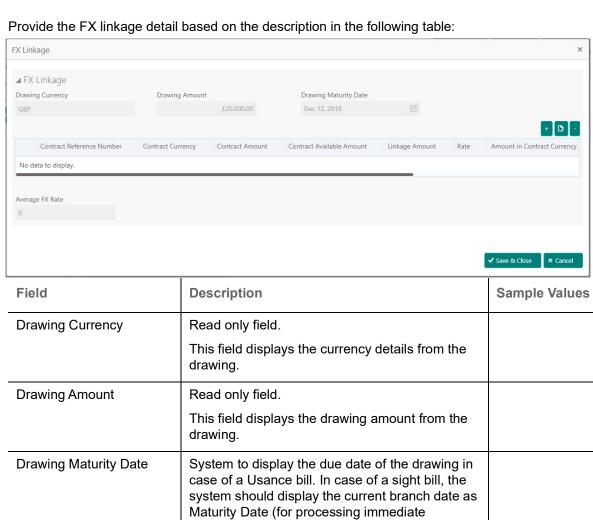


Field	Description	Sample Values
Tracer Required	Toggle on - Switch on the toggle to capture the tracer details.	
	Toggle off - Switch of the toggle, if user does not require to capture tracer details.	
Number of Tracers	Provide the number of tracers required.	
Tracer Frequency	System will default the 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.

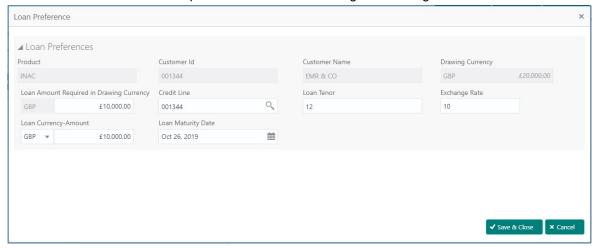


Drawing Currency	Read only field.	
	This field displays the currency details from the drawing.	
Drawing Amount	Read only field.	
	This field displays the drawing amount from the drawing.	
Drawing Maturity Date	System to display the due date of the drawing in case of a Usance bill. In case of a sight bill, the system should display the current branch date as Maturity Date (for processing immediate payment).	
Contract Reference Number	Select the FX contract from the LOV.	
Contract Currency	This field displays the currency of the FX contract.	
Contract Amount	This field displays the amount of the FX contract.	
Contract Available Amount	This field displays the unlinked/ available amount under the FX contract.	
Linkage Amount	If FX contract is linked already for the underlying LC, system will display the amount linked. If FX contract is not linked, user can provide the Linkage amount. Note The linkage amount must not be more than the drawing amount.	
Rate	This field displays the rate at which the contract is booked.	

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.	

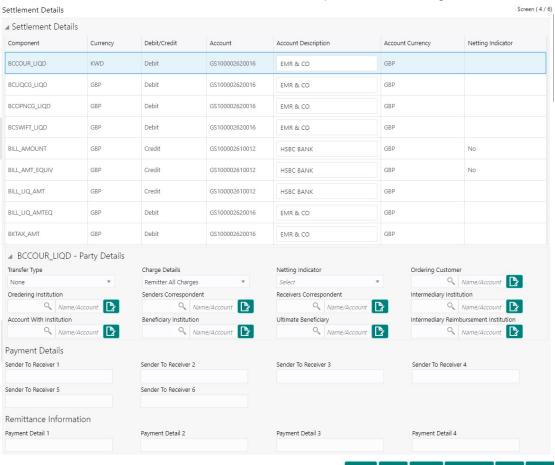
Field	Description	Sample Values
Exchange Rate	This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.	
Loan Currency-Amount	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.	

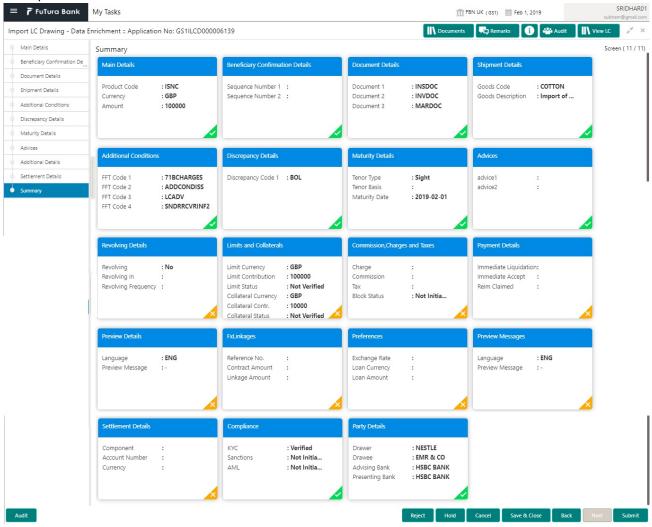
Remittance Information

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 Update 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 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 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.	
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.

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.

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.	

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 R2- Signature Missing 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 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

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 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.	
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 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.	

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)

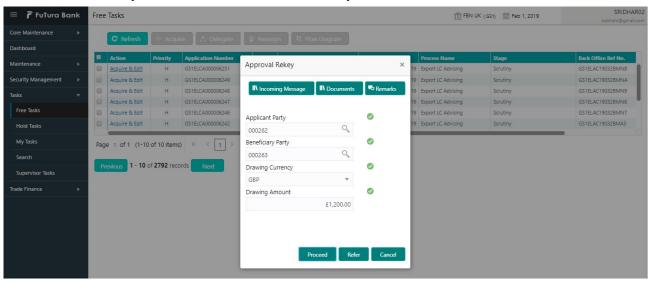
For non online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open

the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

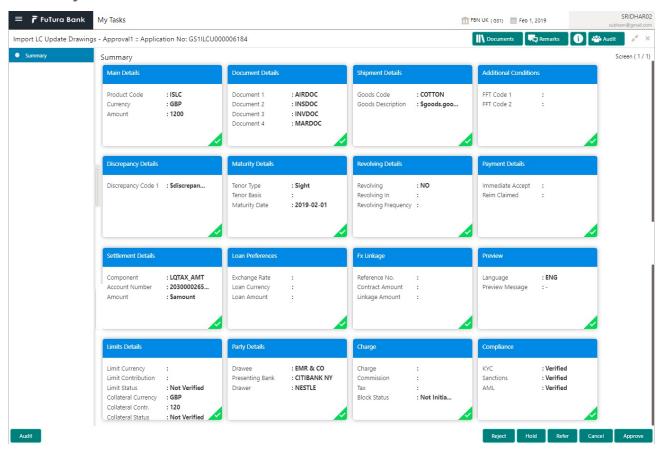
Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.:

- Applicant Party
- Beneficiary Party
- 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.



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.
- Shipment Details User can view shipment details.
- Additional Conditions User can view additional conditions 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 payment details.
- Settlement Details User can view settlement details.
- Preferences User can view the loan preferences.
- FX Linkage User can view the FX linkage details.
- 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	
	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.	
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- Input Finish Belongs Limits	
	R4- Insufficient Balance- LimitsR5 - Others	
	• No - 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 Update 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.
- Drawing Details User can view the drawing details.
- Documents Under LC User can view the documents received under the LC for this drawing, if required.
- Shipment User can view shipment 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.
- Compliance User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- 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.

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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